

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, SEPTEMBER 3, 2020

Regular Business Meeting – 7:00pm

Dr. Kimberly Farah, Chair
Kristin Savage, Vice Chair
Dr. Brian Cochrane, Superintendent

Webinar Link

<http://www.timberlane.net/zoomtrsb>

Technology Assistance
603-382-6541 x 3955

[In accordance with Emergency Order #12 pursuant to Executive Order 2020-04, the School Board is authorized to meet electronically.] Log on Instructions: When logging on, members of the public will be prompted to provide their email address and name. (Note: the participation option has been disabled consistent with state provisions for board videoconferencing except as noted below for delegates and individuals.)

AGENDA

1. **7:00PM** Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
4. **7:05PM** Approval of Minutes
5. Student Representative
6. Delegates and Individuals

Individuals wishing to speak during delegates and individuals are asked to fill out the request form (link below) by 5pm of the day of the meeting. Due to time constraints, only the first 20 persons completing this form will be allowed to speak up to 3 minutes each. They will be notified via district email by 6pm that they were among the first 20 selected to speak during this portion of the meeting. Link to Request Form: <https://forms.gle/kWVzNs8rhaRHnRH97>

7. Current Business

- a. **7:10PM** School Re-Opening Plan – INFORMATION/ACTION (45 minutes)
- b. **7:55PM** Grant/Donation – ACTION (5 minutes)
- c. **8:00PM** Athletic Trainer Contract – INFORMATIONAL/ACTION (10 minutes)
- d. **8:10PM** Policy JH Attendance – ACTION (20 minutes)

PUBLIC NOTICE - Per BGB Policy Adoption: The Board intends to waive the two-week limitation on policy adoption and take immediate action to revise the Attendance policy. A copy of the draft revisions is attached to this agenda.

- e. **8:30PM** NHSBA Resolutions – ACTION (5 minutes)

8. **8:35PM** Administrator's Report
9. **8:40PM** Personnel Report
10. **8:45PM** Committee Reports/Reports of the School Board
11. Correspondence Folder
12. Vendor and Payroll Registers
13. **8:50PM** Other Business
14. Nonpublic (if needed)
15. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
September 17	Regular Board Meeting	PAC	7:00PM
October 1	Regular Board Meeting	Webinar	7:00PM
October 15	Regular Board Meeting	PAC	7:00PM
November 5	Regular Board Meeting	Webinar	7:00PM
November 19	Regular Board Meeting	PAC	7:00PM
December 3	Regular Board Meeting	Webinar	7:00PM
December 17	Regular Board Meeting	PAC	7:00PM

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

ADMINISTRATOR'S REPORT

Administrator's Report for September 3, 2020 School Board Meeting

1-3. OPEN MEETING – self-explanatory.

4. APPROVAL OF MINUTES (2 sets – August 20th public and nonpublic)

5. DELEGATES AND INDIVIDUALS

6. STUDENT REP

7. CURRENT BUSINESS

a. Re-Opening Plan Update – INFORMATIONAL/ACTION

Updates on the following are anticipated:

- *HR Update - action to be taken on each classification of conditions/requests. Nancy Louiselle is recommending this discussion take place in nonpublic session.*
- *Remote/In person Update (executive summary) - % of remote v blended staff on file thus far as well as the % of teachers (building levels) requiring remote instruction.*
- *Remote Instruction Cohorts – review of policy IIB Class Size as it relates to cohort size.*
- *Chromebook Update (executive summary) - availability of new devices and # of students without one.*
- *Food service program for qualifying families during remote instruction – discussion on options that are available for free and reduced lunch students under remote and hybrid instruction – presentation by Geoff Dowd.*
- *SPED Update - para services, one on one services – presentation by Susan Rasicot.*
- *Stipend update (executive summary) – rationale for coaches and others to receive full stipends during remote instruction.*

b. Grant/Donation – ACTION

\$1200 Donation – SN is in receipt of a grant/donation to purchase a touchless water bottle refill station (executive summary). Per policy KCD, board action is required.

c. Athletic Trainer Contract – INFORMATIONAL/ACTION

Executive summary or presentation by Angelo Fantasia if authorization to sign is still needed to finalize the contract for the 2020-21 school year.

d. JH Attendance Policy – ACTION

Per BGB Policy Adoption: The Board intends to waive the two-week limitation on policy adoption and take immediate action to adopt the Attendance policy.

e. NHSBA Resolutions - INFORMATIONAL

*Should the board wish to submit a resolution for the NHSBA Delegate Assembly in January, it must be finalized and submitted to NHSBA by **Friday, November 6, 2020**.*

8. ADMINISTRATOR'S REPORT

Dr. Cochrane to present.

9. PERSONNEL REPORT

Dr. Cochrane to present.

10. COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD – *Committee Chairs to update board on current initiatives.*

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

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

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

14. NONPUBLIC SESSION – *if needed.*

UPCOMING REGULAR MEETING AGENDAS

*This information is provided for informational purposes only. Agenda items are subject to change.
The official agenda will be available one week prior to its scheduled meeting.*

September 17, 2020 at the PAC	
Strategic Plan Update	<i>Biannual update</i>
School Action Plans	
Warrant Article Process	
Superintendent's Goals	
JIA	<i>First Read</i>
Withdrawal staffing update	<i>TBD</i>
PAC Schedule	<i>TBD</i>
Policy Adoption Policy review	
Policies	<i>First Read</i>

October 1, 2020 via Webinar	
School Action Plans	
5-Year Facilities Plan Update	
Budget – First Draft	<i>Less Principals' budgets</i>
JIA	<i>Second read</i>
Policies	<i>Second Read</i>

October 15, 2020 at the PAC	
Budget development	
October 1 enrollment numbers	
NESDEC enrollment projections	

Presentation Schedule			
Item	Detail	Timeline/By	Done
Develop 5-Year Facilities Plan	Continued from 2019-20	TBD	
Create proposal for Solar Panels	Continued from 2019-20	TBD	
Treasurer's Report	Quarterly (Aug/Nov/Feb/May)	8/20/2020	
School Financial Report (DOE-25)	To DRA	9/1/2020	
School Financial Report (MS-25)	To DRA	9/1/2020	
Revised Est'd Revenues (MS-24)	#'s needed from DRA/DOE approved MS-25	9/1/2020	
Signed Revised Est. Revenues (MS-24S)	Signed Revised Est. Revenues (MS-24S)	9/1/2020	
NHSBA Resolutions	September of each year	9/3/2020	
Strategic Plan Update	Biannual report (Sep/Mar)	9/17/2020	
School Action Plans	September of each year – Elementary	9/20/2020	
Budget /Default Budget	First Draft	10/1/2020	
Enrollment/NESDEC	After October 1 enrollment numbers determined	10/15/2020	
School Action Plans	October of each year – Secondary	10/15/2020	
Program of Studies	First Read	11/19/2020	
Treasurer's Report	Quarterly (Aug/Nov/Feb/May)	11/19/2020	
Program of Studies	Second Read	12/3/2020	
Ratify CBAs	Finalize CBAs for warrant (by 2 nd Tuesday in Jan.)	1/7/2021	
Finalize Warrant /Recommendations	For Deliberative Session (by last Tuesday in Jan.)	1/21/2021	
Treasurer's Report	Quarterly (Aug/Nov/Feb/May)	2/18/2021	
Projected unencumbered funds	To inform on end of year funds to address needs	2/18/2021	
Food Service Annual Review	Renewal Year 4 of 4	03/4/2021	
Professional Staff Renominations	Notification of nonrenewal required by April 15 th	3/4/2021	
MOUs/LOUs Authorization	Authorize Personnel Committee to approve MOUs	3/18/2021	
Report of Appropriations Voted (MS-22)	Due to DRA	3/30/2021	
Budget as Posted with Warrant (MS-27)	Due to DRA	3/30/2021	
DRA Approved Appropriations (MS-22R)	To DRA Pending DRA Approval	3/30/2021	
Signed Appropriations As Voted (MS-22)	To DRA Within 20 days of vote	3/30/2021	
Signed Default Budget (MS-DS)	As posted with the warrant – due to DRA	3/30/2021	
Athletic Trainer Contract Annual Review	Annual review/renewal for 2021-22 school year	4/21/2021	
Treasurer's Report	Quarterly (Aug/Nov/Feb/May)	5/20/2021	
Data Governance Plan	Annual review by 1 st meeting in June	6/3/2021	
Auditor Option & Schedule (MS-60A)	To DRA	6/30/2021	
MS-60 or CPA Financial Audit	To DRA	6/30/2021	

<p>Timberlane Regional School District</p>	<p>Policy Code: IIB</p>
<p>Adopted: 12-21-89 Revised: 11-19-92, 01-21-93, 07-15-93, 07-21-99, 02-24-05, 06-16-11</p>	<p>Page 1 of 1</p>

CLASS SIZE

The Timberlane Regional School Board, in an effort to continue the pursuit of excellence in education already established and recognized, and to more effectively prepare our students, recommends the following class sizes for regular education classes.”

- Kindergarten and Grade 1 Not to exceed 20
- Grades 2 and 3 Not to exceed 23
- Grades 4 and 5 Not to exceed 26
- Grades 6 thru 12 Not to exceed 30

Class sizes as indicated above shall not be exceeded. No new staff will be added to accommodate classes of less than 9 students. Timeline:

Before January 31: The administration will make recommendations to the School Board and Budget Committee at budget time on the number of teachers needed for the next school year based on October 1 enrollment numbers.

Second School Board Meeting in June: The administration will present preliminary September enrollment numbers to the School Board with specific reference to enrollment pressure points.

Third Week in August: The administration will establish a formal school registration period for new enrollees.

Second School Board Meeting in August: The administration will present specific recommendations to the School Board for approval on the number of teachers and classrooms needed for September based on the administrative policy outlined above.

After School Board Meeting in August: If additional students enroll after the second meeting in August and class size policy is exceeded, the administration will seek the approval of the School Board to add teacher assistant help equivalent to one hour per day for each child exceeding the guideline.

IIB - CLASS SIZE

August 28, 2020

Executive Summary

Chromebook Update

Unfortunately, there is no new news around the over 1,200 new Chromebooks that were ordered back in May and June. The last estimated date of delivery is sometime in mid to late September. These delays in Chromebooks are country wide and a result of shipping and quarantine issues because of Covid and because of the tremendous demand for these devices as districts go Remote or Hybrid. I am thankful that we did order when we did because districts that waited into the summer to order are looking at possibly getting sometime in the wintertime frame.

At the beginning of the month we sent out a communication asking any that had a district issued Chromebook in need of repairs to drop it off at a school. We received and repaired around 60 Chromebooks and will be distributing them back to those that dropped off next week on Tuesday and Thursday. If a student is Hybrid then they can also pick up during their first week of school.

An online form was sent out to all District families on August 25th and closed on August 28th allowing families to sign up a student for the use of a district device if they did not have a home one to utilize for the start of school. The response was great as almost 500 students were signed up. We will be having pick up times on Tuesday and Thursday for just Remote Only students to come to a school and pick up a device. Blended (Hybrid) students will get a device in school during their first week of class. We have orders in for Chromebook bags for Hybrid students in grades K-2. We also have orders in for extra power chargers for the classrooms in all elementary schools.

Respectfully Submitted By:
Kenneth Henderson, Director of Technology

DATE: August 28, 2020

Executive Summary

Director of Pupil Personnel Services and Special Education

This summary provides an update regarding the instruction to a small group of special education students who may require a more intensive on site model. This more intensive level of instruction fits into the current Timberlane Regional School Board, approved model. The intensive model would include a student attending four days on site and one day in Remote Learning. The one day of Remote Learning would be on Wednesday, the deep cleaning day. The consideration of a more intensive on site model should be clearly understood as the request for a student to receive a free and appropriate public school education, FAPE. The consideration of who could benefit from onsite instruction is not part of the determination, as we believe that every student will benefit from onsite instruction.

The New Hampshire Department of Education has provided guidance in two specific areas; the Code of Ethics regarding Remote Learning and a rubric to determine individual in person services. Both materials are included in the Timberlane Regional School Board members' packets for review. Both materials will be used to consider the best service delivery during these unprecedented times. These materials are in addition to the special education process of reviewing the Individualized Educational Plan along with the 2020 Extended School Year information, and attendance records for both Remote Learning and Extended School Year. Teams will update the plans of service to document the individualized component for each student on an educational plan.

The determination of the specific level of instruction within the Timberlane Regional School District model is the focus of each special education team meetings in the first thirty days of school. The teams will be determining the level of regression during Remote Learning, the services that were implemented and determining what the new service delivery will look like in both the delivery of remote learning and on site services. The goal focus areas are individualized to meet student specific needs. The schedule requirements of both the student and the service provider will need to be considered for scheduling appropriate services. The decisions made will have budget impact by school and for the district. The Extended School Year program was able to provide services using new strategies, which made a difference during our five-week Extended School Year program. More improved strategies and the reasonable expectation of service delivery on site are currently being addressed through current staff and vendor staffing.

Respectfully submitted by,

Susan E. Rasicot

Director of Pupil Personnel Services and Special Education

SPED and 504 In-Person Instruction Guidance Document

	Intense Need	Moderate Need	Low Need
Self-Contained Program including traveling pod:	Student requires 1:1 direct and small group instruction and support in accessing a modified curriculum across all academic domains; Or, 60% or more of the day is spent outside of a regular education classroom.	N/A	N/A
Specialized Academic Support with Related Services	Student requires 1:1 direct instruction in reading, writing or math with additional Speech/Language, OT or PT services provided; receives 1:1 paraprofessional/nursing support; Or, 40-59% of the student's day is spent outside of a regular education classroom per IEP.	Student requires small group size (2 - 3 students) instruction in reading, writing or math with additional Speech/Language, OT or PT services provided; receives small group paraprofessional/ nursing support; Or, 20-40% of the student's day is spent outside of a regular education classroom per IEP.	Student requires medium group size (4 - 6 students) instruction in reading, writing or math with additional Speech/Language, OT or PT services provided; doesn't receive paraprofessional/nursing support; Or, <20% of the student's day is spent outside of a regular education classroom per IEP.
Specialized Academic Support	Student requires 1:1 direct instruction in reading, writing or math; receives 1:1 paraprofessional support; Or, 40-59% of the student's day is spent outside of a regular education classroom per IEP.	Student requires small group size(2 - 3 students) instruction in reading, writing or math; receives small group paraprofessional support; Or, 20-40% of the student's day is spent outside of a regular education classroom per IEP.	Student requires medium group size (4 - 6 students) instruction in reading, writing or math; doesn't receive paraprofessional support; Or, <20% of the student's day is spent outside of a regular education classroom per IEP.
Specialized Behavioral Support	Student requires 1:1 instruction and support from an EBD teacher or counselor to implement behavioral goals to support student engagement and learning; receives 1:1 paraprofessional support; Or,	Student requires small group size (2 - 3 students) instruction and support from an EBD teacher or counselor to implement behavioral goals to support student engagement and learning; receives small group paraprofessional support;	Student requires medium size group (4 - 6 students) instruction and support from an EBD teacher or counselor to implement behavioral goals to support student engagement and learning; doesn't receive paraprofessional support;

	Intense Need	Moderate Need	Low Need
	40-59% of the student's day is spent outside of a regular education classroom per IEP.	Or, 20-40% of the student's day is spent outside of a regular education classroom per IEP.	Or, <20% of the student's day is spent outside of a regular education classroom per IEP.
Speech/Language Service ONLY	Student requires 1:1 therapy to improve or maintain skills that have documented regression with teletherapy.	Student requires 1:1 or small group therapy to prevent regression and/or to re-engage student who demonstrated difficulty with teletherapy.	Student requires 1:1 or small group therapy to re-engage student who demonstrated difficulty at times with teletherapy.
Accommodations	All or most of the student's accommodations per IEP or 504 plan can only be implemented through in-person instruction.	Some of the student's accommodations per IEP or 504 plan can be implemented through remote learning.	Most or all of the student's accommodations per IEP or 504 plan can be implemented through remote learning.
Spring Remote Learning	Student demonstrated that there was a serious and harmful regression of skills or didn't access or engage with technology through remote learning in the Spring.	Student demonstrated regression during remote instruction or a student struggled to access or engage with technology through remote learning in the Spring.	Student demonstrated that they made adequate progress the majority of the time during remote learning in the Spring.
Individual Learning Plan	Student had an Individual Learning Plan for 2 or more courses; Or, Student didn't complete their Individual Learning Plan even if the ILP was for 1 course.	Student had an Individual Learning Plan for 1 course.	Student didn't have an Individual Learning Plan.
Principal's Discretion	Student's team and principal feel that the student needs to have in-person services and support to start the year.	Student's team and principal feel that the student needs to be prioritized at the next phase of return to school for in-person services and supports	Student's team and principal feel that the student benefits from both in person services and support and remote learning.

This guidance document is a working tool only and shall not be shared at an IEP or 504 team meeting or with parents. It is a tool to assist you with prioritizing students' needs for return to in-person service and supports. We hope this provides any needed assistance.

The Applicability of the Code of Ethics and Code of Conduct for New Hampshire Educators During the COVID-19 pandemic

During this unprecedented and turbulent time, educators have recently undertaken a significant task in transitioning to remote instruction for New Hampshire students. In this time of remote instruction, educators are finding themselves utilizing new tools and engaging in teaching methods which might be unique and perhaps unfamiliar. The use of electronic media also allows educators unparalleled access to students.

Additionally, this pandemic is a time of great uncertainty for everyone and therefore, it is not uncommon for people to seek comfort and guidance from individuals whom they feel close to and who are accessible. For many children, those “go-to” people who offer comfort and guidance in times of need, are educators. It is for these very reasons that the Department of Education is taking this opportunity to remind the field that the Code of Ethics and Code of Conduct remain valid during this time and, in fact, these two documents have never before been so pertinent.

The Code of Ethics and Code of Conduct help educators to establish and maintain appropriate, professional boundaries when interacting with students and to navigate the inevitable ethical issues which arise. As a brief reminder, the Code of Ethics provides a set of guiding principles which articulate the responsibilities which are common to all members of the education profession—even individuals who are not certified educators—and are aspirational in nature. The Code of Conduct, however, is applicable to credential holders and sets forth the lowest standard of care for the profession. A violation of one of the principles of the Code of Conduct could result in a sanction against an educator’s credential.

During remote instruction, educators and students will be working and communicating with each other through various forms of electronic media and may have contact and access with one another that would not normally occur within the four walls of the school building. As such, it is foreseeable that an educator might find himself or herself in a situation in which appropriate boundaries with a student are being tested. While all of the principles of the Code of Ethics and Conduct remain applicable, at this particular time, there should be heightened focus on Principle 4—The Responsible and Ethical Use of Technology. This specific principle, as it is laid out in the Code of Ethics and the Code of Conduct are recited here for convenience:

Code of Ethics—Principle IV:

The educator considers the impact of consuming, creating, distributing and communicating information through the use of any and all types of technology. In fulfillment of this principle, the educator:

- Utilizes social media responsibly, transparently and primarily for the purpose of teaching and learning;
- Considers the ramifications and public perception of using social media;
- Exercises prudence to establish and maintain appropriate professional boundaries of time and place in all electronic communications with students.

Code of Conduct—Ed 510.04:

(a) In fulfilling the responsibilities and ethical use of technology a credential holder shall consider the impact of consuming, creating, distributing, and communicating information through the use of any and all types of technology.

(b) Unprofessional conduct shall include, but not be limited to:

(1) Engaging in any activities as specified in Ed 510.02(b)(4)-(6)¹ via electronic media with a student or former student up to 10 months after the student's graduation, departure, or departure as specified in Ed 1102.01(f)(1); and

(2) Engaging in inappropriate communication with a student, or former student up to 10 months after the student's graduation, departure, or departure as specified in Ed 1102.01(f)(1) via electronic media.

(c) For the purposes of this section, inappropriate communication shall be determined by considering:

(1) The intent, timing, subject matter, and amount of communication; and (2) Whether:

- a. The communication made was covert in nature;
- b. The communication could reasonably be interpreted as solicitous, sexually

explicit, or romantic in nature; and

- c. The communication involved discussion(s) of the physical or sexual attractiveness or the sexual activities or fantasies of either the credential holder or the student.

It is important to note that section 510.04(c), as set forth above, is a totality test. Meaning, quite simply, that if an allegation pertaining to this particular section is made, that the Department will look at the educator's interaction with a student in its entirety—the analysis will not hinge on any one factor in particular. For example, during this time of remote instruction, some educators are utilizing their personal devices to facilitate working with their classes. While best practice would dictate using a district-issued device to engage in remote instruction, an educator would not be in violation of the Code of Conduct for simply using their personal computer.

¹ The relevant portions of Ed 510.02 provide as follows:

(4) Committing any of the following acts to any minor, or any student or prior student up to 10 months after the student's graduation, departure, or departure in cases as specified in Ed 1102.01(f)(1), including, but not limited to:

- a. Abuse, including, but not limited to physical and emotional abuse;

- b. Cruelty or any act of endangerment;

- c. Any sexual act with or from any student; and

- d. Harassment as defined by state or federal law or regulations;

(5) Soliciting or encouraging participation in a romantic or sexual relationship, whether written, verbal, or physical, with a student the credential holder knows or should know is a student or prior student up to 10 months after the student's graduation, departure, or departure in cases as specified in Ed 1102.01(f)(1); and

(6) Soliciting a student, or a former student up to 10 months after the student's graduation, departure, or departure in cases as specified in Ed 1102.01(f)(1), to engage in any illegal activity.

Along these same lines, in an effort to avoid a potential violation of this specific provision of the Code of Ethics and Code of Conduct, educators should be cognizant to only use their work email address when communicating with students and should avoid using their personal email address. Educators should also only use media platforms which have been approved by their districts. Best practice would also dictate that educators keep communication with students through their personal cell phones to a minimum.

The Department of Education also suggests that educators establish set "office hours" in which they are available. These office hours should have a start time and a set time at which the educator will be done for the day and thereby not accessible for students. It could also be multiple blocks of time throughout the day. It is also highly recommended that these set "office hours" should only be during the weekdays. This will help to establish professional boundaries while also ensuring that educators are available to their students. Additionally, educators should be cognizant of engaging in individual communication or interaction with a student. Individual communication with any particular student should be limited. Rather, educators should strive to interact with their students in a group setting.

Some educators who teach younger children, have expressed an interest in reading their class a nightly, bedtime story. While this practice is perfectly acceptable, it is strongly suggested that this bedtime story time be integrated into the educator's set office hours and clearly communicated to the parents or guardians. Another suggestion would be to record the reading of the story and post it so that students can access it, but that it is not done live.

An additional pitfall for educators to be aware of during this time is the blending of an educator's professional role into their personal life. However, the Code of Ethics and Code of Conduct remains applicable even during "off hours" when an educator is "off-duty." During this time of remote instruction, a majority of educators are working from home where many educators might also have their own children. As such, it is easy for the lines between an individual's professional and personal life to comeingle. For example, an educator might post a video of him or herself having a glass of wine or venting their frustration about the pandemic. While this conduct is perhaps innocuous on its face, educators should be mindful that if this action occurs during school hours or during their set "office hours" as discussed above, or is unprofessional in nature, it could implicate their role as an educator and thereby could have adverse consequences on their credential.

This is a time of change, uncertainty, and innovation, and with some mindfulness about the continuing applicability of the Code of Ethics and Code of conduct, it can be a positive time for both students and educators.

August 24, 2020

EXECUTIVE SUMMARY

COACH STIPENDS

We have received the Interim Superintendent's questions regarding whether the fall coaching and band stipends will be reduced due to the shortened seasons.

While the number of games may be reduced due to the Covid-19 Pandemic, the expectations and requirements for coaching and coordinating the band activities have not changed. Coaches have been planning for the season, and completing their certification requirements throughout the summer. Additionally, some coaches have been working with student-athletes during the summer months as well.

As we move into the fall sports season, coaches are now additionally responsible for the daily screening of the student-athletes prior to all practices and games. Athletic Directors are currently creating a scheduling format, with the expectation that fall sports will begin on September 8th. Coaches are now preparing for tryouts, and accommodating specific screening procedures, all while instilling a fitness plan that allows for proper NHIAA heat acclimatization progression.

Coaches form long-term bonds with their student-athletes. They take their responsibilities very seriously, and serve as role models both on and off the fields, gyms, rinks, etc. There will continue to be many unknowns as we continue to navigate through this very difficult time and athletic schedules will fluctuate based on each school's situation. Our coaches put in a countless number of hours for athletic preparation in the evenings, at home, and on the weekends. Due to issues related to transportation, facilities, etc., there will be more games on the weekends and possibly at night, ensuring that coaches will be adding to their workload indefinitely.

We are very fortunate to have such committed individuals working with our young people. This is a time to acknowledge the efforts of those serving as role models for our student-athletes.

Prepared by Angelo Fantasia, Director of Athletics.

Timberlane Regional School District	Policy Code: KCD
Adopted: 10-16-08 Reaffirmed: 10-06-16 Revised: 04-19-18 Revised: 02-21-19	Page 1 of 2

PUBLIC GIFTS AND DONATIONS

Gifts from organizations, community groups and/or individuals, which will benefit the District, shall be encouraged. A gift shall be defined as money, real or personal property and personal services provided without consideration.

Individuals or groups contemplating presenting a gift to a school or the district shall be encouraged to discuss in advance with the Building Principal or the Superintendent or Superintendent's designee what gifts are appropriate and needed.

The Board reserves the right to refuse any gift that does not contribute to the achievement of the district's goals, or in which the ownership of the gift would tend to deplete the resources of the district. In determining whether a gift will be accepted, consideration shall be given to district policies, school district goals and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to basic principles outlined in the regulation that accompanies this policy.

The Superintendent or Superintendent's designee may accept gifts in the amount of \$500 or less. Gifts in excess of \$500 may only be accepted by the Board. Additionally, pursuant to RSA 198:20-b, gifts in the amount of \$5000 or more shall require the Board to hold a public hearing regarding any action to be taken with the gift. For gifts of less than \$5000, the Board will post notice of the gift in the agenda of the next regularly scheduled Board meeting and will include notice in the minutes of the meeting in which the gift is discussed. The acceptance of all gifts will be made in public session.

Any gift accepted shall become the property of the district, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the district. The Board shall be responsible for the maintenance of any gift it accepts.

At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the district. The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

It is the responsibility of the Superintendent or Superintendent's designee to process the appropriate forms to update inventory and to notify the donor of acceptance or rejection of a gift.

Voluntary contributions by District employees of supplies or other minor items of personal property to be used in classrooms or school programs with an aggregate value over the

<p>Timberlane Regional School District</p>	<p>Policy Code: KCD</p>
<p>Adopted: 10-16-08 Reaffirmed: 10-06-16 Revised: 04-19-18 Revised: 02-21-19</p>	<p>Page 2 of 2</p>

school year of less than \$250 are permitted without further approval or documentation. Receipt of voluntary contributions being made by District employees with a value of \$250 or more must be approved as required in this policy for gifts from individuals not employed by the District.

Active solicitation of gifts to be received by the District, including by any school, classroom, or program in the District, including soliciting gifts through online crowdfunding web sites must be approved in advance by the Superintendent or Superintendent’s designee where the value of the gift sought is less than \$500 and by the Board where the value of the gift sought is \$500 or greater.

Crowdfunding Disclaimer

Crowdfunding projects and fundraising campaigns by parents, teachers, and students that are implemented to raise money for classrooms, extracurricular activities, field trips, and other school-related purposes only may state their affiliation with the school district, but may not claim to represent or be raising funds on behalf of the school district without the prior approval of the Superintendent.

While the School Board fully supports any effort to give back to the school community and support our students, some of the crowdfunding webpages use the school districts’ name, logo, or mascot to, among other things, get users to make private donations. Without approval of the Superintendent, these projects and campaigns are not affiliated with and have not been approved or sanctioned by the school district.

The purpose of this policy is to protect the use of the school district’s name and logo and to ensure that such fundraising and related crowdfunding projects are consistent with the school district’s interests and mission and are created in compliance with the law. To that end, the school district hereby expressly disclaims any responsibility or liability for any financial or other loss associated with any fundraising or crowdfunding project or webpage.

August 28, 2020

Executive Summary

Access Sports Medicine Contract Update

Access Sports Medicine provides Athletic Trainer Services to the District to support our Athletics program. The District enters into a new agreement on an annual basis for said services. For as many years as I can recall, I don't believe we've ever seen an increase in our contract price.

A question was raised for this year in the current COVID-19 environment - what happens if for some reason, we have to cancel an athletic season and don't need Athletic Trainer Services?

A COVID-19 provision has been included which gives the District flexibility that in the event we know we are cancelling a season, Access will allow the District to give notice to Access of our cancellation of said season at least 15 days before the payment due date for that season. Those dates are November 15, 2020 for the Winter Season and March 15, 2021 for the Spring Season.

Said provision is the last paragraph in the attached agreement and is captioned "Contract Proposal 2020-2021" and is in **bold** to make it easier to review.

An example of how this would work is as follows (this is strictly an example for purposes of demonstration): If a situation came up where we know we are cancelling the Winter Season, as long as we provide notice by November 15, 2020, Access will waive the Winter Season. If we are having a Spring Season, we can still utilize their services for the Spring Season.

If the contract, including the COVID-19 provisions, is acceptable to the Board, kindly make a motion to which accepts the terms of the Access Sports Medicine agreement for the 2020-21 School Year as attached to the Business Administrator's August 28th Executive Summary.

Respectfully Submitted By:

Geoffrey Dowd, CFO/Business Administrator
Angelo Fantasia, Athletics Director



ATHLETIC TRAINING SERVICES CONTRACT

TIMBERLANE REGIONAL SCHOOL DISTRICT 2020-2021

Date: **8/24/2020**

Athletic Trainers: Ryan Durant, NHLATC & NHLATC

Athletic Director: Angelo Fantasia
Superintendent of Schools: Dr. Brian Cochrane

Business Administrator: Mr. Geoffrey Dowd

1.0 INTRODUCTION

- A. Access Sports Medicine agrees to provide comprehensive athletic training services to the Timberlane Regional School District.

2.0 CONTRACT PERIOD

- A. One year term including the 2020-2021 school year.

3.0 PROPOSED SERVICES:

- A. Access will provide a NATA Board Certified and NH licensed Athletic Trainer to Timberlane Regional High School and a second NATA Board Certified and NH licensed Athletic Trainer to Timberlane Regional Middle School. The High School Athletic Trainer will provide training room, practice and game coverage for a minimum of twenty (20) hours per week in the fall, twenty (20) hours per week in winter and twenty (20) hours per week in the spring. Monday through Friday on regular school days unless there is a scheduled game. Home game coverage will be provided pursuant to the season schedule(s). Away game coverage is limited to only varsity football. The hours of coverage will be determined by the Athletic Director of the High School and Access Sports Medicine; and will vary according to the High School's needs and the Access Athletic Trainer's availability during a given season. Coverage resulting from any changes to the agreed upon schedules will be contingent upon availability of Access Sports Medicine to provide it.
- B. The Middle School Athletic Trainer will provide training room practice and game coverage for a total of twelve and a half (12.5) hours per week in the fall, twelve and a half (12.5) hours per week in the winter and twelve and a half hours (12.5) per week in the spring. Monday through Friday on regular school days unless there is a scheduled game. Home game coverage will be provided pursuant to the season schedule(s). The hours of coverage will be determined by the Athletic Director of the Middle School and Access Sports Medicine; and will vary according to the Middle School's needs and the Access Athletic Trainer's availability during a given season. Coverage resulting from any changes to the agreed upon schedules will be contingent upon availability of Access Sports Medicine to provide it.
- C. Access uses the following definition of a certified athletic trainer: an allied health professional that has successfully completed the college/university undergraduate degree; fulfilled the certification of the NATA; has passed the NATA certification examination administered by the NATA Board of Certification. The six domains of Athletic Training as defined by the NATA-BOC are:
 1. Prevention of athletic injuries.



2. Recognition and evaluation of athletic injuries.
 3. Management, treatment and disposition of athletic injuries.
 4. Rehabilitation of athletic injuries.
 5. Organization and administration of the athletic training programs.
 6. Education and counseling of athletes and coaches.
- D. In conjunction with the Athletic Director, the Athletic Trainer will supervise the organization and management of the athletic training room.
- E. Accurate records will be kept by the Athletic Trainer on all athletes referred to, evaluated, or treated by the Athletic Trainer. Records will be kept in the athletic director's office or in the school nurse's office, on a strictly confidential basis.
- F. When indicated, the Athletic Trainer will refer the athlete to the appropriate health care professional only after consultation with and prior approval from the parents or guardian.
- G. The parents/guardians, appropriate coaches, Athletic Trainer, Athletic Director and School Nurse will be notified of all athlete injuries and any findings affecting the athlete's status.
- H. Any athlete referred to Access Sports Medicine & Orthopaedics by the Athletic Trainer will be given an appointment within 24 hours at the Access Plaistow location (2.5 miles from both middle school and high school) Monday - Friday, or will have the option to go to the Access Walk-In Injury Clinic in Exeter, NH (16.5 miles away). Access Walk-In Injury Clinic is open Monday through Saturday at One Hampton Rd in Exeter. Access Sports Medicine has office locations in Plaistow, Exeter, Raymond, Rochester, Portsmouth, and Dover.

Contracted Insurances /Health Plans

- a. Access Plaistow location **contracted insurances** include: Aetna, Anthem/Blue Cross Blue Shield, Blue Choice, HMO Blue NE, MT Blue, Mass, Federal Champ VA Cigna (including Cigna Tufts PPO Carelink and Great West), First Health, HCVM, and Harvard Pilgrim Health Plan ****Stride Rite HMO Okay**** ****Evaluate Health HMO only for PT and OT****
Health Plans include: Maine Community Health, Medicare, Minuteman Health PPO (uses First Health network) NH Medicaid ****NOT NH HEALTHY FAMILIES OR MERIDIAN**** Oxford Secure Horizons PPO, TUFTS HMO (needs cross-border referral from PCP) ,Tufts PPO, United Health Care and United Health Care/Harvard Pilgrim United Health Care, Medicare Solutions PPO (MEDICARE REPLACEMENT) ,Veterans Choice
- b. Access Exeter location **contracted insurances** include: Aetna, Anthem/Blue Cross Blue Shield, Blue Choice, HMO Blue NE, MT Blue, Mass, Federal Champ VA Cigna (including Cigna Tufts PPO Carelink and Great West), First Health, HCVM, and Harvard Pilgrim Health Plan ****Stride Rite HMO Okay**** ****Evaluate Health HMO only for PT and OT****
Health Plans include: Maine Community Health, Medicare, Minuteman Health PPO (uses First Health network) NH Medicaid ****NOT NH HEALTHY FAMILIES OR MERIDIAN**** Oxford Secure Horizons PPO, TUFTS HMO (needs cross-border referral from PCP) ,Tufts PPO, United



Health Care and United Health Care/Harvard Pilgrim United Health Care, Medicare Solutions PPO (MEDICARE REPLACEMENT) ,Veterans Choice

- c. Access Raymond location **contracted insurances** include: Aetna, Anthem/Blue Cross Blue Shield, Blue Choice, HMO Blue NE, MT Blue, Mass, Federal Champ VA Cigna (including Cigna Tufts PPO Carelink and Great West), First Health, HCVM, and Harvard Pilgrim Health Plan ****Stride Rite HMO Okay**** ****Evaluate Health HMO only for PT and OT****

Health Plans include: Maine Community Health, Medicare, Minuteman Health PPO (uses First Health network) NH Medicaid ****NOT NH HEALTHY FAMILIES OR MERIDIAN**** Oxford Secure Horizons PPO, TUFTS HMO (needs cross-border referral from PCP) ,Tufts PPO, United Health Care and United Health Care/Harvard Pilgrim United Health Care, Medicare Solutions PPO (MEDICARE REPLACEMENT) ,Veterans Choice

- d. Access Rochester location **contracted insurances** include: Aetna, Anthem/Blue Cross Blue Shield, Blue Choice, HMO Blue NE, MT Blue, Mass, Federal Champ VA Cigna (including Cigna Tufts PPO Carelink and Great West), First Health, HCVM, and Harvard Pilgrim Health Plan ****Stride Rite HMO Okay**** ****Evaluate Health HMO only for PT and OT****

Health Plans include: Maine Community Health, Medicare, Minuteman Health PPO (uses First Health network) NH Medicaid ****NOT NH HEALTHY FAMILIES OR MERIDIAN**** Oxford Secure Horizons PPO, TUFTS HMO (needs cross-border referral from PCP) ,Tufts PPO, United Health Care and United Health Care/Harvard Pilgrim United Health Care, Medicare Solutions PPO (MEDICARE REPLACEMENT) ,Veterans Choice

- e. Access Portsmouth location **contracted insurances** include: Aetna, Anthem/Blue Cross Blue Shield, Blue Choice, HMO Blue NE, MT Blue, Mass, Federal Champ VA Cigna (including Cigna Tufts PPO Carelink and Great West), First Health, HCVM, and Harvard Pilgrim Health Plan ****Stride Rite HMO Okay**** ****Evaluate Health HMO only for PT and OT****

Health Plans include: Maine Community Health, Medicare, Minuteman Health PPO (uses First Health network) NH Medicaid ****NOT NH HEALTHY FAMILIES OR MERIDIAN**** Oxford Secure Horizons PPO, TUFTS HMO (needs cross-border referral from PCP) ,Tufts PPO, United Health Care and United Health Care/Harvard Pilgrim United Health Care, Medicare Solutions PPO (MEDICARE REPLACEMENT) ,Veterans Choice

- f. Access Dover location **contracted insurances** include: Aetna, Anthem/Blue Cross Blue Shield, Blue Choice, HMO Blue NE, MT Blue, Mass, Federal Champ VA Cigna (including Cigna Tufts PPO Carelink and Great West), First Health, HCVM, and Harvard Pilgrim Health Plan ****Stride Rite HMO Okay**** ****Evaluate Health HMO only for PT and OT****

Health Plans include: Maine Community Health, Medicare, Minuteman Health PPO (uses First Health network) NH Medicaid ****NOT NH HEALTHY FAMILIES OR MERIDIAN**** Oxford Secure Horizons PPO, TUFTS HMO (needs cross-border referral from PCP) ,Tufts PPO, United Health Care and United Health Care/Harvard Pilgrim United Health Care, Medicare Solutions PPO (MEDICARE REPLACEMENT) ,Veterans Choice

****Disclaimer: All contracted insurances/health plans are subject to change.***



- I. The Athletic Trainer will remain as consistent and visible as possible to facilitate an effective working relationship with the Athletic Director, coaches and athletes at the school. The Athletic Trainer will be at the competition site during specified game coverage. Priority coverage of simultaneous athletic events will be determined per agreement of the Athletic Director and Athletic Trainer.
- J. During practice sessions, the Athletic Trainer will coordinate athletic training duties out of the training room at the start of each day and then will proceed to the practice areas.
- K. In the event that the Athletic Trainer is unable to cover the contract because of sickness or any other reason, Access may substitute an equally qualified Athletic Trainer and/or other clinical staff who will provide services within their scope of practice, so long as staff is available.
- L. In the event of an injury sustained by an opposing team player, the Athletic Trainer will provide immediate first aid injury assessment/care, and if necessary, the Athletic Trainer will follow up with a call to the opposing team player's school.
- M. The Athletic Trainer will be available upon request to provide educational programs throughout the school year. Programs could include, but are not limited to, information provided to coaches, parents, and health classes on prevention and care of athletic injuries, nutrition, or general first aid and concussions for athletes.
- N. Subject to availability a Physician will be present at all pre-season meetings with athletes, coaches, and parents to discuss injury prevention, proper training techniques or other topics suggested by the coaches and/or Athletic Director.
- O. Athletic Trainer will implement, if so desired by the school, a Student Athletic Trainer Program.
- P. The Athletic Trainer will be evaluated by the Athletic Director at the conclusion of each year. The evaluation will be confidential and will be provided in writing to the Access Athletic Training Director. If at any time during the Terms of this Agreement, the School has any concerns with
- Q. respect to the Athletic Trainer's performance, the School shall immediately contact the Access Athletic Training Director.

4.0 MEDICAL PROGRAMS PROVIDED BY ACCESS SPORTS MEDICINE:

- A. The Athletic Trainer will provide additional injury evaluation assessment to School athletes within the scope of the cost of proposal.



- B. Access Sports Medicine & Orthopaedics will have the right to publicize that they provide athletic training services to the Timberlane Regional School District. Any onsite promotions shall occur only with the prior approval of the Athletic Director.
- C. As employees of Access Sports Medicine & Orthopaedics, Athletic Trainers will wear apparel including but not limited to shirts, jackets, hats, and pants featuring the Access logo at all times while providing athletic training services either at the School or when traveling with teams.
- D. Coverage for rescheduled makeup events if given at least 48 hours notice of the change. With less than 48 hours notice, Access Sports Medicine will make every attempt to provide coverage but cannot guarantee it.
- E. Access Sports Medicine & Orthopaedics will provide comprehensive concussion management services to student athletes of the Timberlane School District.
 - a. The Athletic Trainer will provide ImpACT baseline testing to all participant athletes (ages 11 and older). Baseline testing will be administered and tracked by the Athletic Trainer. Athletes will be eligible for a repeat baseline once every two (2) school years.

ImpACT is a research-based 20 minute computer test developed to help medical professionals determine an athlete's readiness to return to play. ImpACT is recognized as one tool in a concussion management protocol. *It should be understood that ImpACT alone will not be used for medical clearance and determining return to play.*
 - b. Access will provide verification of ImpACT Baseline Testing by a Credentialed ImpACT Consultant (CIC) Physician and identification of any flagged or abnormal tests. Tests may be sent for review by a neuropsychologist if deemed necessary by CIC Physician.
 - c. Post-Injury Concussion Management will be available to Timberlane School District athletes using the comprehensive and customized Access Sports Medicine Protocol. Methodology used in protocol includes but is not limited to:
 - i. Preseason ImpACT baseline testing
 - ii. Post-Injury ImpACT testing and interpretation by a Credentialed ImpACT Consultant
 - iii. Patient-specific work and school accommodation evaluation
 - iv. Vestibular Rehabilitation
 - v. Sub-symptom threshold exercise training
 - vi. Zurich Guideline Return to Play Protocol
 - vii. Post-Concussion Syndrome treatment
 - viii. Omega-3 Fatty Acid Supplementation

**ImpACT Baseline Test administration and verification is included in the Athletic Training Services Contract. Initial post-injury identification, evaluation, and post injury management by the athletic trainer is included in the Athletic Training Services Contract. Because all post concussion athletes now require Physician and Parental clearance for return to sport (NH Concussion Law RSA 200:50) and have the option to receive post-concussion care by a physician of their choice, the billing for those same Physician services will be the responsibility of the injured athlete and are not included in the services to*



be rendered under this Contract. Any services provided onsite at the school by an Access Sports Medicine Physician or Athletic Trainer are included under this contract and not billed separately to the school or the athlete.

- F. Included in this proposal, Access will provide Physician coverage (when available) for all home football games.
- G. Access will also provide injury clinics in the athletic training room at Timberlane Regional High School, as a part of the cost proposal, to be scheduled and coordinated by the ATC.
- R. Access will provide all student athletes the opportunity to receive a sports pre-participation physical at any one of our designated sports physical nights scheduled each July or August prior to pre-season training for Fall Sports, which shall be in the scope of the cost proposal.
- S. Access will provide optional EKG testing once a year free of charge for all interested student athletes.
- T. For an additional charge to participating athletes, Access will provide a 4-6 week speed and agility clinic each summer at Timberlane Regional High School. Access Sports Medicine sees a dramatic decrease in injuries in the athletes that participate in strength and conditioning programs. Athletes will have the opportunity to participate in the clinic at a significant discount to regular rates.

5.0 SERVICES PROVIDED BY THE TIMBERLANE REGIONAL SCHOOL DISTRICT:

- A. The Schools will provide the appropriate space, equipment, equipment maintenance and supplies necessary to conduct operations safely and adequately as determined by the Athletic Director and Athletic Trainer.
- B. Double Coverage: An additional trainer will be provided for the dates that need double coverage only if those dates are negotiated at the beginning of the school year with the Access Athletic Training Director. Also, Access cannot guarantee double coverage for games that are moved to an off-site location, but will make the best effort to find a second Athletic Trainer with proper notification by the Athletic Director. There is no additional charge for double coverage.
- C. Support and assistance to the Athletic Trainer in coordinating medical treatment for injured athletes.
- D. Materials and supplies as determined by the Athletic Trainer.
- E. The Athletic Director will provide event schedule coverage request to Access Sports Medicine in writing at least four weeks prior to the first coverage of each season.



- F. The School understands and agrees that the Athletic Trainer will have final say over whether an injured athlete may resume competition in a practice or game situation, if a physician who is under contract with or acting on behalf of the School is not present.
- G. All injuries will be screened by the Athletic Trainer. If the Athletic Trainer is not present the coach must notify the Athletic Trainer regarding any injuries within 24 hours or as soon as possible.
- H. The School agrees to notify the Athletic Trainer of all schedule changes at least 48 hours prior to the event whenever possible.
- I. Immediate notice of event cancellation.
- J. The School shall obtain the Authorization for Sports Medicine Services and Consent to Treatment for each student participating on any sports team or who otherwise uses the services of the Athletic Trainer. The School shall use the form attached hereto as Exhibit A and incorporated herein by reference. Copies of such Authorization Forms shall be placed in the student's record located in the School Nurse's office, Athletic Director's office or the athletic training room.
- K. The School understands and agrees that the Athletic Trainer is supervised by clinical staff at Access Sports Medicine & Orthopaedics and that the Athletic Trainer will discuss confidential information, as appropriate, with his or her supervisor for treatment or operational purposes as authorized by law and consistent with Exhibit A.
- L. The School will support the efforts of ImPACT Testing and concussion awareness and education, by agreeing to participate, allowing education of parents, coaches and athletes, as well as supplying a computer lab of PCs or MACs in order to coordinate supervised baseline testing. All computers must have an external mouse. Installing the ImPACT local install option on all School computers used for testing is preferred. School computers should have and Macromedia Flash Player 10.1 or newer and a broadband internet connection. (Explorer 6.0 and above or FireFox 1.5 or above or Safari for the MAC running OSX 10.2or above). All other tech requirements will be supplied to the School for preparation prior to testing.
- M. The School shall obtain the ImPACT Permission Slip for each student athlete who is being tested with the ImPACT test. The School shall use the form attached Hereto as Exhibit B and incorporated herein by reference. Copies of such ImPACT Permission Slip shall be placed in the student's record located in the Athletic Directors office.
- N. The school shall support the efforts of using CSMi Sports Ware Online Injury Tracking by supplying a computer or tablet in the Athletic Training room with internet connection in order to successfully access the program.
- O. At the School's option, an acceptable location for Access Sports Medicine's banner or sign to be displayed at all home athletic events.
- P. If made available by the school, game PA announcements and event program advertisements recognizing Access Sports Medicine as the provider of Timberlane Regional School District athletic training services at all home events.



6.0 EXPERIENCE

- A. Access Sports Medicine & Orthopaedics currently provides comprehensive Athletic Training Services for Exeter High School in Exeter, NH, Winnacunnet High School in Hampton, NH, and Portsmouth High School in Portsmouth, NH., Epping High/Middle School in Epping, NH. Access Sports Medicine & Orthopaedics provides part-time or per diem trainer coverage for, Raymond High School in Raymond, NH, Newmarket High School in Newmarket, NH, and Portsmouth Christian Academy in Dover, NH. Access provides physician coverage and athletic training room visits for Phillips Exeter Academy in Exeter, NH.

All Athletic Training Services rendered by Access Sports Medicine & Orthopaedics are overseen by Sports Medicine Physicians and the Director of Athletic Training. Athletic Trainers employed by Access maintain regular contact with staff physicians, all athletic trainers meet quarterly to share ideas and ways to improve the programs or troubleshoot concerns at participating schools.

7.0 PROFESSIONAL REFERENCES:

- A. Bill Ball – Athletic Director – Exeter High School, Exeter, NH
bball@sau16.org – (603)775-8406
a. Access provides comprehensive Athletic Training Services for Exeter High School.
- B. Carol Dozibrin – Athletic Director – Winnacunnet High School, Hampton, NH
cdozibrin@winnacunnet.org – (603) 926-3395
a. Access provides comprehensive Athletic Training Services for Winnacunnet High School.
- C. Rus Wilson – Athletic Director – Portsmouth High School, Portsmouth, NH
rwilson@portsmouth.k12.nh.us – (603) 436-7100
a. Access provides comprehensive Athletic Training Services for Portsmouth High School.
- D. Gordon Coole – Head Athletic Trainer – Phillips Exeter Academy, Exeter, NH
gcoole@exeter.edu – (603) 777-3491
a. Access provides physician medical coverage and training room visits for Phillips Exeter Academy athletics.
- E. Davinney Brazeau – Athletic Director – Raymond High School, Raymond, NH
d.brazeau@sau33.com – (603) 895-6616
a. Access provides per diem game coverage and athletic training room visits at Raymond High School. Access provides ImPACT baseline testing administration.
- F. Larry Averill – Athletic Director – Epping High School, Epping, NH
averill@sau14.org – (603) 679-5472
a. Access provides per diem game coverage and athletic training room visits at Epping High School. Access provides ImPACT baseline testing administration.
- G. Jamie Hayes – Athletic Director – Newmarket Junior/Senior High School, Newmarket, NH
jhayes@newmarket.k12.nh.us – (603) 292-7962
a. Access provides per diem game coverage and athletic training room visits at Newmarket Junior Senior High School. Access provides ImPACT baseline testing administration.



8.0 INSURANCE:

- A. Access agrees to maintain current professional liability insurance for a minimum of \$1,000,000/\$3,000,000. Access will make available proof of insurance to the Athletic Director.
- B. Both the Timberlane Regional School District and Access Sports Medicine & Orthopaedics will agree to indemnify and hold each other harmless from and against all claims, demands, cost, expense, and losses caused by the negligence of the other party.

9.0 COST PROPOSAL

- A. The Timberlane Regional School District agrees to pay Access Sports Medicine a flat rate of \$29,320 for the 2020-2021 school year for all of the services listed within above contract. This includes the requested Athletic Training services for both Timberlane Regional High School and Timberlane Regional Middle School. Any services offered by Access Sports Medicine & Orthopaedics that are not included in this flat rate have been clearly identified within the proposal.

10.0 PAYMENT SCHEDULE

- A. \$9,773.34 for the fall season will be due no later than July 30, 2020.
- B. \$9,773.33 for the winter season will be due no later than November 30, 2020.
- C. \$9,773.33 for the spring season will be due no later than March 30, 2021.
- D. Payments are to be paid to the order of Access Sports Medicine and sent directly to:
 - Access Sports Medicine
 - Attn: Mary Lovely
 - 1 Hampton Road
 - Exeter, NH 03833

10.0 BACKGROUND CHECKS

Athletic Trainer serving the school shall pass a satisfactory criminal background reference. In accordance with N.H. R.S.A. 189:13-a, any Athletic Trainer serving the school shall, through the administrative offices of the School (SAU #55), submit a criminal history records release form to the New Hampshire state police which shall conduct a criminal history records check through its records and through the Federal Bureau of Investigation. The School and SAU #55 shall maintain the confidentiality of all criminal history records information received and shall destroy said records in compliance with N.H. R.S.A. 189:13-a. Access Sports Medicine & Orthopaedics is responsible for background check fees.



11.0 CONTACTS

A. All questions and inquiries regarding this proposal should be directed to:

Craig Duchesne, LATC
Director of Athletic Training Services
(603)775-7575
cduchesne@accesssportsmed.com

Thank you for your consideration.

Contract Proposal 2020-2021:

The parties agree to adopt this proposal and to activate athletic training services for the 2020-2021 academic years, consistent with the finalized event schedule. This agreement may be terminated at the conclusion of the 2020-2021 academic year with four weeks written notice given by either party or by mutual agreement at any time. In addition, this agreement may be terminated by Timberlane Regional School District no less than 15 days prior to the payment due date for a particular sports season if a sports season is cancelled as a result of a directive or guidance from a federal, state or local governmental agency or body relating to COVID-19. In the event of a termination as provided in the preceding sentence, neither party shall have any further obligation to the other under this agreement for any then remaining portion of the 2020-2021 academic year. Contract renewal for subsequent years will require re-negotiation.

Timberlane Regional School District
Superintendent of Schools

Date

Access Sports Medicine Administrator

Date

Timberlane Regional School District	Policy Code: JH
Adopted: 07-99 Revised: 01-08-09 Revised: 09-02-10 Revised: 01-09-14 Revised:	Page 1 of 2

STUDENT ABSENCES AND EXCUSES

Students between the ages stated in RSA 193:1 are required to maintain regular and punctual patterns of attendance. Each building principal is responsible for overseeing attendance procedures and for ensuring that:

1. Attendance is accurately checked, recorded, and reported to the school office each day for each class.
2. All student absences are recorded.
3. All permanent records of student attendance are maintained at either the school district or SAU central office.
4. Students experiencing multiple absences will be referred to the appropriate school team and the Dean of Attendance for resolution.

An unauthorized absence (as defined in RSA 189:35-a) is considered truancy and will be treated as such. Truant students may be subject to school disciplinary measures in line with applicable Board policies and school procedures.

Students identified as being truant will be contacted by either a school official or truant officer and brought to school. The school administration will send a letter to parents/guardian of the truant student. If the truancy problem continues, the school administrator will send by registered mail, a letter to the parents of the truant student, indicating the nature and seriousness of the problem and enclose a copy of RSA 193:1. Procedures that strictly enforce this policy are found in each school's parent/student handbook.

Parents are required to notify the school either by note the day before or by phone on the morning of the absence. Absences of more than five (5) consecutive days require a note from a licensed medical professional. If a child is absent or dismissed for illness, he/she may not attend a school function and the day/evening of the absence/dismissal.

If a day of instruction has been called per the Superintendent as part of the Online Learning/Blizzard Bag option, and a student fails to complete the work, the student will be marked as absent for that day.

Attendance Criteria and Procedures for Students Engaged in Remote Learning

Attendance must be taken during remote learning, whether it involves individual school days such as "Blizzard Bags Days" or for a sustained period of time through the use of technology (remote learning).

Timberlane Regional School District	Policy Code: JH
Adopted: 07-99 Revised: 01-08-09 Revised: 09-02-10 Revised: 01-09-14 Revised:	Page 2 of 2

Being Present in the classroom environment is typically defined as being physically present, regardless of the level of engagement in the learning or the actual amount learned. Similarly, teachers will determine daily attendance to the best of their ability based on the following criteria:

- Attendance in synchronous instructional lessons;
- Viewing asynchronous course-related content;
- Work attempted (time and effort);
- Work completed; and
- All other tasks as assigned by the teacher.

If a student completes all the work assigned for the day s/he should be marked Present for the full day even if it takes the student less time than other students. Conversely, a student who puts in significant time and effort, but who may not complete as much work should also be marked Present for the full day.

Legal References:

- RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil*
- RSA 193:7 Penalty*
- RSA 193:8 Notice Requirements*
- RSA 193:16 Bylaws of Nonattendance*
- RSA 189:35-a Truancy Defined*
- NH Code of Administrative Rules, Section ED 306.04(a)(1) Attendance and Absenteeism*
- NH Code of Administrative Rules, Section ED 306.04(c) Policy Relative to Attendance and Absenteeism*