

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, FEBRUARY 3, 2022

Regular Business Meeting – 7:00pm

Performing Arts Center*
40 Greenough Road, Plaistow

Dr. Kimberly Farah, Chair
Kristin Savage, Vice Chair

Christopher K. Kellan, Superintendent

*The Board will meet in-person in the auditorium at the Performing Arts Center.
The meeting will be Livestreamed and is open to the public. Face coverings/masks are mandatory

AGENDA

1. **7:00PM** Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Approval of Minutes [1/20/22]
5. Delegates and Individuals
6. Student Representative
7. Current Business
 - a. **7:05PM** Acceptance of NH Food Bank Donation - ACTION
 - b. **7:10PM** Acceptance of Kellogg's No Kid Hungry Grant – ACTION
 - c. **7:15PM** SAU55 Final Payment - INFORMATIONAL
 - d. **7:20PM** Facilities Update - INFORMATIONAL
 - e. **7:30PM** District Clerk Position - ACTION
 - f. **7:35PM** Recording Secretary Position - ACTION
 - g. **7:40PM** SmartPass System - INFORMATIONAL
 - h. **7:50PM** PAC Positions - INFORMATIONAL/ACTION
8. **8:00PM** Administrator's Report
9. **8:05PM** Personnel Report
10. **8:10PM** Committee Reports/Reports of the School Board
11. Correspondence Folder
12. Vendor and Payroll Registers
13. **8:15PM** Other Business
14. Nonpublic
15. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
February 10	Deliberative Session	PAC	7:00PM
February 17	Regular Meeting	PAC	7:00PM
March 3	Regular Meeting	PAC	7:00PM
March 17	Reorg Meeting and Regular Meeting	PAC	7:00PM

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

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://livestream.com/trsd/trsb/videos/228834737>

Materials presented at the Board meeting may be viewed at:

https://trsdpublic.timberlane.net/trsb/_layouts/15/start.aspx#/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Ftrsb%2FShared%20Documents%2FSCHOOL%20BOARD%20MEETING%20AGENDA%20MATERIALS%2F2021%2D22%2F1%2020%2022%20School%20Board%20Meeting&FolderCTID=0x0120004312551B46136E4BA51A2C05822A071C&View=%7BD71C77CA%2D529B%2D49D7%2D8C91%2DE62575BBB707%7D

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Business Meeting
January 20, 2022
7:02PM

Performing Arts Center
40 Greenough Road
Plaistow, NH

Call to Order

Chairwoman Farah opened the January 20, 2022, meeting of the Timberlane Regional School Board to order at 7:02PM and took roll call.

Board Members Present

Kimberly Farah, Amy Gentile, Katie Knutsen, Sheila Lowes, Shawn O'Neil and Kristin Savage

Also present at the Board Table

Mr. Christopher Kellan, Superintendent of Schools

The Pledge of Allegiance followed roll call.

APPROVAL OF MINUTES (00:01:36)

MOTION: Mr. O'Neil motioned to accept the TRSB public meeting minutes of January 6th, 2022; seconded by Mrs. Knutsen. The motion passed 4-0-2. (Lowes and Savage abstained.)

MOTION: Mr. O'Neil motioned to accept the TRSB public meeting minutes of January 10th, 2022; seconded by Mrs. Knutsen. The motion passed 3-0-3. (Gentile, Lowes & O'Neil abstained.)

DELEGATES & INDIVIDUALS (00:2:39)

Coral Hampe, of Danville, spoke as TTA President, read the following statement:

"We continue to be disappointed that the TTA was not able to settle a contract with the school board. At the beginning of the special meeting held last Monday School Board Chair Kim Farah stated they reached out to their legal counsel to talk to unions that have not yet settled contracts to see what could be done. Their counsel seemed to work well with the administrative assistants and skilled workers as they ratified a contract at that Monday meeting, however, board counsel did not write to our lawyer until 12:17pm on Sunday afternoon, with the message "I assume that, since I haven't heard from you, that we are still in the same place with Timberlane". This was not an invitation to reopen negotiations, therefore, nothing happened.

However, let's move on to the good stuff. Let's talk about the kids. That's what we're here for.

- In seventh grade Spanish, students are learning how to describe themselves and they drew and colored in penguins, by adjectives. The head was one color if they were tall, it was another color if they were short.
- In seventh grade science, they're doing a strawberry DNA lab, learning about genetics and heredity. They're doing a hands-on lab where they extracted the DNA of strawberries and compared it to models in class.
- In sixth grade language arts, they learned how to write a research paper by writing a research paper about A Long Walk to Water a novel they are reading a class about one of the Lost Boys.
- In seventh grade math, they're ending a unit on computing with rational numbers. Their final project will be paper chains showing their understanding of the skills.
- All grades are working in the iReady language arts and math programs. Those are being utilized and students are completing mid-year diagnostic tests.
- The middle school play, Frozen, will be on Saturday January 29th, 2022.
- Also, at the middle school, they are offering after school support help for students who have been on long term absences via Zoom.
- in elementary tech, they're working on computational thinking as they learn how computers use rules, processes, and procedures to accomplish tasks.

As I said, we're here for the students. Thank you""""

STUDENT REPRESENTATIVE KAYLIE SHEFFIELD (00:05:27)

Sandown North's new "Star Council" presented their first initiative at the last Monday Morning Meeting on January 10th. This new group made up of 4th and 5th grade student leaders created a slideshow demonstrating good hallway behavior and the North Star way to walk down the hallway. The Lego Club is back and started last week. This special Lego program is a non-competitive, hands-on STEM program. A team of six children are exploring a real-world theme and designing a new model of their own while they learn basic engineering and programming skills. A new group of students will start after vacation. Thanks to the Sandown Ski Club, a group of 28 students are participating in an after-school skiing program this year. Students are skiing at Pat's Peak five Friday afternoons in January and February. Students were picked up at 2:30 pm and were able to go for the first-time last Friday.

Atkinson Academy Kindergarten students are building their classroom castles in preparation for their Fairytale Ball as a part of the fairytale unit. First Grade teachers have placed students into groups to look at different fairytales and see if they could discover what made them real or not real. They were very excited to use sticky notes- Mrs. Galligher was kind enough to share some photos if anyone is interested:) Second grade classrooms are fostering the school & community relationship by inviting families/community members to be a Mystery Reader once a week via zoom. Students have discussions about genre and author's purpose. Third Grade Students just completed a STEAM project learning about Hurricane Katrina and building dams and levees. As a part of the Kindness Movement, Fourth Grade will begin sewing mittens to donate to nursing homes to keep our community members' hands warm. They will warm the hearts of frontline workers by writing friendly letters. Additionally, fourth grade kicked off their wax museum unit by participating in a "Book Tasting" to learn about influential historical figures. Lastly, students in fifth grade kicked off their Historical Fiction Unit with a "Book Tasting". Thanks to their wonderful librarian, Jennifer Toth, students sat down, restaurant style and tried different historical fiction books to find one that was right for them. Students will be culminating their learning by creating a cereal box that depicts literary features of their book. Additionally, 20 January,

2022 students are learning how to take two-column notes on the causes of the American Revolution to build background knowledge to support reading historical fiction. Additionally, district elementary school students participated in their first in-person concert in over two years, and they did a fabulous job!

The high school Spanish Honor Society is currently working with groups of Pollard students to develop better understandings of language and Spanish cultures. The French Honor Society has also continued their work. Pollard appreciates high school volunteers and would welcome other groups from the high school that want to share their skills and knowledge. Similarly, to the academy had their first concert. Penguin musicians would like to thank Ms Helie, Mr Mainella and Ms Pinard in leading them in a successful night of strings, band, and chorus performances. Pollard students are recognizing other penguins with SWIM tickets. These tickets are used to recognize students that stay safe, work it out, are independent learners and that make good choices

With the arrival of winter, Danville elementary is happy to report the return of Ski Club at their school. 30 are students enrolled in this program that is being offered by the Danville PTA. Additionally, Danville would like to say thank you to the Wellness Committee for promoting healthy eating by encouraging students to bring fruits or vegetables for school snacks each Tuesday. Danville elementary staff have been impressed by how many students participate each week.

The Middle School Lego robotics team did great at both the Londonderry and State competition. At the Londonderry competition they did a great job presenting their innovation project. They came up with the idea to power trains using wind energy. This innovation project helped them move on to the state competition. At states they improved on their innovation project and coding for their robot. They won 2nd place for robot design and Carol Liss won a Coach Mentor award. She was one of two mentors in the whole competition to win this award. The students improved in 20 January, 2022 teamwork from the first competition to second and were amazing at cheering each other on. Students also created a town map made of different geometric figures. They demonstrated their knowledge of parallel and perpendicular lines, acute and obtuse angles, geometric shapes as well as many other geometric concepts through this creative and fun project. This project can be adapted to higher level geometry courses and high school classes. This year it was used with both the math classes and the algebra I classes in preparation for high school geometry. Our team turned this into a 'Kids' Choice Award' by using Google Form to vote for their favorite entries. Their work and themes were inspiring! If you are in the eighth-grade hall at TRMS, feel free to take a look! TRMS would also like to say a big Congratulations to their 2022 spelling bee finalists! 9 students participated in the spelling bee, sponsored by the Lion's Club. At Monday's faculty meeting, TRMS started a new initiative of awarding 5 Respectful Roar Awards to 5 deserving staff members, who have helped add to the positive and professional environment that exists within the school and school community. Students, parents, and guardians, as well as staff, nominated 28 deserving staff members for the award. Five recipients were drawn and presented with the award. TRMS would like to thank everyone that submitted a staff member for the award, and we look forward to continuing this tradition at all future faculty meetings. The PTSA also provided pizza for the staff meeting, which was equally appreciated, but the positive thoughts, comments that were shared are the reason that teachers do what they do TRMS student athletes currently competing in basketball, spirit, and wrestling. The athletes and coaches are doing a tremendous job improving their skills through practices and games in spite of daily COVID related challenges, scheduling and bussing changes. TRMS staff members are very proud of how they represent TRMS and the district during their games and in the classroom.

At the High School, the winter sports season is well under way. The athletics department is happy to report that the track team has been able to go to some modified meets this season. This had been an issue since the traditional venues have not allowed high schools to use their facilities due to Covid restrictions. Mr. Fantasia and the rest of the Athletic Department would like to say thank you to the coaches and team members for their efforts. All of the high school teams are competing well and working hard. If more information is desired, I would like to encourage the school board and community to check the athletic website for upcoming games and livestream events. The Timberlane Players are working hard on their next production, Curious Incident of the Dog in the Night Time, while several members of the cast are likewise helping out with the middle school musical, Frozen which opens next weekend. The Milkmen had a show last week and they raised money for the National Honor Society which will go toward scholarships and in-school initiatives. The high school has had midterm and final exams all week this week- which will be finishing up tomorrow. Semester 2 will officially begin on Monday, along with upcoming course selection for next year. The high school administration would also like to acknowledge the countless seniors being accepted into, committing to, and signing with colleges over the past few weeks. As always, a huge thank you to the many directors and administrators that sent me these reports to be shared tonight, and as always, thank you to both the School Board, District Admin, and the Community for the opportunity to speak on behalf of your student body tonight.

Mrs. Savage thanked Kaylie for such a detailed report, saying it was great to get back to the way it used to be.

BUDGET TRANSFER (00:12:56)

Dr. Farah asked Mrs. Watkins about the 4600 line and Mrs. Watkins explained that the adequacy aid that was received was put there as a placeholder.

MOTION: Mrs. Savage motioned to approve the transfer request dated January 20 th , 2022; seconded by Mr. O’Neil. The motion passed 6-0-0.

PAC POSITIONS (00:14:26)

The Board was looking for an update on the Interim Music Director and PAC Coordinator positions. Mr. Kellan indicated that he had had some brief conversations with Mr. Schweiss and Mr. Constantineau and that they have a meeting scheduled for Monday to go over everything. Nothing much can be done given the budget has been finalized. Dr. Farah stated that she felt like the Board would agree that they want a robust, spectacular music and arts program however, we want to do it in a fiscally responsible way. There haven’t been any discussions about this. Ms. Lowes asked to table this until the next meeting.

SAU STAFFING (00:19:42)

Mr. Kellan stated that there will be several vacancies moving forward. Come July 1, 2022, they will be looking to replace an Assistant Principal at Pollard, Assistant Principal/Extended Learning Opportunities Coordinator at the HS, replace the Director of School Counseling, Student Services Coordinator, Assistant Superintendent, and a position to be discussed in the personnel report. The Assistant Superintendent position will be advertised very soon.

SCHOOL BOARD GOALS (00:22:25)

Dr. Farah went over the Boards stated goals and what progress has been made to date. She pointed out that Mr. Kellan needs to have goals as well. Normally the Board's goals inform the Superintendent of his goals.

Under Academics & Administration, the Board asked for Mr. Kellan to prioritize and make short term goals of:

3. Advance the work of the district focused on providing students with career pathways, extended learning opportunities, vocational experiences, dual enrollment, and non-traditional courses.

4. Identify needs for PreK-12 resulting from remote learning and support district personnel in addressing those needs.

6. Review data on preparedness for college, workplace, and career, and on success post college gathered via survey for TRSD line of STEAM resources and materials available in classrooms with an explanation of utilization by staff.

8. identify a comparison group of NH School Districts and use the individual district and aggregate data as metrics to gauge TRSD's student academic achievement and academic growth patterns.

11. Advance the work within the district to organize and implement an evaluation system for administrators.

Culture and Climate: Dr. Farah would like to hear about Climate and Culture in our schools and what we are doing to try and improve. It has taken a back seat and it's time to move forward. She stressed this is not just about students but staff as well. Mr. O'Neil stated that he thinks #7 (job descriptions for all positions) plays a role in this as well. Each staff member should know exactly what they are expected to do.

The Strategic Plan needs to be done next year as the current one runs from 2018-2023.

POLICIES (00:32:22)

MOTION: Mrs. Savage motioned to accept policy ADB (Drug-Free Workplace & Drug Free Schools), for second read; seconded by Mr. O'Neil. The motion passed 6-0-0.

Mr. O'Neil requested that the Board review the board committee assignment policy. Some committees don't need two board members to be on them. He would like to create some flexibility in the so that the two members who are leaving the school board but who have been negotiating the TTA contract could in fact, continue to negotiate. He feels its strategic for the TTA to wait to know they will get a new board member to negotiate with. He would like the policy committee to review the policy to create some flexibility. He wants to be able to appoint non board members to do the work of the board. Mrs. Savage was not in favor of this nor was Dr. Farah. Ms. Lowes pointed out that the Board will still have Dr. Farah is who is knowledgeable about what has already taken place.

Ms. Gentile asked if a DEIJ committee existed. None does. She would like to start one after the elections. Dr. Farah stated that maybe they can get rid of the facilities committee and create this. She

said there is now a CIP committee, and all the facilities items are really handled in that committee. Dr. Farah requested this be an action item.

ADMINISTRATORS REPORT (00:46:00)

Mr. Kellan stated his report has been dramatically shortened thanks to Kaylie’s great reporting. Mr. Kellan explained the process that both he and the bus company went through this morning. He apologized for the late notice to parents and thanked folks for their patience. He also said he would like to look at drop off and pick up line instructions again. The district is down to one crossing guard. The police are trying to help as well. The administration will review the current plan because it’s really getting very dangerous. Patience, kindness, and caution go a long way.

Smart Pass training is happening 1/26/2022. Smart Pass is a digital hall pass. After the staff is trained, there will be training for the students. It helps to record the amount of time a student is out of the classroom. There are some features that will not be used.

PERSONNEL REPORT (00:53:52)

MOTION: Mr. O’Neil motioned to accept the professional retirement of Dana O’Gara (Human Resources Director); seconded by Mrs. Savage. The motion passed 6-0-0.

COMMITTEE REPORTS/REPORTS TO THE SCHOOL BOARD (00:53:53)

Public hearing for the Budget Committee last Thursday. Not one member of the public showed up for a \$75M budget.

Safety committee will meet next week.

Deliberative session is February 10th, 2022, at the PAC.

With no other business before the Board, Chairman Farah adjourned the meeting at 7:57PM.

Respectfully submitted,

Kat Lancaster
Recording Secretary

Approved by the Board on _____.



January 22, 2022

Enclosed you will find a check for the donations you received online during the Tackles Hunger 2021 food drive via the NH Food Bank website.

You most likely received food donations and other cash donations directly from your partnering school and this check is in addition to that. Many online donations came in from the general public where they indicated the school or pantry that they wanted the donation to go to. We hope this donation makes a nice addition to your program. Thank you for all you do in serving the needs of your community.

Jocelyn Cheney

NH Food Bank Agency Relations Coordinator

Invoice #	Invoice Date	Description	Net Check Amt
THSFP 010622	01/06/2022	NH FOOD BANK - NH TACKLES HUNGER	\$701.67

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE 11 SECURITY FEATURES

NEW HAMPSHIRE CATHOLIC CHARITIES
 D/B/A Catholic Charities New Hampshire
 100 William Loeb Drive, Unit 3
 Manchester, NH 03109

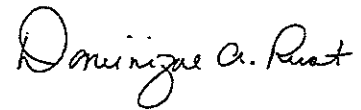
Citizens Bank
 Riverside, RI

327044

Date	Check No.	Amount
01/13/2022	327044	\$701.67

PAY ****Seven Hundred One and 67/100 Dollars

TO THE ORDER OF
 TIMBERLANE REGIONAL SCHOOL DISTRICT
 30 GREENOUGH ROAD
 PLAISTOW, NH 03865



AUTHORIZED SIGNATURE

⑈327044⑈ ⑆011401533⑆ 3310215948⑈



EXECUTIVE SUMMARY

February 3, 2022

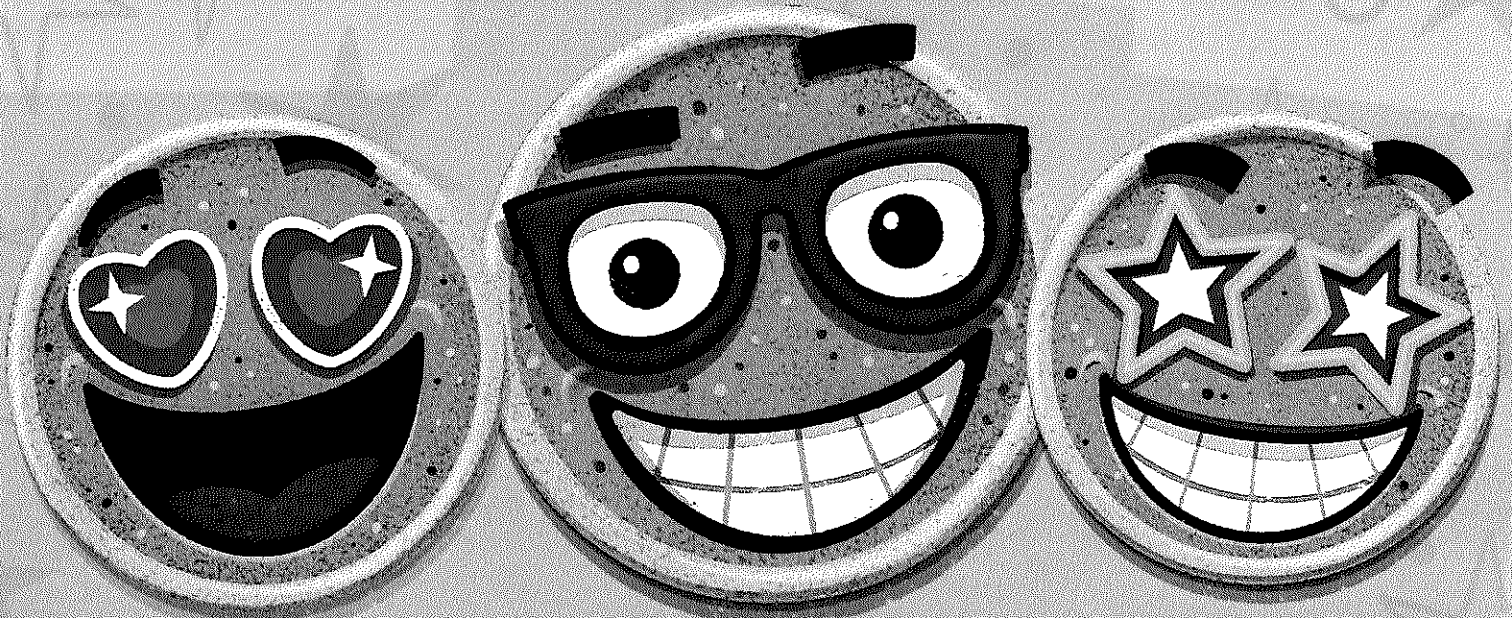
TRSD Receives Grant from Kellogg's

Thanks to the exceptional efforts of our Whitson's leadership team of Mayra Maldonado – General Manager and Rachel Tedford – Assistant General Manager, Timberlane Regional School District has received a \$5,000 grant from Kellogg's (No Kid Hungry program). This grant is to be used to improve our school breakfast participation.

Kellogg's awarded ten \$5,000 grants and our school district was one of the lucky recipients. We plan to use these funds to purchase a breakfast cart for the High School and improve signage and station wraps at our other schools.

If this grant meets with your approval, kindly accept it by Motion and Vote. Should it be easier, feel free to motion to accept "the \$5,000 Kellogg's grant".

Respectfully submitted by:
Maria Watkins, CFO/Business Administrator



Kellogg's

NOKID HUNGRY

EGGO® EGGOJI® SCHOOL BREAKFAST GRANT



Your school could receive a \$5,000 prize to help fund your K-12 breakfast program

SCHOOL BREAKFAST CHANGES LIVES!

School breakfast can be an important source of nutrition for kids, especially those who may face food insecurity at home. Now, with the Eggo® Eggoji® Share Positivity program, we're ready to help you celebrate those small wins and big smiles with Eggoji® Waffles, a nourishing and fun way to start their day. We know that many kids do not have access to breakfast. Yet \$1 can help provide up to 10 meals*. So, we are committed to donating up to 500,000 meals through ten, \$5,000 grants to ensure that breakfast is a part of every student's morning—to fuel their learning with goodness.

ELIGIBILITY

School Districts currently participating in the National School Breakfast Program.

HOW TO APPLY

ONLINE APPLICATION OPENS SEPTEMBER 27, 2021 AND CLOSSES NOVEMBER 1, 2021

1. Log into or create an account for the No Kid Hungry Grants Portal at <https://nokidhungrygrants.force.com/> Please do not use Internet Explorer or Microsoft Edge when registering or working within the portal. To create a new account, click "New User".
2. To begin your application after you have logged into the No Kid Hungry Grants Portal, click "Start a New Application" on your Grantee Dashboard located on the top left corner of your home page, below the No Kid Hungry logo.
3. Input the following access code to gain access to the application: **Eggoji2021**. Click "Start Application" to begin.
4. Be sure to input all required answers and save frequently as you are inputting information. Complete the application when all information is entered by clicking on "Review Your Answers" and then "Submit Your Answers."

APPLY TODAY and help ensure that all kids share positivity.

*Meal equivalency varies during COVID-19 relief. No kid hungry does not provide individual meals; your donations help support programs that feed kids. Learn more at NOKIDHUNGRY.org/OneDollar. ©, TM, © 2021 Kellogg NA Co. ©, TM, © 2021 Share Our Strength



EXECUTIVE SUMMARY

February 3, 2022

TRSD Receives Payment from SAU55

We have received a payment in the amount of \$198,519.19, on February 1, 2022, from SAU55. This amount represents Timberlane School District's portion of the proceeds from SAU55 less a nominal amount retained to cover any unknown banking fees until all checks have cleared and the bank account can be closed. Once the bank account has been closed, Timberlane will receive their proportional share of the residual balance retained which will finalize our involvement with SAU55.

Respectfully submitted by:

Maria Watkins, CFO/Business Administrator



EXECUTIVE SUMMARY

February 3, 2022

FACILITIES UPDATE

Energy Savings:

- C-Power Energy Curtailing Payment:
 - This year the Timberlane Regional School District began participating in an energy curtailing project through C-Power, where we are asked to curtail energy usage at certain time when the area grids are experiencing high loads. In response, through monitoring of usage and devices we get paid incentives for our participation.
 - I am pleased to inform the School Board that our first check was received in the amount of \$6,014.03.
- Freedom Energy Net Metering:
 - Through Freedom Energy, the district has begun allocating some of our electric purchase through local hydroelectric dams at our current electricity rates, helping to sustain local green energy producers, which is incentivized. The district will receive payments equaling \$0.005/kwh starting 1/1/2022.

Project Updates:

- SN Room Partition -Scheduled for April Vacation (Supply issues have deferred this project several times)
- SN Arsenic Filtration -Scheduled for April Vacation (Supply issues have deferred this project several times)
- SN Fire Panel -Scheduled for April Vacation (Supply issues have deferred this project several times)
- MS Guidance and Technology Office Carpet replacement -Scheduled for April Vacation
- Lighting Upgrade -HS MS and PAC are 85% Complete. Electric rebate request has been submitted. There are a select few classrooms in the middle school and multiple smaller areas (Closets, offices, storerooms, etc.) still to be changed over.
- The new SAU 106 sign has come in and it will be installed to prominently display the District Administration offices.
- DW Fire and alarm panel communications upgraded to 4-G – All Schools have been upgraded and the SAU is being scheduled.
- HS/MS Batting cages -The Batting Cages have been properly installed. Due to the weather, final grounds work to install seed and loam and general beautification around the cages, have been put off until spring.
- PE Boiler room repairs and upgrades – The Pollard boiler room had a leaking hot water supply pump in need of replacement, the boilers have been clogging with debris, and there needed to



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

be a cleanup of the piping in the boiler room to attempt to make things right. A lot of debris have also found its way into the general heating loops to several classrooms and clogged the heating register supply lines. On January 17th the following took place:

- Boilers were shut down, re-piping of return lines so that a Magnetic Filter could be installed to catch all magnetic items in the return water.
- All supply lines were cut, removed, and replaced with flush out valves to be able to flush debris from supply lines.
- The Main Hot Water Supply Pump was replaced.
- Ports were installed to allow a chemical feeder and sock filter to be installed. (This is being processed for installation.)
- There are 3 boilers with 2 modules or burn chambers each. Currently each boiler has 1 operating module. Boiler 1 has a clogged module. Boiler 2 has a bad controller for a module. Boiler 3 has a failed ignition alarm in one module. I have contacted Bosch to have them come to look at the boilers and recommission them.

Facilities Personnel Update

- We are currently interviewing for a Lead Custodian for The TLC at Sandown Central School due to a resignation.
- A new Custodian Started on 1/18/22 at Atkinson Academy.
- Recently we have up to 3 people out at any given time with Covid. We are working through this with other custodians covering when they can.
- There was an all facilities staff meeting on January 26,2022 where training in work order management, Asbestos Awareness, Hazardous Communications, Ladder Safety and Safe Work Procedures, and School Safety was given.
- A custodial Lead meeting was held on January 26, 2022, and Lead expectations including training, coaching, disciplining and evaluating staff was covered.

Respectfully submitted by:

Karl Ingoldsby, Director of Plant Operations



EXECUTIVE SUMMARY

February 3, 2022

SMARTPASS SYSTEM

SmartPass is a digital version of the sign-out sheet and paper passes (which we currently use). Currently, students will ask the teacher for permission, then fill out a class sign-out sheet, take a pass to their location, and then return to class and fill out the sign-in sheet. The current paper passes can get lost, stolen, or destroyed and, additionally, there is no way for a monitor or administrator in the hallway to know how long a student has been out and/or where they are to be going.

The digital version allows staff and administration to see a real time list of which students are in the hallway and out of the classroom, so every student is accounted for. SmartPass does not have a GPS tracking system, rather it holds the same information that a paper pass would, just without the physical pass. It provides administrators an accounting of which students are outside of the classroom during the school day and will help us to ensure that our students are safe.

In case of emergencies such as fires, severe weather, or building intruders, administrators have real-time access to this critical information. Beyond the uses for emergency situations, the transition from physical passes to digital will also make it easier to limit hallway activity and keep our halls and bathrooms safer and more secure and help reduce pass requests, leading to more instructional time for students. Finally, it can also be used as RTI discussion points and behavioral interventions for students.

Students and staff can access SmartPass from their school-provided device. Students do not need a personal device, though there is an app that can be used by students and staff if they so choose.

In summation, the SmartPass system will allow greater accountability of where students should be during the class periods. It does not use GPS tracking of systems, but simply automates the where and when of students who are using a pass. It gives administration and monitors access in real time to where students should be and allows for greater safety and accountability during the class period for all students.