

# TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, JANUARY 5, 2017

Regular Meeting - 7:30 PM

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

Superintendent's Office  
30 Greenough Road , Plaistow, NH  
**Peter Bealo, Chairman**  
**Kelly Ward, Vice Chairman**

## AGENDA - REVISED

1. **7:30 PM** Call to Order – Chair (10 minutes)
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Delegations or Individuals
5. Current Business
  - a. **7:40PM** ExxonMobil Donation – ACTION (5 minutes)
  - b. **7: 45PM** Student Trips – ACTION (10 minutes)
  - c. **7:55PM** Curriculum (1<sup>st</sup> read) – ACTION (15 minutes)
  - d. **8:10PM** Policies (1<sup>st</sup> read) – ACTION (10 minutes)
  - e. **8:20PM** SAT/SBAC 2015-16 Results – INFORMATIONAL (45 minutes)
  - f. **9:05PM** Annual Report – INFORMATIONAL/ACTION (15 minutes)
  - g. **9:20PM** Warrant Update – INFORMATIONAL /ACTION (10 minutes)
  - h. **9:30PM** Wellness Center Proposal – INFORMATIONAL/ACTION (10 minutes)
6. **9:40PM** Administrator's Report
  - a. Update on School Activities – INFORMATIONAL
7. **9:45PM** Personnel Report
8. **9:50PM** Committee Reports
9. **9:55PM** Reports of the School Board
10. **10:00PM** Approval of Minutes
  - a. December 1<sup>st</sup> nonpublic and December 15<sup>th</sup> public and nonpublic
11. Correspondence Folder
12. Vendor and Payroll Registers
13. **10:05PM** Other Business (if time permits)
14. Non-public (if needed)
15. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
January 6	Bond Citizens Petitions Deadline	SAU	5:00 PM
January 10	All Other Citizens Petitions Deadline	SAU	5:00 PM
January 12	Public Hearing on Budget	PAC	7:00 PM
January 19	Regular Board Meeting	SAU	7:30 PM
January 25	First Day of Filing for Candidacy	SAU	
January 26	Last Day for Budcom to Deliver WA Recommendations		
January 30	Last Day to Post Warrant for Deliberative		
February 2	Regular Board Meeting	SAU	7:30 PM
February 9	Deliberative Session	TRHS	7:00 PM

*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 5, 2017 School Board Meeting*

**1-4. OPEN MEETING** *Self-explanatory.*

### **5. CURRENT BUSINESS**

#### **a. Exxon-Mobil Donation – 5 minutes**

*Mark Pederson to present a \$2500 donation from Exxon-Mobile to be used for the spring STEAM camp and to purchase equipment. See policy KCD. ACTION*

#### **b. Student Trips – 20 minutes**

*Ryan Richman to present proposal for two student trips: Harvard Model Congress in February and Youth and Government in April. See policy IJOA. ACTION*

#### **c. Curriculum – 15 minutes**

*Curriculum team to present first read on Social Studies curriculum (Social Science of Well-Being). ACTION*

#### **d. Policies – 10 minutes**

*Chairman Bealo to present seven policies for first read: JIJ Student Protests and Demonstrations, DID Fixed Assets (Inventories), IJNDB Internet Access for Students, JICL Internet Access for Students, EGA School District Internet Access for Students, GBEF Internet Access for Staff, and GBK Staff Complaints and Grievances. ACTION*

#### **e. SAT/SBAC 2015-16 Results – 45 minutes**

*Christi Michaud to present SAT/SBAC results from 2015-16. INFORMATIONAL*

#### **f. Annual Report – 15 minutes**

*The board to discuss and make determination about any changes (additions or deletions) to the 2016 annual report. INFORMATIONAL/ACTION*

#### **g. Warrant Update – 10 minutes**

*Board to review most recent version of proposed warrant. INFORMATIONAL/ACTION*

#### **h. Wellness Center Proposal – 10 minutes**

*Mr. Sapia to present proposal for wellness center. INFORMATIONAL/ACTION*

### **6-9. REPORTS**

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

*a. Update on happenings and activities with each of the district schools*

**7. PERSONNEL REPORT** – *Dr. Metzler to present (if needed)*

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

**9. REPORTS OF THE SCHOOL BOARD**

**10. APPROVAL OF MINUTES**

*Three sets: December 1<sup>st</sup> sealed nonpublic and December 15<sup>th</sup> public and nonpublic sessions.*

**11. CORRESPONDENCE**

**12. VENDOR AND PAYROLL REGISTERS**

**13. OTHER BUSINESS**

**14. NON-PUBLIC** *(if needed)*

**15. 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.*

<b>January 12, 2017</b>	
Public Hearing on Budget	<i>Presentation by Budget Committee</i>
Special Meeting	<i>To make recommendation action on each warrant article</i>

<b>January 19, 2017</b>	
Curriculum (2nd read)	<i>Finite Math, Acc Calculus, Math Fundamentals, Algebra 2 (part 2), (Eng) Analysis of Literacy Movements, Gr 6 World Language, MS STEAM, (SS)Behavioral Psychology</i>
Policies	<i>First read</i>
Fall All-Star Recognition	
Annual Report Article	

<b>February 2, 2017</b>	
Social Studies (2nd read)	<i>Social Science of Well-Being</i>
2018-19 School Calendar	
School Board Self Evaluation	<i>Process</i>
Policies	<i>Second read</i>

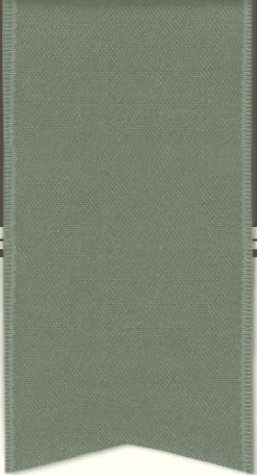
February 9, 2017	
Deliberative Session	
Special Meeting	

March 2, 2017	
School Board Self Evaluation	<i>Results</i>
Policies	<i>First read</i>

March 16, 2017	
Reorganizational Meeting	

**Back-Burner List**

Teacher Update	<i>Ryan Richman (schedule 2016-17 presentation dates)</i>
Updated Org Chart	<i>Reflecting Campus</i>
Kindergarten Committee Report	
School Board Correspondence Process	
Adding Additional Board Meeting	<i>To address donations, awards, field trips</i>



# HARVARD MODEL CONGRESS AND YOUTH AND GOVERNMENT 2017

2/23/2017-2/26/2017 (HMC)

4/7-8/2017 (Y&G)



# Harvard Model Congress

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- ← Founded in 1986, HMC is a 501(c)(3) educational nonprofit and the nation's oldest government simulation conference
- ← The most dynamic model congress simulation available to high school students
- ← HMC requires students to assume the role of real life congressmen, senators, and members of government, forcing them to expand their own perspectives and to understand the issues at hand in a new, more nuanced way



**Harvard Model  
Congress Boston**

# Harvard Model Congress

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## Tentative 2017 Schedule

### Thursday, February 23, 2017

9:00am – 2:00pm Registration  
2:30pm – 3:30pm Opening Ceremonies  
3:30pm – 6:00pm Program Meetings  
6:00pm – 8:00pm Dinner  
8:00pm – 10:30pm Program Meetings  
9:00pm – 9:30pm Faculty Advisor Meeting  
12:00am Curfew

### Friday, February 24, 2017

9:00am – 1:00pm Harvard Day  
1:00pm – 6:00pm Program Meetings  
6:00pm – 8:00pm Dinner  
6:00pm – 10:00pm Program Meetings  
11:00pm Curfew

### Saturday, February 25, 2017

9:00am – 12:00pm Program Meetings  
12:00pm – 1:00pm Lunch  
1:00pm – 5:00pm Program Meetings  
5:45pm – 9:00pm Dinner  
9:00pm – 11:00pm Congressional Ball  
9:00pm – 10:00pm Faculty Mixer  
12:00am Curfew

### Sunday, February 26, 2017

9:00am – 11:00pm Program Meetings  
9:30am – 10:00am Faculty Advisor Meeting  
11:30am – 12:30pm Closing Ceremonies

# Harvard Model Congress

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- ← Cost (for 9 students):
  - ← \$99 School fee (paid through fundraising)
  - ← \$115 Delegate fee (paid by students)
  - ← \$321 Hotel fee (paid by students) at Sheraton Boston 39 Dalton St, Boston, MA
  - ← Meals as needed (paid by students)
  - ← Cost for advisor (\$1073+) paid out-of-pocket



# YMCA Youth and Government

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- ← To provide guidance, training and experience in the theory and practice of determining public policy.
- ← To confirm the principles of democracy and promote moral courage in solving public questions.
- ← To develop the attitude that through collaborative action in the three branches of government (executive, legislative and judicial) people can improve their current situations.
- ← To reveal the importance of the freedoms set forth in the Bill of Rights and in State and Federal Constitutions.
- ← To show that an honest difference of opinion, with freedom to express it, is a healthy medium in which to attain personal dignity.



# Youth and Government

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- ← If a TRHS student is elected to a leadership position at the Pre-legislative conference on March 18, they will be required to attend the O'Neill training at the Comfort Inn the evening of April 6<sup>th</sup> at no additional cost
- ← Cost (for 12 students):
  - ← \$200 Hotel and Program fee (paid by students) at Comfort Inn, 71 Hall St, Concord, NH
  - ← Meals as needed (paid by students)
  - ← Advisor cost (\$160+) out-of-pocket



# Safety Precautions

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- ←Transportation to and from both events is parent/guardian provided
- ←Chaperone is First Aid and CPR certified
- ←9 students attending HMC
- ←12 students attending Y&G
- ←Chaperone will have all medical forms for attendees
- ←All attendees will have access to chaperone's cell phone with designated meeting spots

# TIMBERLANE POLICY COMMITTEE

## FIRST READ

- 1 JIJ STUDENT PROTESTS AND DEMONSTRATIONS**  
last updated in 1996; NHSBA language proposed.
- 2 DID FIXED ASSETS (INVENTORIES)**  
remanded back to PC after review by auditors and reconciliation of the reference to useful life years.
- 3 IJNDB INTERNET ACCESS FOR STUDENTS**  
PC recommends repealing and referencing JICL (new policy code).
- 4 JICL INTERNET ACCESS FOR STUDENTS**  
New language from NHSBA proposed.
- 5 EGA SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS**  
PC recommends repealing and referencing JICL to reduce duplicity.
- 6 GBEF INTERNET ACCESS FOR STAFF**  
New language from NHSBA proposed; new policy code.
- 7 GBK STAFF COMPLAINTS AND GRIEVANCES**  
last updated in 2005; NHSBA language proposed.

<b>Timberlane Regional School District</b>	<b>Policy Code: <del>JFI-JJ</del></b>
<b>Adopted: 05-02-96</b> <b>Revises:</b>	<b>Page 1 of 1</b>

## **STUDENT *PROTESTS AND DEMONSTRATIONS* ~~AND STRIKES~~**

*The Board recognizes the rights of students to dissent peacefully so long as the day-to-day educational focus is not disrupted or hampered.*

*When student protests or demonstrations include violations of the rights of other students to an education, or when such protests or demonstrations involve force, threat of force, or actual violation of the law, those students responsible will be temporarily suspended from school pending further investigation. Students may face more severe discipline consistent with and in accordance with Board policy.*

*It will be the duty of teachers and administrators to see that order is maintained and that the right of the majority to pursue their education is not abridged by those who would disrupt that aim.*

*The Superintendent will develop procedures for handling student protests or demonstrations. At all times, the safety of the students shall be the main priority during times of student protests or demonstrations.*

~~To ensure the orderly process of education and the safety of persons and property, the Board directs that the procedures below be followed in case of any type of disruptive demonstration on school property or within school buildings.~~

~~This policy is not intended to discourage the peaceful expression of opinions or ideas concerning the schools, but rather is designed to ensure the normal operation of the educational program.~~

~~The following steps shall be taken in the event of any disruption of the normal operations of the school:~~

~~1. The disruption will be immediately brought to the attention of the Superintendent, Assistant Superintendent and/or Principal. The administration shall have the authority to alert police authorities.~~

~~2. Students participating in a disruptive demonstration shall be directed by the Principal or his/her representative to go to their regular classroom assignment. At the same time, the administration will arrange for a meeting with the individual, leaders of a group, or the group itself if feasible, to discuss in a rational, orderly manner the problem which has caused the disorder.~~

<b>Timberlane Regional School District</b>	<b>Policy Code: <del>JFI</del>—JII</b>
<b>Adopted: 05-02-96</b> <b>Revises:</b>	<b>Page 1 of 1</b>

~~3. — Non student demonstrators and other unauthorized persons will be directed by the Principal or his/her representative to remove themselves from school property forthwith. The administration shall have the authority to alert the police authorities.~~

~~4. — When necessary for their safety, students and staff may be directed to leave the building and school property.~~

~~5. — While the demonstration is in progress, the Superintendent or any school personnel or board member should not enter into negotiations on the issues with the protesters.~~

~~6. — As soon as normal conditions can be resumed, the Superintendent and/or Principal shall be charged with establishing communications with the leaders of the protesting group in order to resolve their requests or refer them to the Board in an orderly manner.~~

~~7. — Students and/or employees participating in a disruptive demonstration on school grounds may be subject to discipline, including suspension or expulsion.~~

<b>Timberlane Regional School District</b>	<b>Policy Code: DID</b>
<b>Adopted: 01-01-83</b> <b>Revised: 01-03-91</b> <b>Revised: 10-07-99</b> <b>Revised: 03-17-11</b> <b>Revised:</b>	<b>Page 1 of 2</b>

## **FIXED ASSETS (INVENTORIES)**

*The Timberlane Regional School District has invested in a broad range of capital assets that are used in the school system's operations. The Superintendent will designate the person responsible for managing the District's capital assets and maintaining the fixed assets inventory. In accounting for capital assets, the District will implement the standards required by Statement 34 of the Government Accounting Standards Board.*

*Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold of the particular classification of asset, and have an estimated useful life of greater than one year.*

*Capital assets include, but are not limited to:*

- Land*
- Land Improvements (not depreciable)*
- Land Improvements (depreciable)*
- Infrastructure*
- Construction in Progress*
- Leasehold Improvements*
- Buildings and Building Improvements*
- Vehicles*
- Furniture, Equipment & Machinery*

*All assets, or at least a representative sampling, including those that are reported on a composite basis, must be evaluated once annually to reflect either an increase or decrease in total value.*

### **CAPITALIZATION THRESHOLD**

*For financial reporting purposes, capitalization thresholds are set at \$10,000 per item, or for like kind (aggregate) purchases, for all classes except Infrastructure assets, which are capitalized and depreciated if over \$100,000 per item.*

### **ESTIMATED USEFUL LIFE THRESHOLD**

*For financial reporting purposes, an asset must have an estimated useful life greater than one year to be considered for capitalization and depreciation.*

### **ACQUISITION OF ASSETS**

*Capital assets may be acquired through donation, purchase, or may be constructed. The asset*

<b>Timberlane Regional School District</b>	<b>Policy Code: DID</b>
<b>Adopted: 01-01-83</b> <b>Revised: 01-03-91</b> <b>Revised: 10-07-99</b> <b>Revised: 03-17-11</b> <b>Revised:</b>	<b>Page 2 of 2</b>

*value for donations will be the fair market value at the time of the donation. The asset value, when purchased, will be the initial cost plus the trade-in value of any old asset given up, plus all costs related to placing the asset into operation. The asset value of constructed assets will include all costs of construction.*

**DEPRECIATION OF ASSETS**

*For all assets that qualify as a depreciable asset, the straight-line, full-year depreciation method should be utilized to depreciate the capital asset, over the estimated useful life of the related asset.*

**DISPOSITION OF ASSETS**

*When capital assets are sold or otherwise disposed of, the inventory of capital assets should be relieved of the cost of the asset and the associated accumulated depreciation. Assets will be removed on an annual basis in conjunction with the annual update. The appropriate depreciation will be taken for the year of disposal.*

~~To serve the functions of conservation and control, a running inventory of fixed assets with appraised values will be maintained by the Superintendent's office on buildings and contents including (1) buildings and grounds equipment, (2) furniture, (3) administrative equipment, (4) educational equipment, (5) vehicles, and (6) textbooks and supplementary books.~~

~~The Superintendent will designate the person responsible for maintaining an inventory of equipment, materials and supplies in his/her shop, laboratory, or classroom.~~

~~Each teacher is responsible for maintaining an inventory of equipment, materials and supplies in his/her shop, laboratory, or classroom and will coordinate this inventory with the principal's building inventory.~~

~~These inventories will be brought up-to-date as needed, but no less than once per fiscal year. Two copies of the inventory will be filed with the building administrator.~~

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: IJNDB</b></p>
<p><b>Adopted: 11-06-97</b>  <b>Revised: 11-20-97</b>  <b>Revised: 09-20-01</b>  <b>Revised: 02-24-05</b>  <b>Revised: 12-06-07</b>  <b>Revised: 04-02-09</b></p>	<p><b>Page 1 of 2 REPEALED</b></p>

**INTERNET ACCESS FOR STUDENTS**

~~Repeal and reference Policy JICL. The rich sources of information available on the Internet hold the promise of greatly enhancing the quality of education available to all students. Therefore, Internet access will be made available to students in the District for the purposes of communication, research, and education.~~

~~District personnel will monitor student Internet use and the degree of access to the Internet will be dependent upon the age of students.~~

~~SAFETY PROCEDURES AND GUIDELINES~~

~~The Superintendent shall develop and implement appropriate procedures to provide guidance for access and use of electronic media. See EGA-R.~~

~~Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.~~

~~Internet safety measures shall be implemented that effectively address the following:~~

- ~~1. Implementation of a District Internet Acceptable Use Procedures.~~
- ~~2. Implementation of a District Internet Code of Conduct.~~
- ~~3. Rules for Internet use to be included in all student handbooks.~~
- ~~4. All student Internet users must obtain an Internet account, including parental permission.
 
  - ~~A. Compliance with the District Internet Acceptable Use Procedures is condition for the account.~~
  - ~~B. Internet training will be provided, including training on personal responsibility, ethical and courteous behavior, and the Acceptable Use Procedures and the Code of Conduct.~~
  - ~~C. Parents or guardians are asked to review the Code of Conduct and the Acceptable Use Procedures with their children. Parent or guardian permission is required for student access. All students and staff must have a signed District authorization form for an account.~~~~

<b>Timberlane Regional School District</b>	<b>Policy Code: IJNDB</b>
<b>Adopted: 11-06-97</b> <b>Revised: 11-20-97</b> <b>Revised: 09-20-01</b> <b>Revised: 02-24-05</b> <b>Revised: 12-06-07</b> <b>Revised: 04-02-09</b>	<b>Page 2 of 2</b>

- ~~5. Training for staff to increase their skills in working with students on the Internet.~~
- ~~6. Methods of controlling access by minors to inappropriate matter on the Internet and World Wide Web.~~
- ~~7. Measures designed to address safety and security of minors when they are using electronic mail, chat rooms, and other forms of electronic communications.~~
- ~~8. Rules to prevent unauthorized access, including "hacking" and other unlawful activities by students.~~
- ~~9. Rules to prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors.~~
- ~~10. Measures designed to restrict minors' access to materials harmful to them.~~

**AUDIT OF USE**

~~The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. This process shall include:~~

- ~~1. Utilizing technology that blocks or filters Internet access, for both minors and adults, to certain visual depictions that are obscene, involve child pornography, or are otherwise harmful to minors.~~
- ~~2. Monitoring online activities of minors.~~

**PUBLIC HEARING**

~~The District shall provide reasonable public notice of and hold at least one (1) public hearing or meeting to address and communicate its Internet safety policy prior to adoption of said policy.~~

~~See also policy EGA.~~

**Legal References:**

- ~~RSA 194:3-d, School District Computer Networks~~
- ~~Pub. L. No. 106-554, Children's Internet Protection Act ([www.ifea.net/cipa.html](http://www.ifea.net/cipa.html))~~

**Appendix: IJNDB-R  
IJNDB-X**

<b>Timberlane Regional School District</b>	<b>Policy Code: JICL</b>
<b>Adopted:</b>	<b>Page 1 of 1</b>

## **INTERNET ACCESS FOR STUDENTS**

The Timberlane Regional School Board recognizes that technological resources can enhance student performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all students to learn to use the available technological resources that will assist them in the performance of their education. As needed, students shall receive lessons and instruction in the appropriate use of these resources.

Students shall be responsible for the appropriate use of technology and shall use the District’s technological resources primarily for purposes related to their education. Students are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to information that is inappropriate, obscene or pornographic and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure under direct supervision of an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish an Acceptable Use Agreement that outlines student obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the student’s user privileges, disciplinary action, up to and including expulsion and/or legal action in accordance with law, Board policy, and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all students. Students shall be required to acknowledge in writing that they have read and understood the District’s Acceptable Use Agreement.

**Legal References:**

- RSA 194:3-d, School District Computer Networks*
- 47 U.S.C. §254, Requirements For Certain Schools – Internet Safety*
- 20 U.S.C. §6777, Enhancing Education Through Technology – Internet Safety*

**Appendix: JICL-R**

**JICL – INTERNET ACCESS FOR STUDENTS**

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: EGA</b></p>
<p><b>Adopted: 11-06-97</b>  <b>Revised: 11-20-97</b>  <b>Revised: 09-20-01</b>  <b>Revised: 02-24-05</b>  <b>Revised: 04-02-09</b></p>	<p><b>Page 1 of</b>  <b>2 REPEALED</b></p>

**SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS**

~~Repeal and reference policy JICL. The rich sources of information available on the Internet hold the promise of greatly enhancing the quality of education available to all students. Therefore, Internet access will be made available to students in the Timberlane Regional School District for the purposes of communication, research, and education.~~

~~District personnel will monitor student Internet use and the degree of access to the Internet will be dependent upon the age of students.~~

~~SAFETY PROCEDURES AND GUIDELINES~~

~~The Superintendent/designee shall develop and implement appropriate procedures to provide guidance for access and use of electronic media. See EGA-R.~~

~~Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.~~

~~Internet safety measures shall be implemented that effectively address the following:~~

- ~~1. Implementation of District Acceptable Use Procedures.~~
- ~~2. Implementation of a District Internet Code of Conduct.~~
- ~~3. Rules for Internet use to be included in all student handbooks.~~
- ~~4. All student Internet users obtain an Internet account that includes parent permission.~~
  - ~~A. Compliance with the District Acceptable Use Procedures is a condition for the account.~~
  - ~~B. Internet training will be provided, including training on personal responsibility, ethical and courteous behavior, and the Acceptable Use Procedures and the Internet Code of Conduct.~~
  - ~~C. Parents or guardians are asked to review the Internet Code of Conduct and the Acceptable Use Procedures with their children. Parent or guardian permission is required for student access. All students and staff must have a signed District authorization form for an account.~~

<b>Timberlane Regional School District</b>	<b>Policy Code: EGA</b>
<b>Adopted: 11-06-97</b> <b>Revised: 11-20-97</b> <b>Revised: 09-20-01</b> <b>Revised: 02-24-05</b> <b>Revised: 04-02-09</b>	<b>Page 2 of 2</b>

- ~~5. Training for staff to increase their skills in working with students on the Internet.~~
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**AUDIT OF USE**

~~The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. This process shall include:~~

- ~~1. Utilizing technology that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, involve child pornography, or are otherwise harmful to minors.~~
- ~~2. Monitoring on-line activities of minors.~~

**PUBLIC HEARING**

~~The District shall provide reasonable public notice of, and hold at least one (1) public hearing or meeting to address and communicate its Internet safety policy prior to adoption of said policy.~~

~~See also Policy IJNDB.~~

<b>Timberlane Regional School Board</b>	<b>Policy Code: GBEF</b>
<b>Adopted:</b>	<b>Page 1 of 1</b>

## **INTERNET ACCESS FOR STAFF**

The Timberlane Regional School Board recognizes that technological resources can enhance teacher performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all staff to learn to use the available technological resources that will assist them in the performance of their education. As needed, staff shall receive training, lessons and instruction in the appropriate use of these resources.

Staff shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to their education. Staff are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to information that is inappropriate, obscene or pornographic and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish Acceptable Use Procedures that outlines staff obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the staff member's user privileges, disciplinary action up to and including termination, and/or legal action in accordance with law, Board policy, and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all staff. Staff shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.

**Legal References:**

- RSA 194:3-d, School District Computer Networks
- 47 U.S.C. §254, Requirements For Certain Schools – Internet Safety
- 20 U.S.C. §6777, Enhancing Education Through Technology – Internet Safety

<b>Timberlane Regional School District</b>	<b>Policy Code: GBK</b>
<b>Adopted: 06-09-83</b> <b>Revised: 04-04-91</b> <b>Revised: 02-24-05</b> <b>Revised:</b>	<b>Page 1 of 2</b>

## **STAFF COMPLAINTS AND GRIEVANCES**

*It is the Board's desire that procedures for settling differences provide for prompt and equitable resolution at the lowest possible administrative level and that each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal. The Board encourages the resolution of employee concerns prior to entering the concern communication procedure, which is defined below.*

*A "concern" or "complaint" is defined as an alleged material violation Board policies or administrative procedures that apply to all employees.*

*The process designated for the resolution of "grievances" is established in the collective bargaining agreement, if applicable.*

*Nothing in this policy shall be construed to imply in any manner the establishment of personal rights not explicitly established by statute or Board policy. Neither shall anything in this policy be construed to establish any condition prerequisite relative to non-renewal of contracts, transfer, assignment, dismissal or any other employment decision relating to school personnel.*

*All employment decisions remain within the sole and continuing discretion of the administration and/or Board of Education, as appropriate, subject only to the conditions and limitations prescribed by law.*

*In order to promote efficiency in the administration of schools and to avoid misunderstandings and misinterpretations, all personnel must observe a chain of command when bringing staff concerns or complaints to the administration's attention.*

*In order to promote such efficiency, the following guidelines should be followed:*

- 1. All personnel employed by the District shall be responsible to the Board through the Superintendent. All personnel issue shall be presented to the Superintendent for determination. Personnel issues will be brought to the Board only if the affected employee has a right to a hearing before the Board, as established by law or collective bargaining agreement.*
- 2. All disputes or other personnel issue shall be brought to the building Principal before being presented to the Superintendent.*
- 3. Building personnel working under the immediate direction and/or supervision of someone other than the building Principal will inform their immediate superior of any dispute or personnel issue s/he intends to bring to the principal.*

*It is the Board's policy not to involve itself in personnel complaints or disputes until the matter has properly followed these guidelines.*

<b>Timberlane Regional School District</b>	<b>Policy Code: GBK</b>
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*Unless the affected employee has a right to hearing before the Board, administrative decisions shall be final. An employee's failure to adhere to such decision or directive may be considered insubordination and may lead to adverse employment actions up to and including termination.*

Legal References:

*RSA 189:13, Dismissal of Teacher*

*RSA 189:14-a, Failure to be Renominated or Reelected*

~~The Board subscribes to an orderly, well-defined grievance procedure for the resolution of problems derived from applications of Board policies and District regulations. Grievances will be handled expeditiously in accordance with the procedures approved by the Board.~~

~~The procedure set up for the resolution of "grievances" in collective bargaining agreements between the Board and recognized employee organizations will apply only to grievances as defined in the particular agreement.~~

***Appendix GBK-R***

# 2017 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 9<sup>th</sup> day of February 2017, 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 14<sup>th</sup> day of March, 2017, 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 (Sapia)
Danville Voters	School Board Member	3-year Term (Collins)
Plaistow Voters	School Board Member	3-year Term (Sherman)
Atkinson Voters	Budget Committee Member	3-Year Term (Hammond)
Danville Voters	Budget Committee Member	3-Year Term (Manos)
Plaistow Voters	Budget Committee Member	3-Year Term (Geary)
All Voters	School District Moderator	3-Year Term (Ranlet)

### 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 **\$71,528,092**? Should this article be defeated, the operating budget shall be **\$71,559,011** 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)

**Recommended/Not Recommended by the School Board**

**Recommended/Not Recommended by the Budget Committee**

2017 TIMBERLANE REGIONAL SCHOOL DISTRICT WARRANT

**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, 2016 unassigned fund balance available for transfer on July 1 of this year which were apportioned as Capital Expenses in 2016-2017 in accordance with Article 6 of the Timberlane Regional School District Articles of Agreement? No amount to be raised by taxation. (MAJORITY VOTE REQUIRED)

**Recommended/Not Recommended by the School Board**

**Recommended/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”.]*

**Article 4 - Three Year Collective Bargaining Agreement (Timberlane Support Staff Union)**

Shall the voters of the Timberlane Regional School District approve the cost items included in the collective bargaining agreement reached between the Timberlane Support Staff Union and the Timberlane Regional School Board, which calls for the following increases in salaries and benefits at the current staffing levels over the amount paid in the prior fiscal year:

Fiscal Year	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Estimated Increase	\$181,323	\$177,907	\$181,864
	3-Year Total		\$541,094

And further to raise and appropriate the sum of **\$181,323** for the 2017-18 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels? (MAJORITY VOTE REQUIRED)

**Recommended/Not Recommended by the School Board**

**Recommended/Not Recommended by the Budget Committee**

*[Intent: This article will allow the school district to enter into a successor three-year contract with the Timberlane Support Staff Union. The proposed contract ratified by the union and the school board represents a 2% increase in wages and overall costs, a 2.5% increase in year two, and a 2.5% increase in year three.]*

**Article 5 - Authorization for Special Meeting on Cost Items**

Shall the voters of the Timberlane Regional School District, if Article 4 is defeated, authorize the Timberlane Regional School Board to call one special meeting, at its option, to address Article 4 cost items only? (Without this Article the District would have to petition Superior Court for a Special School

2017 TIMBERLANE REGIONAL SCHOOL DISTRICT WARRANT

District Meeting. This saves the District the expense of attorney fees and court costs). (MAJORITY VOTE REQUIRED)

**Recommended/Not Recommended by the School Board**

[Intent: This article is suggested by the NH Department of Revenue Administration as a cost saving measure.]

**Article 6 - General Acceptance of Reports**

Shall the voters of the Timberlane Regional School District accept reports of agents, auditors, and committees as written in the 2016 Annual Report? (MAJORITY VOTE REQUIRED)

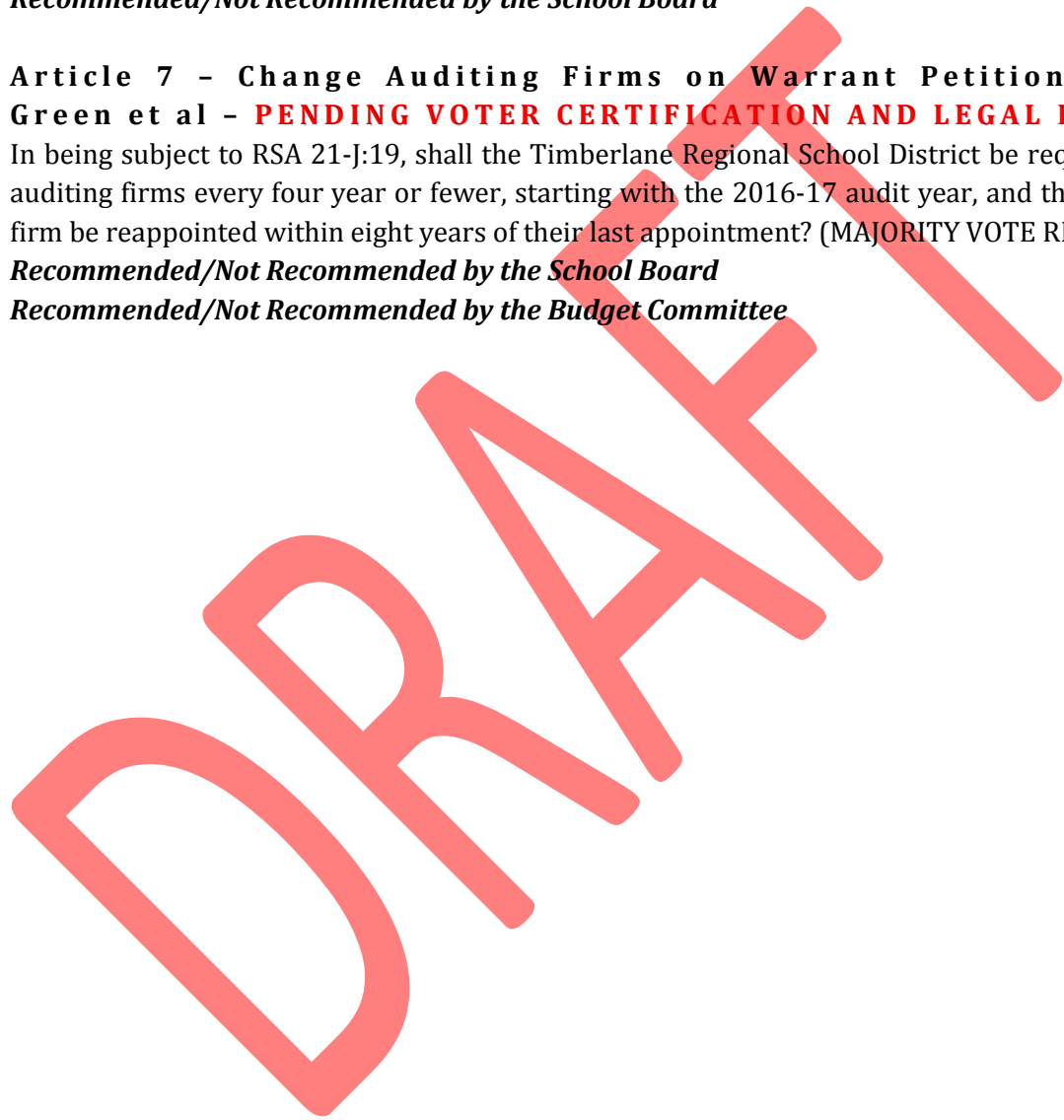
**Recommended/Not Recommended by the School Board**

**Article 7 - Change Auditing Firms on Warrant Petition by Donna Green et al - PENDING VOTER CERTIFICATION AND LEGAL REVIEW**

In being subject to RSA 21-J:19, shall the Timberlane Regional School District be required to change auditing firms every four year or fewer, starting with the 2016-17 audit year, and that no auditor or firm be reappointed within eight years of their last appointment? (MAJORITY VOTE REQUIRED)

**Recommended/Not Recommended by the School Board**

**Recommended/Not Recommended by the Budget Committee**



2017 TIMBERLANE REGIONAL SCHOOL DISTRICT WARRANT

Given under our hands this 12<sup>th</sup> day of January 2017.

Timberlane Regional School Board

*Peter Bealo, Chair*                      *Robert Collins*                      *Stefanie Dube*

*Donna Green*                      *Daniel Guide*                      *Jack Sapia*

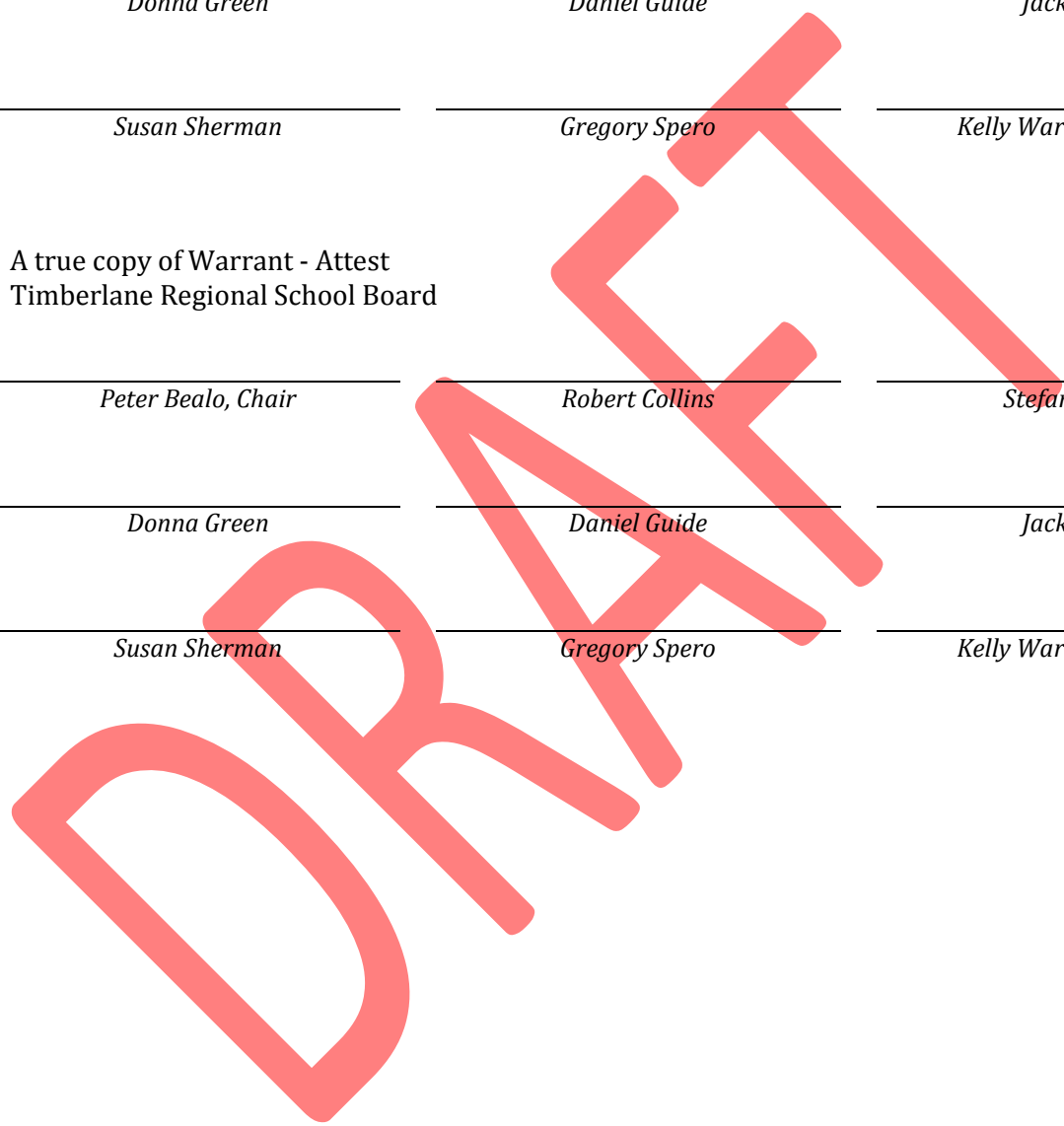
*Susan Sherman*                      *Gregory Spero*                      *Kelly Ward, Vice Chair*

A true copy of Warrant - Attest  
Timberlane Regional School Board

*Peter Bealo, Chair*                      *Robert Collins*                      *Stefanie Dube*

*Donna Green*                      *Daniel Guide*                      *Jack Sapia*

*Susan Sherman*                      *Gregory Spero*                      *Kelly Ward, Vice Chair*



2017 TIMBERLANE REGIONAL SCHOOL DISTRICT WARRANT