

# TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, JULY 15, 2021\*\*

Regular Business Meeting – 7:00pm

Performing Arts Center\*  
40 Greenough Road, Plaistow

Dr. Kimberly Farah, Chair  
Kristin Savage, Vice Chair

Dr. Brian Cochrane, Superintendent  
Christopher ellan Asst 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 optional.

## AGENDA

1. **7:00PM** Call to Order – Chair
2. **Roll Call – Clerk**
3. **Pledge of Allegiance**
4. **Approval of Minutes**
5. **Delegates and Individuals**
6. **Student Representative**
7. **Current Business**
  - a. **7:15PM** School Re-Opening Update – INFORMATIONAL (10)
  - b. **7:25PM** Facilities Update – INFORMATIONAL/ACTION (5)
  - c. **7:30PM** Summer Projects Update 2021-22 - INFORMATIONAL (10)
  - d. **7:40PM** Budget Transfer Request - ACTION (5)
  - e. **7:45PM** Executive Summary - Personnel Status - INFORMATIONAL(10)
  - f. **7:55PM** Policies (Second Read) – ACTION (10)
  - g. **8:05PM** 2021-22 PAC Schedule - ACTION (10)
  - h. **8:15PM** Personnel Report – ACTION (10)
  - i. **8:25PM** School Board Meeting Location - ACTION (10)
8. **8:30PM** Administrator’s Report
9. **8:35PM** Personnel Report
10. **8:45PM** Committee Reports/Reports of the School Board
11. **Correspondence Reports**
12. **Vendor and Payroll Registers**
13. **9:00PM -Other Business**
14. **Nonpublic (Personnel)**
15. **Future Dates**

DATE	MEETING TYPE	LOCATION	TIME
August 5	Regular Meeting	TBD	7:00PM
August 19	Regular Meeting	TBD	7:00PM
September	Regular Meeting	TBD	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.*

# Executive Summary

## TRSD Projects Report from Marc Fournier

7/15/2021

### **HVAC Capital Equipment Replacements Recommendations**

An RFP for the replacement and installation of the 9 HVAC units was opened on June 17, 2021. Palmer & Sicard was the only bid received. A meeting to review the bid was held between TRSD staff, Marc Fournier, and Palmer & Sicard staff. They have proposed to replace our existing HVAC equipment with Trane equipment. Maria has asked Palmer & Sicard to provide additional estimates to add air conditioning to some of the HVAC units listed in the RFP. We have delayed awarding the bid until our new Director of Plant Operations, Karl Ingoldsby, who started his position with the TRSD on July 12, 2021, so he could be involved in the process moving forward.

### **Trane Projects**

HVAC general maintenance and repair work. Trane has completed the work in the Middle School and has completed approximately 50% of the work in the High School. They have provided detailed weekly progress reports listing the work performed and before and after pictures. We have spent the first \$50,000 for repairs and Trane is predicting they will need ~\$40,000 to complete the maintenance & repairs work in the High School. This project was been put on hold until our new Director of Plant Operations, Karl Ingoldsby, started his position with the TRSD on July 12, 2021, so he could be involved in the process moving forward.

### **In-house LED Re-Lamping Project**

It was decided in the TRSD Energy Committee that we will perform the balance of the LED re-lamping work inhouse due to the low incentives provided by the utility companies. An award to Northeast Electrical Distributors in the amount of \$215,337.68 was processed and Steve is continuing work on the project this summer.

### **CPower Demand Response Project**

The agreement has been signed and the meters have been installed by CPower. Marc sent a Zoom link to TRSD staff regarding a presentation by CPower that explains how the program works. We participated in two demand response events on June 29 & 30, 2021 which will generate revenue for the TRSD and which will also assist Unitil in balancing electricity demand.

### **Director of Plant Operations & Facilities Coordinator Positions**

We are very happy to announce that new staff have been hired for these positions- the Superintendent will provide more information.

### **Solar Energy Project**

Marc has obtained numerous documents from Nashua and Dover detailing how they planned and implemented their solar PPA (Purchase Power Agreement) projects. The Energy Committee met on June 2, 2021 and agreed to review the documents, create lists of questions from the members, and meet on July 14, 2021 to discuss next steps. We have also asked Revision Energy to tell us how large a solar array might fit on the Sandown North roof (our first target project roof) to give us a sense of the possible scale of the project there. We need a list of all TRSD roofs and their ages and condition to determine if there are any other roofs that are viable candidates for solar arrays in the first proposed project.

July 14, 2021

## Executive Summary

### Facilities Summer Projects

#### District Wide:

- **Lighting Upgrades-** Steve Paradis is continuing to install LED lighting in the HS and will move to the Middle School and Performing Arts Center.
  - No Summertime help due to students are working fulltime for electrical contractors.
  - 400 Lights completed thus far which equates to 87 rooms
- **Detailed Cleaning continues at all schools.**
- **Gymnasium Floor Re-coating:** is complete at Sandown North, Danville Elementary is scheduled for the 16<sup>th</sup> of July, TRHS is scheduled for the 23<sup>rd</sup> of July, and TRMS is scheduled for the 30<sup>th</sup> of July. Atkinson Academy was completed in December and is not scheduled for this summer.
- **Return furniture to buildings:**
  - TRMS furniture has been moved back in
  - Some schools are requesting to keep their storage containers to see what will happen in the fall
- **Repair/replace window screens-** Work is in progress
- **Replace HVAC units identified that need to be replaced** – I have contacted Trane and Palmer and Sicard and have set up meetings for later this week
- **Clean HVAC units in entire district:**
  - MS Complete - Trane
  - Elementary schools complete – In House
  - I have a meeting scheduled with Trane to discuss this further

#### Atkinson Academy:

- **Repair/reline Exterior Basketball Court-** Scheduled for August
- **Install new Bathroom stall dividers in boys gang bathroom** – Complete

#### Danville Elementary:

- **Paint interior door trim around classroom doors** – In progress
- **Rework Softball Baseball Field** – Scheduled for August

#### Pollard Elementary:

- **Water bottle filler install** – Complete

#### Sandown Central:

- **Remove backstop near playground** – Complete
- **Install new swings** – Awaiting delivery
- **Water bottle filler install** – Complete
- **Increase size of sandbox** – working on it today
- **Repaint various classrooms** – Scheduled for August after cleaning is completed

**Sandown North:**

- **Currently no projects scheduled**

**TRHS:**

- **Loam and seed around inside of track** – Scheduled for week of July 19<sup>th</sup>
- **Repair cracks on tennis courts** – 2 complete, 2 on hold due to rain
- **Painting classroom doors** – Scheduled for after cleaning is complete
- **Replace wall pads at the Mini Gym** – Awaiting delivery, now scheduled for September
- **Rebuild decks on Mods 3 and 4** - Complete

**TRMS:**

- **Water bottle filler install** – Waiting for delivery
- **Install room numbers in exterior windows** – ½ completed
- **Install new exterior benches** – Waiting for delivery Due August 1<sup>st</sup>
- **Carpet replacement for room 1400** - Scheduled for July 22<sup>nd</sup> and 23<sup>rd</sup>

**SAU:**

- **Paint Interior** – New request I will assess projects and schedule as I can
- **Replace exterior sign to reflect the new SAU 106** – New Request

Respectfully submitted,

Karl Ingoldsby

Director of Plant Operations



# Memo

**To:** Timberlane Regional School Board

**From:** Maria Watkins

**CC:** Dr. Brian Cochrane

**Date:** July 14<sup>th</sup>, 2021

**Re:** Budget Transfer Request

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Two budget transfers are being requested which exceed the \$25,000 transfer amount pursuant to policy DBJ 'Transfer of Appropriations' and will require School Board approval. A copy of said policy is attached for your convenience.

- From account:** 100.1100.112.25.02.1 (AA 5<sup>th</sup> grade position)  
**To account:** 100.1100.112.25.08.1 (PS Kindergarten position)  
**Amount:** \$64,073  
**Reason:** Transfer position due to enrollment needs
- From account:** 100.1100.112.25.02.1 (AA Interventionist position)  
**To account:** 100.1100.112.25.10.1 (DE 1<sup>st</sup> grade position)  
**Amount:** \$41,378  
**Reason:** Transfer position due to enrollment needs

If this transfer meets with your approval, kindly accept the same by Motion and Vote. Should it be easier, feel free to motion to accept "those budget transfers in the amounts and accounts specified in the CFO/BA's memo dated July 15<sup>th</sup>, 2021".

I am happy to address any questions you may have.

Respectfully Submitted By:  
Maria Watkins, CFO/Business Administrator

July 15, 2021

## Executive Summary – Personnel Status

- **Mike Feeley, Custodial/Facilities Supervisor starting July 19**
- **Karl Ingoldsby started July 12**
  
- **Executive Secretary to Executive Director is now vacant**
- **Finance Office Admin Assistant is in process**
- **HR Coordinator is in process**
- **SAU Receptionist is in process**
- **HR Admin Asst – still open**

<b>Timberlane Regional School District</b>	<b>Policy Code: GCF</b>
<b>Adopted: 03-07-85</b> <b>Revised: 04-04-91</b> <b>Revised: 02-24-05</b> <b>Revised: 11-06-14</b> <b>Revised: 10-04-18</b>	<b>Page 1 of 1</b>

## **PROFESSIONAL STAFF HIRING**

In accordance with RSA 189:39 and Item 1, *Powers and Duties of School Boards, Regulations of the State Board of Education*, the Superintendent is directed to present to the School Board, prior to, April 15, a listing of teacher nominations for re-employment for the coming year. The Board will act to elect teachers from the list of nominations without violating RSA 189:14 (a & b).

In hiring staff at other times during the year, the School Board shall consider and elect only those candidates nominated by the Superintendent of Schools. Should any candidate be rejected by the Board, it is the duty of the Superintendent to make another nomination. Appointments to the staff shall be made at a meeting of the School Board by a majority vote of the Board present and voting.

From June 15, through September 1 when the board is not meeting, any three members of the School Board, shall be empowered to act on personnel matters as presented before them during the summer months and to bring recommendations forward to the Board for approval at subsequent Board meetings; and that valid contracts would be issued upon the recommendation of any three members; and that the Chair be authorized to sign them or, in his/her absence, his/her designee. The board may also opt, by majority vote, to authorize any one board member to make recommendation in lieu of the three board members provision for hiring professional staff during the summer months while the board is not in session.

Every professional employee must meet the certification requirements of the New Hampshire State Board of Education and have, or qualify for, within ninety (90) days or less, a valid certificate for the position he/she holds. It is the duty of the Superintendent of Schools to ascertain that every professional employee has, and continues to hold, a valid certificate from the State Board of Education. Cancellation of certification by the State Board of Education is sufficient reason for the dismissal of the employee.

Further, it is the policy of the Timberlane Regional School Board to both post and advertise all professional vacancies.

**Legal References:**

- RSA 189:39, How Chosen*
- RSA 189:14, Liability of District*
- RSA 189:14(a), Failure to be Renominated or Re-elected*
- RSA 189:14(b), Review by State Board*

**GCF - PROFESSIONAL STAFF HIRING**

# TIMBERLANE POLICY COMMITTEE RECOMMENDATIONS TO THE SCHOOL BOARD

## FIRST READ

- 1 **CF SCHOOL BUILDING ADMINISTRATION** (Generally the same as NHSBA language except for last paragraph and policy title. PC recommends revising title only.)
- 2 **CFA INDIVIDUAL SCHOOL ADMINISTRATIVE PERSONNEL** (Same language as NHSBA except for hiring process which is defined by district procedure. PC recommends revising title only.)
- 3 **CFA-R DUTIES OF THE PRINCIPAL** (Same language as NHSBA except for paragraph number 6. PC recommends reaffirming.)
- 4 **CFB EVALUATION OF BUILDING PRINCIPALS** (TRSD's policy covers all administrators where the NHSBA policy is specific to principals. PC recommends revising title only.)
- 5 **CH POLICY IMPLEMENTATION** (last reviewed in 2011, NHSBA language proposed. PC recommends revisions noted.)
- 6 **CHCA APPROVAL OF HANDBOOKS AND DIRECTIVES** (last updated in 2011; no changes needed; reaffirmation recommended by PC.)
- 7 **CLA TREATMENT OF OUTSIDE REPORTS** (No changes required per NHSBA language; reaffirmation recommended by PC.)
- 8 **CM SCHOOL DISTRICT ANNUAL REPORT** (last updated in 2015; however, no changes are required. Reaffirmation recommended by PC.)

<b>Timberlane Regional School District</b>	<b>Policy Code: CF</b>
<b>Adopted: 12-13-90</b> <b>Revision: 12-03-98</b> <b>Revised: 02-17-11</b> <b>Revised: 04-19-12</b> <b>Revised:</b>	<b>Page 1 of 1</b>

**ADMINISTRATIVE STAFF SCHOOL BUILDING ADMINISTRATION**

Related Policies: CFA

The Board reaffirms the rights and responsibilities of the building principals for the administration of their various programs and buildings within the broad scope of the adopted Board policies.

Specifically, the principal of an individual school, in conjunction with District Directors of Elementary and Secondary Education, is the responsible head and professional leader in the development of the educational program and the improvement of instruction in the school of which s/he is the Principal. All personnel will work through and under the direction of the Principal in the performance of their duties within his/her school.

Unless specifically noted as a policy effecting only teachers and/or support staff, or unless specifically addressed by a policy or regulation in Section C, all policies in Section G will apply to administrative staff as well as other professional and support staff.

**Legal Reference**

*NH Code of Administrative Rules, Section Ed 304.01, Substantive Duties of School Principals*

**CF - ADMINISTRATIVE STAFF**

<b>Timberlane Regional School District</b>	<b>Policy Code: CFA</b>
<b>Adopted: 05-05-83</b> <b>Reaffirmed: 12-06-90</b> <b>Revised: 12-03-98</b> <b>Revised: 09-20-01</b> <b>Revised: 03-06-14</b> <b>Revised:</b>	<b>Page 1 of 1</b>

**SCHOOL BUILDING ADMINISTRATION PRINCIPALS**

Related Policies: CF

Appointment of Principals

The principals shall be elected by the Board following nomination by the Superintendent. Should the Board fail to accept the nomination of the Superintendent; the Superintendent will be directed to present another name in nomination.

Candidates for position of principal will file a formal application consistent with district procedure.

Functions

All building principals shall be responsible for the school buildings and grounds to which they are assigned. They shall be responsible for and shall have authority over the actions of students, professional and non-professional employees, visitors, volunteers, and persons hired to perform special tasks.

All principals shall keep the Superintendent informed of activities in their buildings by whatever means the Superintendent deems appropriate.

Principals will file a written report, as requested by the Superintendent.

The principal shall attend Board meetings if requested by the Superintendent or the Board.

Legal Reference

*N.H. Code of Administrative Rules, Section Ed 304.01, Substantive Duties of School Principals*

*Appendix CFA-R*

**CFA - SCHOOL BUILDING ADMINISTRATION**

<b>Timberlane Regional School District</b>	<b>Procedure Code: CFA-R</b>
<b>Adopted: 05-05-83</b> <b>Reaffirmed: 12-06-90</b> <b>Revised: 12-03-98</b> <b>Revised: 09-20-01</b> <b>Revised: 10-29-14</b> <b>Reaffirmed:</b>	<b>Page 1 of 1</b>

## DUTIES OF SCHOOL PRINCIPALS

### Substantive Duties; School Principals and Assistant Principals.

- (a) The school principal shall be responsible for promoting the success of all students by:
  - (1) Facilitating the development, articulation, implementation, and stewardship of a vision for learning that is shared and supported by the community, school board, and superintendent of schools;
  - (2) Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth;
  - (3) Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment;
  - (4) Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources ; and
  - (5) Having the knowledge and skills to promote the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural contexts.
  - (6) Principal promotes and implements the district goals, collaboratively develops and implements building level goals, and develops professional goals which are in concert with and support district and school level goals.
- (b) The school principal shall evaluate and make recommendations to the superintendent concerning candidates for professional and nonprofessional positions within the school administrative unit in accordance with local school board policy, or as directed by the superintendent.
- (c) The school principal shall assign, direct, and be responsible for the evaluation of all personnel employed in the school in accordance with local school board policy, administrative rules, and as directed by the superintendent.
- (d) The school principal shall perform any duty assigned by the superintendent in accordance with local school board policy, state statutes, and rules of the state board of education.
- (e) The school assistant principal shall be responsible for assisting and supporting the school principal in promoting the success of all students as stated in the above duties.

**Statutory Authority:**

*NH Code of Administration Rules Ed. 304.01*

CFA-R - DUTIES OF SCHOOL PRINCIPALS

<b>Timberlane Regional School District</b>	<b>Policy Code: CFB</b>
<b>Adopted: 10-05-95</b> <b>Revised: 09-20-01</b> <b>Revised: 03-06-14</b> <b>Revised:</b>	<b>Page 1 of 1</b>

**EVALUATION OF ADMINISTRATORSSCHOOL PRINCIPALS**

Related Policies: CF, CFA

The Superintendent shall conduct an ongoing process of evaluating ~~administrators~~building principals on their skills, abilities, and competence. Annually, the Superintendent or designee will formally evaluate the ~~administrators~~principals.

The goal of the formal evaluation process is to ensure the education program for the students is carried out, promote growth in effective administrative leadership for the school district, clarify the ~~administrator's~~principal's role as the board and the superintendent see it, ascertain areas in need of improvement, and focus the immediate priorities of the ~~administrator's~~principal's responsibilities.

The formal evaluation shall include written criteria related to the job duties. The administrator may make comments responding to the formal evaluation.

The formal evaluation shall also include an opportunity for the ~~administrator~~principal and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation shall be completed by the Superintendent or designee, signed by the ~~administrator~~principal and filed in the administrator's personnel file.

This policy supports and does not preclude the ongoing informal evaluation of the ~~administrator's~~principal's skills, abilities and competence.

New principals will be evaluated at least twice in writing for each of the first three years of their employment.

**Legal References**

- Littkey v. Winchester School District, 219 NH 626 (1987)*
- NH Code of Administrative Rules Section 302, Duties of Superintendents*
- NH Code of Administrative Rules Section 304, Duties of School Principals*

**CFB - EVALUATION OF ADMINISTRATORS**

<p><b>Timberlane Regional School Board</b></p>	<p><b>Policy Code: CH</b></p>
<p><b>Adopted: 04-21-83</b>  <b>Revised: 10-03-96</b>  <b>Revised: 12-03-98</b>  <b>Revised: 02-17-11</b>  <b>Revised:</b></p>	<p><b>Page 1 of 2</b></p>

**POLICY IMPLEMENTATION**

Related Policies: BGA, BGB, BGD, CB

The administration of the ~~school system district~~ in all its aspects shall be delegated to the Superintendent who shall carry out his/her administrative functions in accordance with the policies adopted by the Board. The execution of all decisions made by the Board concerning the internal operations of the school system shall be delegated to the Superintendent.

**CH - POLICY IMPLEMENTATION**

<b>Timberlane Regional School Board</b>	<b>Policy Code: CHCA</b>
<b>Adopted: 04-21-83</b> <b>Revised: 12-06-90</b> <b>Revised: 12-03-98</b> <b>Revised: 02-17-11</b> <b>Reaffirmed:</b>	<b>Page 1 of 1</b>

### APPROVAL OF HANDBOOKS AND DIRECTIVES

Related Policies: JI
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The principal(s) and other administrators are responsible for the development of employee and student handbooks.

The contents of all handbooks must conform to District-wide policies and regulations.

The Superintendent will use his or her judgment as to whether handbooks need Board approval; however, all handbooks published are to be made available to the Board for informational purposes.

<b>Timberlane Regional School Board</b>	<b>Policy Code: CLA</b>
<b>Adopted: 04-21-83</b> <b>Revised: 10-03-96</b> <b>Revised: 12-03-98</b> <b>Revised: 09-20-01</b> <b>Reaffirmed: 03-06-14</b> <b>Reaffirmed:</b>	<b>Page 1 of 1</b>

**TREATMENT OF OUTSIDE REPORTS**

Related Policies: KLB, KLG, KM

Within a reasonable time after receiving reports from such outside agents as the auditor, fire department, health department, and others, the Superintendent shall inform the Board of actions necessary to comply with recommendations made in such reports, assuming such action can be completed within the current budget. Otherwise the Superintendent shall prepare recommendations for Board actions.

<b>Timberlane Regional School Board</b>	<b>Policy Code: CM</b>
<b>Adopted: 05-05-83</b> <b>Revised: 12-06-90</b> <b>Revised: 12-03-98</b> <b>Revised: 02-24-05</b> <b>Revised: 09-17-15</b> <b>Reaffirmed:</b>	<b>Page 1 of 1</b>

**SCHOOL DISTRICT ANNUAL REPORT**

An annual report covering the diversified activities of the District and the administration's recommendations for its improvement shall be prepared by the Superintendent and presented to the Board. Upon Board approval, and in accordance with RSA 189:28, the report shall be made available to the public and used as one means for informing parents and citizens, the State Board of Education, and other school districts in the area of the programs and conditions of the Schools.

**Legal Reference:**

- RSA 193-E:3.I, (a), (b), Delivery of an Adequate Education*
- RSA 193-H:4, School Performance and Accountability*
- RSA 194:31, Register; Reports*

## Timberlane Regional Performing Arts Center - **PROPOSED** 2021-2022 Music & Drama Schedule of Events

Month	Date	Day	Event	Time	Place
August	2-6	Mon-Fri	HS Summer Musical Rehearsals	8:00am-4:00pm	Auditorium
	9-13	Mon-Fri	HS Summer Musical Rehearsals	8:00am-4:00pm	Auditorium
	14	Sat	HS Summer Musical Performances	1:00pm & 7:00pm	Auditorium
	12	Thu	HS Freshman Band Night	5:00-7:00pm	Band Hall
	16-20	Mon-Fri	HS Marching Band Camp	8:00am-4:00pm	PAC
	30	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
September	9	Thu	Timberlane Players - Milkmen Show	7:00pm	Recital Hall
	13	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Band Hall
	17	Fri	Football Game vs Merrimack Valley HS	6:30pm	HOME
	20	Mon	TRI-M Meeting	2:30-3:00pm	Auditorium
	20	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
	20	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	21	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH
	24	Fri	Showtunes Showcase	7:00pm	Recital Hall
	25	Sat	Football Game vs Plymouth Regional HS	2:00pm	AWAY
	27	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
October	1	Fri	Football Game vs Gilford HS	6:30pm	HOME
	3	Sun	(PAC) CAR SHOW - TCMA	1:00 PM	PAC
	4	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
	4	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	5	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH
	8	Fri	Football Game vs Sanborn Regional High School	6:30pm	HOME
	7,8	Fri,Sat	Timberlane Players - 24 Hr Play Project	Play-Sat 7:00pm	Recital Hall & PAC Rooms
	9	Sat	UMASS BAND DAY	All Day	UMASS, Amherst
	15	Thu	Timberlane Players - Milkmen Show	7:00pm	Recital Hall
	15	Fri	Football Game vs Pembroke Academy	6:30pm	HOME
	16	Sat	Jazz All-State Auditions	TBA	Souhegan HS
	16	Sat	Dover Band Show	6:00pm	Dover HS
	18	Mon	TRI-M Meeting	2:30-3:00pm	Auditorium
	18	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
	18	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	19	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH
	21	Thu	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
	22	Fri	High School Chorus Festival		Keene State
	23	Sat	Merrimack Valley Philharmonic Rehearsal	9:00am-12:00pm	Auditorium

24	Sun	Merrimack Valley Philharmonic Concert	2:30pm	Auditorium
29	Fri	Football Game vs Milford HS	6:30pm	HOME

November	1	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
	4*,5,6	Thu,Fri,Sat	Timberlane Players - Fall Play	7:00pm - Sat Mat 2:00pm	Recital Hall
	7	Sun	(PAC) TCMA Veterans' Day Concert	2:00pm	Auditorium
	8	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
	8	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	9	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH
	15	Mon	TRI-M Meeting	2:30-3:00pm	Auditorium
	15	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
	15	Mon	Elementary Honors Chorus Rehearsals	6:30-8:00pm	CH
	16	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH
	18	Thu	Timberlane Players - Milkmen Show	7:00pm	Recital Hall
	20	Sat	All State Auditions	TBA	Manch. Memorial
	29	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
	29	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
30	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH	

December	1	Wed	HS Jazz & Rock Ensemble Concert	7:00pm	Auditorium
	4	Sat	(PAC) TubaChristmas & TCMA Holiday Concert	2:00pm	Auditorium
	6	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
	7	Tue	Elementary Honors Band/Orchestra/Chorus Concert	7:00pm	Auditorium
	8	Wed	MS Chorus Concert (7th & 8th)	7:00pm	Auditorium
	12	Sun	HS Concerts (band, orch, chor, gui orch)	1:00-5:00pm	Auditorium
	13	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
	14	Tue	MS Orchestra (7th & 8th)	7:00pm	Auditorium
	15	Wed	MS Band Concert (7th & 8th)	7:00pm	Auditorium
	16	Thu	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
	17	Fri	Timberlane Players - Milkmen Show	7:00pm	Recital Hall
	18	Sat	Merrimack Valley Philharmonic Rehearsal	9:00am-12:00pm	Auditorium
	19	Sun	Merrimack Valley Philharmonic Concert	2:30pm	Auditorium
	20	Mon	TRI-M Meeting	2:30-3:00pm	Auditorium
	20	Mon	Grade 6 Concerts (band,orch,chor)	7:00pm	Auditorium
	Dec 23-Jan 1	Thu-Fri	Holiday Break		

January	4	Tue	Sandown Winter Concert	7:00pm	Auditorium
	5	Wed	Atkinson Winter Concert	7:00pm	Auditorium
	7	Thu	Timberlane Players - Milkmen Show	7:00pm	Recital Hall
	8	Sat	NHBDA Chamber All State Festival	All Day	UNH
	10	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
	11	Tue	Pollard Winter Concert	7:00pm	Auditorium

12	Wed	Danville Winter Concert	7:00pm	Auditorium
14,15	Fri,Sat	Timberlane Players - 24 Hr Play Project	7:00pm	Recital Hall
16	Sun	(PAC) An Afternoon of Jazz	2:00pm	Recital Hall
TBA	Sat	NHBDA Jazz Festival	TBA	Hollis-Brookline HS
22	Sat	Middle School Musical All Day Rehearsal	11:00-6:00pm	Auditorium
24	Mon	TRI-M Meeting	2:30-3:00pm	Auditorium
24	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
24	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
25	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH
29	Sat	Middle School Musical	1:00 & 7:00pm	Auditorium
31	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
31	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH

February	1	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH
	3,4,5	Thu,Fri,Sat	NHMEA All State Jazz Festival **	TBA	Pinkerton Academy
	5	Sat	(PAC) Timberlane GUITAR Festival	All Day-7pm Concert	Auditorium & PAC Rooms
	6	Sun	(PAC) Timberlane JAZZ Band Festival	1-5:00pm	Auditorium
	7	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
	8	Tue	HS Tri-M Induction Ceremony	7:00pm	Recital Hall
	10	Thu	Timberlane Players - Milkmen Show	7:00pm	Recital Hall
	13	Sun	(PAC) An Afternoon of Jazz	2:00pm	Recital Hall
	14	Mon	TRI-M Meeting	2:30-3:00pm	Auditorium
	14	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
	14	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	15	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH
	15	Tue	HS Great American Songbook Concert	7:00pm	Recital Hall
	17*,18,19	Thu,Fri,Sat	Timberlane Players - Side Project	7:00pm	Recital Hall
	23	Wed	Music Faculty Recital	7:00pm	Recital Hall
	Feb 28	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
	Feb28-Mar 6	Mon-Fri	Winter Vacation		

March	3	Thu	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
	5	Sat	Merrimack Valley Philharmonic Rehearsal	9:00am-12:00pm	Auditorium
	6	Sun	Merrimack Valley Philharmonic Concert	2:30pm	Auditorium
	7	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	8	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH
	8	Tue	HS/MS Jazz Night	7:00pm	Auditorium
	9	Wed	Grades 8-12 Chorus Concert	7:00pm	Auditorium
	12	Sat	UNH/Clark Terry Festival	TBA	UNH
	12	Sat	MS Large Group Festival	TBA	Goffstown HS
	13	Sun	(PAC) Timberlane CONCERT Band Festival	1-5:00pm	Auditorium OR RH

14	Mon	Grades 4,5 & Advisories Chorus Concert	7:00pm	Auditorium
15	Tue	Grades 6-12 Orchestra Concert	7:00pm	Auditorium
16	Wed	Grades 8-12 Band Concert	7:00pm	Auditorium
17,18,19	Thu,Fri,Sat	Timberlane Players - Spring Play	7:00pm	Auditorium
19	Sat	HS Large Group Festival	TBA	Bow NH
20	Sun	(PAC) An Afternoon of Jazz	2:00pm	Recital Hall
21	Mon	TRI-M Meeting	2:30-3:00pm	Auditorium
21	Mon	Elementary Grade 5 Band Rehearsal	6:30pm	Auditorium
22	Tue	Grades 5-7 Band Concert	7:00pm	Auditorium
23	Wed	Grades 6-7 Chorus Concert	7:00pm	Auditorium
24	Thu	Timberlane Players - Milkmen Show	7:00pm	Recital Hall
25	Fri	NHBDA Middle Level Honors Festival	TBA	Keene Middle School
TBA	Sat	NHASTA Stringfest	9:00am-4:00pm	Mountain View MS, Goffstown
28	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
28	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
29	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH

April	4	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
	5	Tue	All District Elementary Beginner Instrumental Rehearsal	6:30pm	Auditorium
	6	Wed	All District Elementary Beginner Instrumental Concert	7:00pm	Auditorium
	7,8,9	Thu,Fri,Sat	NHMEA All State Music Festival **	TBA	Concord, NH
	10	Sun	(PAC) Timberlane CHORAL Festival	1:00-5:00pm	Recital Hall
	11	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
	11	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	12	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH
	14	Thu	Timberlane Players - Milkmen Show	7:00pm	Recital Hall
	18	Mon	TRI-M Meeting	2:30-3:00pm	Auditorium
	18	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium
	19	Tue	Elementary Honors Band/Orchestra/Chorus Concert	7:00pm	Auditorium
	20	Wed	HS/MS Solo & Ensemble Night	7:00pm	Auditorium/Recital Hall
	24	Sun	(PAC) An Afternoon of Jazz	2:00pm	Recital Hall
25-29	Mon-Fri	Spring Break			

May	2	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Band Hall
	5*,6,7	Thu,Fri,Sat	HS Musical	7pm & 1pm(Sat)	Auditorium
	7	Sat	NHMEA Middle School Festivals - Band/Chorus	All Day	TBA
	9	Mon	Elementary Grades 4 & 5 Orchestra Rehearsal	7:00	Auditorium
	9	Mon	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Band Hall
	10	Tue	Grades 4-8 Orchestra Concert	7:00pm	Auditorium
	11	Wed	HS Jazz Concert	7:00pm	Auditorium
	12	Thu	Merrimack Valley Philharmonic Rehearsal	7:00-9:30pm	Auditorium

13	Fri	Timberlane Players - Milkmen Show	7:00pm	Recital Hall
14	Sat	NHMEA Middle School Festival - Strings	All Day	TBA
14	Sat	Merrimack Valley Philharmonic Rehearsal	9:00am-12:00pm	Auditorium
15	Sun	Merrimack Valley Philharmonic Concert	2:30pm	Auditorium
15	Sun	Fine Arts Senior Celebration	6:00pm	Recital Hall
16	Mon	TRI-M Meeting	2:30-3:00pm	Auditorium
17	Tue	Grades 6-12 Guitar & Rock Ensemble Concert	6:00pm	Auditorium
17	Tue	HS Chorus Concert	7:30pm	Auditorium
18	Wed	HS Band Concert	6:00pm	Auditorium
18	Wed	HS Orchestra Concert	7:30pm	Auditorium
20	Fri	HS Music Awards	5:00pm	HS Cafeteria
24	Tue	HS Chamber Concert	8:00pm	Auditorium
25	Wed	MS Chorus Concert - Grade 6	6:30pm	Auditorium
25	Wed	MS Chorus Concert - Grades 7 & 8	7:15pm	Auditorium
27	Fri	HS Drama Awards	7:00pm	Recital Hall
30	Sat	Memorial Day Parades - MS Band	TBA	Danville
30	Mon	Memorial Day Parades - HS Band	TBA	TBA

June	1	Wed	Elementary Trials	5-7:00pm	PAC All Rooms/Mods
	2	Thu	Timberlane Players - Milkmen Show	7pm	Recital Hall
	4	Sat	Elementary Trials	8-10:00am	PAC All Rooms/Mods
	6	Mon	Elementary Trials	5-7:00pm	PAC All Rooms/Mods
	7	Tue	MS Band Concert	7:00pm	Auditorium
	13	Mon	TRI-M Meeting	2:30-3:00pm	Auditorium
	13	Mon	Elementary Beginner Lessons	4-7:30pm	PAC All Rooms
	14	Tue	Elementary Beginner Lessons	4-7:30pm	PAC All Rooms
	15	Wed	Elementary Beginner Lessons	4-7:30pm	PAC All Rooms
	16	Thu	Last Day of School - Early Release		
	16,17,18	Thu,Fri,Sat	One Act Plays	7:00 PM	Recital Hall

7/7/2021

School District Music/Drama events
PAC sponsored non-district events
Off site events
Football Game-HS Marching Band
Outside Vendor Rental Events

\* indicates school board night

\*\* indicates NHMEA sponsored overnight event requiring fieldtrip approval

# Executive Summary

## **TRSD Bussing Update**

**7/15/2021**

As of July 1, 2021 the Timberlane Regional School District has transitioned to SAU 106. Consequently, we are reviewing and reorganizing many of the systems and procedures to meet our needs moving forward. School Bus Transportation is one of those systems currently under review, but also being reorganized immediately.

### **SAU 55**

SAU 55 had a full-time Transportation Coordinator. The Transportation Coordinator maintained the responsibilities of creating and adjusting school bus routes for all school bus transportation. Included in those responsibilities were regular and special education transportation, both In and Out of District.

### **SAU 106**

The Assistant Superintendent will oversee school bus transportation for SAU 106. We will review and memorialize the procedures and provide all schools with the documents and systems necessary to ensure timely and efficient coordination of student transportation. Moreover, we will add an online resource that provides parents the opportunity to communicate any concerns with respect to school bus stop safety. This allows parents to access this system via the TRSD website at anytime to submit concerns, which will be received by the TRSD as well as First Student Transportation and Durham School Services. The information will be viewed daily to ensure timely communication with parents regarding their concerns. Decisions regarding school bus stops will be a collaborative effort by both the school bus transportation providers and TRSD Administration. All procedures and systems will be completed and reviewed with TRSD Administration by August 12, 2021.

### **First Student Transportation (In-District Regular Transportation)**

Contractually, First Student Transportation is obligated to establish and maintain School Bus Routes for the Timberlane Regional School District. I have discussed with Dave Fairweather, Regional Manager as well as Crystal Mancini, Operations Manager and this is in place.

### **Durham School Services, Specialized Transportation (In & Out of District)**

Contractually, Durham School Services is obligated to establish and maintain School Bus Routes for both In & Out of District Special Transportation for the Timberlane Regional School District. I have discussed with Melissa Bolster, General Manager and Laurie Young, Director of Operations and this is in place. Moreover, Durham School Services is currently providing transportation for students attending Extended School Year programs this summer.

Respectfully Submitted,

Christopher K. Kellan, Assistant Superintendent

# Executive Summary

DATE: July 15, 2021

## Extended School Year (ESY)

ESY started on July 6th for many of our students in the SAU. Staff and students have shown their ability to be flexible and to adapt to new situations during the last two weeks and it has been amazing to watch the dialogue and the friendships form during this short amount of time. Some of the high lights from ESY are:

- Staff have reported new relationships with multiple 6th graders who are now excited to come to the middle school instead of nervous and anxious.
- We have 9th grade students who are excited to be at the high school and are asking questions about the classes. Staff is providing tours for students who want to learn where their classes will be for the upcoming school year.
- Kids are playing a game of uno or working with a teacher on academics together and enjoying it, as much as you can during the summer break.
- We have students who have struggled to participate in group activities all year and who are now engaging and providing stories or events that connect to the questions being asked.
- Students have also developed great relationships with the staff. As you walk down the hall you hear staff and students greeting each other with such a positive vibe!
- Related service providers are working with students throughout the day in between activities and other services being provided. Many of the students enjoy the break from their academic instruction to work on their speech, OT or PT activities.
- Students are learning from each other.
- Groups of students are working on using their money, measuring and cooking skills to make treats for the staff
- Some students have discovered that combining science and writing can be fun!
- Students are spending time working hard on letters and numbers and getting to know the routines of the classroom.
- Students are also enjoying activities such as Shark Week!

All of the staff are looking forward to all the fun things we will do for the last 3 weeks of ESY.