



Thursday, March 17, 2022

## AGENDA

Regular Business Meeting – 7:30 PM

Performing Arts Center

**Christopher K. Kellan, Superintendent**

1. 7:30 PM Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance – recited in the Organizational Meeting
4. Approval of Minutes
5. Delegates and Individuals
6. Student Representative
7. Current Business
  - a. 7:35 PM Facilities Update - INFORMATIONAL
  - b. 7:45 PM Waiver of Purchase Policy –ACTION
  - c. 7:55 PM Summer Learning Plan Update -INFORMATIONAL
  - d. 8:05 PM TRHS End of Year Events – INFORMATIONAL
  - e. 8:15 PM Lumenos Health Insurance Coverage –ACTION
  - f. 8:20 PM TRSB Committee Assignments - ACTION
  - g. 8:25 PM Leadership Retreat – INFORMATIONAL/ACTION
  - h. 8:30 PM IRS Penalty – INFORMATIONAL
8. 8:40 PM Administrator's Report
9. 8:50 PM Personnel Report
10. 9:00 PM Superintendent's Evaluation and Goal Setting
11. 9:05 PM Committee Reports/Reports of the School Board
12. Correspondence Folder
13. Vendor and Payroll Registers
14. 9:10 PM Other Business
15. Nonpublic Session
16. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
April 7	Regular Meeting	PAC	7:00PM
April 21	Regular Meeting	PAC	7:00PM
May 5	Regular Meeting	PAC	7:00PM
May 19	Regular Meeting	PAC	7:00PM
June 2	Regular Meeting	PAC	7:00PM
June 16	Regular Meeting	PAC	7:00PM



## BUSINESS MEETING AGENDA

### 1-3. OPEN MEETING

4. **APPROVAL OF MINUTES** (*Public Meeting Minutes: February 10, 2022 and March 3, 2022*)

5. **DELEGATES AND INDIVIDUALS**

6. **STUDENT REPRESENTATIVE** (*Introduction of Kaylie Sheffield*)

### 7. CURRENT BUSINESS

**a. Facilities Update - INFORMATIONAL**

*Energy Rebate, Performance Contract and ESSER Funds Project Updates, and Personnel Update.*

**b. Waiver of Purchase Policy - ACTION**

*Request to waive Bid Policy DJE for the purchase of 2 vehicles.*

**c. Summer Learning Plan Update- INFORMATIONAL**

*Update on Summer Learning Plan.*

**d. TRHS End of Year Events – INFORMATIONAL**

*Presentation on End of Year Events.*

**e. Lumenos Health Insurance Coverage – ACTION**

*Action to offer Lumenos Health Insurance coverage for under age 65 retirees.*

**f. TRSB Committee Assignments - ACTION**

*Determine 2022-2023 Committee Assignments.*

**g. Leadership Retreat –INFORMATIONAL/ACTION**

*District leadership team building and professional development.*

**h. IRS Penalty- Informational**

### 8. ADMINISTRATOR'S REPORT

*Christopher K. Kellan to present.*

### 9. PERSONNEL REPORT

### 10. SUPERINTENDENT'S EVALUATION AND GOAL SETTING (POLICIES CBI & CBI-R)

11. **COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD** – Board members to submit requests to serve on district committees for Chair consideration at the next board meeting.

12. **CORRESPONDENCE** – All correspondence now forwarded to board members as it comes in.

13. **VENDOR AND PAYROLL REGISTERS** – please be sure to review and sign electronically vendor and payroll registers.

14. **OTHER BUSINESS** – Board members to provide agenda items for future meeting consideration.

15. **NONPUBLIC SESSION** – If needed.

16. **FUTURE DATES** – As indicated.



March 17, 2022

## Executive Summary – Facilities Update

### Energy Rebate:

- Until Electric Rebate Payment: Timberlane Regional School District has been participating in an energy savings project which qualified for rebates from our electric provider, Until. By calculating our energy savings and ensuring our selected lighting qualified for the rebates, our district electrician, Steven Paradis, has sufficiently completed the LED upgrades to the High School and Middle School and secured these rebates.
  - I am pleased to inform the board that our first round of rebate checks was received in the amount of \$28,146 for the middle school and \$38,421 for the High School, for a total of \$66,567.00

### Project Updates:

- Performance Contract and ESSER Funds projects:
  - A meeting was held on the 4<sup>th</sup> of March to go over final details of the plans being put together for the ESSER funds and HVAC upgrades at the Middle School, which was chosen due to the immediate needs of the systems and the fact we are trying to reduce the prevailing wage costs by limiting the scope of the ESSER funded project.
    - A walkthrough of the 8 systems being replaced with ESSER funds was conducted.
    - Stamped plans and drawing will be submitted to the State Fire Marshal as well as a required historical review will take place.
  - Performance Contracting audits are continuing with preliminary budgetary numbers to be ready for the fall. This will be in preparation of a summer 2023 project.
- SN Room Partition -Scheduled for April Vacation (Supply issues have deferred this project several times)
- SN Arsenic Filtration - Completed
- SN Fire Panel -Scheduled for April Vacation (Supply issues have deferred this project several times)
- MS Guidance and Technology Office Carpet replacement -Completed
- The new SAU 106 sign has come in and is being installed.
- 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.



## NH School Administrative Unit 106 | Timberlane Regional School District

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

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- PE Boiler room repairs and upgrades –
  - There are 3 boilers with 2 modules or burn chambers each. Currently Boiler 1 has a clogged module. Boiler 2 has a bad controller for a module and a failed ignition alarm in one module. I have contacted Bosch to have them come to look at the boilers and recommission them.
  
- Personnel Update –
  - We are currently interviewing for A district wide maintenance mechanic.
  - We are currently interviewing for a district wide groundskeeper.
  - We are currently interviewing for a custodian for Atkinson Academy.
  - We are currently interviewing for a custodian at the high school.
  - We have a posting for custodial substitutes.

Respectfully submitted by:

Karl Ingoldsby, Director of Plant Operations



March 17, 2022

## Executive Summary

### Request to Waive Bid Policy

Pursuant to Policy DJE “Bidding Requirement”, expenditures exceeding \$10,000 “...will require written competitive bids”. A copy of Policy DJE is attached.

Currently our District utilizes the State of NH bid process as the system to acquire vehicles. This system has proven to be effective and has been utilized to meet the needs of the district. However, a global microchip shortage and other obstacles have resulted in broad shortages of new cars and trucks, which has in turn diminished the supply of vehicles and driven prices skyward across the board.

In light of the lack of available vehicles, Administration is requesting a waiver of School Board Policy DJE to allow the district to purchase a maintenance van and a maintenance truck with a dump body. We do have these vehicles in the budget.

If the School Board is so inclined to do so, the cleanest way to handle this would be by a motion to waive School Board Policy DJE to allow for the purchase of the two vehicles.

Respectfully Submitted,

Maria Watkins  
CFO / Business Administrator

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code:     DJE</b></p>
<p><b>Adopted:   01-03-91</b>  <b>Revised:   06-19-08</b>  <b>Revised:   05-08-14</b>  <b>Revised:   10-04-18</b></p>	<p><b>Page 1 of 1</b></p>

## **BIDDING REQUIREMENTS**

The Superintendent is required to get written competitive bids on purchases of supplies, materials, equipment, and contractual services in the amount of \$10,000 or more. Purchases of \$5,000 or more will require at least three competitive documented quotes for the open market. All purchases made in the open market shall be consummated after careful evaluation.

When bidding procedures are used, bids shall be advertised appropriately, including on the district website. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Superintendent, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The School Board with input from the Superintendent reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district. The School Board with input from the Superintendent also reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified, shall not be considered. The School Board with input from the Superintendent also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the district with appropriate bonding. Contractors shall be required to provide a certificate of insurance.

Specialized educational and related services are exempt from this policy when the interests of children so dictate (i.e. textbook purchases, psychological services, etc.).

Existing services that continue to meet the needs of the district shall be subject to an annual review by the board and may not need to go out to bid.

**Legal References:**

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

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



March 17, 2022

## EXECUTIVE SUMMARY

### INFORMATIONAL UPDATE

#### **TRSD Summer Learning 2022 - Update**

The Timberlane Regional School District continues to plan for various summer learning opportunities to meet the needs of students and families.

These include opportunities that run every summer such as; Extended School Year (ESY) and Title One Summer programs, and TRHS Summer School Credit Recovery. Attendance at ESY and Title One camps is through invitation only, as determined by individual students' IEP goals and academic data. The high school will continue to offer summer programs for credit recovery and/or athletic eligibility for students.

Extended School Year (ESY) is offered Preschool-grade 12 to all students who are identified by IEP teams as needing summer programming to continue to develop skills toward IEP goals, or to maintain progress made throughout the previous school year.

At the Elementary level, students at our three Title One Schools (Danville School, Pollard School, and Sandown North) are invited to Title One Summer Camp for continued intervention in needed skills. Per federal guidelines, these students are identified through a rank order created by weighted criteria points of district assessment data.

In addition to these annual summer programs, TRSD is actively planning for new summer learning opportunities that would be funded through the American Rescue Plan Elementary and Secondary Schools Emergency Relief III (ARP ESSER III) grant. The district received a total allocation of \$1,223,191.28 in ESSER III Funding. Federal guidelines require that School Districts set aside a minimum of 20% of these funds to address learning loss, which amounts to \$244,638.26 of the district's ESSER III allocation. At the Timberlane Regional School Board meeting on December 16, 2021, the Board voted 7-0-0 "to direct that 20% of the funds to address learning loss and provide mental health services and support for students. The remainder will be applied to the items identified by the Capital Improvement Plan as eligible for ESSER Funds." This grant closes on September 30, 2024.

Summer learning opportunities funded through ESSER III will include morning sessions focused on academic intervention in Math and English Language Arts (ELA). Attendance in these morning academic intervention sessions will be by invitation only. Individual schools will identify and invite students who are not eligible for ESY or Title One Camps, and who have been identified as needing or potentially benefiting from these academic sessions based on school year data. These decisions will be made based on a rank-order system using cut scores of district data points. The district curriculum team continues to



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actively plan for these summer learning opportunities. Summer intervention activities will be created and personalized for students in attendance, in conjunction with their individual needs. The high school will also continue to explore other summer learning options for summer coursework and/or enriching opportunities, as have been offered to high school students in past years.

The district is also planning for other enriching summer educational opportunities. These week-long sessions will be offered and open to all TRSD students. Since our last update to the Board, the district has distributed a Summer Learning Employment Opportunity flyer to all district staff to inform them of the various summer employment opportunities available, and gather further ideas for session offerings from staff. A Google Form indicating areas and programs of interest has been sent to staff where they can also propose potential Summer Educational Enriching Opportunities for students. Responses to this form will help to determine our staffing levels and needs for these summer learning opportunities. Once we determine these needs, we will move forward with the posting of summer positions to external candidates. We hope to send more information to district families regarding these opportunities in late April or early May.

Respectfully submitted,

Sandy Allaire, Executive Director of Curriculum, Assessment, and Learning

Lucy Canotas, Director of Elementary Education

Mark Pedersen, Director of Secondary Education

# Summer Learning Work Opportunities

TRSD is looking for staff interested in running both academic intervention and enrichment programs this summer.

## MORNING INTERVENTION IN ELA AND MATH

FOUR WEEKS, FOUR MORNINGS A WEEK OFFERED THROUGH:  
EXTENDED SCHOOL YEAR  
TITLE ONE SUMMER PROGRAMS  
K-12 ACADEMIC INVITATIONAL  
9-12 SUMMER SCHOOL CREDIT RECOVERY



### TRSD SUMMER LEARNING DATES:

July 11th - August 4th  
Monday - Thursday



ESY is offered to students identified as in need of special education who require extended learning through summer in order to benefit from their individual education program.

Title One Summer Programs are offered at Danville Elementary, Pollard School, and Sandown North for students identified as in need based on weighted criteria rank order.

K-12 Academic Invitational will be offered for students who require additional intervention to be prepared for next year's grade level, who don't meet the criteria for the above programs.

9-12 Summer School Credit Recovery will be offered for students who need to recover course credit from the previous school year.

# Additional Offerings



## ENRICHING EDUCATIONAL OPPORTUNITIES

TRSD plans to offer enriching opportunities to all students in our district this summer.

These programs will be offered in the afternoon during the summer offering weeks. Staff can propose a program or sign up to run an existing one for either one or multiple weeks.

2 hour sessions

FLEXIBLE OPTIONS

### AM SESSIONS

HOURLY RATE FOR PROFESSIONAL STAFF IS \$30

HOURLY RATE FOR PARAEDUCATORS IS \$15

### PM SESSIONS

HOURLY RATE FOR ENRICHING OPPORTUNITY

FACILITATOR IS \$30

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STAFF ARE ASKED TO COMPLETE THE LINK [HERE](#) TO HELP THE DISTRICT IDENTIFY INTERESTED STAFF AND ENRICHING LEARNING OPPORTUNITIES FOR STUDENTS.





## End of Year Dates:

June 2, 3, 6, & 7: Exam dates

June 4 (Saturday): Senior breakfast, cap/gown, yearbook etc. 8-10 AM  
(time varies)

June 5 (Sunday): Dinner of Excellence held at the AR&CC 5:30 PM

June 6 (Monday): Athlete Awards Café or AR&CC 6:00 PM

June 7 (Tuesday): Scholarship Night 6:00 PM

June 8 (Wednesday): Exam Make-up

June 9 (Thursday): Graduation Practice 9-11 AM; Senior Cookout follows  
practice

June 9 (Thursday): Jr & Senior Awards 6:00 PM

June 10 (Friday): Graduation Practice 9-11 AM

June 11 (Saturday): Tentative Graduation 10:00 AM (on the Agenda for  
April 7th SB meeting)

June 12 (Sunday): Weather date for Graduation; time would be TBD

June 13 – 16: Underclassman Finals



## High School Graduation 2022

The high school has tentatively scheduled the graduation ceremony for the Class of 2022 on Saturday, June 11 at 10:00 in the morning on the high school campus (football/sports field). We will be setting up graduation the same as we did for the Class of 2021 last year. The guest (4 per family) will sit behind the graduating seniors; we are planning a 3-foot spacing per group of 4 seats. This will give guests room to get up if they need to without any interruption to the ceremony. Tickets will be given to students in their senior packets at the breakfast on June 4th and will be collected at the gate where you enter the field. TBD if more guests will be able to attend and sit in the bleachers.

Once all the guests are seated, the administration/school board/superintendent will march leading the graduates from the high school. Faculty will not march but will be either working security, organizing the students, or seating details and will sit in the bleachers to watch the ceremony. The Plaistow Police (5) detail will handle traffic and security. We will have the band perform live this year.

Following the ceremony, the graduates will exit row by row and may return to their cars or meet up on the field behind the concession stand for pictures. The high school will record the ceremony and post it on the high school website's Vimeo section. It will also be livestreamed as well.

**Rain Date:** If the weather is prohibitive, the start time on Saturday may be delayed. We will notify graduates, families, and staff through School Messenger (via text message, phone and email). If the date needs to be adjusted, the first rain date will be Sunday, June 12, and the time will be set based on the weather forecast and communicated.



## EXECUTIVE SUMMARY

### Lumenos Health Insurance Coverage

As we look forward to sitting down with our retirees and exiting them, we noticed that the retirees under 65 who will live out of New England don't have a health plan. Under NHRS- state rules, we must allow employees retiring under NHRS to keep their health benefit at the full cost of the plan.

We also have two POS health plans which are very much alike, and we had targeted them for the retirees. However, one of the plans cover NH only and the other one covers New England. Retirees living out of the New England area would only receive out of network benefits on those plans.

To make matters worse, the majority of the union groups don't have access to the POS plan in their CBA. Only the non-affiliated staff and administrators including the TAU would have access and be able to change to the POS plan during open enrollment.

Those union groups who do not have access to the POS insurance per their contract, would only have emergency services outside of New England until they transition over to Medicare at 65.

**However, under 65 retirees from those union groups could enroll in the Lumenos plan on September 1.** The Luminous plan is not limited to the New England area. It is the best practice to offer it to retirees under 65 under the Health Trust Group.

Please remember they are paying the full cost of the plan and it has a standard deductible for \$2500 per person and \$5000 per family. There are no additional administrative tasks associated with this under 65 plan and there is no cost to the District.



## Lumenos Preferred Blue® Cost Sharing Schedule

*This Cost Sharing Schedule is an important part of Your Subscriber Certificate and is an outline of Your coverage. Do not rely on this outline alone. Keep this Schedule with Your Certificate because it contains important information about coverage and limitations. Please read Your Subscriber Certificate carefully as important terms and limitations apply.*

Cost Sharing Summary	Network Benefits	Out-of-Network Benefits*
	YOUR COST	
<b>Visit Copayment</b> Applies each time You visit Your Network Primary Care Provider (PCP) or Network obstetrician/gynecologist (OB/GYN).	N/A	N/A
<b>Specialty Visit Copayment</b> Applies each time You visit a Network specialist.	N/A	
<b>Walk-In Center Copayment</b>	N/A	N/A
<b>Urgent Care Facility Copayment</b>	N/A	N/A
<b>Emergency Room Copayment</b>	N/A	
<b>Standard Deductible+</b>	\$2,500 per Member, per year \$5,000 per 2-person or family, per year	
<b>Standard Coinsurance</b>	N/A	30%
<b>Coinsurance Maximum+</b>	N/A	\$2,500 per Member, per year \$5,000 per 2-person or family, per year
<b>Durable Medical Equipment, Medical Supplies and Prosthetics</b>		
<b>Deductible</b>	Standard Deductible	Standard Deductible
<b>Coinsurance</b>	N/A	Standard Coinsurance
<b>Out-of-Pocket Limit+</b>	\$2,500 per Member, per year \$5,000 per family, per year	\$5,000 per Member, per year \$10,000 per family, per year
The <b>Out-of-Pocket Limit</b> includes all Deductibles, Coinsurance, and Copayments You pay during a year for medical and prescription expenses under this medical plan. It does not include Your premium, amounts over the Maximum Allowed Amount, penalties, or charges for noncovered services. Once the combined Out-of-Pocket Limit is satisfied, You will not have to pay additional Deductibles, Coinsurance, or Copayments for the rest of the year.		
<b>Inpatient Precertification Penalty</b>	N/A	N/A

\* Benefits are limited to the Maximum Allowed Amount (MAA). Under Out-of-Network Benefits, You may be responsible for paying the difference between the MAA and charge. Please refer to Section 2 of Your Subscriber Certificate for details. Self-referred care may require preauthorization/precertification from Anthem. Please refer to Your Subscriber Certificate for details.

+If You are enrolled at the 2-person or family level, eligible expenses incurred by You or any of Your enrolled family members count toward satisfying the entire 2-person/family deductible and/or coinsurance.

**Please note that throughout this Cost Sharing Schedule any reference to year means Plan Year unless otherwise noted. Plan Year is July 1 through June 30.**

## Coverage Outline

	Network Benefits	Out-of-Network Benefits*
<b>YOUR COST</b>		
<b>I. Inpatient Services</b>		
<b>In a Short Term General Hospital</b> (Facility charges for medical, surgical and maternity admissions)	Standard Deductible	Standard Deductible and Coinsurance, plus any balances**
<b>In a Skilled Nursing Facility</b> (Facility charges) Up to 100 Inpatient days per Member, per year†		
<b>In a Physical Rehabilitation Facility</b> (Facility charges)		
<b>Inpatient physician and professional services</b> (Such as physician visits, consultations, surgery, anesthesia, delivery of a baby, therapy, laboratory and x-ray tests) Skilled Nursing Facility admissions are limited to the number of Inpatient days stated above.		
<b>II. Outpatient Services</b>		
<b>Preventive Care</b>		
<b>Preventive Care and screenings as required by law or permitted by the Plan including, but not limited to:</b> -Routine physical exams for babies, children and adults (including one annual gynecological exam†) -Immunizations for babies, children and adults (including travel and rabies immunizations) -Cancer screenings such as mammograms, pap smears, prostate-specific antigen (PSA) screening, routine colonoscopy and sigmoidoscopy -Lead screening -Outpatient/office contraceptive services -Nutrition counseling -Diabetes management program -Routine vision exams -Routine hearing exams	You pay \$0	Standard Deductible and Coinsurance, plus any balances**
<b>Medical/Surgical Care in a Physician's Office, Walk-In Center or Retail Health Clinic, or furnished by an Independent Ambulatory Surgical Center, Independent Infusion Therapy Provider, Independent Laboratory Provider, or Independent Radiology Provider</b>		
Medical exams, telemedicine and online visits, consultations, medical treatments, and Provider services at a Walk-In Center or Retail Health Clinic	Standard Deductible	Standard Deductible and Coinsurance, plus any balances**
Injections (except allergy injections)		
Allergy injections		
Office surgery (including anesthesia)		
Surgery and anesthesia		
Laboratory tests (including allergy testing)		
X-ray tests (including ultrasound)		
MRA, MRI, PET, SPECT, CT Scan and CTA		
Medical supplies (including hearing aids), chemotherapy, infusion therapy, and drugs		
Maternity care (prenatal and postpartum visits) Please see Your Subscriber Certificate for information about maternity care.	Your share of the cost for delivery of a baby is indicated above under "Inpatient Services" or below under "Outpatient Facility Care."	

\* Benefits are limited to the Maximum Allowed Amount (MAA). Under Out-of-Network Benefits, You may be responsible for paying the difference between the MAA and charge. Please refer to Section 2 of Your Subscriber Certificate for details. Self-referred care may require preauthorization/precertification from Anthem. Please refer to Your Subscriber Certificate for details.

† Any combination of Network Benefits and Out-of-Network Benefits counts toward this limit.

\*\* For non-emergency services furnished by an out-of-network provider within an in-network facility, Your cost will be the in-network cost, unless you are provided notice and give your consent. Please refer to Your Subscriber Certificate for details.

	Network Benefits	Out-of-Network Benefits*
YOUR COST		
<b>Outpatient Facility Care in the Outpatient Department of a Hospital, a Short Term General Hospital's Ambulatory Surgical Center, a Hemodialysis Center or Birthing Center</b>		
Medical exams and consultations by a physician, telemedicine and online visits	Standard Deductible	Standard Deductible and Coinsurance, plus any balances**
Services of a surgeon, operating room for surgery and anesthesia		
Physician and professional services for the delivery of a baby		
Physician and professional services for management of therapy		
Hemodialysis, chemotherapy, radiation therapy, infusion therapy, MRA, MRI, PET, SPECT, CT Scan, CTA		
Fees for use of a facility, medical supplies (including hearing aids), drugs, other ancillaries, observation		
Laboratory and x-ray tests (including ultrasounds)		
<b>Emergency Room Visits and Urgent Care Facility Visits</b>		
Use of the emergency room	Standard Deductible	Standard Deductible and Coinsurance, plus any balances††
Use of an Urgent Care Facility		
Physician's fee, surgery, MRA, MRI, PET, SPECT, CT Scan, CTA, medical supplies and drugs		
Laboratory and x-ray tests		
<b>Ambulance Services</b>		
Medically Necessary ambulance transport	Standard Deductible	
<b>III. Outpatient Physical Rehabilitation Services</b>		
<b>Physical Therapy and Occupational Therapy and Speech Therapy</b> Up to a combined maximum of 60 visits per Member, per year†	Standard Deductible	Standard Deductible and Coinsurance, plus any balances**
<b>Cardiac Rehabilitation Visits</b>		
<b>Chiropractic Care</b>		
• Office visit		
• X-ray tests furnished by a chiropractor		
<b>Acupuncture</b> - Up to 12 visits per Member, per year by a physician or licensed acupuncturist †		
<b>Early Intervention Services</b>	Standard Deductible	
<b>IV. Home Care</b>		
<b>Physician services</b> Medical exams, injections, medical treatments, surgery and anesthesia, telemedicine and online visits	Standard Deductible	Standard Deductible and Coinsurance, plus any balances**
<b>Home Health Agency services</b>		
<b>Hospice</b>		
<b>Infusion Therapy</b>		
<b>Durable Medical Equipment, Medical Supplies and Prosthetics</b>		

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† Any combination of Network Benefits and Out-of-Network Benefits counts toward this limit.

†† For out-of-network emergency services, Your cost will be the in-network cost, except for some post stabilization services for which you are provided notice and give consent. Please refer to Your Subscriber Certificate for details.

\*\* For non-emergency services furnished by an out-of-network provider within an in-network facility, Your cost will be the in-network cost, unless you are provided notice and give your consent. Please refer to Your Subscriber Certificate for details.


	Network Benefits	Out-of-Network Benefits*
YOUR COST		
<b>V. Behavioral Health Care (Mental Health and Substance Use Care)</b>		
<b>Outpatient/Office/Telemedicine/Online Visits</b>		
<b>Mental Health Visits:</b> Unlimited Medically Necessary visits	Standard Deductible	Standard Deductible and Coinsurance, plus any balances**
<b>Substance Use Care Visits:</b> Unlimited Medically Necessary visits (including detoxification and substance use rehabilitation services)		
<b>Applied Behavioral Analysis:</b> Unlimited Medically Necessary visits for treatment of pervasive developmental disorder or autism.		
<b>Partial Hospitalization and Intensive Outpatient Treatment Programs</b>		
<b>Mental Disorders:</b> Unlimited Medically Necessary care	Standard Deductible	Standard Deductible and Coinsurance, plus any balances**
<b>Substance Use Disorders:</b> Unlimited Medically Necessary care for rehabilitation and detoxification		
<b>Inpatient Care</b>		
<b>Mental Disorders:</b> Unlimited Medically Necessary Inpatient days	Standard Deductible	Standard Deductible and Coinsurance, plus any balances**
<b>Substance Use Disorders:</b> <ul style="list-style-type: none"> <li>• Medical detoxification days - Unlimited Medically Necessary Inpatient days</li> <li>• Substance Use Disorder rehabilitation - Unlimited Medically Necessary Inpatient days</li> </ul>		
<b>VI. Prescription Eyewear</b>		
N/A		
<b>VII. Prescription Drugs</b>		
Subject to any Standard Deductible and/or Standard Coinsurance shown on Page 1 of this Cost Sharing Schedule. Benefits and limitations are stated in Your Pharmacy Rider.		
As required by law, "Preventive Care" pharmacy services are covered in full when furnished by a Network Pharmacy with a prescription from Your physician. In addition, as permitted by IRS Notice 2019-45, covered prescription insulin drugs for individuals diagnosed with diabetes are not subject to any Standard Deductible and/or Standard Coinsurance, but are subject to cost sharing of up to \$30 for each 30-day supply.		

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\*\* For non-emergency services furnished by an out-of-network provider within an in-network facility, Your cost will be the in-network cost, unless you are provided notice and give your consent. Please refer to Your Subscriber Certificate for details.

Plans	Monthly cost for Retiree Single Plan	Annual Cost for Retiree Single Plan	Annual Lumenos premium cost savings
BC3T20	\$1,026.17	\$12,314.04	\$3,127.68
BCNE20	\$1,037.69	\$12,452.28	\$3,265.92
Lumenos	\$765.53	\$9,186.36	

Summary of Benefits and Coverage: What this [Plan](#) Covers & What You Pay For Covered Services [Coverage Period: 07/01/2022 – 06/30/2023](#)  
 HealthTrust: Lumenos Preferred Blue  
 LUMENOS2500(07L)  
 Coverage for: Individual/Family | Plan Type: CDHP

 The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, visit [www.healthtrustnh.org](http://www.healthtrustnh.org) or call 1-800-527-5001. For general definitions of common terms, such as [allowed amount](#), [balance billing](#), [coinsurance](#), [copayment](#), [deductible](#), [provider](#), or other underlined terms see the Glossary. You can view the Glossary at [www.healthcare.gov/sbc-glossary/](http://www.healthcare.gov/sbc-glossary/) or call 1-833-385-9056 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall <a href="#">deductible</a> ?	\$2,500 individual/\$5,000 family.	Generally, you must pay all of the costs from providers up to the deductible amount before this plan begins to pay. If you have other family members on the policy, the overall family <a href="#">deductible</a> must be met before the plan begins to pay.
Are there services covered before you meet your <a href="#">deductible</a> ?	Yes, preventive care is not subject to the <a href="#">deductible</a> .	This plan covers some items and services even if you haven't yet met the deductible amount. But a <a href="#">copayment</a> or <a href="#">coinsurance</a> may apply. For example, this plan covers certain <a href="#">preventive services</a> without <a href="#">cost-sharing</a> and before you meet your deductible. See a list of covered preventive services at <a href="https://www.healthcare.gov/coverage/preventive-care-benefits/">https://www.healthcare.gov/coverage/preventive-care-benefits/</a> .
Are there other <a href="#">deductibles</a> for specific services?	No.	You don't have to meet <a href="#">deductibles</a> for specific services.
What is the <a href="#">out-of-pocket limit</a> for this plan?	For <a href="#">network</a> benefits: \$2,500 individual/\$5,000 family. For out-of-network benefits: \$5,000 individual/\$10,000 family.	The <a href="#">out-of-pocket limit</a> is the most you could pay in a year for covered services. If you have other family members in this plan, the overall family <a href="#">out-of-pocket limit</a> must be met.
What is not included in the <a href="#">out-of-pocket limit</a> ?	<a href="#">Premiums</a> , <a href="#">balance-billing</a> charges, out-of-network expenses and health care this plan doesn't cover.	Even though you pay these expenses, they don't count toward the <a href="#">out-of-pocket limit</a> .
Will you pay less if you use a <a href="#">network provider</a> ?	Yes. Lumenos. See <a href="http://www.anthem.com">www.anthem.com</a> or call 1-833-385-9056 for a list of <a href="#">network providers</a> .	This plan uses a <a href="#">provider network</a> . You will pay less if you use a provider in the plan's network. You will pay the most if you use an out-of-network provider, and you might receive a bill from a provider for the difference between the provider's charge and what your plan pays ( <a href="#">balance billing</a> ). Be aware, your network provider might use an out-of-network provider for some services (such as lab work). Check with your provider before you get services.

Do you need a [referral](#) to see a [specialist](#)?

No.

You can see the [specialist](#) you choose without a [referral](#).

 All [copayment](#) and [coinsurance](#) costs shown in this chart are after your [deductible](#) has been met, if a [deductible](#) applies.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you visit a health care <a href="#">provider's office</a> or clinic	Primary care visit to treat an injury or illness	0% <a href="#">coinsurance</a>	30% <a href="#">coinsurance</a>	-----none-----
	<a href="#">Specialist</a> visit	0% <a href="#">coinsurance</a>	30% <a href="#">coinsurance</a>	-----none-----
	<a href="#">Preventive care/screening/immunization</a>	No charge. <a href="#">Deductible</a> does not apply.	30% <a href="#">coinsurance</a>	You may have to pay for services that aren't <a href="#">preventive</a> . Ask your provider if the services needed are <a href="#">preventive</a> . Then check what your <a href="#">plan</a> will pay for.
If you have a test	<a href="#">Diagnostic test</a> (x-ray, blood work)	0% <a href="#">coinsurance</a>	30% <a href="#">coinsurance</a> (unless at in-network facility or an emergency department)	-----none-----
	Imaging (CT/PET scans, MRIs)	0% <a href="#">coinsurance</a>	30% <a href="#">coinsurance</a> (unless at in-network facility or an emergency department)	-----none-----
	Generic drugs	0% <a href="#">coinsurance</a>	30% <a href="#">coinsurance</a>	Coinsurance after deductible applies to retail and mail service. Covers up to a 90 day supply retail and mail service.
Preferred brand drugs	0% <a href="#">coinsurance</a>	30% <a href="#">coinsurance</a>		
Non-preferred brand drugs	0% <a href="#">coinsurance</a>	30% <a href="#">coinsurance</a>		
If you need drugs to treat your illness or condition More information about <a href="#">prescription drug coverage</a> is available at 1-833-385-9056 or <a href="#">www.anthem.com</a> .	<a href="#">Specialty drugs</a>	0% <a href="#">coinsurance</a>	30% <a href="#">coinsurance</a>	-----none-----
	Facility fee (e.g., ambulatory surgical facility)	0% <a href="#">coinsurance</a>	30% <a href="#">coinsurance</a>	-----none-----
	Physician/surgeon fees	0% <a href="#">coinsurance</a>	30% <a href="#">coinsurance</a> (unless at in-network facility)	-----none-----
	<a href="#">Emergency room care</a>	0% <a href="#">coinsurance</a>	0% <a href="#">coinsurance</a>	-----none-----
	<a href="#">Emergency medical transportation</a>	0% <a href="#">coinsurance</a>	0% <a href="#">coinsurance</a>	-----none-----
If you need immediate medical attention	<a href="#">Urgent care</a>	0% <a href="#">coinsurance</a>	0% <a href="#">coinsurance</a>	-----none-----

\* For more information about limitations and exceptions, see the [plan](#) or policy document at [www.healthtrustsmh.org](#).

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you have a hospital stay	Facility fee (e.g., hospital room)	0% <u>coinsurance</u>	30% <u>coinsurance</u>	-----none-----
	Physician/surgeon fees	0% <u>coinsurance</u>	30% <u>coinsurance</u> (unless at in-network facility)	-----none-----
If you need mental health, behavioral health, or substance abuse services	Outpatient services	Office Visit 0% <u>coinsurance</u> Other Outpatient 0% <u>coinsurance</u>	Office Visit 30% <u>coinsurance</u> Other Outpatient 30% <u>coinsurance</u> (unless at in-network facility)	-----none-----
	Inpatient services	0% <u>coinsurance</u>	30% <u>coinsurance</u> (unless at in-network facility)	-----none-----
	Office visits	0% <u>coinsurance</u>	30% <u>coinsurance</u>	Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound.)
If you are pregnant	Childbirth/delivery professional services	0% <u>coinsurance</u>	30% <u>coinsurance</u> (unless at in-network facility)	
	Childbirth/delivery facility services	0% <u>coinsurance</u>	30% <u>coinsurance</u>	
If you need help recovering or have other special health needs	Home health care	0% <u>coinsurance</u>	30% <u>coinsurance</u>	-----none-----
	Rehabilitation services	0% <u>coinsurance</u>	30% <u>coinsurance</u> (unless at in-network facility)	Coverage for physical, speech and occupational therapy is limited to 60 combined visits per member per year.
	Habilitation services	0% <u>coinsurance</u>	30% <u>coinsurance</u> (unless at in-network facility)	All <u>rehabilitation</u> and <u>habilitation</u> visits count towards your <u>rehabilitation</u> limit.
	Skilled nursing care	0% <u>coinsurance</u>	30% <u>coinsurance</u> (unless at in-network facility)	Maximum of 100 days per member per year.
	Durable medical equipment	0% <u>coinsurance</u>	30% <u>coinsurance</u>	-----none-----
	Hospice services	0% <u>coinsurance</u>	30% <u>coinsurance</u> (unless at in-network facility)	-----none-----

\* For more information about limitations and exceptions, see the [plan](#) or policy document at [www.healthtrustsbh.org](http://www.healthtrustsbh.org).

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If your child needs dental or eye care	Children's eye exam	0% <u>coinsurance</u>	30% <u>coinsurance</u>	Limited to one exam per year.
	Children's glasses	Not covered	Not covered	-----none-----
	Children's dental check-up	Not covered	Not covered	-----none-----

**Excluded Services & Other Covered Services:**

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)

- Cosmetic surgery
- Dental check-up
- Long-term care
- Non-Emergency/Urgent Care when traveling outside the U.S.
- Private duty nursing
- Routine foot care unless medically necessary
- Weight loss programs

**Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)**

- Acupuncture (12 visits per year)
- Bariatric surgery
- Chiropractic care
- Hearing aids (limited to one hearing aid per ear each time a prescription changes or every five years)
- Infertility treatment
- Routine eye care

\* For more information about limitations and exceptions, see the plan or policy document at [www.healthtrustnh.org](http://www.healthtrustnh.org).

**Your Rights to Continue Coverage:** There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 1-877-267-2323 x61565 or [www.cchio.cms.gov](http://www.cchio.cms.gov). Other coverage options may be available to you too, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit [www.HealthCare.gov](http://www.HealthCare.gov) or call 1-800-318-2596.

**Your Grievance and Appeals Rights:** There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact:

Anthem Blue Cross and Blue Shield  
ATTN: Grievance and Appeals  
PO BOX 518  
North Haven, CT 06473-0518

**Does this plan provide Minimum Essential Coverage? Yes**

Minimum Essential Coverage generally includes plans, health insurance available through the Marketplace or other individual market policies, Medicare, Medicaid, CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of Minimum Essential Coverage, you may not be eligible for the premium tax credit.

**Does this plan meet the Minimum Value Standards? Yes**

If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

*To see examples of how this plan might cover costs for a sample medical situation, see the next section.*

\* For more information about limitations and exceptions, see the plan or policy document at [www.healthtrustsmh.org](http://www.healthtrustsmh.org).

About these Coverage Examples:



This is not a cost estimator. Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

**Peg is Having a Baby**  
(9 months of in-network pre-natal care and a hospital delivery)

- The plan's overall deductible \$2,500
- Specialist copayment \$0
- Hospital (facility) coinsurance 0%
- Other coinsurance 0%

This EXAMPLE event includes services

like:  
Specialist office visits (prenatal care)  
Childbirth/Delivery Professional Services  
Childbirth/Delivery Facility Services  
Diagnostic tests (ultrasounds and blood work)  
Specialist visit (anesthesia)

Total Example Cost	\$12,700
--------------------	----------

In this example, Peg would pay:

<i>Cost Sharing</i>	
Deductibles	\$2,500
Copayments	\$0
Coinsurance	\$0
<i>What isn't covered</i>	
Limits or exclusions	\$60
The total Peg would pay is	\$2,560

**Managing Joe's type 2 Diabetes**  
(a year of routine in-network care of a well-controlled condition)

- The plan's overall deductible \$2,500
- Specialist copayment \$0
- Hospital (facility) coinsurance 0%
- Other coinsurance 0%

This EXAMPLE event includes services

like:  
Primary care physician office visits (including disease education)  
Diagnostic tests (blood work)  
Prescription drugs  
Durable medical equipment (glucose meter)

Total Example Cost	\$5,600
--------------------	---------

In this example, Joe would pay:

<i>Cost Sharing</i>	
Deductibles	\$2,500
Copayments	\$0
Coinsurance	\$0
<i>What isn't covered</i>	
Limits or exclusions	\$20
The total Joe would pay is	\$2,520

**Mia's Simple Fracture**  
(in-network emergency room visit and follow up care)

- The plan's overall deductible \$2,500
- Specialist copayment \$0
- Hospital (facility) coinsurance 0%
- Other coinsurance 0%

This EXAMPLE event includes services

like:  
Emergency room care (including medical supplies)  
Diagnostic tests (x-ray)  
Durable medical equipment (crutches)  
Rehabilitation services (physical therapy)

Total Example Cost	\$2,800
--------------------	---------

In this example, Mia would pay:

<i>Cost Sharing</i>	
Deductibles	\$2,500
Copayments	\$0
Coinsurance	\$0
<i>What isn't covered</i>	
Limits or exclusions	\$0
The total Mia would pay is	\$2,500

The plan would be responsible for the other costs of these EXAMPLE covered services.

**TIMBERLANE REGIONAL SCHOOL BOARD  
COMMITTEE ASSIGNMENTS  
2020-2021/2022**

<p><b><u>CAPITAL IMPROVEMENT PLAN</u></b>            Brian Boyle            Kim Farah            Barbara Kiszka            Steve Finnegan</p> <p><i>(as needed) -- PUBLIC</i></p>	<p><b>SLT/ADMIN</b>  <i>Ken Henderson</i>            Karl Ingoldsby            Maria Watkins            Chris Kellan            Plus 4 Members at Large            Budcom member</p>	<p><b>CHECK REGISTERS</b>            Barbara Kiszka</p>	<p><b>SLT/ADMIN</b>            None required</p>
<p><b><u>CURRICULUM &amp; ASSESSMENT</u></b>            Amy Gentile            Barbara Kiszka</p> <p><i>Tuesday 4pm (monthly) -- PUBLIC</i></p>	<p><i>Sandy Allaire</i>            Ken Henderson            Lucy Canotas            Mark Pedersen            Scott Strainge            Kelley Brooks            Chris Snyder            Sarah Galligher            Jennifer Puchlopek            Mitch Mencis            Ashley Harbel            Tim Guanci</p>	<p><b><u>PERSONNEL</u></b><sup>i</sup>            Brian Boyle            Kim Farah            Sheila Lowes</p> <p><i>(As needed during negotiations) – NON-PUBLIC</i></p>	<p><i>Chris Kellan</i>            Maria Watkins            Dana O’Gara</p>
<p><b><u>ENERGY</u></b>            Brian Boyle            Barbara Kiszka            Kim Farah</p> <p><i>(As needed) -- PUBLIC</i></p>	<p><i>Maria Watkins</i>            Karl Ingoldsby</p>	<p><b><u>POLICY</u></b>            Amy Gentile            Steve Finnegan            Shawn O’Neil</p> <p><i>Thursday 5:45pm (monthly) -- PUBLIC</i></p>	<p><i>Chris Kellan</i>            Dana O’Gara            Sandy Allaire            Nichole Denahey            Scott Strainge            Brian Cochrane            Dan Woodworth</p>

<p><b><u>FACILITIES</u></b>            Brian Boyle            Kim Farah</p>	<p><i>Chris Kellan</i>            Doug Blay            Angelo Fantasia            Patrice Liff            Nancy Stafford            John Vaccarezza            Mitch Mencis            Steve Harris            Chris Snyder            Karl Ingoldsby            Mike Feeley            Maria Watkins</p>	<p><b><u>SAFETY</u></b>            Steve Finnegan            Kristin Savage</p>	<p><i>Chris Kellan</i>            Doug Blay            Patrice Liff            Maria Watkins            Karl Ingoldsby            Kelley Brooks            Mike Feeley            Dana O’Gara            Mitch Mencis            Kate Sherman-DeRoche            Nancy Stafford            John Vaccarezza            Steve Harris            Chris Snyder            Lisa Oliver            Ken Henderson</p>
<p><i>(quarterly) -- PUBLIC</i></p>		<p><i>(quarterly) – NON-PUBLIC</i></p>	
<p><b><u>FINANCE (Budget Committee)</u></b>  <i>Shawn O’Neil</i>            _____ (alternate)</p>	<p><b>SLT/ADMIN</b>  <i>Maria Watkins</i></p>	<p><b><u>STRATEGIC PLANNING</u></b>            Steve Finnegan            Kristin Savage            (Culture/Climate)</p>	<p><b>SLT/ADMIN</b>  <i>Sandy Allaire</i>/Academics  <i>Chris Kellan</i>, Climate/Culture  <i>Karl Ingoldsby</i>, Facilities            Maria Watkins</p>
<p><i>Thursday 7pm (bi-weekly)--PUBLIC</i></p>		<p><i>(as needed)-- PUBLIC</i></p>	
<p><b>GENERAL ASSEMBLY DELEGATES</b>  <i>Shawn O’Neil</i></p>	<p>None required</p>	<p><b><u>WELLNESS</u></b>            Brian Boyle</p>	<p><i>Tim Brown</i>            Tracy Fuller, YMCA            Laura Dolloff            Laura Lipfert            Amy Van Auken, Plaistow Police            Kim DeCristofaro            Maura Brown            Marilyn Hutnick</p>
<p><i>Attend January Assembly</i></p>		<p><i>(quarterly) -- PUBLIC</i></p>	

Policy BDE requires two school board members and two SLT members must be present to hold a committee meeting. It will be up to the committee chairperson to secure appropriate board membership coverage for their meeting. *\*Committee chairs to be determined by committees*

Public Meeting Dates – must be posted to District Calendar (dates to be provided by each Committee Chair/Co-Chair)

**NON-PUBLIC Meeting Dates must not be posted to District Calendar**



## EXECUTIVE SUMMARY

March 16, 2022

### IRS Penalty

I am happy to report that the pending penalty with the IRS in the amount of \$131K has been resolved. Forms have been filed and all supporting documentation has been provided to the IRS. Attached please find the confirmation from the IRS.

Respectfully Submitted By:

Maria Watkins, CFO/Business Administrator

<b>Timberlane Regional School District</b>	<b>Policy Code: CBI</b>
<b>Adopted: 05-05-83</b> <b>Revised: 12-06-90</b> <b>Revised: 12-03-98</b> <b>Revised: 02-18-21</b>	Page 1 of 1

## SUPERINTENDENT’S EVALUATION AND GOAL SETTING

The Board will annually evaluate the Superintendent based on written criteria as established by the Board. Co-extensive with the Superintendent evaluation, the Board and Superintendent will jointly establish annual goals and objectives. The Board believes that establishing annual goals and objectives will serve as a benchmark and criteria for the Superintendent’s annual evaluation.

The Superintendent is responsible for the services described in applicable statute and Department of Education rules. In addition to and related to those responsibilities, the following areas are representative of those in which objectives may be set and progress appraised:

1. Fiscal management
2. Curriculum
3. Pupil achievement and assessment
4. Delivery of instruction
5. Relationship with the school board
6. Administration of educational services
7. Administration of school facilities
8. Governance of pupils
9. Hiring and supervision of school district staff
10. Overall leadership on educational issues

The board may choose not to annually evaluate and review every area listed above.

The Board desires that the annual Superintendent evaluation and goal setting will clarify the Superintendent’s role within the school community, address areas for the Superintendent to improve, and address areas for which the Superintendent should be commended.

Legal References:

N.H. Code of Administrative Rules, Section Ed 303.01(k), Substantive Duties of School Boards, Superintendent Evaluation

See Procedure CBI-R

<b>Timberlane Regional School District</b>	<b>Policy Code: CBI-R</b>
<b>Adopted: 02-18-21</b>	<b>Page 1 of 12</b>

**SUPERINTENDENT’S EVALUATION AND GOAL SETTING FORM**

**Scoring Key: 4 - Outstanding; 3 - Excellent; 2 - Good; 1 - Needs Improvement**

**PART I. FISCAL MANAGEMENT**

**Legal References:**

- RSA 194-C:4, II(a), (j), (p)
- Ed 302.01(d)(2); Ed 302.02(d), (e)
- NHSBA Sample Policies DA, DB, DBC, DCI, DI

**Indicators of Success:**

- Budgets reflect district goals for student achievement.
- District expenses do not exceed revenues. If this occurs, a plan is developed and presented to the board for remediation within an acceptable timeline.
- Finances are managed in accordance with applicable accounting standards.
- The annual audit shows no material deficiencies and audit recommendations are effectively implemented.
- Multi-year budget plans are used for planning purposes.

1.1. Developed and recommended the annual budget for the support of the educational program and for the operation and maintenance of schools.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

1.2. Developed and maintained an accounting system and financial reporting procedures for all funds.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

1.3. Evaluated financial needs and makes timely recommendations for adequate funding.

<b>Timberlane Regional School District</b>	<b>Policy Code: CBI-R</b>
<b>Adopted: 02-18/21</b>	<b>Page 2 of 12</b>

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1.4. To the extent possible, transfers among budgetary line items were limited to unexpected or unanticipated expenses.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1.5. Engaged in thorough planning to develop budget and guide expenditures to achieve the greatest educational returns and the greatest contributions to the educational program.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1.6. Established levels of funding that provided high quality education for the students of the district.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1.7. Provided timely and appropriate information to the Board and all staff with fiscal management responsibilities.

Evaluation Score: \_\_\_\_\_

<b>Timberlane Regional School District</b>	<b>Policy Code: CBI-R</b>
<b>Adopted: 02-18-21</b>	<b>Page 3 of 12</b>

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

1.8. Established and implemented efficient procedures for accounting, audit, risk management, investing, purchasing delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Goals for Next Evaluation Cycle:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Scoring Key: 4 – Outstanding; 3 – Excellent; 2 – Good; 1 – Needs Improvement**

**PART II. CURRICULUM, DELIVERY OF INSTRUCTION  
 AND PUPIL ACHIEVEMENT**

**Legal References:**

- RSA 194-C:4, II(c)
- Ed 302.01(d)(6); 302.02(f)
- NHSBA Sample Policies IGA, IGD
- RSA 194-C:4, II(e)
- Ed 302.01(d)(8); Ed 302.02(f)
- NHSBA Sample Policies ILBA, ILBAA
- RSA 194-C:4, II(c)
- Ed 302.01(d)(7); Ed 302.02(f)
- NHSBA Sample Policy IF

**Indicators of Success:**

- Specific progress is evident.

<b>Timberlane Regional School District</b>	<b>Policy Code: CBI-R</b>
<b>Adopted: 02-18/21</b>	<b>Page 4 of 12</b>

- Student learning is defined based on the knowledge and skills necessary to be successful.
- Data and information collected is reliable and valid.
- Data is regularly presented and is communicated in understandable forms.
- Data is used for future planning and improvement.
- Effective methods of providing, monitoring, evaluating, and reporting student achievement are used.
- Preparing students for post-secondary education and/or entrance into the job market.
- Data is disaggregated, analyzed, and explained.

2.1. Used appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2.2. Aligned and implemented the educational programs, plans, actions, and resources with the district's vision and goals.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2.3. Monitored and evaluated the effectiveness of curriculum, instruction and assessment.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2.4. Ensured that the district provided educational opportunities in accordance with State Minimum Standards.

<b>Timberlane Regional School District</b>	<b>Policy Code: CBI-R</b>
<b>Adopted: 02-18-21</b>	<b>Page 5 of 12</b>

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_

2.5. Identified areas of academic strength and areas of academic weakness within the District and has implemented strategies to address areas of academic weakness.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_

2.6. Curriculum is aligned from grade-to-grade and from school-to-school.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_

2.7. Uses effective methods of providing, monitoring, evaluating and reporting student achievement.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_

**Goals for Next Evaluation Cycle:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Timberlane Regional School District</b>	<b>Policy Code: CBI-R</b>
<b>Adopted: 02-18/21</b>	<b>Page 6 of 12</b>

**Scoring Key: 4 - Outstanding; 3 - Excellent; 2 - Good; 1 - Needs Improvement**

**III. RELATIONSHIP WITH THE SCHOOL BOARD**

**Legal References:**

- RSA 194-C:4, II(i)
- NHSBA Sample Policy BDD

**Indicators of Success:**

- The superintendent assists the board in developing clear policies that meet federal and state requirements.
- The superintendent understands and communicates legal liability to the district.
- The superintendent supports the board chair to maximize the effectiveness of board operations.
- The superintendent regularly informs the board about the business of the district and alerts the board about critical issues and areas that may have impact on the district.
- The superintendent follows agreed upon board-superintendent guidelines.
- The superintendent meets deadlines and follows up on commitments and assignments.

3.1. Worked with the Board in the areas of analyzing, planning, implementing and evaluating policies.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3.2. Informed the Board on issues, operations, the instruction program, and needs of the school system.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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3.3. Provided the Board with reports and information that enable the Board to sufficiently review the operations of the district.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3.4. Gave constructive advice and guidance to the Board regarding possibilities for District improvement.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
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3.5. Utilized the strengths of individual Board members and the Board itself in the decision-making process.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
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3.6. Offered professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
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 \_\_\_\_\_

**Goals for Next Evaluation Cycle:**

\_\_\_\_\_

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**Scoring Key: 4 - Outstanding; 3 - Excellent; 2 - Good; 1 - Needs Improvement**

**IV. ADMINISTRATION OF SCHOOL FACILITIES:**

**Legal References:**

- RSA 194-C:4, II(k)
- Ed 302.01(d)(5); Ed 302.02(m); Ed 302.02(p)
- NHSBA Sample Policies CA, CF, EC, FA

**Indicators of Success:**

- All buildings meet safety, health, and construction codes.
- Facilities and equipment are not subject to improper wear or insufficient maintenance.
- Multi-year plans for maintenance, repairs, and facility upgrades are in place.
- Ongoing inspection and reporting systems are utilized.

4.1. Was responsible for developing and recommending to the school board an annual maintenance program and long-term capital improvement plan.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4.2. Provided support for facilities accommodate organization and instructional patterns that support the district’s educational philosophy and instructional goals.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4.3. Ensured that all safety requirements were met for facilities and grounds.

Evaluation Score: \_\_\_\_\_

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Comments: \_\_\_\_\_  
 \_\_\_\_\_  
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4.4 Building design, construction, and renovation that will lend themselves to low maintenance costs and the conservation of energy.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4.5. Facilities lend themselves to utilization by the community in ways consistent with the overall goals of the district.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
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4.6. Keeps the Board informed about the condition of district facilities and anticipated needs in the areas of capital improvement.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
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**Goals for Next Evaluation Cycle:**

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 \_\_\_\_\_  
 \_\_\_\_\_

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**Scoring Key: 4 – Outstanding; 3 – Excellent; 2 – Good; 1 – Needs Improvement**

**V. PERSONNEL**

**Legal References:**

- RSA 194-C:4, II(c); RSA 194-C:4, II(j); RSA 194-C:4, II(n)
- Ed 302.01(e); Ed 302.02(a); Ed 302.02(h)
- NHSBA Sample Policies – Section G – Personnel

**Indicators of Success:**

- Staff are treated fairly.
- Teachers work effectively within their classroom, throughout the school, across district schools, and with the community.
- Operations are clearly defined, communicated, and implemented.
- Personnel contracts are adhered to.
- Effective collective bargaining strategies advance and promote student learning.

5.1. Recruits and assigns the best available personnel in terms of their competencies. Recommends for employment personnel who have proper certification and skills for the position.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
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5.2. Develops and executes sound personnel policies and practices.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
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 \_\_\_\_\_

5.3. Includes the participation of faculty and staff in the establishment and the implementation of District-wide goals, objectives, and programs.

Evaluation Score: \_\_\_\_\_

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Comments: \_\_\_\_\_  
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5.4. Facilitates evaluation of staff performance as required by state law and by Board policy.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5.5. Promotes programs for staff growth and development.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
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5.6. Meets and confers with employee groups representing the interests and directives of the Board.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
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 \_\_\_\_\_

5.7. Communicates concerns of employee groups to the Board and Board responses to these concerns to employee groups.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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5.8. Organizes the roles and responsibilities of staff members to optimize staff effectiveness in accordance and in line with the district's educational mission and goals.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Goals for Next Evaluation Cycle:**

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\_\_\_\_\_  
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*See Also: Policy CBI*