



Thursday, August 15, 2024

AGENDA

Regular Business Meeting
SAU 106 Boardroom

Justin Krieger, Superintendent
Katie Knutsen, Chair
Mark Sherwood, Vice Chair

1. 7:00 PM Call to Order – Chair
2. Roll Call – Minute Taker
3. Pledge of Allegiance
4. Delegates and Individuals
5. Approval of Minutes
6. Current Business
 - a. Unassigned Fund Balance – ACTION
 - b. FY2024 Encumbrances – ACTION
 - c. Concession Stand Refrigerator Donation – ACTION
 - d. Policies – ACTION
 - e. Enrollment Update – INFORMATIONAL
 - f. High School Canopy Removal RFP Recommendation – ACTION
7. Administrator's Report
8. Personnel Report
9. Committee Reports/Reports of the School Board
10. Other Business
11. Nonpublic Session – if required.

DATE	TIME	LOCATION	TYPE OF MEETING
8/22/24	1:00 PM	SAU Boardroom	Facilities Committee
9/3/24	4:00 PM	SAU Boardroom	Curriculum & Assessment
9/5/24	5:00 PM	SAU Boardroom	Policy Committee
9/5/24	7:00 PM	SAU Boardroom	School Board



Upcoming Agenda Items

Description	Month
SAU Organizational Chart	July/August
Facilities Update	Every other meeting
Annual Data Governance Plan	October
School Board Budget	September
Annual Meeting & Election Calendar	October

DRAFT – NOT APPROVED

Note: When feasible, TRSB meetings are videotaped. These meeting minutes reflect only a basic summary of the meeting topics, discussion, and action. The Vimeo recording of this meeting can be viewed at: <https://vimeo.com/trsd>
Materials presented at the board meeting may be viewed at: [School Board Meeting Agenda Materials](#)

Timberlane Regional School Board Meeting Minutes

Regular Board Meeting
July 18, 2024
7:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present: Donald Woodworth, Jack Sapia, Kim McCormick, Brienna Woodworth, Alyssa Kowalczyk (arrived at 7:07 pm), Paul LeCain, Shauna Manthorn, Mark Sherwood

Excused Absence: Katie Knutsen

Seated at the Board Table

Justin Krieger, Superintendent
Sandra Allaire, Assistant Superintendent

Administrators Present

Fran DeCinto, Director of Human Resources
Karl Ingoldsby, Director of Plant Operations
Ken Henderson, Director of Technology
Angelo Fantasia, Athletic Director

Mr. Krieger introduced three new administrators and asked them to speak briefly about the interview process and of any experiences they want to share.

Chris Martin is the Executive Director of Operations and Special Projects. She described what she liked about the interview process and what interested her in the Director of Operations position.

Mary Sullivan is Principal at Pollard Elementary. She explained she had interviewed for a couple of different positions within the District because she wanted to be back in the District. She stated that so far, it has been fantastic.

Bill McCarthy is the Assistant Principal at the Middle School and is excited to work at there. He enjoyed the out of the box thinking during the entire hiring process.

DRAFT – NOT APPROVED

DELEGATES AND INDIVIDUALS

Lisa Schiff of Danville explained how communication is important to her. She would have liked to have had better communication from the Danville reps who did not attend a Danville Board of Selectman meeting to communicate any updates concerning the surplus.

Marianne Springer of Danville talked about a field usage request from the Tornados for a date in late August. She referred to Policy KFR. She doesn't believe the game in late August should warrant a fee waiver.

MOTION: Mr. Sherwood motioned to move the remaining 25 minutes to the end of the meeting. Seconded by Mrs. Manthorn Motion passed: 8-0-0

APPROVAL OF MINUTES

Mrs. Woodworth noted two typographical errors in the public meeting minutes.

MOTION: Mrs. Woodworth motioned to accept the regular public meeting minutes of June 6, 2024 as amended. Seconded by Mrs. Kowalczyk. Motion passed: 5-0-3 (Sherwood, LeCain, Manthorn abstained)

MOTION: Mr. Sapia motioned to accept the non-public minutes of June 6, 2024 as written. Seconded by Mrs. Woodworth. Motion passed 5-0-3 (Sherwood, LeCain, Manthorn abstained)

CURRENT BUSINESS

a. Athletic Booster Sign Sponsorship

Mr. Fantasia explained that each year Booster groups wishing to display sign sponsorships from businesses on school grounds must have School Board approval. He provided completed fund raising forms outlining the sign sponsorship details and requested Board approval for all the sign sponsorships for the booster groups.

DRAFT – NOT APPROVED

MOTION: Mr. Sapia motioned to allow signage to go up with different sports teams with the caveat that they are safely placed and do not obstruct line of sight. Seconded by Mr. Sherwood. Motion passed 8-0-0

Mr. Sherwood stated all the monies raised go to the sports teams, scholarships, field lights, equipment, uniforms and to defer costs to the families and to tax dollars.

b. Annual Review of Sports Injury Emergency Action Plan

Mr. Fantasia stated that Emergency Action Plans are required for sports related injuries. In addition to practicing emergency drills in preparation for a traumatic incident, two additional fixed AED's were installed on the high school and middle school campus.

c. Elementary Enrollment Update

Mrs. Allaire explained they are not coming with any request to increase staff. They feel confident they will not exceed the class sizes that would require additional staff.

d. Policies

1. Mrs. Manthorn presented Policy EFAA-Meal Charging. No changes have been made since the First Read. There was a clerical error to be corrected and to change the section in red to be black.

Policy IHBAB-Special Education Evaluations. Mrs. Manthorn said there have been no changes since the First Read.

Policy IKFC-Alternate Diplomas for Students with Significant Cognitive Disabilities. There have been no changes since the First Read. This was part of another policy that was repealed.

MOTION: Mr. Sherwood motioned to accept Policy EFAA as amended, Policy IHBAB, and Policy IKFC. Seconded by Mr. Sapia Motion passed: 8-0-0

2. Policy EHAA, IHBAC, IHBAM – First Read

Mr. Henderson spoke to Policy EHAA-Computer, Security, E-Mail and Internet Communications. Mrs. Manthorn explained they look at this Policy annually and there are some changes from the NHSBA. Mrs. Woodworth referred to Item 12 regarding retainment. It had been 14 days but there is no time indicated for retainment. Mrs. Manthorn explained this is more inclusive.

DRAFT – NOT APPROVED

Mr. Henderson explained why he doesn't believe they should define a time period. Some systems retain indefinitely and other systems would be for a few weeks. It depends on the system and how much space is available.

MOTION: Mrs. Manthorn motioned to accept Policy EHAA as a First Read. Seconded by Mr. Sherwood. Motion passed 8-0-0

Policy IHBAC-Developmental Delay as Qualifying Disability. Mrs. Manthorn explained this District did not have this policy and we needed one in order to comply with the law. This is the sample policy from NHSBA.

MOTION: Mrs. Woodworth motioned to accept Policy IHBAC as a First and Second Read. Seconded by Mrs. Manthorn. Motion passed: 8-0-0

Policy IHBAM-District Special Education Policy and Procedures Manual. Mrs. Manthorn explained this is a sample NHSBA policy. They did not have a policy for this.

MOTION: Mr. Sherwood motioned to accept Policy IHBAM as a First Read. Seconded by Mrs. Manthorn Motion passed: 8-0-0

Mr. Sherwood wants to look at the meeting notes from the discussion they had on the fees and fee waivers.

e. 2024-2025 School Board Calendar

There are two proposed changes to the School Board calendar. The first is changing May 1st to May 8th due to Spring Break. The second change is the removal of the February 8th meeting as it is the anticipated date for the Deliberative Session.

MOTION: Mrs. McCormick motioned to accept the School Board meeting dates for the 24/25 school year. Seconded by Mrs. Manthorn. Motion passed 8-0-0

f. NHSBA Resolution/Delegate Assembly

The NHSBA Delegate Assembly is scheduled for Saturday, October 19, 2024 in Concord, NH. The NHSBA is now accepting submissions for their annual NHSBA Delegate Assembly. Mrs. McCormick stated she would like to be the delegate, however, any and all school board members can attend. Any proposed Resolutions are due to the NHSBA by August 2, 2024.

g. RFP Recommendations

1. Classroom Projectors

Mr. Henderson spoke to the RFP for Classroom Projectors. They received 8 bids. He recommends Pro AV for this project and they were also the lowest bidder.

MOTION: Mr. Sapia motioned to accept Pro AV for this project and who was recommended by Mr. Henderson. Seconded by Mrs. Woodworth.
Motion passed: 8-0-0

2. Parking Lot Crack Sealing and Line Painting

Mr. Ingoldsby presented his proposal recommendation. He recommends going with Premier Asphalt for crack sealing any new cracks this year for \$10,500.00 and for the next 3 subsequent years and to leave him with flexibility to have them sealcoat some of their parking lots. He recommends American Striping for the line striping for 3 years based off the base bid and to allow the Director of Plant Operations to authorize seal coating and line striping with the recommended companies to stay within the confines of the approved annual budget of \$70,000 for the next 3 years.

Mr. Sapia stated he is all for sealing cracks because it prevents things from getting worse. He doesn't know the wisdom in sealcoating these big industrial lots that cars are just going to be parked on.

MOTION: Mrs. Manthorn motioned to accept the bid proposals recommended by Mr. Ingoldsby. Seconded by Mr. LeCain Motion passed: 7-0-1 (Sapia abstained)

3. Sandown North Boiler

Mr. Ingoldsby presented his proposal recommendation to replace the failed boiler at Sandown North with a similar model. Eckhardt & Johnson indicated they could replace the existing one based on what we had available and they were the only vendor to submit a proposal. He recommends Eckhardt & Johnson for \$117,537.00 to replace the failed boiler.

DRAFT – NOT APPROVED

MOTION: Mr. Sherwood motioned to accept Eckhardt & Johnson to replace the boiler as recommended by Mr. Ingoldsby. Seconded by Mrs. Woodworth.
Motion passed: 8-0-0

Mrs. Manthorn asked where the money is coming from for this and what is the timeline to get it replaced.

Mr. Ingoldsby explained there is one operational boiler there and they will have the failed boiler replaced before the big heating season. They will be looking to the 24/25 budget for this.

4. Infield Groomer

Mr. Ingoldsby brought this to the Board. The facilities team needs a replacement infield groomer for their grounds team. This was approved through the budgetary process. They received 3 proposals. The budgeted amount is \$39,620.00. Mr. Ingoldsby recommends Alta Equipment Company for their proposed ABI Force Z23SLT with associated attachments for \$35,100.00

Mr. Ingoldsby said if the Board approves this, he would get it as soon as he could.

Mrs. Woodworth asked what the warranty is and Mr. Ingoldsby said it comes with a 3 year warranty.

MOTION: Mr. Woodworth motioned to fund the infield groomer. Seconded by Mr. Sapia Motion passed: 8-0-0

5. Turf Grass Products and Management Services

Mr. Ingoldsby recommends continuing the relationship with Tom Irwin, Inc. The actual prices are based on actual supplies used. A price should not be recommended, just the approval of the vendor. Actual supplies will be based on needs based on testing, conditions, and observations. He explained this to the Budget Committee. He put out what products they might use. He will stay within the budget based on what he needs.

MOTION: Mr. Woodworth motioned to accept the recommended company to continue our relationship with Tom Irwin, Inc. Seconded by Mrs. Manthorn
Motion passed: 8-0-0

DRAFT – NOT APPROVED

h. Facilities Update

Mr. Krieger said the Facilities subcommittee held their reorganization meeting on July 11th. They revamped and reaffirmed their mission statement and it is now buildings and grounds. They were really clear that all of it is to support the delivery of educational services. They are working on replacing fire panels across the District. They are doing the high school windows in the 100 corridor this summer and the rest of the project next summer. All the roof work is being done at the high school. He feels good about the progress. Work on the Atkinson Academy Belfry will extend into the fall. The LCHIP grant was submitted for Phase III of the Belfry. The track renovation is underway. The outdoor learning environment at the Middle School is on target to be ready for the fall. They are most likely entering the last phase of the \$25 million project. There are \$12.7M earmarked for the next phase. Discussions will be held throughout this year as to what projects they are going to prioritize.

They continue to try to reach the DES to help them map out a long term plan for the floors across the District. He will keep the Board updated.

There are many active programs happening at the Middle School and many other smaller programs happening all throughout the buildings in our school district this summer.

RFP's for the outdoor classroom is due the end of July and he will bring recommendations to the Board in August.

The RFP for the demolition of the high school canopy closes July 30th and he will bring his recommendations to the Board in August.

ADMINISTRATORS' REPORT

Mr. Krieger presented his Administrator's report.

The Plaistow Police are in a good position to have an SRO beginning in the fall.

They are on track to have tours of the buildings for Budget Committee and will be able to tie the tours in with events happening in the schools.

Mr. Krieger will be scheduling two workshops to explain how the tax rates are set.

First Student Bus Company held a BBQ event for the incoming kindergartners and first grade families for students who have never been on a bus before to come and see what they look like to help make their first experience easier.

DRAFT – NOT APPROVED

Mr. Krieger provided an update on the unassigned fund balance. He doesn't expect any substantial changes to the number and it becomes static on September 1st.

As they move through July and August, they just had their last check run this week. They are anticipating more on the revenue side and a lot of things in special education are still unknown and coming into focus, such as, transportation, tuition and special services for the kids.

Mr. Krieger joined a hike with the Adventure PE Class and hiked Cannon Mountain. This experience was generated by teachers and clearly provided a different pathway to get PE credit. They recognized and thanked the teachers for arranging this and for the experience they gave the kids.

PERSONNEL REPORT

a. Professional nominations

Mrs. Manthorn read into the record the Professional Nominations electronically accepted on July 11, 2024.

Angela LeBrecque, Kindergarten teacher at Pollard
Molly Termorshuizen, Assistant Principal at Atkinson
Vilma Rivers, .5 ESOL teacher for the District.
Kimberley Esposito, Elementary teacher at Sandown North
Katie Emmons, Elementary teacher at Atkinson Academy
Isabelle Merosola, Elementary teacher at Pollard
Lauren Boulter, Special Education teacher at TRHS
Adam Faulconer, Special Education teacher at Pollard

Mrs. Manthorn read into the record the Professional Retirement electronically accepted on July 11, 2024: Mikella Eichen, Elementary teacher at Atkinson

Mrs. Manthorn read into the record the Professional Nominations electronically accepted on June 25, 2024.

Anthony Gentile, Elementary teacher at Pollard
Janet Currier, Elementary teacher at Pollard
Mary Sullivan, Principal at Pollard
Michael McLaughlin, Jr., School Counselor at TRMS

Mrs. Manthorn read into the record the Professional Resignation electronically accepted on June 25, 2024: Sarah Cote, Elementary teacher at Sandown North.

DRAFT – NOT APPROVED

Mrs. Manthorn read into the record the Professional Renomination electronically accepted on June 25, 2024: Kaitlyn Brown, Physical Education teacher at TRMS.

MOTION: Mrs. Manthorn motioned to accept the professional nomination of: Krysta Nelson, BCBA, District wide; Robin Gould, Special Education Facilitator at Sandown North. Natasha Baker, Kindergarten teacher at TLC; Margaret Goodwin, Elementary teacher at Atkinson; William McCarthy II, Assistant Principal at TRMS; Abigail Mezquita, Special Education at TRMS and to accept the professional resignation of Adam Sullivan, Special Education at TRMS. Seconded by Mr. Sherwood Motion passed: 8-0-0

b. Vacancy Report

Mrs. DeCinto provided the vacancy report as of July 15, 2024. They have hired 58 professional positions.

COMMITTEE REPORTS

Mr. Sapia – He was invited to the Danville masonry project. He asked Mr. Krieger if Gale Associates signed off on not doing the entire scope of the project. Mr. Krieger can get that answer for him. He has concerns when we don't follow the scope of work that is designated. He also shared concerns regarding his suggestion of an 8 inch overhang and he wanted to know how the determination was made that it wasn't necessary because there was plenty of room.

Mr. Woodworth – He attended the Policy Committee meeting and the Curriculum & Assessment Committee meeting where they worked hard to match up courses and they are doing a reorganization so the units make more sense.

Mrs. McCormick – Mr. Woodworth already gave a report on the Curriculum and Assessment Committee meeting. They also voted on a new Science resource for Kindergarten through Grade 5.

Mrs. Woodworth – Strategic Planning will meet in the fall. The Facilities Committee meets August 12th.

Mr. LeCain – He attended the Facilities Committee and Mr. Krieger already covered that.

Mrs. Manthorn – The Wellness Committee meets in the fall. Policies were already covered. She said it is absolutely wonderful to see the kids welcomed in the summer and the services we are legally obligated to provide. She gave a shout out to all the teachers and staff who help support the kids year round.

DRAFT – NOT APPROVED

OTHER BUSINESS

Mr. Sapia attended the Tornados Jamboree and explained what a jamboree is. He explained how this is a feeder program to our football team.

He attended the Facilities Committee meeting. His main concern is with the envelope of the high school. He is frustrated with the complexion of the Facilities Committee and is disappointed because they had a number of people on the Construction Committee with experience in engineering, contractors, and a property manager. They had a tremendous pool of resources and he becomes concerned when they are not maximizing the resources available to them.

DELEGATES AND INDIVIDUALS – cont'd

John Downing of Sandown said he loved the event held by the First Student bus company and hopes they will continue every year. He wanted to know what part of the budget the money for the replacement boiler will be taken from. He wants to be sure the controls are compatible with the new boiler. He understands the need for the infield groomer, however, the attachments being purchased later feels like they are trying to circumvent the \$20,000 threshold process. He questioned whether each department has their own actual budget to work from.

Steph Hewey of Danville said after hearing that 58 professional positions have been filled, that would bring the unassigned fund balance down to \$6.7 million and not \$11 million.

NON-PUBLIC SESSION

There was no further public business before the Board.

The public meeting adjourned at 9:23 pm and the School Board will not be returning to public session.

MOTION: Mrs. Manthorn motioned to enter non-public under 91-A:3, Paragraph II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Seconded by Mrs. Woodworth. Motion passed 8-0-0

DRAFT – NOT APPROVED

The Board was polled:

D. Woodworth – yes Sherwood – yes Sapia – yes Kowalczyk – yes McCormick – yes
B. Woodworth – yes LeCain – yes Manthorn - yes

Motion passed 8-0-0 to enter non-public at 9:30 pm.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on



Unassigned Fund Balance Overview

August 15, 2024

What is it? The Unassigned Fund Balance is the amount remaining from School District funds at year-end available and used to offset subsequent year town assessments. The Unassigned Fund Balance may also be known as the Fund Balance to Reduce Taxes (in form MS-24) and may be referred to as the Unreserved Fund Balance.

What is the Impact on Unassigned Fund Balance to Taxpayers? Under Timberlane's apportionment calculation, District Operating expenses are allocated in proportion to each town's Average Daily Membership (ADM), and Capital Expenditures are allocated in proportion to each town's Equalized Valuation.

To determine what the impact would be on each town, for illustrative purposes, let's assume the district had to raise \$1,000,000. Under the current year apportionment formula, that \$1,000,000 is raised as follows for each town:

Town	Operating	ADM%	Capital	Eq. Val. %
Atkinson	\$ 222,309	22%	\$ 328,325	33%
Danville	\$ 181,070	18%	\$ 134,758	13%
Plaistow	\$ 305,049	31%	\$ 323,549	32%
Sandown	\$ 291,572	29%	\$ 213,368	21%
Total	\$ 1,000,000	100.00%	\$ 1,000,000	100.00%

I hope this can put the Unassigned Fund Balance and its impact on subsequent year appropriations, in perspective.

If the School Board is so inclined to do so, please have a motion stating the following:

The school Board authorizes to retain 5% of the net assessment and further notes that per RSA 198:4-b prior to expending retained general funds, the school board shall hold a prior public hearing on the action to be taken with such funds.

Respectfully Submitted By:
Maria Watkins, CFO/Business Administrator



NH School Administrative Unit 106 | Timberlane Regional School District

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FY2024 Unassigned Fund Balance

Timberlane Regional School District FY2024 Year End Summary

Fund	Description	Revenue	Expenditure
100	General Fund	84,727,813	71,906,094
210	Food Service	1,406,519	1,406,519
220	Grants	2,116,658	2,116,658
500	Performing Arts	31,576	31,576
		88,282,566	75,460,847
	Beginning Fund Balance		1,608,709
	Revenues		84,727,813
	Less Expenditures		(71,906,094)
	Add FY2023 Encumbrances & Prepaid Expenses		2,426,650
	Subtract FY2024 Encumbrances		(1,216,840)
	Capital Reserve Fund		250,000
	Emergency Contingency Fund		500,000
	Fund Balance (spendable)		16,390,237
	FY2024 Fund Balance Retention	(3,544,444)	5% of Local Tax Assessment
	Unassigned Fund Balance *	12,845,793	Available to Reduce Taxes

Fund Balance Retained:

RSA 198:4-b II. Notwithstanding any other provision of law, a school district by a vote of the legislative body may authorize, indefinitely until specific rescission, the school district to retain any unused portion of the year-end unassigned general funds, from the preceding fiscal year in subsequent fiscal years, provided that the total amount of year-end unassigned general funds does not exceed, in any fiscal year, 5 percent of the current fiscal year's net assessment under RSA 198:5, for the purpose of having funds on hand to use as a revenue resource for emergency expenditures under RSA 32:11, or to be used as a revenue source to reduce the tax rate.

FY2023 Local Tax Assessment	70,888,887
	5.0%
Fund Balance Retention Max	3,544,444

** Unexpected additional revenue and savings in FY2024 contributed to the Fund Balance as follow:*

Additional Revenue:

Tuition Revenue	550,000
Interest Income	500,000
Trustee of the Trust Fund Transfer	950,000
Emergency Contingency	500,000
Food Service Income	230,000
Federal Income	600,000

Savings:

Salaries & Benefits	6,000,000
Lease Payment	2,061,000
Sped Tuition	1,200,000
Sped Transportation	700,000
Professional Services	600,000
Capital Improvements	400,000
Utilities / Rebates	360,000
Books/Info. Resources	100,000

The mission of the Timberlane Regional School District is to engage all students in challenging and relevant opportunities, emphasizing high aspirations and personal growth.



EXECUTIVE SUMMARY

August 15, 2024

FY2024 Encumbrances

At the close of each fiscal year, there are typically still Purchase Orders that remain open from the prior fiscal year. In accordance with municipal laws, appropriated funds shall lapse at the conclusion of the fiscal year, unless they meet certain exceptions specifically outlined in the statutes.

One of these exceptions allows funds to carry forward for amounts that have become encumbered by a legally enforceable obligation, prior to the close of the fiscal year. Purchase Orders are one such legally enforceable obligation. Therefore, we present the attached listing of open Purchase Orders as of June 30, 2024 and ask that the School Board vote to encumber the funds necessary for fulfillment of these Purchase Orders.

Should these encumbered funds not be fully expended for the purposes of these remaining obligations, any residual funding will be returned as part of our unrestricted fund balance in the subsequent year.

Respectfully submitted for your consideration,
Maria Watkins, CFO/Business Administrator



NH School Administrative Unit 106 | Timberlane Regional School District

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Account	Account Description	FY2024 Encumbrance
100.2222.640.37.50.2.00000	Books & Info Resources	21
100.1200.610.67.33.4.00000	Spec Ed Supplies-Preschool	40
100.2222.640.37.08.1.00000	Books & Info Resources	108
100.1200.733.67.33.4.00000	Spec Ed New Equipment-Preschool	229
100.1100.610.41.33.4.00000	Supplies-Music	616
100.2620.430.12.33.4.00000	General Repairs Facilities	1,382
100.2340.640.01.35.4.00000	Books & Info Resources	1,387
100.2321.240.57.01.0.00000	Tuition Reimbursement	1,740
100.1410.890.45.60.3.00000	Student Activities	1,960
100.2318.330.01.33.4.00000	Legal Fees	2,349
100.2152.330.69.33.4.00000	Speech Contracted Services	3,021
100.1420.610.04.60.3.00000	Supplies-Ex Curr Act-Athletics	3,731
100.2213.240.01.33.4.00000	Tuition Reimbursement	4,995
100.2620.410.12.33.4.00000	Water/Sewer/Septic Tanks	5,000
100.2321.330.57.01.0.00000	Professional Services	6,596
100.1200.564.60.15.1.00000	Spec Ed Tuition-Private&Other-Elem	9,750
100.1420.737.04.50.2.00000	Repl Equipment-MS Athletics	10,401
100.1200.330.69.33.4.00000	Spec Ed Contracted Services	13,661
100.2321.737.57.01.0.00000	Replacement Equipment	16,225
100.2630.420.12.33.4.00000	Contracted Services - Grounds	25,140
100.1200.564.60.17.3.00000	Spec Ed Tuition-Private&Other-HS	36,001
100.1100.737.41.33.4.00000	Repl Equipment-Music	87,863
100.2722.519.60.33.4.00000	Spec Ed Transportation	139,032
100.4600.450.12.33.4.00000	CIP Approved Projects - FY2024	380,393
100.0421.000.00.00.0.00000	Track & Tennis Courts Balance	465,200
Grand Total		1,216,840



TIMBERLANE REGIONAL HIGH SCHOOL

36 Greenough Road, Plaistow, NH 03865

Voice: (603) 382-6541

Fax: (603) 382-8086

 TimberlaneHS.com

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July 30, 2024

Executive Summary

The refrigerator located in the concession stand near the football field needs to be replaced. The Football Boosters, Boys' Lacrosse Boosters, and the Timberlane Tornadoes Program are in communication to donate funds to cover the cost of a new refrigerator, as they tend to use it regularly.

The cost of the new refrigerator is \$6,200.00 with an additional \$300.00 delivery charge which also includes the removal of the current refrigerator.

All groups understand that this refrigerator would become property of the Timberlane Regional School District per School Board Policy. Since this cost exceeds the \$2500 School Board policy threshold, we are requesting that the School Board accept this donation and allow the purchase of the refrigerator.

Thank you for your consideration

Prepared by: Mr. Angelo Fantasia, Director of Athletics, Timberlane Regional School District.

Alternative Sales Corp.



Restaurant Equipment and Design

Quote

07/30/2024

Bill To :

Timberlane Regional School
District
Angelo Fantasia
36 Greenough Rd
Plaistow, NH 03865
1-603-401-8972 (Cell)
angelo.fantasia@timberlane.net

Ship To::

Timberlane Boosters
Jaclyn Kelley
36 Greenough Rd
Plaistow, NH 03865
603-553-1144 (Cell)
jaclynkelley2284@yahoo.com

Remit To:

Alternative Sales
Philip Basiliere
135 Route 125
Kingston, NH 03848
(603)642-3873
603-642-3873 (Contact)
603-339-8377 (Cell)
pbasiliere@alternativesales.net

Job Reference Number: 23997

Come Visit our Cash & Carry showroom
Tax Free NH.
Kitchen, Dining room, TableTop etc.

Item	Qty	Description	Sell	Sell Total
1	1 ea	REFRIGERATED MERCHANDISER  True Mfg. - General Foodservice Model No. GDM-69-HC-LD Refrigerated Merchandiser, three-section, (12) shelves, (3) Low-E thermal glass sliding doors, LED interior lights, powder coated steel exterior, white interior with stainless steel floor, leg levelers, R290 Hydrocarbon refrigerant, 1/2 HP, 115v/60/1-ph, NEMA 5-15P, 7.3 amps, cULus, UL EPH Classified, Made in USA 1 ea 7 year compressor warranty, 7 years parts warranty, 7 year labor warranty, standard. Visit www.truemfg.com for specifics. 1 ea Self-contained refrigeration standard 1 ea Exterior: Black powder coated steel, standard 1 ea Interior: White aluminum, with white shelving, standard 1 ea Illuminated sign decal: S-TS-02 "TRUE Stripe" graphic, standard	\$6,200.00	\$6,200.00
ITEM TOTAL:				\$6,200.00
2	1 ea	SERVICE ALTERNATIVE SALES Model No. TRADEIN Removal and Disposal of: old 3 door merchandiser		
3	1 ea	DELIVERY	\$300.00	\$300.00

Item	Qty	Description	Sell	Sell Total
		ALTERNATIVE SALES Model No. DELIVERY Delivery & Set in Place. Standard Ground level delivery to be done during business hours Monday through Friday from 8:00 AM to 5:00 PM by non-union personnel. Based on site conditions, products will be set in place and made ready for mechanical connections by others. Final adjustments and leveling to be performed by others. Packing materials and trash to be removed. Deliveries that involve stairs, obstacles that do not provide reasonable access or require elevation must be disclosed prior to the delivery or additional charges may be applied at time of delivery.		
			ITEM TOTAL:	\$300.00
			Total	\$6,500.00

Equipment housed at Alternative Sales must be paid for in full. All equipment held at our location for more than 30 days will incur a storage fee.

Alternative Sales will grant lien waivers, take pictures of equipment and provide information in other ways necessary.

Warranty: Alternatives Sales Corp. will not be liable for any consequential damages incurred by equipment failure, including but not limited to, food loss. New equipment will be covered by the manufactures warranty policy. Alternative Sales Corp. will help facilitate the warranty process by providing documentation and contact information, but costs associated from non warranty issues are the responsibility of the Buyer. Reconditioned equipment will be warrantied for 30 days parts and labor, 30 days additional for labor and additional 30 days grace period. Reconditioned warranty work to be performed during normal business hours by Alternative Sales.

Returns and Refunds: Equipment can only be returned with prior approval of Alternative Sales Corp. Returned items are subject to pick up charges, re-crating charges, and freight charges back to the manufacturer and are subject to the manufactures return policy. Alternative Sales Corp stocked equipment may be returned for a 25% restock fee if it is unused and in original condition within 30 days. Custom fabricated/special order items are not returnable. Freight damage is not a valid reason for return. Change orders may be subject to manufacturers restock policy.

Drop Shipments: All freight should be inspected during the receiving process for possible damage. Should there be a question about the condition of the equipment, it is best to refuse the shipment. Freight claims are seldom paid, but if damage is found after the delivery, it is the consignee's (receiver) responsibility to notify the carrier within 5 days of the delivery.

Information required for a freight claim are: Copy of Bill of Lading and Pro numbers, Delivery date and date damage was discovered, Contact name, phone number, email address, Type of unit damaged including model and serial number, extent of damage, pictures of damage as well as packaging, original shipping papers and packaging

Orders: All quotations, terms and financial arrangements are subject to approval of the credit department at Alternative Sales Corp. A signed quote or purchase order with deposit will be required to place any order. All equipment remains the property of Alternative Sales Corp until paid in full. A finance charge of 1.75% per month will be applied to past due invoices. Buyer will be responsible for any collection costs including reasonable collection fees. Payment is due before delivery.

Acceptance: _____ Date: _____

Printed Name: _____



TRSD POLICY COMMITTEE'S RECOMMENDATIONS TO THE SCHOOL BOARD

August 15, 2024

Second Read

Policy	Changes/Recommendations
EFAA – Meal Charging	<i>No changes since first read.</i> Brought back to Board to clarify that the edits reflect recommended language from the audit.
EHAA – Computer, Security, E-Mail and Internet Communications	<i>No changes since first read.</i> Changes from NHSBA include new Paragraph 13 and addition of RSA 189:68-a to Legal References.
IHBAM – District Special Education Policy and Procedures Manual	<i>No changes since first read.</i> TRSD does not have this policy. This is NHSBA's sample policy.

Timberlane Regional School District	Policy Code: EFAA
Adopted: 02-16-23	Page 1 of 8

School Lunch Program Meal Charges

The District encourages all parents and guardians (hereinafter "parents") to provide a healthy breakfast and lunch for their student(s). Parents are welcome to send students to school with a "brown bag/lunch box" meal. The District provides the opportunity to purchase breakfast and lunch from the school cafeteria. Each meal meets or exceeds the federal nutrition standards. Payment is expected no later than when the meal is served. Payment may be in cash (check) or as a debit against funds deposited into an established student lunch account.

The school lunch program is required by federal law to operate as a non-profit which must end each fiscal year without a negative balance. Uncollected debt must be paid to the school lunch program from other funds. Therefore, parents of students required to pay the full or reduced price for meals must ensure that the school lunch program is paid for their student's meals. The District's policy is to quickly escalate efforts to bring student meal accounts into positive balance, to avoid circumstances where these accounts build significant debt.

Student Meal Accounts

The District uses a point-of-sale computerized meal payment system which has an account for all students. Parents of students who will be purchasing meals using this system are required to establish and maintain a positive balance in the student's meal account.

Funds may be deposited into a student lunch account by cash, check, or online payment. Cash or checks made out to: Timberlane Regional School District Lunch Program should be presented to the Cashier at the cafeteria, the Principal's Office, the Food Service Office, or the Superintendent's office. A check (please include your child's name and Student ID# on the check) may also be mailed to: Superintendent's office, 30 Greenough Rd. Plaistow, NH 03865. The District will utilize online electronic payments. The use of checks or online payments is encouraged, as each provides a record. Parents are responsible for any fees charged by the online service. In accordance with United States Department of Agriculture ("USDA") guidance SP 02-2015, there will be no processing fee for deposits to a student meal account made by cash or check.

A fee of \$25 will be charged to the parents for each check returned for insufficient funds. In accordance with RSA 358-C:5, notice of the fee charged for a check that is returned for insufficient funds shall be included in any letter sent to a Parent seeking payment because the student meal account has a negative balance.

Timberlane Regional School District	Policy Code: EFAA
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Each notice to parents will include information on how to verify a student meal account balance, to resolve concerns regarding the accuracy of the account balance, or to obtain information on the school meal program, including the name, phone number, and e-mail address of an appropriate member of the District staff.

Parental Restrictions on Use of Student Meal Account

Parents who establish a meal account for their student are responsible for establishing with their student any restrictions the parent chose to place on use of the account. Unless restricted by the parent, a student may purchase a la carte items in addition to the regular meal choices. Some students purchase more than one meal at one sitting. Setting and ensuring compliance with limitations on the use of the student's meal account afford families an opportunity to develop their student's understanding of the responsible use of credit and debit accounts, which will benefit the student throughout life. Parents must monitor the student's use of the meal account to ensure that a sufficient balance is available at all times for their student to charge meals. (The District's online payment system allows a parent to check their students balance at any time.)

The District's policy is to ensure that students have access to healthy meals and that no student will be subject to different treatment from the standard school meal or school cafeteria procedures. Therefore, the District will allow students to purchase a meal, even if the student's meal account has insufficient funds. This policy applies to all meal offerings generally available at the cafeteria, breakfast and lunch.

Balance Statements

The District will work proactively with parents to maintain a positive balance in their student's meal account. The Superintendent shall establish a procedure at each school requiring that a low balance statement be sent to parents whenever the balance in a student's meal account falls to or below a set amount that approximates the amount typically necessary to pay for one week of meals.

The notices will be sent by e-mail when practical. Only those District staff who have received training on the confidentiality requirements of federal and state law, including the United States Department of Agriculture's ("USDA") guidance for school meal programs, and who have a need to access a child's account balance and eligibility information may communicate with parents regarding unpaid meal charges. Volunteers, including parent volunteers will not be used to communicate with parents regarding unpaid meal charges. 42 U.S.C. 1758(b)(6).

Timberlane Regional School District	Policy Code: EFAA
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Notice prior to the account reaching zero is intended to reinforce the requirement that a positive balance be maintained in the student meal account. If a student meal account falls into debt, the initial focus will be on resuming payments for meals being consumed to stop the growth of the debt. The secondary focus will be on restoring the account to routinely having a positive balance.

The District recognizes that unexpected financial hardships occur and will work with parents in this circumstance to limit the amount of accumulated debt. To do so, it is essential that parents respond to notices and cooperate with district staff efforts. Fairness and equal treatment requires that those able to pay, but who fall behind, must promptly bring their students meal account into a positive balance. The District's proactive approach is intended to help ensure students have healthy meals and that parents do not accumulate significant debt to the school meal program.

Free or Reduced Price Meals

The District participates in the federally supported program to provide free or reduced-price meals to students from families whose economic circumstances make paying for meals difficult. Income guidelines for eligibility are based on family size and are updated each year by the USDA. The District will ensure parents are informed of the eligibility requirements and application procedures for free or reduced cost meals as well as the requirements of this policy.

Parents shall be provided with a copy of this policy and an application for free or reduced cost meals annually at the start of the school year through a mailing or in the parents' handbook, upon enrollment of a transfer student during the school year, and as a component of all notices sent to parents seeking payment to correct a negative balance in the student meal account. The communication explaining the availability of the free or reduced-price meals shall include all the elements required by federal regulation, 7 C.F.R. 245.5. Each notice shall also identify a member of the District staff, with contact information, who is available to answer questions or assist the parents with applying for free or reduced-price meals.

As required by the Civil Rights Act of 1964 and USDA guidance, parents with Limited English Proficiency ("LEP") will be provided with information on this policy and the free and reduced-price meal program in a language the parents can understand. The District will utilize USDA and community resources to fulfill this requirement. This policy and links to application materials for the free or reduced-price meal program will be posted on the school website and made available to parents at each school.

Timberlane Regional School District	Policy Code: EFAA
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The District will proactively enroll students found to be categorically eligible into the free or reduced-price meal program. The District will seek to enroll eligible students in the free or reduced-price meal program upon learning from any source of the student's potential eligibility. When **parental permission is given and** eligibility is established, the District will apply the earliest effective date permitted by federal and state law.

The District will provide a copy of this policy and application materials for free or reduced-price meals to town welfare offices/human services offices and other local social service agencies who may have contact with parents who are confronting layoffs or other financial hardship.

Students Without Cash in Hand or A Positive Account Balance

Regardless of whether a student has money to pay for a meal or has a negative balance in the student meal account, a student requesting a meal shall be provided with a meal from among the choices available to all students. The only exception will be where the student's parents have provided the District with specific written direction that the student not be provided with a school lunch program meal, the student has a meal sent from home, or otherwise has access to an appropriate meal. Under no circumstances will a student's selected meal be thrown away because of the status of the student's meal account.

It is the parents' responsibility to provide their student with a meal from home or to pay for school prepared meals. Therefore, the District's policy is to direct communications to parents about student meal debt. When parents chose to provide meals sent from home, it is the parents' responsibility to explain to their student the necessity of the student not using the school meal program.

Initial efforts to contact parents will be by e-mail or phone. Where the District has not received a response from the parents or the parents do not cooperate in resolving negative student meal account balances and the student continues to use the school meal program, for students in grade seven or higher, the principal or designee may communicate directly with the student in a manner that is private and which does not publicly identify or stigmatize the student. Resolution of the problem should seek to ensure the student has ongoing access to an appropriate meal.

Should the student's meal account balance fall below zero, a balance statement requesting immediate payment shall be sent to parents no less than once each week.

Timberlane Regional School District	Policy Code: EFAA
Adopted: 02-16-23	Page 5 of 8

If the student's meal account balance debt grows to \$15.00 or more a letter demanding immediate payment shall be sent by US Mail to the parent or the parent shall be contacted by the Principal or designee by phone or in person. Where warranted, the Principal may arrange a payment schedule to address current meal consumption and arrearages while the school continues to provide the student with meals.

If the student's meal account debt grows to \$30.00 or more the parents will be requested to meet with the principal. When appropriate, the Principal should explore with the parents whether an application for free or reduced cost meals is warranted. Where extenuating circumstances of financial hardship exist and the family is not eligible for free or reduced cost meals, the District will work with the parents to identify and engage governmental and private charitable resources which are available to assist the family.

If a student with a negative balance in his or her meal account seeks to purchase a meal with cash or check, the student will be allowed to do so. There is no requirement that the funds be applied first to the debt.

Unresolved Debt

If the Principal determines that the best available information is that the parents are able to pay the expenses of the student's meals and the parents decline to cooperate with resolving the debt in a timely manner, the Principal shall send a letter to the parents directing them to have their student bring meals from home ~~and cease utilizing the school meal program. The student may resume using the school meal program when a positive account balance is restored in the student's meal account.~~

If the student continues to use the school meal program, a second letter shall be sent to the parents using certified mail, return receipt requested. If parents continue to fail to provide the student with a meal sent from home, continue to fail to provide funds for their student to use the school lunch program, continue to refuse to cooperate with reasonable requests by District staff to address the overdue debt, and the parent is believed to have the ability to pay, the Superintendent may pursue payment through civil legal action, including filing a claim in small claims court pursuant to RSA Chapter 503.

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The Superintendent is delegated authority to assess the likelihood that civil action will lead to payment, the resources required to pursue collection, and to pursue such action only when doing so is in the best interest of the District. The Superintendent shall try to identify non-profit charities that are willing to contribute funds to the district to assist in keeping a positive balance in the meal account of students whose parents do not qualify for free meals and who due to financial hardship are unable to consistently keep the student meal account in a positive balance. If at the end of the fiscal year uncollected debt in student meal accounts must, as a last resort to fulfill federal requirements, be paid to the school meal program from other District funds, the parents' debt for unpaid meal charges shall be owed to the District.

Applying the policy set forth above, the Superintendent shall determine if further collection efforts are in the best interest of the District. Any payments collected on debt that has been offset with District funds, shall be credited to the District. All debt collection efforts shall comply with RSA Chapter 358-C, New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act.

Staff Enforcement of Policy/Training

A copy of this policy and refresher training shall be provided annually to all food service and school staff responsible for serving student meals or enforcing this policy. New staff with these responsibilities shall be provided with a written copy of the policy and training on the policy during their initial training or orientation. In accordance with federal requirements, a record shall be maintained documenting that new staff receive the policy and training. The record must also document that all applicable staff receive a copy of the policy and refresher training annually.

Student with Special Dietary Needs

Nothing in this policy prohibits providing an appropriate meal to a student with special dietary needs such as, but not limited to, diabetes, provided these needs have been documented in a health plan, Sec 504, or IEP. If the meal is medically required, and the student has a negative student meal account balance, or does not have cash to purchase the meal, the necessary dietary needs will be met.

To request meal accommodations for students whose dietary needs qualify them for accommodation under law or to file a school meal program complaint with the District, contact the Food Service Director at phone number 603-382-6119.

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To file a program complaint of discrimination with the USDA, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA. **The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary of Civil Rights about the nature and date of an alleged civil rights violation** and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400

Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This District is an equal opportunity provider.

Nondiscrimination

It is the District's policy that in the operation of child feeding programs, no child will be discriminated against because of race, sex **(including gender identity and sexual orientation)**, color, national origin, age, **reprisal or retaliation for prior civil rights activity** or disability. 7 C.F.R. 245.5(a)(1)(viii). Students will not be denied meals due to the existence of other unpaid charges at the school or for disciplinary reasons.

Assessment for Neglect Reporting

If a student who has been determined to be ineligible for free or reduced cost meals or whose parents have refused to cooperate with filing an application for free or reduced cost meals is consistently not provided with meals, either through a meal sent from home or the payment for a meal through the school meal program, the Principal will assess whether a report of child neglect is warranted to the New Hampshire Department of Health and Human Services, Division for Children, Youth, & Families, as required by RSA 169-C:29-31.

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Legal References

15 U.S.C. § 1692-1695 federal Fair Debt Collection Practices Act (FDCPA) 42

U.S.C. 1758(b)(6), Use or disclosure of information

Civil Rights Act of 1964 & 7 C.F.R. Part 15, Subpart A & B

2 C.F.R. §200.426

7 C.F.R §210.09

7 C.F.R §210.10

7 C.F.R §210.15

7 C.F.R. §245.5

USDA SP 46-2016 - No later than July 1, 2017, all SFA's operating the Federal school meal program are required to have a written meal charge policy.

USDA Guidance SP37-2016: Meaningful Access for Persons with Limited English Proficiency (LEP) in the School Meal Programs

RSA 189:11-a

RSA 358-C , New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act; NH Dept. of Education Technical Advisory - Food and Nutrition Programs

Timberlane Regional School District	Policy Code: EHAA
Adopted: 08-99 Revised: 04-02-09	Page 1 of 3

COMPUTER SECURITY, E-MAIL AND INTERNET COMMUNICATIONS

The Timberlane Regional School District has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the District computer system. This policy is designed to protect the safety and security of the District's computer systems including E-mail and internet use.

The District intends to enforce the rules set forth below and reserves the right to change these rules at any time.

1. The computer hardware system, software and E-mail system are owned by the District, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the District. They are not the property of the employee.
2. The computer and E-mail system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.
3. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
4. The District prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. The District reserves, and intends to exercise without prior notice, the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer and network folder or messages created, received or sent over the electronic mail system for any purpose, even if coded or password protected.
7. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it.
8. Any communications created, sent, or retrieved using E-mail may be read by individuals other than the intended recipient.

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Adopted: 08-99 Revised: 04-02-09	Page 2 of 3

9. Notwithstanding the District's right to retrieve and monitor any E-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent/designee.

10. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.

11. The District has the authority to terminate or limit access to any program at any time.

~~12. Internet use files (logs) will be retained for a period of fourteen (14) calendar days.~~

~~13.~~12. The District reserves the right to limit the size of network folders and/or E-mail folders.

~~14.~~13. The District reserves the right to establish a process to automatically, and without notification, delete data, including but not limited to, E-mail messages from district maintained systems. ~~networks in accordance with the E-Mail Retention Guidelines indicated below:~~

14. The District will take all necessary measures to maintain student and staff privacy relative to the District's website, online information, e-mails, data, and storage of student and staff personally identifiable information, as required by state law, federal law, or District policies.

15. Staff are required to complete the annual Data and Security Privacy Training as required by state and federal law as well as district policies.

E-Mail Retention Guidelines

~~The Timberlane Regional School District is obligated to respect and, in many cases, to protect confidential data. There are, however, technical and legal limitations on the District's ability to protect confidentiality. For legal purposes, electronic communication (e-mail) is no different than a paper document. In limited circumstances, the district may be legally compelled to disclose information relating to business or personal use of e-mail to community members under the Right-to-Know law, to governmental authorities or, in the context of litigation, to other third parties. E-mail may also contain information that should be retained in the official records of the School District.~~

~~Any e-mail message that would be saved if it had been transmitted in paper form should be printed in school records in accordance with the Local Records Retention Schedule (EH-R). If a printed e-mail message that should be retained is not otherwise described in the Local Records Retention Schedule, it should be retained for one calendar year. An e-mail~~

Timberlane Regional School District	Policy Code: EHAA
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~~recipient's decision on whether to print and retain e-mail should be made within 60 days of receipt of an e-mail message. All e-mail messages should be deleted from the system by the e-mail user (after those messages that should be retained have been printed on hard copy) within 60 days after receipt of an e-mail message.~~

~~Staff members with questions regarding the retention of particular e-mail messages should obtain an opinion from their supervisor.~~

~~I. Examples of e-mail messages which may be deleted without printing a hard copy are:~~

- ~~a. Messages that address routine administrative, curricular and co-curricular matters, announcements of meetings, schedules of events, etc.~~
- ~~b. Messages that take place of informal discussion and which if they were printed would not be retained in school records.~~
- ~~c. Messages that transmit generic information and are not specific to a student's educational program.~~
- ~~d. Messages that address personal matters are unrelated to the school district.~~
- ~~e. SPAM~~

~~II. Examples of e-mail messages which should be printed and retained are:~~

- ~~a. Messages that address significant aspects of specific student's educational program including, but not limited to, health discipline, special education program, interaction with DCYF and communication with parents relating to specific aspects of the student's interaction with the school district.~~
- ~~b. Messages that contain and/or provide information used in making policy decisions, concerning curricular or co-curricular activities, personal actions or that relate to the business of the school district.~~
- ~~c. Messages that address matters of significant interest in the community relating to the school district.~~

References:

RSA 189:68-a
RSA 194:3-d

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

District Special Education Policy and Procedures Manual

The School Board adopts the following procedure to ensure appropriate development and annual review and periodic amendments to the Special Education Policy and Procedures Manual (hereinafter “the Manual”).

Maintenance and Content of Manual. The Manual is to be developed and maintained by the Superintendent in consultation with the Director of Special Education or designee. The Manual shall be updated annually. The Superintendent shall assure that the manual includes written procedures and other information as required under state law or N.H. Department of Education rules as the same may be amended from time to time.

1. **Superintendent Modifications.** The Superintendent or their designee is hereby authorized to annually review and update the District Manual without Board approval, provided that each change in the procedures will be dated and identified as a Superintendent's Addition.
2. **Limitation on Superintendent Modifications.** Changes or additions to the Manual by the Superintendent shall be consistent with NH Department of Education changes in administrative rules. Changes or additions to the Manual which will result in additional staffing or personnel changes, or otherwise cause an increase in required funds for special education services, should be brought forward to the Board as soon as possible.

Legal References:

RSA 186-C

N.H. Code of Admin. Rules, Sect. Ed. 1100

N.H. Dept of Ed.'s Procedural Safeguards Handbook

34 C.F.R. § 300 et seq.

20 U.S.C. §§1400 et seq.



NH School Administrative Unit 106 | Timberlane Regional School District

30 Greenough Road, Plaistow, NH 03865 Voice: (603) 382-6119 Fax: (603) 382-3334

Timberlane.net

@TimberlaneRegional

@TimberlaneRSD

@TimberlaneRSD

EXECUTIVE SUMMARY

August 15th, 2024

Timberlane Regional School District Elementary registration for SY 24-25, as of August 9th, 2024.

Atkinson Academy				
Grade	Projected Enrollment	Maximum Class Size	Projected # of Staff	Projected Class Sizes
PK	15	17	.5	15
.5 K	11	20	.5	11
K	37	20	2	18/19
1	68	20	4	17/17/17/17
2	53	22	3	18/18/17
3	58	22	3	20/19/19
4	61	25	3	21/20/20
5	63	25	3	21/21/21

Danville School				
Grade	Projected Enrollment	Maximum Class Size	Projected # of Staff	Projected Class Sizes
PK	9	17	.5	9
.5 K	15	20	.5	15
K	21	20	2	11/10
1	44	20	3	15/15/14
2	45	22	3	15/15/15
3	46	22	3	16/15/15
4	50	25	3	17/17/16
5	50	25	2	25/25

The mission of the Timberlane Regional School District is to engage all students in challenging and relevant opportunities, emphasizing high aspirations and personal growth.



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Pollard School				
Grade	Projected Enrollment	Maximum Class Size	Projected # of Staff	Projected Class Sizes
PK	14	17	.5	14
.5 K	15	20	.5	15
K	49	20	3	17/16/16
1	71	20	4	18/18/18/17
2	73	22	4	19/18/18/18
3	85	22	4	22/21/21/21
4	63	25	3	21/21/21
5	75	25	4	19/19/19/18
Sandown Central				
Grade	Projected Enrollment	Maximum Class Size	Projected # of Staff	Projected Class Sizes
T - PS	10	12	.5	10
PS	44	14	2	14/14/12/4
PK	36	17	2	13/13/10
.5 K	9	20	.5	9
K	65	20	4	17/16/16/16
Sandown North				
1	65	20	4	17/16/16/16
2	59	22	3	20/20/19
3	73	22	4	19/18/18/18
4	66	25	3	22/22/22
5	62	25	3	21/21/20

Respectfully submitted,
Lucy Canotas
Director of Elementary Education

The mission of the Timberlane Regional School District is to engage all students in challenging and relevant opportunities, emphasizing high aspirations and personal growth.



EXECUTIVE SUMMARY – Proposal Recommendation

August 15, 2024

Canopy Removal

The Timberlane Regional High School has a need to remove the existing canopy over the front walkway due to deterioration, cracks and sagging in the concrete structure. The Request for Proposal included 3 options for consideration:

Scope

Option 1: Demolition and removal of the concrete canopy.

Option 2: Demolition and removal of concrete canopy and structural steel, fill in holes with new concrete.

Option 3: Demolition and removal of concrete canopy, steel structures, and sidewalk. Replace approximately 3,000 sq.ft by 4" concrete sidewalk.

Bids

We received proposals from Energy Efficient Investments and Busby Construction.

Energy Efficient Investments:

Option 1: \$47,765.00

Option 2: \$51,056.00

Option 3: No bid.

Busby Construction:

Option 1: \$53,032.00

Option 2: \$82,960.00

Option 3: \$146,560.00

The recommendation is to approve Energy Efficient Investments for Option 1.

Rationale

- This is the most cost-effective proposal.
- We achieve our goal of creating a safe environment over the high school walkway.
- Leaving the metal structure in place allows us to add a canopy in the future if needed.

Respectfully Submitted,

Karl Ingoldsby CEFP, CSFS, CBO

Job Postings

JobId	Category	Position Type	Additional Title	Location	Date Posted	Closing Date	Date Available	For Fiscal Year	Time To Fill	AppCount
Elementary School Teaching										
4905	Elementary School Teaching	Kindergarten	AM Kindergarten Teacher cc2389	Danville Elementary	5/17/2024	Open until filled	8/28/2024	2024-2025	88	18
4980	Elementary School Teaching	Primary - Grades 1, 2, 3	Anticipated Elementary Classroom Teacher	Sandown North	8/5/2024	Open until filled	8/28/2024	2024-2025	8	3
4888	Elementary School Teaching	Intermediate - Grades 4, 5 Teacher	Elementary Classroom Teacher - Grade 5 cc	Danville Elementary	5/13/2024	Open until filled	8/28/2024	2024-2025	92	18
4964	Elementary School Teaching	Intermediate - Grades 4, 5 Teacher	Elementary Teacher - Grade 2 cc1275	Pollard School	7/16/2024	Open until filled	8/28/2024	2024-2025	28	6
4932	Elementary School Teaching	Integration Technology Teacher	Elementary Technology Teacher cc2196	Sandown North	6/20/2024	Open until filled	8/28/2024	2024-2025	54	4
High School Teaching										
4883	High School Teaching	Industrial-Technology Education	Engineering Teacher cc2116	Timberlane Regional High School	5/10/2024	Open until filled	8/28/2024	2024-2025	95	3
4882	High School Teaching	World Language - French	Part Time French Teacher cc1556	Timberlane Regional High School	5/7/2024	Open until filled	8/28/2024	2024-2025	98	3
Special Education										
4850	Special Education	Psychologist	School Psychologist cc 1422	Atkinson Academy	3/29/2024	Open until filled	8/28/2024	2024-2025	137	0
4800	Special Education	Psychologist	School Psychologist cc1708	Timberlane Regional High School	1/26/2024	Open until filled	8/28/2024	2024-2025	200	1
4849	Special Education	Psychologist	School Psychologist cc2145	Sandown North	3/29/2024	Open until filled	8/28/2024	2024-2025	137	0
4852	Special Education	Speech and Language Pathologist	Spech Language Pathologist cc2242	Sandown North	3/29/2024	Open until filled	8/28/2024	2024-2025	137	1
4895	Special Education	Special Education Facilitator	Special Education Facilitator cc1148	Danville Elementary	5/15/2024	Open until filled	8/28/2024	2024-2025	90	6
4900	Special Education	Special Education Facilitator	Special Education Facilitator cc2721	Timberlane Regional Middle School	5/16/2024	Open until filled	5/16/2024	2024-2025	89	3
4904	Special Education	Special Education Teacher	Special Education Teacher - Intensive Needs	Timberlane Regional High School	5/16/2024	Open until filled	8/28/2024	2024-2025	89	2
4935	Special Education	Special Education Teacher	Special Education Teacher cc186	The Learning Center at Sandown Central	6/20/2024	Open until filled	8/28/2024	2024-2025	54	1
4934	Special Education	Special Education Teacher	Special Education Teacher cc286	Danville Elementary	6/20/2024	Open until filled	8/28/2024	2024-2025	54	2
4956	Special Education	Special Education Teacher	Special Education Teacher/Case Manager cc	Sandown North	7/9/2024	Open until filled	8/28/2024	2024-2025	35	0
4940	Special Education	Special Education Teacher	Special Education Teacher/Case Manager cc	Timberlane Regional Middle School	6/21/2024	Open until filled	8/28/2024	2024-2025	53	1
4794	Special Education	Special Education Teacher	Special Education Teacher/Case Manager cc	Sandown North	1/19/2024	Open until filled	8/15/2024	2024-2025	207	11
4856	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc 1316	Timberlane Regional School District	3/29/2024	Open until filled	8/21/2024	2024-2025	137	1
4851	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc 212	Pollard School	3/29/2024	Open until filled	8/21/2024	2024-2025	137	1
4855	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc 747	Pollard School	3/29/2024	Open until filled	8/21/2024	2024-2025	137	1
4853	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc2218	Timberlane Regional High School	3/29/2024	Open until filled	8/21/2024	2024-2025	137	1
4673	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc885	Sandown North	6/12/2023	Open until filled	8/28/2024	2024-2025	428	2
Student Services										
4933	Student Services	School Nurse	School Nurse cc2183	Sandown North	6/20/2024	Open until filled	8/28/2024	2024-2025	54	3