

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, JANUARY 11, 2018

Special Meeting* immediately following
Public Hearing on the Budget

Performing Arts Center
40 Greenough Road, Plaistow, NH

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

Brian Boyle, Chair
Dr. Kim Farah, Vice Chair

AGENDA

1. Call to Order – Chair
2. Sandown North Update – INFORMATIONAL (5 minutes)
3. Transportation Update – INFORMATIONAL (15 minutes)
4. Mid-year Review of Budget Expenditures – INFORMATIONAL (10 minutes)
5. Warrant Articles – INFORMATIONAL/ACTION (5 minutes)
6. Policies – ACTION (10 minutes)
7. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
January 18	Regular Board Meeting	SAU	7:30PM
January 24	First Day to file for Candidacy	SAU	
January 25	Last Day for Budcom to provide WA recommendations		
January 29	Last Day to Post Warrant		
February 1	Regular Board Meeting	SAU	7:30PM
February 2	Last Day to File for Candidacy	SAU	5:00PM
February 8	Deliberative Session	TRHS	7:00PM
February 15	Regular Board Meeting	SAU	7:30PM
March 8	Regular Board Meeting	SAU	7:30PM
March 13	Voting		
March 22	Re-Organizational Meeting	SAU	7:30PM

**No other business to be conducted at this time.*

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 January 11, 2018 special School Board Meeting

1. CALL TO ORDER *Self-explanatory.*

2. Sandown North Update - INFORMATIONAL

Tom Geary, Jo-Ann Georgian and Rodney Mills to provide an update on the heating and water situation at Sandown North.

3. Transportation Update - INFORMATIONAL

Tom Geary to provide an update on the transportation bidding process and on the consultant's route analysis.

4. Mid-Year Review of Budget Expenditures - INFORMATIONAL

The board to review 2017-18 budget expenditures to date.

5. Warrant Articles - INFORMATIONAL/ACTION

Review of the proposed warrant to date. This shall be a standing agenda item until the warrant is finalized in late January.

6. Policies - ACTION

First read on two policies relative to bidding procedures and conflict of interest. The remaining policies in the queue will be addressed at the January 18th board meeting.

7. 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.*

January 18, 2018	
Warrant Articles	<i>Finalize the Warrant</i>
Policies	
Curriculum	<i>1st read (Latin, Math)</i>
Annual Report	Board's article
Achieve3000 and Tripod Survey	<i>Overview of these instructional tools</i>
Eagle Scout Project	<i>Benjamin Comeau (AA project)</i>

February 1, 2018	
Assessment Reporting	
Policies	
Extended Learning Schedule Midyear Review	<i>January/February</i>
School Calendar	
School Board Self Evaluation	
Curriculum	<i>2nd read (Latin, Math)</i>

February 8, 2018	
Deliberative Session	<i>TRHS</i>
Special Meeting for Warrant Article Recommendations	<i>To finalize the warrant for ballot</i>

February 15, 2018	
Policies	
TTA Survey Presentation	<i>February 2018</i>

Back Burner List	
Achieve300 Usage	
Auditors to Bid	
TTA/TSSU Updates	
Assessment Reporting	<i>Feb-STAR (midyear); May-Tripod; Jun-Star (End of Year)</i>
Internal Controls Bids	<i>May 2018</i>

TO BE UPDATED BEFORE PUBLIC HEARING
2018 Timberlane Regional School District Warrant
State of New Hampshire

To the inhabitants of the School District of the Towns of Atkinson, Danville, Plaistow, and Sandown, New Hampshire, qualified to vote in District affairs:

First Session of Annual Meeting (Deliberative)

You are hereby notified to meet at the Timberlane High School, 36 Greenough Road, Plaistow, New Hampshire, on Thursday, the 8th day of February 2018, at 7:00 p.m. This session shall consist of explanation, discussion, and debate of warrant articles number 2 through number _____. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

Second Session of Annual Meeting (Voting)

Voting on warrant articles number 1 through number _____ will be conducted by official ballot to be held in conjunction with town meeting voting to be held on Tuesday, the 13th day of March, 2018, at the Town election polls in Atkinson, Danville, Plaistow, and Sandown, New Hampshire.

Atkinson	Voting will be conducted at the Atkinson Community Center from 7am-8pm
Danville	Voting will be conducted at the Danville Community Center from 8am-7pm
Plaistow	Voting will be conducted at Pollard School from 7am-8pm
Sandown	Voting will be conducted at the Sandown Town Hall from 8am-8pm

Article 1 - Election of Officers

To choose the following school district officers:

Atkinson Voters	School Board Member	3-Year Term
Plaistow Voters	School Board Member	3-year Term
Sandown Voters	School Board Member	3-year Term
Atkinson Voters	Budget Committee Member	3-Year Term
Danville Voters	Budget Committee Member	2-Year Term
Plaistow Voters	Budget Committee Member	3-Year Term
Sandown Voters	Budget Committee Member	3-Year Term

Article 2 - Operating Budget

Shall the voters of the Timberlane Regional School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$71,759,415**? Should this article be defeated, the operating budget shall be **\$71,370,606** which is the same as last year, with certain adjustments required by previous action of the Timberlane Regional School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Note: Warrant Article 2 (the operating budget) does not include appropriations proposed under any other warrant articles. (MAJORITY VOTE REQUIRED)

Not/Recommended by the School Board

Not/Recommended by the Budget Committee

Article 3 - Capital Reserve Fund

Shall the voters of the Timberlane Regional School District raise and appropriate up to **\$250,000** to be placed in the School Building Construction, Reconstruction, Capital Improvement and Land Purchase Capital Reserve Fund established in 1996, with such amount to be transferred from those funds in the June 30, 2018 unassigned fund balance available for transfer on July 1 of this year which were apportioned as Capital Expenses in 2017-2018 in accordance with Article 6 of the Timberlane Regional School District Articles of Agreement? No amount to be raised by taxation. (MAJORITY VOTE REQUIRED)

Not/Recommended by the School Board

Not/Recommended by the Budget Committee

[Intent: This article puts money aside for future capital improvements. Money is only put into this Capital Reserve Fund if it is available at the end of the fiscal year. Capital expense appropriations are calculated in accordance with the Timberlane Regional School District Articles of Agreement (Article 6) apportionment formula as follows:

“The capital expenses of the Timberlane Regional School District payable in each fiscal year shall be apportioned on the equalized valuation as most currently available as determined by the State Tax Commission”.] INTENT STATEMENTS MAY BE PRESENTED AT DELIBERATIVE BUT NOT PLACED ON THE BALLOT

Article 4 - General Acceptance of Reports

Shall the voters of the Timberlane Regional School District accept reports of agents, auditors, and committees as written in the 2017 Annual Report? (MAJORITY VOTE REQUIRED)

Not/Recommended by the School Board

TIMBERLANE POLICY COMMITTEE RECOMMENDATIONS TO THE SCHOOL BOARD

FIRST READ

- 1 **DJE BIDDING REQUIREMENTS** (PC modified to include the posting of bid advertisements on the district website)
- 2 **BCB BOARD MEMBER CONFLICT OF INTEREST** (PC modified to include statement that no board member shall have any direct personal or pecuniary interest in a contract with the school district)

Timberlane Regional School District	Policy Code: DJE
Adopted: 01-03-91 Revised: 06-19-08 Revised: 05-08-14 Revised:	Page 1 of 1

BIDDING REQUIREMENTS

The Superintendent is required to get written competitive bids on purchases of supplies, materials, equipment, and contractual services in the amount of \$10,000 or more. As a general rule, purchases of \$1,000 or more per item will require at least three competitive documented quotes for the open market. All purchases made in the open market shall be consummated after careful evaluation.

When bidding procedures are used, bids shall be advertised appropriately, *including on the district website*. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Superintendent, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The Superintendent reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district. The Superintendent also reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified, shall not be considered. The Superintendent also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the district with appropriate bonding. Contractors shall be required to provide a certificate of insurance.

Specialized educational and related services are exempt from this policy when the interests of children so dictate (i.e. textbook purchases, psychological services, etc.).

Existing services that continue to meet the needs of the district shall be subject to an annual review and may not need to go out to bid.

Legal References:

RSA 194-C:4 II (a), Superintendent Services

NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards

<p>Timberlane Regional School Board</p>	<p>Policy Code: BCB</p>
<p>Adopted: 04-21-83 Reaffirmed: 11-01-90 Revised: 08-22-91 Revised: 12-03-98 Revised: 12-16-10 Revised:</p>	<p>Page 1 of 1</p>

BOARD MEMBER CONFLICT OF INTEREST

As elected officials, school board members owe a duty of loyalty to the general public in protecting the school district’s interest. Therefore, the board declares that a conflict of interest is a personal and pecuniary interest that is immediate, definite, and demonstrable and which is or may be in conflict with the public interest. .

~~A board member who has a personal or private interest in a matter proposed or pending before the Board will disclose such interest to the Board, will not deliberate on the matter, will not vote on the matter, and will not attempt to influence other members of the Board regarding the matter. Additionally, Board members should refrain from engaging in conduct or actions that give the appearance of a conflict of interest, embarrass the Board, or personally embarrass another Board member.~~

~~A board member shall not have any direct personal and pecuniary interest in a contract with the school district, nor shall he or she furnish directly any labor, equipment, or supplies to the district.~~

It is not the intent of this policy to prevent the district from contracting with corporations or businesses of which a board member is an employee. The policy is designed to prevent placing a Board member in a position where his/her interest in the public schools and his/her interest in his/her place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist.

Nepotism

The Board may employ a teacher or other employee if such teacher or other employee is the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or any member of the Board. Such a relationship will not automatically disqualify a job applicant from employment with the school district. However, the Board member shall declare his/her relationship with the job applicant and will refrain from debating, discussing, or voting on a nomination or other issue. The job applicant is expected to declare his/her relationship with the Board member as well.

This shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy, or a Board member’s election.

Legal Reference:

Marsh v. Hanover, 113 NH 667 (1973) and Atherton v. Concord, 109 NH 164 (1968).
RSA 671:18