

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, AUGUST 23, 2018

Regular Meeting - 7:30PM

Superintendent's Office
30 Greenough Road , Plaistow, NH
Susan Sherman, Chairman
Kelly Ward, Vice Chairman

Dr. Earl Metzler, II, Superintendent
Dr. Roxanne Wilson, Asst. Superintendent

AGENDA

1. **7:30 PM** Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Approval of Minutes
 - a. June 21st, June 25th, July 19th meetings (5 sets)
5. Student Representative
6. Delegates and Individuals
7. Current Business
 - a. **7:35PM** Donations – ACTION (10 minutes)
 - b. **7:45PM** PAC Schedule – ACTION (5 minutes)
 - c. **7:50PM** Summer Projects Update – INFORMATIONAL (20 minutes)
 - d. **8:10PM** Year End Budget/Fund Retention – ACTION (20 minutes)
 - e. **8:30PM** Ratify Summer Hiring – ACTION (5 minutes)
 - f. **8:35PM** Policies – ACTION (10 minutes)
 - g. **8:45PM** Committee Assignments – INFORMATIONAL (5 minutes)
8. **8:50PM** Administrator's Report
9. **8:55PM** Personnel Report
10. **9:00PM** Committee Reports
11. **9:05PM** Reports of the School Board
12. Correspondence Folder
13. Vendor and Payroll Registers
14. **9:10PM** Other Business
15. Non-public (if needed and if time permits)
16. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
August 30	Goals Work Session	SAU	7:00PM
September 6	Regular Board Meeting	SAU	7:30PM
September 20	Regular Board Meeting	SAU	7:30PM
September 26	School Board Training Session	SAU	7:00PM
October 3	SAU Board Meeting	SAU	7:00PM
October 4	Regular Board Meeting	SAU	7:30 PM
October 17	SAU Board Work Session	SAU	7:00PM
October 18	Regular Board Meeting	SAU	7:30PM
November 1	Regular Board Meeting	SAU	7:30PM
November 14	SAU Board Public Hearing on Budget	SAU	7:00PM
November 15	Regular Board Meeting	SAU	7:30PM

ADMINISTRATOR'S REPORT

Administrator's Report for August 23, 2018 School Board Meeting

1-3. OPEN MEETING *Self-explanatory.*

4. APPROVAL OF MINUTES *(June 21st, July 19th, July 25th (NP) meetings – 5 sets)*

5-6. STUDENT REP AND DELEGATES AND INDIVIDUALS

7. CURRENT BUSINESS

a. Donations – ACTION

Angelo Fantasia to present \$1,000 Life of an Owl donation and a \$1,000 donation from the Jeremy Grazcyk Foundatio, and Barry Chooljian to present a \$1,000 from SNHU for the upcoming college fair . (See policy KCD)

b. PAC Schedule – ACTION

The Performing Arts Center schedule is being provided to the board for review and approval to ensure that events are not scheduled during times that might conflict with regularly scheduled school board meetings.

c. Summer Projects Update - INFORMATIONAL

Tom Geary to present an update on summer projects.

d. Year-End Budget/Fund Retention – ACTION

Geoff Dowd to present 2017-18 year-end budget numbers. Board members shall take action on the retention of any surplus. In 2013, the voters authorized, indefinitely until rescinded, the retention of year-end unassigned general funds in an amount not to exceed, in any fiscal year, 2.5 percent of the current fiscal year's net assessment, for the purpose of having funds on hand to use as a revenue source for emergency expenditures and over-expenditures under RSA 32:11, or to be used as a revenue source to reduce the tax rate, all in accordance with RSA 198:4-b, II.

e. Ratify Summer Hiring – ACTION

Pursuant to Policy GCF, from June 15, through September 1, any three members of the School Board, in the absence of a quorum of the full Board, be empowered to act on personnel matters as presented before them during the summer months when the Board is not meeting and to bring recommendations forward to the Board for approval at subsequent Board meeting(s). Having secured three member signatures for each personnel report during the summer, the board shall now ratify the full summer hire list.

f. Policies – ACTION

Four policies up for first read (EI Risk Management, GBCD Background Investigation and Criminal Records Check, ABA Volunteer Involvement, and IJOC Volunteers. The committee meets next on August 30th.

g. Committee Assignments - INFORMATIONAL

Dr. Metzler to update on SLT committee membership on school board committees.

6. ADMINISTRATOR'S REPORT – Dr. Metzler to present

a. Update on School Activities

7. PERSONNEL REPORT – Dr. Metzler to present

8. COMMITTEE REPORTS – Committee Chairs to update board on current initiatives.

9. REPORTS OF THE SCHOOL BOARD – Individual members to report on district matters.

10. CORRESPONDENCE – All correspondence now forwarded to board members as it comes in.

11. VENDOR AND PAYROLL REGISTERS – please be sure to review and sign vendor and payroll registers.

12. OTHER BUSINESS – Board members to provide agenda items for future meeting consideration. Preference is to provide these items directly to the School Board Chair in advance of the meeting.

13. NON-PUBLIC – *If needed and if time permits.*

14. FUTURE DATES – *As indicated.*

UPCOMING REGULAR MEETING AGENDAS

*This information is provided for informational purposes only. Agenda items are subject to change.
The official agenda will be distributed one week prior to its scheduled meeting.*

September 6, 2018	
Policies	
Budget Update	<i>18-19 budget lines/business consultant/ CRF payments</i>
School Campus Resource Officer	
Finalize School Board Goals	
Strategic Plan Presentation	
NHSBA Resolutions	
Opening of School Report	

September 20, 2018	
Policies	
Bullying Procedure	
Warrant Article Process	<i>Overview of process</i>
Organizational Update	
HB 1612 (nonpublic)	
School Action Plans	

October 4, 2018	
Policies	
Warrant Articles	<i>Standing item until Warrant is finalized</i>
Superintendent's Goals	
School Action Plans	
Budget Update	

Back Burner List	
December Goals Review	
TTA/TSSU Updates	
Instructional Tools/Assessment Reporting	<i>Throughout the year</i>
Transportation Update	
Treasurer's Report (quarterly)	

Timberlane Regional School District	Policy Code: KCD
Adopted: 10-16-08 Reaffirmed: 10-06-16 Revised: 04-19-18	Page 1 of 2

PUBLIC GIFTS AND DONATIONS

Gifts from organizations, community groups and/or individuals, which will benefit the District, shall be encouraged. A gift shall be defined as money, real or personal property and personal services provided without consideration.

Individuals or groups contemplating presenting a gift to a school or the district shall be encouraged to discuss in advance with the Building Principal or the Superintendent or Superintendent’s designee what gifts are appropriate and needed.

The Board reserves the right to refuse any gift that does not contribute to the achievement of the district’s goals, or in which the ownership of the gift would tend to deplete the resources of the district. In determining whether a gift will be accepted, consideration shall be given to district policies, school district goals and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to basic principles outlined in the regulation that accompanies this policy.

The Superintendent or Superintendent’s designee may accept gifts in the amount of \$500 or less. Gifts in excess of \$500 may only be accepted by the Board. Additionally, pursuant to RSA 198:20-b, gifts in the amount of \$5000 or more shall require the Board to hold a public hearing regarding any action to be taken with the gift. For gifts of less than \$5000, the Board will post notice of the gift in the agenda of the next regularly scheduled Board meeting and will include notice in the minutes of the meeting in which the gift is discussed. The acceptance of all gifts will be made in public session.

Any gift accepted shall become the property of the district, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the district. The Board shall be responsible for the maintenance of any gift it accepts.

At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the district. The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

It is the responsibility of the Superintendent or Superintendent’s designee to process the appropriate forms to update inventory and to notify the donor of acceptance or rejection of a gift.

Voluntary contributions by District employees of supplies or other minor items of personal property to be used in classrooms or school programs with an aggregate value over the school year of less than \$250 are permitted without further approval or documentation.

Timberlane Regional School District	Policy Code: KCD
Adopted: 10-16-08 Reaffirmed: 10-06-16 Revised: 04-19-18	Page 2 of 2

Receipt of voluntary contributions being made by District employees with a value of \$250 or more must be approved as required in this policy for gifts from individuals not employed by the District.

Active solicitation of gifts to be received by the District, including by any school, classroom, or program in the District, including soliciting gifts through online crowd funding web sites must be approved in advance by the Superintendent or Superintendent's designee where the value of the gift sought is less than \$500 and by the Board where the value of the gift sought is \$500 or greater.

PROPOSED

Timberlane Regional Performing Arts Center 2018-2019 Music & Drama Schedule of Events

PROPOSED

Month	Date	Day	Event	Time	Place
August	8/6-10 & 8/13-17	Mon-Fri	Summer Musical Workshop - Godspell	8:00am-4:00pm	PAC-Auditorium
	4/18	Sat	Godspell Performances	2 Shows - 1:00 & 7:00pm	Auditorium
	16	Thu	HS Freshman Band Night	5:00-7:00pm	Band Hall
	20-24	Mon-Fri	HS Marching Band Camp	8:00am-4:00pm	PAC
	24 & 25	Fri & Sat	HS Concert Choir Camp	Fri 6-9pm & Sat 8-4pm	PAC
	27	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium
	31	Fri	Football Game vs Dover	6:30pm	HOME
September	2	Mon	MVPO Rehearsal	7:00-9:30pm	AWAY
	7	Fri	Football Game vs Exeter	7:00pm	AWAY
	10	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium
	13	Thu	HS Drama - Milkmen	7:00pm	Recital Hall
	14	Fri	Football Game vs Londonderry	6:30pm	HOME
	17	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium
	21	Fri	Football Game vs Salem	7:00pm	AWAY
	24	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium
	28	Fri	Football Game vs Portsmouth	7:00pm	AWAY
	28,29	Fri,Sat	HS Drama 24-hr Play Project	Play-Sat 7:00pm	Recital Hall & PAC Rooms
October	1	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium
	1	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	2	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH, OH, RH
	5	Fri	Football Game vs Pinkerton	6:30	HOME
	11	Thu	HS Drama - Milkmen	7:00pm	Recital Hall
	12	Fri	Football Game vs Windam	7:00pm	AWAY
	13	Sat	Dover Band Show	6:00pm	Dover HS
	15	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium
	15	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	16	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH, OH, RH
	18	Thu	MVPO Rehearsal	7:00-9:30pm	Auditorium
	19	Fri	Football Game vs Winnacunnet	6:30pm	HOME
	20	Sat	Jazz All-State Auditions	TBA	Souhegan HS
	20	Sat	MVPO Rehearsal	9:00am-12:00pm	Auditorium
	21	Sun	MVPO Concert	2:30pm	Auditorium
	26	Fri	Football Game vs Spaulding	7:00pm	AWAY
	29	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium
	29	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	30	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH, OH, RH

November	5	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium
	5	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	6	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH, OH, RH
	7,8,9	Wed, Thu, Fri	HS Drama - Fall Play - OUR TOWN	7pm	Recital Hall
	10	Sat	HS Drama - Fall Play - LARAMIE PROJECT	2:00pm & 7:00pm	Recital Hall
	11	Sun	(PAC) TCB Veterans' Day Concert	2:00pm	Auditorium
	16	Fri	HS Drama - Milkmen	7:00pm	Recital Hall
	17	Sat	All State Auditions	TBA	Manch. Memorial
	19	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium
	26	Mon	Elementary Honors Chorus Rehearsals	6:30-8:00pm	CH
	27	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH, OH, RH
	26	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium
December	3	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium
	3	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	4	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH, OH, RH
	5	Wed	HS Jazz & Rock Ensemble Concert	7:00pm	Auditorium
	7	Fri	HS Drama - Milkmen	7:00pm	Recital Hall
	8	Sat	(PAC) TubaChristmas & TCB Holiday Concert	2:00pm & 3:00pm	Auditorium
	9	Sun	HS Concerts (band, orch, chor, gui orch)	1:00-5:00pm	Auditorium
	10	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium
	11	Tue	Elementary Honors Band/Orchestra/Chorus Concert	7:00pm	Auditorium
	12	Wed	MS Chorus Concert (7th & 8th)	7:00pm	Auditorium
	13	Thu	MVPO Rehearsal	7:00-9:30pm	Auditorium
	15	Sat	MVPO Rehearsal	9:00am-12:00pm	Auditorium
	16	Sun	MVPO Concert	2:30pm	Auditorium
	17	Mon	MS Orchestra (7th & 8th)	7:00pm	Auditorium
	18	Tue	Grade 6 Concerts (band,orch,chor)	7:00pm	Auditorium
	19	Wed	MS Band Concert (7th & 8th)	7:00pm	Auditorium
	12/22-1/1	Sat-Mon	Holiday Break		
January	8	Tue	Pollard Winter Concert	7:00pm	Auditorium
	9	Wed	Danville Winter Concert	7:00pm	Auditorium
	11	Fri	HS Drama - Milkmen	7:00pm	Recital Hall
	12	Sat	NHBDA/NHMEA Chamber All State Festival	All Day	UNH
	15	Tue	Sandown Winter Concert	7:00pm	Auditorium
	16	Wed	Atkinson Winter Concert	7:00pm	Auditorium
	18,19	Fri,Sat	HS Drama 24-hr Play Project	Play-Sat 7:00pm	Recital Hall & PAC Rooms
		Sat	NHBDA Jazz Festival	TBA	TBA
	20	Sun	(PAC) An Afternoon of Jazz	2:00pm	Recital Hall
	23	Wed	HS Tri-M Induction Ceremony	7:00pm	Recital Hall
	26	Sat	MS Musical All Day Rehearsal	11:00-6:00pm	Auditorium
	28	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium

28	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
29	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH, OH, RH

February	2	Sat	MS Musical	1:00 & 7:00pm	Auditorium
	4	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium
	7*,8,9	Thu,Fri,Sat	NHMEA All State Jazz Festival*	TBA	Pinkerton Academy
	11	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium
	11	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	12	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH, OH, RH
	13	Wed	HS Great American Songbook Concert	7:00pm	Recital Hall
	15	Fri	HS Drama - Milkmen	7:00pm	Recital Hall
	16	Sat	(PAC) Timberlane Guitar Festival	All Day-7pm Concert	Auditorium & PAC Rooms
	17	Sun	(PAC) Timberlane CONCERT Band Festival	1-5:00pm	Auditorium
	18	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium
	18	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	19	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH, OH, RH
	20	Wed	Music Faculty Recital	7:00pm	Recital Hall
	2/23-3/3	Sat-Mon	Winter Vacation		

March	4	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium
	4	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	5	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH, OH, RH
	6	Wed	HS/MS Jazz Night	7:00pm	Auditorium
	9	Sat	UNH/Clark Terry Festival	TBA	UNH
	9	Sat	MS Large Group Festival (MS Chorus attending)	TBA	TBA
	10	Sun	(PAC) Timberlane JAZZ Band Festival	1-5:00pm	Auditorium OR RH
	11	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium
	11	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	12	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH, OH, RH
	13	Wed	Grades 8-12 Chorus Concert	7:00pm	Auditorium
	14	Thu	MVPO Rehearsal	7:00-9:30pm	Auditorium
	14,15,16	Thu,Fri,Sat	Spring Comedy	Thu,Fri 7:00pm-Sat 2:00pm	Recital Hall
	15	Fri	NHBDMS MS Band Festival	TBA	TBA
	16	Sat	MVPO Rehearsal	9:00am-12:00pm	Auditorium
	17	Sun	MVPO Concert	2:30pm	Auditorium
	18	Mon	Grades 6-12 Orchestra Concert	7:00pm	Auditorium
	19	Tue	Grades 8-12 Band Concert	7:00pm	Auditorium
	20	Wed	Grades 4,5 & Advisories Chous Concert	7:00pm	Auditorium
	22	Fri	HS Drama - Milkmen	7pm	Recital Hall
	23	Sat	HS Large Group Festival	TBA	TBA
	25	Mon	Elementary Grade 5 Band Rehearsal	7:00pm	Auditorium
	25	Mon	MVPO Rehearsal	7:00-9:30pm	Band Hall
	26	Tue	Grades 5-7 Band Concert	7:00pm	Auditorium

27	Wed	Grades 6-7 Chorus Concert	7:00pm	Auditorium
		NHASTA Stringfest	9:00am-4:00pm	Mountain View MS, Goffstown

April	1	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium
	1	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	2	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH, OH, RH
	6	Sat	NHMEA Elem & MS Sharing Festival	TBA	TBA
	8	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium
	9	Tue	All District Elementary Beginner Instrumental Rehearsal	7:00pm	Auditorium
	10	Wed	All District Elementary Beginner Instrumental Concert	7:00pm	Auditorium
	11	Thu	HS Drama - Milkmen	7:00pm	Recital Hall
	11, 12, 13	Thu,Fri,Sat	NHMEA All State Music Festival*	TBA	Concord, NH
	14	Sun	(PAC) Timberlane Community Choral Festival	TBA	Recital Hall
	15	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium
	16	Tue	Elementary Honors Band/Orchestra/Chorus Concert	7:00pm	Auditorium
	17	Wed	HS/MS Solo & Ensemble Night	7:00pm	Auditorium/Recital Hall
	20-28	Sat-Sun	Spring Break		

May	2*,3,4	Thu,Fri,Sat	HS Musical "South Pacific"	7pm & 1pm(Sat)	Auditorium
	6	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium
	7	Tue	Elementary Grades 4 & 5 Orchestra Rehearsal	7:00	Auditorium
	8	Wed	Grades 4-8 Orchestra Concert	7:00pm	Auditorium
	9	Thu	HS Drama - Milkmen	7:00pm	Recital Hall
	11	Sat	NHMEA Middle School Festivals	TBA	TBA
	13	Mon	MVPO Rehearsal	7:00-9:30pm	Auditorium
	14	Tue	MS Band Concert	7:00pm	Auditorium
	15	Wed	HS Jazz Concert	7:00pm	Auditorium
	16	Thu	MVPO Rehearsal	7:00-9:30pm	Auditorium
	18	Sat	MVPO Rehearsal	9:00am-12:00pm	Auditorium
	19	Sun	MVPO Concert	2:30pm	Auditorium
	21	Tue	Grades 6-12 Guitar & Rock Ensemble Concert	6:00pm	Auditorium
	21	Tue	HS Chorus Concert	7:30pm	Auditorium
	22	Wed	HS Band Concert	6:00pm	Auditorium
	22	Wed	HS Orchestra Concert	7:30pm	Auditorium
	23	Thu	MS Chorus Concert	7:00pm	Auditorium
	24	Fri	HS Drama Awards	7:00pm	Recital Hall
	27	Mon	Memorial Day Parades - HS & 8th Grade Bands	TBA	TBA
	29	Wed	Elementary Trials	5-7:00pm	PAC All Rooms/Mods
	29	Wed	HS Chamber Concert	8:00pm	Auditorium
	31	Fri	HS Music Awards	5:00pm	HS Cafeteria

June	1	Sat	Elementary Trials	8-10:00am	PAC All Rooms/Mods
	3	Mon	Elementary Trials	5-7:00pm	PAC All Rooms/Mods
	10	Mon	Elementary Beginner Lessons	4-7:30pm	PAC All Rooms

11	Tue	Elementary Beginner Lessons	4-7:30pm	PAC All Rooms
12	Wed	Elementary Beginner Lessons	4-7:30pm	PAC All Rooms
13,14,15	Thu,Fri,Sat	One Act Plays	7:00pm-No Sat Matinee	Recital Hall
14	Fri	Last Day of School - Early Release		

TRSD Music/Drama Events

6/28/2018

PAC sponsored events

* indicates school board night

* indicates NHMEA sponsored overnight event requiring fieldtrip approval

<p>Timberlane Regional School District</p>	<p>Policy Code: GCF</p>
<p>Adopted: 03-07-85 Revised: 04-04-91 Revised: 02-24-05 Revised: 11-06-14</p>	<p>Page 1 of 1</p>

PROFESSIONAL STAFF HIRING

In accordance with RSA 189:39 and Item 1, *Powers and Duties of School Boards, Regulations of the State Board of Education*, the Superintendent is directed to present to the School Board, prior to, April 15, a listing of teacher nominations for re-employment for the coming year. The Board will act to elect teachers from the list of nominations without violating RSA 189:14 (a & b).

In hiring staff at other times during the year, the School Board shall consider and elect only those candidates nominated by the Superintendent of Schools. Should any candidate be rejected by the Board, it is the duty of the Superintendent to make another nomination. Appointments to the staff shall be made at a meeting of the School Board by a majority vote of the Board present and voting.

From June 15, through September 1, any three members of the School Board, in the absence of a quorum of the full Board, be empowered to act on personnel matters as presented before them during the summer months when the Board is not meeting and to bring recommendations forward to the Board for approval at subsequent Board meetings; and that valid contracts would be issued upon the recommendation of any three members; and that the Chair be authorized to sign them or, in his/her absence, his/her designee. The board may also opt, by majority vote, to authorize any one board member to make recommendation in lieu of the three board members provision for hiring professional staff during the summer months while the board is not in session.

Every professional employee must meet the certification requirements of the New Hampshire State Board of Education and have, or qualify for, within ninety (90) days or less, a valid certificate for the position he/she holds. It is the duty of the Superintendent of Schools to ascertain that every professional employee has, and continues to hold, a valid certificate from the State Board of Education. Cancellation of certification by the State Board of Education is sufficient reason for the dismissal of the employee.

Further, it is the policy of the Timberlane Regional School Board to both post and advertise all professional vacancies.

Legal References:

- RSA 189:39, How Chosen*
- RSA 189:14, Liability of District*
- RSA 189:14(a), Failure to be Renominated or Re-elected*
- RSA 189:14(b), Review by State Board*

TIMBERLANE POLICY COMMITTEE RECOMMENDATIONS TO THE SCHOOL BOARD FIRST READ

1 EI RISK MANAGEMENT

The policy was remanded back to the Policy Committee by the School Board as it was not put before the PC first. Changes are reflective of the risk pool management program the district participates in. PC recommends changes.

2 GBCD BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK

Newly revised policy to conform to changes in law.) PC recommends changes and added mandatory checks for volunteers under the volunteer section.

3 ABA VOLUNTEER INVOLVEMENT

While reviewing GBCD, the PC also reviewed associated policy ABA and recommends re-affirming.

4 IJOC VOLUNTEERS

While reviewing GBCD, the PC also reviewed associated policy IJOC and recommends adding a reference to chaperones.

Timberlane Regional School District	Policy Code: EI
Adopted: 01-01-83 Reaffirmed: 02-07-91 Revised: 09-20-01 Revised: 06-02-16 Revised:	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 ~~will~~ 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

Timberlane Regional School District	Policy Code: GBCD
Adopted: 02-24-05 Revised: 03-04-10 Reaffirmed: 06-02-16	Page 1 of 5

BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK

Background Investigation

The Superintendent, or his/her designee, will conduct a thorough investigation into the past employment history, criminal history records, and other appropriate background of any applicant as defined in this policy. This investigation shall be completed prior to making a final offer of employment, approving the contract with an individual contracting directly with the District, or approving the assignment of an employee of a contractor, a student teacher, or designated volunteer to work within the District.

The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been done. For the purposes of this policy the term "applicant" shall include an applicant for employment by the District, an individual with whom the District may contract to provide services directly to students, any person identified by a contractor with the District whom the contractor proposes to assign to provide services directly to students, student teachers who are proposed to be placed in a District school, and designated volunteers. All applicants will be subject to a criminal records history check meeting the minimum requirements of law, however, the Superintendent's protocol may specify additional background check steps for specific groups of employees, such as verifying the educational achievements and employment history of an applicant for a teaching position. The Superintendent's protocol shall include a list of felonies and misdemeanors, in addition to those specified in RSA 189:13-a, V, convictions of which shall be disqualifying. The protocol shall require that an analysis be conducted of any pending charges or convictions for crimes not on the statutory list of disqualifying offenses to determine whether the applicant should be disqualified. The protocol shall take into consideration the time which has passed since the conviction, the facts and circumstances of the charge or conviction, evidence of successful rehabilitation and an extended period of lawful behavior. For charges pending disposition for offenses not on the statutory list of disqualifying offenses, which the applicant discloses or which come to light during the background check, the presumption of innocence shall apply, however, the Superintendent shall consider all reliable information in assessing the applicant's suitability. The Superintendent shall assess whether, in light of the totality of the circumstances, the pending charges or convictions raise reasonable cause to doubt the applicant's suitability for the position.

As part of the application process, each applicant shall be asked whether he/she has ever been convicted of any crime and whether there are any criminal charges pending against him/her at the time of application. The applicant will also be directed to report any criminal charges brought against him or her after the application is submitted and until either hired or notified that he or she will not be hired. The falsification or omission of any information on a job application, during the pendency of the application, or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be

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~~grounds for disqualification from consideration for employment or immediate discharge from employment.~~

~~Any applicant for whom the Board requires a criminal history records check or their employer in the case of an employee of a contractor shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the criminal history records check, unless otherwise determined by the Board.~~

~~The Superintendent, or his/her designee, shall conduct an investigation into the past employment history, and other applicable background, of any person considered for employment with the District. This investigation shall be completed prior to making an offer of employment.~~

~~The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been done.~~

~~As part of the application process, each applicant for a position shall be asked whether he/she has ever been convicted of a crime and whether there are any criminal charges pending against him/her at the time of application. The falsification or omission of any information on a job application or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment.~~

~~Any person for whom the Board requires a criminal background check shall pay all fees and costs associated with the fingerprinting process and /or the submission or processing of the requests for the criminal record check, unless otherwise determined by the Board.~~

Criminal Records Check

~~Each applicant must submit to a background check and a criminal history records check with the State of New Hampshire, including FBI national records. Refusal to provide the required criminal history records release form and any other required releases to authorize a background check will result in immediate disqualification and no further consideration for the position.~~

~~Each person considered for employment by the Board whose duties require regular contact with pupils must submit to a State and FBI Criminal Records Check.~~

~~Persons regularly in contact with students means a person or persons who, in the performance of his/her duties, (1) comes in direct contact with pupils on a daily basis for any period of time, (2) meets regularly, e.g., once or twice a week, with students, including, but not limited to, an art, music, or physical education teacher, (3) a substitute teacher who comes in direct contact with pupils on a limited basis, or (4) any other persons whom the Superintendent believes, by virtue of their duties and contact with students, should appropriately undergo a Criminal Records Check.~~

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~~The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the State and FBI Criminal Records Check.~~

Volunteers

~~Designated volunteers are subject to a background investigation/criminal records check will be required to undergo a background check and criminal history records check and the provisions of this policy.~~ “Designated Volunteers” are defined and so designated pursuant to Policy IJOC.

Volunteers not categorized as “Designated Volunteers” per Policy IJOC will not be subject to a background investigation or criminal records check.

Conditional Employment

Persons who have been selected for employment may be hired on a conditional basis, pending a successful completion of the State and FBI Criminal Records Check.

No selected applicant for employment shall be extended a conditional offer of employment until the Superintendent, or his/her designee, has initiated the formal state and FBI Criminal Records Check process and has completed a background investigation.

~~Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her employment or approval to work within the District as a contractor or employee of a contractor is entirely conditioned upon the results of a criminal history records check and background check being satisfactory to the District.~~

~~Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely conditioned upon the completion of a Criminal Records Check which is satisfactory to the District.~~

~~All persons employed under a conditional offer of employment may be covered under the District’s health insurance program, at the sole discretion of the Board, and in accordance with Board policies and/or collective bargaining agreements, if applicable. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the Board does not tender the person a final offer of employment by reason of application of this Policy.~~

Final Offer of Employment

~~A person who has been extended a conditional offer of employment or conditional approval to work within the District as a contractor or employee of a contractor may be extended a final offer of employment or final approval upon the completion of a criminal history records check and a background check which is satisfactory to the Board.~~

~~No person with a conditional offer of employment shall be extended a final offer of employment if such person has charges pending or has been convicted of any crime listed in~~

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RSA 189:13-a, V; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States; or where such person has been convicted of the same conduct in a foreign country.

In addition to the felonies listed as disqualifying in pertinent and applicable law, a person may be denied a final offer of employment if he/she has charges pending or has been convicted of any crime, either a misdemeanor or felony, provided the basis for disqualifying the candidate is job related for the position in question and is consistent with business necessity. Such determination will be made by the Superintendent in accordance with the established protocol and on a case-by-case basis. If the Superintendent chooses to nominate an applicant who has a history of conviction of a crime or with pending charges for a position that must be approved by the School Board, the School Board shall be informed of that history in non-public session.

The Superintendent, or designee, will transmit each applicant's Criminal Record Release Authorization Form and, where inked cards are used, the applicant's fingerprint cards to the State Police. The State Police will then conduct the criminal history records check and will provide the Superintendent with the applicant's criminal history record or confirmation that the individual does not have a record of being charged with or convicted of a crime. In accordance with RSA 189:13-a, III, only the Superintendent will review the criminal history record received from the State Police and shall destroy that document as required by law.

When the District receives a notification of an employee, contractor, contractor's employee, or volunteer being charged with or convicted of a disqualifying offense under RSA 189:13-a, the Superintendent's protocol, or other crime which is evidence of the individual's unsuitability to continue in their role, the Superintendent shall take immediate appropriate action to remove the individual from contact with students. Employees shall be placed on paid administrative leave, if not subject to and immediately discharged. The Superintendent will then take appropriate employment or other action, consistent with law and any applicable employment agreement or contract to address the individual's ongoing relationship with the District.

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct which he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

~~A person who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a Criminal Records Check which is satisfactory to the Board.~~

~~No person with a conditional offer of employment shall be extended a final offer of employment if such person has been convicted of the following offenses, as referenced in RSA 189:13-a, V.: (1) murder, or (2) child pornography, or (3) aggravated felonious sexual assault, (4) felonious sexual assault, (5) kidnapping, (6) manufacturing, selling, administering, dispensing or distributing any controlled substance(s) on school property,~~

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~~or (7) sexual misconduct within an education setting in this state; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States, or where such person has been convicted of the same conduct in a foreign country.~~

~~In addition to the felonies listed above, a person may be denied a final offer of employment if s/he has been convicted of ANY felony. Such a determination will be made by the Board, on a case-by-case basis.~~

~~The Superintendent, or designee, will transmit relevant documents to the State Police, who will then screen the criminal records check for any selected applicant for employment, or designated volunteer, and will notify the District whether the record of said selected applicant or volunteer contains any felony convictions.~~

~~When the District receives a Criminal Records Check on a particular person which it finds unsatisfactory, the Superintendent shall dismiss said person within twenty-four hours (24) of the receipt of such report, excluding Saturdays, Sundays, or legally recognized holidays.~~

~~Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct which he or she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.~~

Additional Criminal Records Checks

The Board may require a criminal history records check of any employee, an individual with whom the District has contracted to provide services directly to students, any person identified by a contractor with the District who has been assigned to provide services directly to students, student teachers who are placed in a District school, and designated volunteers at any time.

~~The Board may require a Criminal Records Check of any employee at any time.~~

Legal Reference:

*RSA 189:13-a School Employee and Volunteer Background Investigations
 Technical Advisory, School Employee Background Investigation, Including a Criminal History Records Check, N.H.
 Department of Education, Adopted July 28, 1997*

NHSBA note, September 2017: This policy is revised to conform with the changes to RSA 189:13-a enacted by House Bill 556, Laws of 2017, Chapter 245. These changes require the District to assess whether convictions for felonies or misdemeanors, which are not on the list of disqualifying crimes in state law, are nonetheless disqualifying and to perform the background and criminal history record checks on contractors, employees of contractors, and student teachers, who will be providing services directly to students.

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VOLUNTEER INVOLVEMENT

The Board shall encourage the involvement of citizens to fulfill the mission of the schools, consistent with policy IJOC.

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<p>Adopted: 07-22-99 Revised: 02-24-05 Revised: 05-20-10 Revised: 10-20-11 Revised:</p>	<p>Page 1 of 2</p>

VOLUNTEERS

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. The Superintendent or his/her designee shall be responsible for developing and implementing procedures for the utilization of volunteers. School district employees who desire the assistance of a volunteer should request a volunteer through proper administrative channels.

Designated Volunteers

Designated volunteers will be required to undergo a background investigation and a criminal records check. "Designated volunteer" means any volunteer who:

1. Comes in direct contact with pupils without the presence of a professional staff member;
2. Meets regularly with students;
3. Meets with students on a one-on-one basis;
- ~~3.4. Serves as a chaperone on a school trip;~~
- 4.5. Any other volunteer so designated by the School Board or Superintendent.

Designated volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check.

Volunteer Duties

Selected volunteers will serve in the capacity of assistants and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certified staff.

All volunteers will sign a confidentiality agreement, and refrain from discussing the performance or actions of a student except with the student's teacher, counselor, Principal, or other school district who has a legitimate educational purpose for discussing such information. The confidentiality agreement is included as appendix IJOC-R.

Assignments shall be limited to assisting staff members with duties such as routine supervisory, tutorial, clerical, housekeeping and material preparation tasks. Assignment shall be limited to situations that may be supervised by a certificated staff person.

In some instances, volunteers may perform clerical and material preparation tasks away from the school site.

Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting.

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Volunteers will refer to their immediate supervisor or other regular staff member for final solution of any student problems which arise, whether of an instructional, medical or operational nature.

Volunteers will receive orientation, including (1) general job responsibilities; (2) information about school facilities, routines, and procedures, including safety and evaluation; (3) work schedule and place of work; and (4) expected relationship to regular staff.

Volunteers will receive appropriate training at the building level, consistent with their tasks and existing District standards. This training shall be developed under the leadership of the Principal in consultation with the volunteer coordinator.

Coaches

Volunteer coaches of individual sports must be certified in that sport and be in compliance with the standards set by NHIAA.

See also policy ABA.

Legal Reference:

RSA 189:13-a, School Employee Volunteer Background Investigations

2018-2019 SLT/BOARD COMMITTEE MEMBERSHIP

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Sue Sherman, Co-Chair
Brian Boyle
Lee Dubé

Geoff Dowd, Co-Chair
Tom Geary
Ken Henderson

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Sandy Allaire
Nancy Barcelos
Lorin Caffelle
Lucy Canotas
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Maegan Koelker
Melissa MacDonald
Christi Michaud, Co-Chair
Mark Pedersen
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***August 23, 2018*