

TIMBERLANE POLICY COMMITTEE

FIRST READING

1. **IIA GROUPING FOR INSTRUCTION**
 - Updated GPA calculations
 - Class of 2014 exempt from changes
 - Underclassmen GPA calculations to become effective 4th quarter 2014.
2. **DFA INVESTMENT**
 - recommended for update by TRSB as some components of the policy are not applicable to TRSD
 - recommend striking inapplicable text
3. **JECF STUDENT WITHDRAWAL FROM SCHOOL**
 - recommend repealing and referencing JEA which references the law)
4. **JEA COMPULSORY ATTENDANCE AGE**
 - new policy to replace JECF
 - NHSBA language proposed relative to attendance
5. **JLCEA USE OF AUTOMATED EXTERNAL DEFIBRILLATORS**
 - last updated in 2005
 - reviewed /drafted by district nurses
6. **DJ PURCHASING**
 - last updated in 2005 but still same recommended language from NHSBA
 - recommend re-affirming
7. **DJAA VENDOR SELECTION CRITERIA**
 - no such policy on file with NHSBA
 - recommend repealing and referencing new policy DJG VENDOR RELATIONS
 - incorporate vendor criteria into DJG
8. **DJG VENDOR RELATIONS**
 - NHSBA language proposed for policy re: vendors
 - incorporated DJAA into policy
9. **DJB PURCHASING PROCEDURES**
 - last updated in 2008
 - no new language proposed
 - recommend re-affirming
10. **DJE BIDDING REQUIREMENT**
 - last updated in 2008
 - no updated language available from NHSBA
 - recommend adding provision for existing services
11. **DKB SUMMER PAYMENT OF BILLS**
 - last updated in 2001
 - policy specific to Timberlane; no policy on file with NHSBA;
 - recommend re-affirming
12. **GBI STAFF PARTICIPATING IN POLITICAL ACTIVITIES**
 - new policy to address political activities and employees;
 - NHSBA proposed

Timberlane Regional School District	Policy Code: IIA
Adopted: 01-01-83 Revised: 05-02-91 Reaffirmed: 02-24-05 Revised: 04-02-09 Revised:	Page 1 of 2

GROUPING FOR INSTRUCTION

All courses are designed according to the level of difficulty. These levels of ability are important because they reflect the degree of difficulty of courses. Quality points vary according to the difficulty of the course (determines Honor Roll). Teachers are not to change course ability levels without prior approval of the principal.

COURSE WEIGHTINGS AND HONOR ROLL STATUS

Levels of ability are important because they not only reflect the academic demands of courses, but they also indicate the quality points used in determining honor roll status. To be considered for the honor roll, a student must carry at least five units of work in that marking period.

Proposal 1

Grade	Advanced Placement	Accelerated	College and Career Prep
A+	5.0004.80	4.6674.60	4.3334.30
A	4.6674.50	4.3334.30	4.000
A-	4.3334.20	4.000	3.6673.70
B+	4.0003.80	3.6673.60	3.3333.30
B	3.6673.50	3.3333.30	3.000
B-	3.3333.20	3.000	2.6672.70
C+	3.0002.80	2.6672.60	2.3332.30
C	2.6672.50	2.3332.30	2.000
C-	2.3332.20	2.000	1.6671.70
D+	2.0001.80	1.6671.60	1.3331.30
D	1.6671.50	1.3331.30	1.000
D-	1.3331.20	1.000	.6670.70
F	0.000	0.000	0.000

Proposal 2

Timberlane Regional School District	Policy Code: IIA
Adopted: 01-01-83 Revised: 05-02-91 Reaffirmed: 02-24-05 Revised: 04-02-09 Revised:	Page 2 of 2

Eliminate Advanced Placement rating with new GPA values.

NOTE: This weighting system will ~~become effective~~ *be reflected in -with the freshmen class of 2009-2010 fourth quarter report cards in 2013-14 for underclassmen and will be effective for all grading thereafter. The senior class of 2014 shall be exempt from this recalculation.*

Timberlane Regional School District	Policy Code: DFA
Adopted: 10-07-99 Revised: 10-16-08 Revised: 05-02-13	Page 1 of 2

INVESTMENT

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

OBJECTIVES

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

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

STANDARDS OF CARE

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

Timberlane Regional School District	Policy Code: DFA
Adopted: 10-07-99 Revised: 10-16-08 Revised: 05-02-03	Page 2 of 2

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

~~The investment of funds will be left to the discretion of the Finance Committee without prior approval of the Board.~~

The Board will review the investment policy annually.

Statutory Reference:

RSA 197:23-a

RSA 383:22

<p>Timberlane Regional School District</p>	<p>Policy Code: JECF</p>
<p>Adopted: 05-02-96 Amended: 12-17-09</p>	<p>Page 1 of 1 REPEALED</p>

STUDENT WITHDRAWAL FROM SCHOOL

~~Students must attend school until the age of eighteen (18).~~

~~Legal Reference:~~

~~_____RSA 193:1 This policy was repealed by the Timberlane Regional School District on _____.~~ See policy JEA.

Timberlane Regional School District	Policy Code: JEA
Adopted:	Page 1 of 1

COMPULSORY ATTENDANCE AGE

Compulsory attendance shall be required of all children in accordance with RSA 193:1.

Legal Reference:

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

<p>Timberlane Regional School District</p>	<p>Policy Code: JLCEA</p>
<p>Adopted: 02-24-05 <i>Revised:</i></p>	<p>Page 1 of 2</p>

USE OF AUTOMATED EXTERNAL DEFIBRILLATORS

Intent-The Board has acquired/purchased an Automatic External Defibrillator(s) (AED) for use in emergency situations warranting its use. *The use of AED's address an important health problem in New Hampshire. As noted in state legislation, the widespread availability, training, and use of AED's in public places for the purpose of saving lives of people in cardiac arrest is encouraged.* The use/administration/maintenance of the AED is subject to the following conditions:

- ~~1.~~ Location of the AED(s) - The Superintendent, *in cooperation with the building school nurse and principal, shall select and approve the location(s) for AED(s). Highly visible, centralized locations will be considered.* ~~working with the building principal, and school nurse shall select and approve the locations for the AEDs.~~
- ~~2.1.~~ Authorized Employees/Training and Use of AED(s) of Users --*Any individual may utilize an AED during a sudden cardiac arrest emergency. Those personnel most likely to utilize an AED should be trained in cardiopulmonary resuscitation(CPR) and AED use. A minimum of 1-person trained in adult CPR is recommended at each district facility.* ~~AEDs will only be administered by those employees designated by the principal in consultation with the school nurse. Employees will only be authorized after they have successfully received and completed appropriate training in cardiopulmonary resuscitations and AED use, provided by the school nurse or his/her designee or from another source acceptable to the school nurse.~~
- ~~3.2.~~ Maintenance - AEDs will be maintained by the school nurse or his/her designee. Maintenance shall be done according to the AED manufacturer's specifications. The school nurse shall maintain a record of *routine checks and* ~~all~~ maintenance ~~which has been~~ performed on the AEDs.
- ~~4.3.~~ Registration of AEDs - In accordance with RSA 153-A:33, the school nurse or his/her designee shall register the AEDs with the New Hampshire ~~Department of Bureau of Emergency Medical Services (603) 223-4228~~ Department of Bureau of Emergency Medical Services (603) 223-4228 on the "AED Registry" form supplied by NH Bureau of Emergency Medical Services. *Any AED device or location changes are to be reported to the NHBEMS. -Safety. See sample registration forms in Appendix KFD-R or at www.state.nh.us/safety/ems/aed_public_registry_packet.pdf.*
- ~~5.4.~~ Incident Reporting --*The school nurse or his/her designee shall report all instances of AED use with the New Hampshire Department of Safety. See sample registration forms in Appendix KFD-R or at www.state.nh.us/safety/ems/aed_public_registry_packet.pdf.*

<p>Timberlane Regional School District</p>	<p>Policy Code: JLCEA</p>
<p>Adopted: 02-24-05 <i>Revised:</i></p>	<p>Page 2 of 2</p>

~~5. Liability Limited Protections -- Any organization providing and maintaining an AED will not be liable for civil damages Consistent with RSA 153-A:31.~~

~~6. Any individual rendering good faith care with an AED to a sudden cardiac arrest patient will not be liable for civil damage. (Source: NH RSA 153-A:31) The district and persons administering the AEDs shall enjoy the limitations of liability as specified in RSA 153:A-31 as well as other sources of law.~~

~~6. AED Incident Reporting-Any use of a school's AED shall be reported by staff to the facility's school nurse, principal, or designee as soon after the incident as possible. Additionally, an "AED Incident Report" form shall be completed and submitted to the facility's school nurse, principal, or designee within 24 hours.~~

~~—All employees of the district are expected to comply with the administration of this policy. Any violation of this policy shall constitute grounds for disciplinary action, up to and including termination of employment.~~

See also policies GBGBA and KFD.

Statutory Reference:

RSA 153-A: 28-33 Automated External Defibrillation

Timberlane Regional School District	Policy Code: DJ
Adopted: 05-05-83 Reaffirmed: 01-03-91 Revised: 02-24-05	Page 1 of 1

PURCHASING

The acquisition of supplies, equipment and services will be centralized in the business office, which functions under the supervision of the Superintendent and through whose office all purchasing transactions are conducted.

The Board assigns the Superintendent the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of the district.

The Business Administrator will be solely responsible for the final approval of all non-educational purchases. The Superintendent or his/her designee will approve educational purchases beyond budget limitations.

The Business Administrator shall be responsible for all phases of purchasing in accordance with board policy; for requisitions, current order purchasing, writing of specifications for bids, deliveries, storage, and other tasks related to the purchases, acceptance and distribution of supplies.

Statutory Reference/Administrative Rule

- RSA 194-C:4 II (a), Superintendent Services*
- NH Code of Administrative Rules*
- Section 303.01 (b), Substantive Duties of School Boards*

DJ - PURCHASING

<p>Timberlane Regional School District</p>	<p>Policy Code: DJAA</p>
<p>Adopted: 01-03-91 Revised: 09-20-01</p>	<p>Page 1 of 1 REPEALED</p>

VENDOR SELECTION CRITERIA

~~All vendors shall be evaluated and selected on the basis of:~~

- ~~1. Quality of goods and services offered for sale.~~
- ~~2. Ability to meet delivery dates.~~
- ~~3. Pricing.~~
- ~~4. Payment terms and shipping terms (e.g. FOB destination vs. FOB origin).~~
- ~~5. Discounts.~~
- ~~6. Warranty and adjustment of unsatisfactory.~~
- ~~7. References.~~
- ~~8. Credit Rating.~~
- ~~9. Bondability (if appropriate)~~

~~Only vendors meeting all in the best combination of the above criteria, as determined by the Board, business administrator, or Superintendent(s) will be favored with the District's business. Repealed by the Timberlane Regional School Board on _____. See policy DJG.~~

Timberlane Regional School District	Policy Code: DJG
Adopted:	Page 1 of 1

VENDOR RELATIONS

In all purchasing activities, the Board shall:

1. Consider first the interests of the school system and the betterment of its educational program.
2. Endeavor to obtain the greatest value for every tax dollar expended.
3. Give all responsible bidders equal consideration and assurance of unbiased judgment in determining whether their products meet specifications and the educational needs of the school system.
4. Discourage the offer of, and decline, gifts which in any way might influence the purchase of school supplies and equipment.
5. Accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions.

Vendor selection shall be selected on the basis of:

1. *Quality of goods and services offered for sale.*
2. *Ability to meet delivery dates.*
3. *Pricing.*
4. *Payment terms and shipping terms (e.g. FOB destination vs. FOB origin).*
5. *Discounts.*
6. *Warranty and adjustment of unsatisfactory.*
7. *References.*
8. *Credit Rating.*
9. *Bondability (if appropriate)*

Only vendors meeting all in the best combination of the above criteria, as determined by the Board, business administrator, or Superintendent(s) will be favored with the District's business.

Timberlane Regional School District	Policy Code: DJB
Adopted: 05-05-83 Revised: 01-03-91 Revised: 10-07-99 Reaffirmed: 06-19-08	Page 1 of 1

PURCHASING PROCEDURES

Purchasing procedures will be designed to ensure the best possible price for the desired products and services.

Procedures for purchasing will be developed by the Superintendent or his designee.

These procedures will require that all purchases are made on properly approved purchase orders and that for items not put to bid, price quotations will be solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

Legal References:

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

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

Timberlane Regional School District	Policy Code: DJE
Adopted: 01-03-91 Amended: 06-19-08	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. 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

Timberlane Regional School District	Policy Code: DKB
Adopted: 09-20-01	Page 1 of 1

SUMMER PAYMENT OF BILLS

The Board authorizes any three members of the School Board to approve manifests from the Monday after the last regularly scheduled school board meeting in June to the Friday before the first regularly schedule school board meeting in September. This should allow for the timely payment of district obligations.

DKB - SUMMER PAYMENT OF BILLS

Timberlane Regional School District	Policy Code: GBI
Adopted:	Page 1 of 1

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The School Board recognizes that employees of the school district have certain civic rights. Employees, as citizens, have a right to engage in political activities. Nevertheless, this right to engage in political activities may be reasonably conditioned by the School Board as an employer. This policy defines the types of conduct that are not permitted.

Employees will not advocate their personal political views or engage in political activities defined in this policy during hours of official employment. Employees will not exploit students in any way to promote their personal political views. Employees will not misrepresent their political views as those of the school division. Examples of activities that are not permitted include:

1. Representing personal political views as those of the school division; employees should always take adequate precautions to distinguish between their personal political views and those of the school division;
2. Interfering with colleague's exercise of political and citizenship rights and responsibilities; and
3. Using school division privileges, school division resources or working time to promote political candidates or for partisan political activities.

It is the intent of this policy that political activities be narrowly defined to mean only "partisan political activities." Partisan political activities would include the posting of political circulars or petitions, collection and/or solicitation of campaign funds, solicitations for campaign workers and other activities of a clearly partisan nature, including those activities relating to local, state, or federal elections.

Nothing in this policy is to be construed as precluding discussion of current events or conducting mock elections, debates, conventions or similar simulated political activities, where the activity is primarily intended as an educational experience.

Legal Reference:

Garcetti et al v. Ceballos, 547 U.S. ____ (2006)