

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, OCTOBER 19, 2017

Regular Meeting - **7:15 PM**

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

Superintendent's Office
30 Greenough Road , Plaistow, NH
Brian Boyle, Chairman
Dr. Kim Farah, Vice Chairman

*****The board will hold a public hearing on donations at 7:15pm.*****

AGENDA

1. **7:15 PM** Call to Order – Chair (5 minutes)
2. Roll Call – Clerk
3. Pledge of Allegiance
4. PUBLIC HEARING ON DONATIONS
5. Approval of Minutes
 - a. October 5th public session
6. Student Representative
7. Delegates and Individuals
8. Current Business
 - a. **7:35PM** Secondary/Department Action Plans* – INFORMATIONAL (30 minutes)
 - b. **8:05PM** CIP Project Schedule Review – ACTION (30 minutes)
 - c. **8:35PM** Policies (first read) – ACTION (10 minutes)
 - d. **8:45PM** Surplus – INFORMATIONAL (10 minutes)
 - e. **8:55PM** Default Budget – INFORMATIONAL (10 minutes)
 - f. **9:05PM** SAU Building Lease – ACTION (5 minutes)
 - g. **9:10PM** Warrant Articles – INFORMATIONAL/ACTION (5 minutes)
9. **9:15PM** Administrator's Report
10. **9:20PM** Personnel Report
11. **9:25PM** Committee Reports
12. **9:30PM** Reports of the School Board
13. Correspondence Folder
14. Vendor and Payroll Registers
15. **9:35PM** Other Business
16. Non-public (if needed)
17. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
November 2	Regular Board Meeting	SAU	7:30PM
November 15	SAU Board Public Hearing on Budget	SAU	7:00PM
November 16	Regular Board Meeting	SAU	7:30PM
November 21	Joint Budcom Meeting (tentative)	SAU	7:00PM
December 7	Regular Board Meeting	SAU	7:30PM
December 21	Regular Board Meeting	SAU	7:30PM
January 4	Regular Board Meeting	SAU	7:30PM
January 5	Deadline for Citizens Petitions - Bond	SAU	5:00PM
January 9	Deadline for all other Citizens Petitions	SAU	5:00PM

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.

ADMINISTRATOR'S REPORT

Administrator's Report for October 19, 2017 School Board Meeting

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

4. PUBLIC HEARING ON DONATIONS

Kathie Dayotis and Nancy Barcelos to each present on donations from their PTA's to fund new playground equipment at their schools. Atkinson Academy has received a \$20,900 donation and Danville is in receipt of a \$10,000 donation. The board must motion to accept these donations. More information about these playground updates will be included in board packets with a formal presentation to follow at the November 2nd meeting.

5. APPROVAL OF MINUTES *(One set – October 5th meeting)*

6. CURRENT BUSINESS

a. Secondary Action Plans – INFORMATIONAL

Secondary teams along with representatives from the Athletic and Performing Arts departments will present an executive summary of their 2017-18 action plans followed by a board Q and A time.

b. CIP Project Schedule Review – ACTION

Part II of the project schedule review. Beth Rincon will speak on the observation windows at the TLC@SN, Jen Marino will speak on the art cabinet project at TLC@SN, Angelo Fantasia will speak to the tennis courts project and Ken Henderson to speak about the fiber optic project.

c. Policies – ACTION

Six policies were forwarded for first read by the Policy Committee: EBBB, EHB, IGEA, IHAM, BDE, and BEDB. Motion to accept the first read and move to second read needed.

d. Surplus – INFORMATIONAL

Geoff Dowd to present internal surplus calculations.

e. Default Budget – INFORMATIONAL/ACTION

Geoff Dowd to provide overview of the default budget development process.

f. SAU Building Lease – ACTION

Geoff Dowd to present recommended language from district counsel on the SAU building lease contract. Once approved it will be presented to the SAU Board for execution (November 15th).

g. Warrant Articles – INFORMATIONAL/ACTION

Board members to discuss/propose drafting articles for the 2018 district warrant. This shall be a standing agenda item until the warrant is finalized in late January.

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 – please be sure to review the correspondence folder.

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

14. FUTURE DATES

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.*

November 2, 2007	
Warrant Articles	<i>Standing item</i>
Policies	
Assessment Reporting	<i>STAR (Fall Benchmarks)</i>
TSSU Update – Tentative	
Operating Budget (1 st draft)	
Elementary Report Card Update	
Playground Update (AA/DES)	
Public Hearing on \$5k Donation	<i>New Balance – Robotics</i>

November 16, 2007	
Warrant Articles	<i>Standing item</i>
Policies	
Budget Update	
American Education Week Essay Contest Winners	

December 7, 2007	
Warrant Articles	<i>Standing item</i>
Policies	
Budget Update	
Reschedule December 21 st meeting	

Back Burner List	
Achieve300 Usage	
Auditors to Bid	
Joint Meeting with BudCom	<i>November 21st (tentative)</i>
TTA/TSSU Updates	
Assessment Reporting	<i>Nov-SBAC, SAT; Dec-Science NECAP; Feb-STAR (midyear); May-Tripod; Jun-Star (End of Year)</i>
Sandown Schools Action	<i>September 2018</i>
Internal Controls Bids	<i>May 2018</i>
Extended Learning Schedule Midyear Review	<i>January/February</i>
TTA Survey Presentation	<i>February 2018</i>

Timberlane Regional School District Capital Improvement Plan Year 1 Summary (2018-2019)

Loc	New/Repl	Description	Request ID	Submitted by	Budget/ Warrant	Yr 1: 2018-19
ATK	Repl	AA - Repl. Playground Equip. (see offset rev)	ATK-0001	K Dayotis	Budget	\$12,000
DIS	Repl	DIS - Fiber Connection Between Schools	BIT-0001	K Henderson	Budget	\$300,000
DIS	Repl	DIS - Wireless Access Points	BIT-0002	K Henderson	Budget	\$10,000
SAU	New	Board Rm HD Video Broadcast Equip.	BIT-0003	K Henderson	Budget	\$21,308
DIS	New	Classroom Wall Mount Projectors	BIT-0004	K Henderson	Budget	\$123,648
DIS	Repl	DIS - Student Laptops	BIT-0007	K Henderson	Budget	\$45,600
DIS	Repl	DIS - Student Chromebooks	BIT-0008	K Henderson	Budget	\$100,000
DIS	Repl	DIS - Desktops	BIT-0009	K Henderson	Budget	\$41,500
DIS	Repl	DIS - Repl. Boardroom Sound System	BIT-0010	K Henderson	Budget	\$17,571
Dis	Repl	DIS - Laptops for Admins & Teachers	BIT-0011	K Henderson	Budget	\$29,640
Dis	Repl	DIS - District Servers	BIT-0012	K Henderson	Budget	\$12,000
DAN	Repl	DAN - Repl. Removed Playground Equip	DAN-0001	N. Barcelos	TBD	\$15,000
DIS	Repl	DIS - Repl. 2006 Maint. Van	FAC-0003	G. Stokinger	TBD	\$25,000
MS	Repl	MS - Repl. M/S Ride-On Burnisher	FAC-0005	G. Stokinger	TBD	\$15,000
MS/PS	Repl	MS - Repl. M/S Ride-On Burnisher	FAC-0005	G. Stokinger	TBD	\$15,000
HS	Repl	HS - Repl. Courtyd Window & Wall Syst.	FACB-0006	J Hughes	Budget	\$134,000
MS	New	MS - Repurpose Space - SPED Program	FACB-0009	J Hughes	TBD	\$15,000
HS	New	HS - Construct Admin Office & Conf. Rm. in Courtyard 1	FACB-0011	J Hughes	TBD	\$268,000
PAC	Repl	PAC - Remove & Repl. Outside Wall	FACB-0016	J Hughes	TBD	\$70,000
MS	Repl	MS - Locker Repl. 1500 Wing - Phase 4	FACB-0018	J Hughes	TBD	\$28,000
ATK	Repl	AA - Repl. Ballast Roof w/Rubber Roof	FACB-0028	J Hughes	TBD	\$85,000
SC	Repl	SC - Repl. Art Cabinets & Sinks	FACB-0046	J Hughes	TBD	\$50,000
SC	Repl	SC - Upgrade Bldg. Mgt. Sys.	FACB-0047	J Hughes	TBD	\$25,000
SC	Repl	SC - Restroom Renovations	FACB-0048	J Hughes	TBD	\$32,000
SC	New	SC - Install Classroom Observation Windows	FACB-0050	J Hughes	Budget	\$15,000
SN	New	SN - Install Addtl Faculty Bathrooms	FACB-0055	J Hughes	TBD	\$24,468
MS	Repl	MS - Roof Sect. P Music Wing - Build	FACB-0058	J Hughes	TBD	\$100,000
MS	Repl	MS - Roof Sect. P Music Wing - Design	FACB-0059	J Hughes	TBD	\$15,000
HS	Repl	HS - Science Room Cabinets/Stations	FACB-0060	J Hughes	TBD	\$66,000
HS/MS	New	HS - Access Rd Main Campus See FACS004	FACS-0000	G. Stokinger	TBD	\$10,000
HS	New	HS - Construct 2 New Tennis Courts	FACS-0005	Fantasia & Hughes	Budget	\$90,000
ATK	Repl	AA - Remove Curbing, Grade & Pave	FACS-0009	J Hughes	TBD	\$53,500
HS	Repl	HS - Track Maintenance/Repairs	FACS-0015	Fantasia & Hughes	TBD	\$11,000
SC	Repl	SC - Signage	FACS-0018	Hughes	TBD	\$20,000
SN	New	SN - Add'l Playground Equip.	SNN-0001	J Georgian	TBD	\$10,000

\$1,905,235

\$1,610,235

Revenue Offsets

DAN	Offset Rev	DAN - Repl. Removed Playground Equip	DAN-0001	N. Barcelos	N/A	(\$5,000)
AA	Offset Rev	AA - Playground Equipment	ATK-0001	K. Dayotis	N/A	(\$5,000)

Timberlane Regional School District
Facilities Related Requests by Priority Category (1-3)

Capital Improvement Plan Year 1 Summary (2018-2019)

Priority Category	Loc	New/Repl	Description	Request ID	Submitted by	Budget/ Warrant	Yr 1: 2018-19
1	ATK	Repl	AA - Repl. Playground Equipt. (see offset rev)	ATK-0001	K Dayotis	Budget	\$12,000
1	DAN	Repl	DAN - Repl. Removed Playground Equip	DAN-0001	N. Barcelos	TBD	\$15,000
1	HS	Repl	HS - Repl. Courtyd Window & Wall Syst.	FACB-0006	J Hughes	Budget	\$134,000
1	MS	New	MS - Repurpose Space - SPED Progam	FACB-0009	J Hughes	TBD	\$15,000
1	PAC	Repl	PAC - Remove & Repl. Outside Wall	FACB-0016	J Hughes	TBD	\$70,000
1	MS	Repl	MS - Locker Repl. 1500 Wing - Phase 4	FACB-0018	J Hughes	TBD	\$28,000
1	ATK	Repl	AA - Repl. Ballast Roof w/Rubber Roof	FACB-0028	J Hughes	TBD	\$85,000
1	SC	New	SC - Install Classroom Observation Windows	FACB-0050	J Hughes	Budget	\$15,000
1	MS	Repl	MS - Roof Sect. P Music Wing - Build	FACB-0058	J Hughes	TBD	\$100,000
1	MS	Repl	MS - Roof Sect. P Music Wing - Design	FACB-0059	J Hughes	TBD	\$15,000
1	HS	Repl	HS - Science Room Cabinets/Stations	FACB-0060	J Hughes	TBD	\$66,000
1	HS/MS	New	HS - Access Rd Main Campus See FACS004	FACS-0000	G. Stokinger	TBD	\$10,000
1	ATK	Repl	AA - Remove Curbing, Grade & Pave	FACS-0009	J Hughes	TBD	\$53,500
1	HS	Repl	HS - Track Maintenance/Repairs	FACS-0015	Fantasia & Hughes	TBD	\$11,000
1	SC	Repl	SC - Signage	FACS-0018	Hughes	TBD	\$20,000
1	SN	New	SN - Add'l Playground Equipt.	SNN-0001	J Georgian	TBD	\$10,000
2	DIS	Repl	DIS - Repl. 2006 Maint. Van	FAC-0003	G. Stokinger	TBD	\$25,000
2	MS	Repl	MS - Repl. M/S Ride-On Burnisher	FAC-0005	G. Stokinger	TBD	\$15,000
2	SC	Repl	SC - Upgrade Bldg. Mgt. Sys.	FACB-0047	J Hughes	TBD	\$25,000
2	SC	Repl	SC - Restroom Renovations	FACB-0048	J Hughes	TBD	\$32,000
2	SN	New	SN - Install Add'l Faculty Bathrooms	FACB-0055	J Hughes	TBD	\$24,468
3	HS	New	HS - Construct Admin Office & Conf. Rm. in Courtyard 1	FACB-0011	J Hughes	TBD	\$268,000
3	SC	Repl	SC - Repl. Art Cabinets & Sinks	FACB-0046	J Hughes	TBD	\$50,000
3	HS	New	HS - Construct 2 New Tennis Courts	FACS-0005	Fantasia & Hughes	Budget	\$90,000
							<u>\$1,188,968</u>

Revenue Offsets

DAN	Offset Rev	DAN - Repl. Removed Playground Equip	DAN-0001	N. Barcelos	N/A	(\$5,000)
AA	Offset Rev	AA - Playground Equipment	ATK-0001	K. Dayotis	N/A	(\$5,000)

TIMBERLANE POLICY COMMITTEE

FIRST READ

- 1 **EBBB ACCIDENT/INJURY/INCIDENT REPORTS** (Last updated in 2008. Language consistent with NHSBA; SLT recommends updating legal references.)
- 2 **EHB DATA/RECORDS RETENTION** (last updated in 2010; NHSBA language proposed; *priority to update per recent change in law*; legal review conducted with changes incorporated.)
- 3 **IGEA PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIAL** (last updated in 2012; *priority to updated per recent change in law.*)
- 4 **IHAM HEALTH EDUCATION AND EXEMPTION FROM INSTRUCTION** (last updated in 2010; *priority to updated per recent change in law.*)
- 5 **BDE BOARD/SUPERINTENDENT LEADERSHIP TEAM COMMITTEE** (last updated in 2016; revisions made by PC to remove three committees from the list and include a provision about substitute members.)
- 8 **BEDB AGENDA PREPARATION AND DISSEMINATION** (Last updated in 2009; revisions made to more closely reflect current practice.)

Timberlane Regional School District	Policy Code: EBBB
Adopted: 01-01-83 Reaffirmed: 02-07-91 Revised: 10-07-99 Revised: 04-03-08 Revised:	Page 1 of 1

ACCIDENT/INJURY/INCIDENT REPORTS

In case of accident/injury/incident, the responsible party (supervising adult) must fill out an accident/injury/incident form the day of any accident/injury/incident that involves the student, staff, or visitor.

The procedures for accidents/injuries/incidents and accident/injury/incident reporting are to be reviewed at the start of each school year by the Principals and the staffs of each school.

All accidents/injuries/incidents judged to be other than minor require an accident/injury/incident report to be filled out by the responsible party (supervising adult) and filed with the Principal and the School Nurse within 24 hours of the accident/injury/incident. If the accident/injury/incident involves the services of a physician and/or is likely to result in an insurance claim, a copy of said report will be forwarded to the TRSD Business Administrator. If the accident/injury/incident is not one involving a physician's care and is unlikely to be an insurance case, it will be sufficient to prepare one copy to be filed with the School Nurse. In all cases in which the School Nurse provides the care, documentation will be made on the individual student's health record.

If the accident/injury/incident is one involving the use of an Automated External Defibrillator (AED), the School Nurse, or his/her designee, shall report all instances of the AED use with the New Hampshire Department of Safety. See incident report forms at www.state.nh.us/safety/ems/aed_public_registry_packet.pdf

See also policies EBBC & JLCE

Legal Reference:

NH Code of Administrative Rules - Section Ed. 306.12(b)(1), School Health Services

NH Code of Administrative Rules - Section Ed. 311, School Health Services

RSA 200 Health and Sanitation

**Appendix EBBB-R
EBBB-X**

Timberlane Regional School District	Policy Code: EHB
Adopted: 04-03-08 Revised: 08-19-10 Revised:	Page 1 of 2

DATA / RECORDS RETENTION

The Superintendent shall develop procedures for a records retention system that is in compliance with RSA 189:29-a and Department of Education regulations. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by law. Additionally, the Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information *in compliance with state and federal law*.

Special Education Records

The District shall retain a student's special education records until at least the student's 25th birthday, unless written consent to destroy the records or a written request to destroy the records is received from the parent or guardian or, where applicable, the adult student.

The District shall inform parents at annual IEP meetings when personally identifiable information that has been collected, maintained, or used ~~under related to~~ in the provision of ~~providing~~ special education services for their student is no longer needed to provide educational services to the child or to demonstrate that the school has provided the student with a free appropriate public education as required by law. The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. ~~34-CFR 300.624.~~

The District shall maintain a copy of the last signed Individualized Education Plan ("IEP") that was in effect prior to the student's exit from special education until the student's 60th birthday.

The District shall provide parents, or where applicable the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.

The District shall provide public notice of its document destruction policy at least annually in the Timberlane Rights and Responsibilities handbook.

Litigation Hold

On receipt of notice from legal counsel representing the District ~~in~~ that a litigation hold is required, the routine destruction of governmental records, including paper and electronic records, which are or may be subject to the litigation hold, shall cease. The destruction of

Timberlane Regional School District	Policy Code: EHB
Adopted: 04-03-08 Revised: 08-19-10 Revised:	Page 2 of 2

records subject to a litigation hold shall not resume until the District has received a written directive from legal counsel authorizing resumption of the routine destruction of those records in accordance with the retention requirements of this policy and the associated procedures.

Right-to-Know Request - Hold

On receipt of a Right-to-Know law request to inspect or copy governmental records, the District Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. Such records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt under this chapter, the requested material shall be preserved for at least ~~no less than~~ 90 days. If, after 90 days, the District has not received a litigation hold letter, the subject records may be destroyed pursuant to regular record retention and destruction schedules. ~~and~~ If the District receives notice of impending litigation, the subject records will not be destroyed until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive from legal counsel representing the District authorizing destruction of the records has been received.

See also policies EH-R, JRA, & GBJ

Legal References:

- RSA 91-A, Right to Know Law*
- RSA 189:29-a, Records and Retention*
- NH Code of Administrative Rules, Section ED 306.04 (a)(4), Records Retention*
- NH Code of Administrative Rules, Section Ed. 306.04 (h) Records Retention*
- NH Code of Administrative Rules, Section Ed. 1119.01, Confidentiality Requirements*
- 34 CFR 300.624.*
- 20 USC §1232g, Family Educational Rights and Privacy Act (FERPA)*

Timberlane Regional School District	Policy Code: IGEA
Adopted: 04-19-12	Page 1 of 2

PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIAL

The curriculum and course materials of the Timberlane Regional School District are designed to meet statutory requirements and include other areas of study deemed appropriate by the professional staff and the Board. The curriculum includes topics and materials that are age and ability appropriate to the students.

Parents and legal guardians shall be notified by written means, not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction of human sexuality or human sexual education. The notice will identify and provide contact information for the member of staff or faculty whom a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material.

The Board acknowledges that from time to time individual students may be exposed to specific course materials which their parents/legal guardians find objectionable. In such cases, the parents/legal guardians may request an exception to the specific course materials in accordance with applicable law and the following procedure.

1. The parents/legal guardians must:
 - a. Notify the building principal in writing of the specific course material to which they object; and
 - b. Provide a detailed written description or actual copy of the course material which they propose as an alternative to the District's course material. That alternative material must meet applicable State requirements for education in the particular subject area.
 - c. Provide a detailed description of how and when the alternative course material will be delivered to the child at no cost to the District. The school district shall have no responsibility for delivery of the alternative course material.
2. The building principal shall review the proposed alternative course material and the plan for delivery of the material; determine whether it is appropriate and meets State requirements and consult with the classroom teacher and other staff as appropriate.
3. The building principal shall notify the parents/legal guardians as soon as practicable whether or not he/she agrees to the alternative course material and plan for delivery of the material. Both the building principal and parents/legal guardians must agree in order for particular alternative course materials to be approved as a replacement for District course material.

<p>Timberlane Regional School District</p>	<p>Policy Code: IGEA</p>
<p>Adopted: 04-19-12</p>	<p>Page 2 of 2</p>

4. If the building principal approves the alternative course materials and plan for delivery, the parents/legal guardians must provide appropriate documentation of the student’s successful completion of the material. Absent such documentation, the student will not receive credit for the work.
5. If the building principal and parents/legal guardians cannot agree on alternative course materials and a plan for delivery, the Superintendent may be requested to assist in resolving the matter. In the event that there is no agreement, the District shall expect the child to continue to participate in the school’s regular curriculum.
6. Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the school board.

In accordance with State law, the names of the parents/legal guardians requesting exceptions to specific course materials and their reasons shall remain confidential.

Legal Reference

RSA 186:11(IX-b) and (IX-c)

Cross Reference:

KLB – Public Complaints About the Curriculum or Instructional Materials
 IHAM Health Education and Exemption from Instruction

Timberlane Regional School District	Policy Code: IHAM
Adopted: 03-09-99 Revised: 05-20-10 Revised:	Page 1 of 2

HEALTH EDUCATION AND EXEMPTION FROM INSTRUCTION

Consistent with Department of Education requirements, health and physical education, including instruction about parts of the body, reproduction, and related topics, will be included in the instructional program.

Instruction must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

Parents and legal guardians shall be notified by written means, not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction of human sexuality or human sexual education. The notice will identify and provide contact information for the member of staff or faculty whom a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material.

Parents/guardians will have the right to inspect and review health and physical instruction materials which will be made reasonably accessible to parents/guardians and others to the extent practicable.

Parents/guardians who wish to review or inspect health and physical education materials may arrange a meeting with the Principal to review the materials.

Opt-Out Procedure

Parents or guardians who do not want their child to participate in a particular unit of health or sex education instruction for religious reasons, religious objections, or family/personal beliefs are allowed to have their child opt-out of such instruction. Students over the age of eighteen can choose to opt out of health or sex education for religious reasons, religious objections or personal beliefs.

Adult students or parents/guardians who wish to have their child opt-out of such instruction are required to complete the district opt-out form and state the particular unit of curriculum in which the student is not to participate. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health or physical education teacher in conjunction with Principal.

Adult students or parents/guardians who do not want their child to participate in a particular unit of health or physical education for religious reasons or personal/family beliefs must complete a Health or Physical Education Opt-Out Form. Opt-Out Forms are available from either the health education teacher or the Principal.

Opt-out requests must be submitted annually and are valid only for the school year in

Timberlane Regional School District	Policy Code: IHAM
Adopted: 03-09-99 Revised: 05-20-10 Revised:	Page 2 of 2

which they are submitted.

Legal References:

NH Code of Administrative Rules, Section Ed 306.40, Health Education Program
NH Code of Administrative Rules, Section Ed 306.41, Physical Education Program
RSA 186:11, IX-b, Health and Sex Education

<p>Timberlane Regional School Board</p>	<p>Policy Code: BDE</p>
<p> Revised: 12-03-98 Revised: 02-24-05 Revised: 09-05-13 Revised: 05-07-15 Revised: 06-02-16 Revised: </p>	<p>Page 1 of 1</p>

BOARD/SUPERINTENDENT LEADERSHIP TEAM STANDING COMMITTEES

The Board may have the following standing committees as deemed necessary:

1. Facilities
2. Curriculum and Assessment
3. Policy
4. Safety
5. ~~Personnel~~
6. ~~Community Relations~~
7. ~~Strategic Plan~~
- 8.5. Capital Improvement Plan
- 9.6. Wellness

Standing and *special-ad hoc* committees and delegations shall be appointed by the School Board Chair and approved by vote of a majority of the Board. Committees will meet as needed on challenges and opportunities pertaining to said committee.

The School Board Chair and the Superintendent will work together to appoint members to each committee from both the School Board and the Superintendent Leadership Team and to appoint co-chairs of each committee, one being a School Board member and the other being a member of the Superintendent Leadership Team.*

Only members of the committee may vote on committee matters and at least two members of the committee from the School Board and two members of the committee from the Superintendent Leadership Team must be present to hold a meeting. *Substitute members selected by the committee co-chairs may act and vote on behalf of the absent member(s).*

All recommendations of the committees will be presented to the Superintendent’s Leadership Team before presentation to the full board for action.**

~~*The Personnel Committee will be co-chaired by the School Board Chair and the Superintendent~~

~~**The Policy, Personnel and Community Relations Committees are not required to present recommendations to the Superintendent Leadership Team.~~

<p>Timberlane Regional School Board</p>	<p>Policy Code: BEDB</p>
<p>Adopted: 04-21-83 Revised: 11-01-90 Revised: 12-03-98 Revised: 09-20-01 Revised: 12-17-09 Revised:</p>	<p>Page 1 of 1</p>

AGENDA PREPARATION AND DISSEMINATION

The Superintendent *and School Board Chair* shall prepare all agendas for meetings of the Board. ~~In doing so, the Superintendent shall consult with the Board Chairman and appropriate members of the executive staff~~*The Superintendent shall be responsible for publishing the agenda.*

Items to be placed in the agenda should be in the hands of the Superintendent on or before the seventh day preceding the meeting. Items not included in the agenda may be brought before the meeting ~~provided it is agreed to by the Board~~*and discussed at the discretion of the Board.*

Items of business may be suggested by any Board member, staff member, student, or citizen of the district. The inclusion of items suggested by staff members, *or* students, ~~or citizens~~ shall be at the sole discretion of the Superintendent. The agenda, however, shall always allow suitable time for the remarks of the public who wish to speak briefly before the Board.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. ~~Under Other Business, i~~tems of business not on the agenda will be ~~discussed and acted upon if a majority of the Board agrees to consider them at the next meeting. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled~~ *submitted to the School Board Chair for consideration at a future meeting.*

The agenda, together with supporting materials, shall be distributed to Board members ~~sufficiently~~ prior to the Board meeting, if at all possible, to permit them to give items of business careful consideration. The agenda shall also be made available to the press, and others upon request.

The agenda will be posted at the Superintendent’s office and at least one other public place, and will be posted on the District network and website.