

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, AUGUST 6, 2020

Summer 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 noon Thursday, August 6th. 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 3:00pm Thursday 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. **8:00PM** Presentation of School Re-Opening Plan – INFORMATIONAL (45)
Presentation of plan only. The board will hold a public forum to solicit public input and pose questions about the plan on August 11th. The board will then take action on the re-opening of schools on August 13th after they have had opportunity to hear from district stakeholders.
- b. **8:45PM** COVID-Related Projected Costs – ACTION (15 minutes)
- c. **9:00PM** End of Year Financials – INFORMATIONAL (10 minutes)
- d. **9:10PM** Fund Balance Retention – ACTION (10 minutes)
- e. **9:20PM** Grant Update – INFORMATIONAL (10 minutes)
8. **9:30PM** Administrator’s Report
9. **9:35PM** Personnel Report
10. **9:40PM** Committee Reports/Reports of the School Board
11. Correspondence Folder
12. Vendor and Payroll Registers
13. **9:50PM** Other Business
14. Nonpublic (if needed)
15. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
August 11	Public Forum on Re-Opening of School	Zoom	7:00PM
August 13	Board Vote on Re-Opening of School	Zoom	7:00PM
August 20	Regular Board Meeting	SAU	7:00PM
September 3	Regular Board Meeting	SAU	7:00PM
September 17	Regular Board Meeting	SAU	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 August 6, 2020 School Board Meeting

1-3. OPEN MEETING – self-explanatory.

4. APPROVAL OF MINUTES (One set – July 23rd)

5. STUDENT REP

6. DELEGATES AND INDIVIDUALS – Dr. Farah to open the meeting for up to 20 delegates or individuals to speak on district matters.

7. CURRENT BUSINESS

a. Presentation of Re-Opening Plan – INFORMATIONAL

Sandy Allaire and team to present re-opening plan and field questions from board members. The board will hold a Q and A public forum on August 11th for members of the public and then the board will meet on August 13th to take action on the plan.

b. COVID Related Projected Costs – ACTION

Geoff Dowd to provide projected costs associated with COVID. The board to consider allocating funds towards those expenses.

c. End of Year Financials – INFORMATIONAL

Geoff Dowd to present end of year financials.

d. Fund Balance Retention Fund – ACTION

After the board reviews end of year budget information, they will take action on designating surplus to the fund balance retention fund. This action will be used to finalize the MS-25 and DOE-25 that will be filed by the Business Administrator.

e. Grant Update – INFORMATIONAL

As requested at the last meeting, Geoff Dowd will provide an update on grants applications.

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.

15. FUTURE DATES – As indicated.

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.*

August 11, 2020	
Public Forum on School Re-Opening Plan	<i>Solicit public input</i>

August 13, 2020	
Re-Opening Plan	<i>Board action</i>

August 20, 2020	
Ratify Summer Hiring	
Opening of School – Preparation Update	
PAC Schedule	<i>TBD</i>
Treasurer’s Report	
Staffing: Second School Board Meeting in August:	<i>The administration to present recommendations to the School Board for approval on the number of teachers and classrooms needed for September based on policy IIB.</i>
Suspension Authorization	
Athletic Trainer Contract	
Policy JIA	

September 3, 2020	
NHSBA Resolutions	
Opening of School Report	

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	

Timberlane Regional School District
 FY 2019-20 Year End Summary ***Preliminary***
 August 6, 2020

<u>Fund</u>	<u>Description</u>	<u>Revenue</u>	<u>Expenditure</u>
100	General Fund	67,402,096	68,550,337
210	Food Service	1,195,454	1,197,629
220	Grants	1,479,648	1,479,648
500	Performing Arts	34,905	34,905
		<u>70,112,103</u>	<u>71,262,519</u>
	Beginning Fund Balance:		3,284,921
	Revenues:		70,112,103
	Less Expenditures:		(71,262,519)
	Add 2018-19 Encumbrances:		565,900
	Subtract 2019-20 Encumbrances:		(758,499)
	Fund Balance (Spendable)		<u>1,941,907</u>
	2019-20 Fund Balance Retention		500,000 <i>(this will be released unless renewed)</i>
	Unencumbered Fund Balance		<u>2,441,907</u> <i>available for 19-20 Fund Balance Retention</i>

Fund Balance Retained:

RSA 198:4-b II. Notwithstanding any other provision of law, a school district by a vote of the legislative body may authorize, indefinitely until specific rescission, the school district to retain year-end unassigned general funds in an amount not to exceed, in any fiscal year, 2.5 percent of the current fiscal year's net assessment pursuant to RSA 198:5, for the purpose of having funds on hand to use as a revenue source for emergency expenditures and overexpenditures under RSA 32:11, or to be used as a revenue source to reduce the tax rate.

2019-20 Local Tax Assessment:	46,912,317
	<u>2.50%</u>
Fund Balance Retention Max:	1,172,808