

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, JULY 23, 2020

Summer Business Meeting – 7:00pm

Dr. Kimberly Farah, Chair

Kristin Savage, Vice Chair

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.)

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
7. Current Business
 - a. **7:10PM** Opening of School Planning (COVID) – INFORMATIONAL/ACTION (30)
 - b. **7:40PM** Facilities Update – INFORMATIONAL (15 minutes)
 - c. **7:55PM** Special Education Staffing Needs – ACTION (10 minutes)
 - d. **8:05PM** Consultant Hiring – ACTION (10 minutes)
 - e. **8:15PM** Pollard School Facilities Use Request – ACTION (5 minutes)
 - f. **8:20PM** Food Service Fund Transfer – ACTION (5 minutes)
 - g. **8:25PM** Audit Update – ACTION (5 minutes)
 - h. **8:30PM** End of Year Financials – ACTION (10 minutes)
8. **8:40PM** 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
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 July 23, 2020 School Board Meeting

1-3. OPEN MEETING – *self-explanatory.*

4. APPROVAL OF MINUTES (*One set – June 16th*)

5-6. STUDENT REP AND DELEGATES AND INDIVIDUALS

7. CURRENT BUSINESS

a. Opening of School Planning (COVID) – INFORMATIONAL/ACTION

Sandy Allaire and team to provide an update on opening of school planning. Dr. Farah to discuss possibly holding some sort of public forum to solicit feedback from the public.

b. Facilities Update – INFORMATIONAL

Gary Paradis to present update on the PAC wall, summer projects and opening of school cleaning and sanitizing plans.

c. Special Education Staffing Needs – ACTION

Susan Rasicot to present staffing needs for SPED administrative positions that need to be filled for the 2020-21 school year.

d. Consultant Hiring – ACTION

Board members to discuss and take action on hiring a consultant.

e. Pollard School Facilities Use Request – ACTION

Board members to discuss and act on allowing the Town of Plaistow to use Pollard School for the Presidential Elections. This is normally an administrator action item; however, with COVID and unconfirmed status for the opening of buildings, board input is needed.

f. Food Service Transfer – ACTION

Geoff Dowd to present a food service budget transfer for board consideration.

g. Audit Update – INFORMATION

Geoff Dowd to provide audit update.

h. End of Year Financials – INFORMATIONAL

Mr. Dowd to provide an update on the end of year financials.

8. ADMINISTRATOR'S REPORT

Sandy Allaire to present.

9. PERSONNEL REPORT

Sandy Allaire to provide a list of proposed new hires for consideration once an interim superintendent is hired to offer the official nominations as required by law. The plan is to ascertain the interim superintendent's nomination on Friday and email the official personnel report to the board via pandadoc. This would expedite the hiring process so that candidates can be secured as soon as possible. The appropriate motion for accepting this list is, "to tentatively accept the tentative list of new teachers, pending formal recommendation by the superintendent and election at its next meeting or by way of the summer hiring process."

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 – *Scheduled nonpublic per Dr. Farah. A separate meeting link will be forwarded to board members during the meeting.*

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.*

July TBD, 2020	
Policy JIA	

August 20, 2020	
Ratify Summer Hiring	
Opening of School - Preparation	
Year End Budget/Fund Balance Retention	<i>Action on designating surplus to the fund balance retention fund. This action will be used to finalize the MS-25 and DOE-25.</i>
PAC Schedule	
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	

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



PLAISTOW, ATKINSON, DANVILLE, and SANDOWN, NEW HAMPSHIRE

TLC AT SANDOWN
CENTRAL



PLAISTOW, ATKINSON, DANVILLE, and SANDOWN, NEW HAMPSHIRE

ATKINSON ACADEMY
ATKINSON, NEW HAMPSHIRE



Opening of
School
2020-2021
Planning
Update

DANVILLE SCHOOL
DANVILLE, NEW HAMPSHIRE



POLLARD SCHOOL
PLAISTOW, NEW HAMPSHIRE



SANDOWN NORTH
SANDOWN, NEW HAMPSHIRE



TIMBERLANE REGIONAL
MIDDLE SCHOOL



PLAISTOW, ATKINSON, DANVILLE, and SANDOWN, NEW HAMPSHIRE

TIMBERLANE REGIONAL HIGH SCHOOL



PLAISTOW, ATKINSON, DANVILLE, and SANDOWN, NEW HAMPSHIRE

TIMBERLANE REGIONAL SCHOOL DISTRICT



PLAISTOW, ATKINSON, DANVILLE, and SANDOWN, NEW HAMPSHIRE

Our 2020-2021 Opening Plan Goal:

To ensure robust learning in all courses and content, through effective instructional practices that are reflective of the delivery model at the time, while personalizing instruction to meet the needs of all students in the Timberlane Regional School District.

TIMBERLANE REGIONAL SCHOOL DISTRICT



PLAISTOW, ATKINSON, DANVILLE, and SANDOWN, NEW HAMPSHIRE

Planning for the 2020-2021 reopening has been intentionally conservative in order to prioritize the safety and well-being of all students and staff.

- Our top priority for all involved is to ensure the health and safety of our students, staff, and families through adherence to the [CDC guidelines](#).
- We recognize that each family has their own perspectives on what the best decision is and it will be very difficult to create a plan that satisfies all members of our community.
- We very much value the benefits of in-person learning for our students.
- We recognize that some of our students and staff return home to family with underlying conditions that increase the risk associated with contracting COVID-19.
- It is essential that we take into account the perspectives of our community stakeholders as a return to school plan takes shape.



Planning Process for our Return to School

A Steering Committee, as an extension of the Superintendent's Leadership Team, began meeting in the Spring.

- Members conducted research and gathered information pertinent to conditions necessary for a safe return to school in accordance with CDC health and safety guidelines.
- Departments outlined considerations, their impact, and unbudgeted impact costs including, but not limited to:
 - Curriculum & Instruction (Remote learning enhancements)
 - Student & Staff Services (Special Education, School Counseling, Health Offices, PPE, Health Screening)
 - Human Resources (Staffing considerations, workplace/space considerations)
 - Facilities (Classroom/building capacity, Furniture considerations, HVAC, Cleaning, Student flow)
 - Technology (One-to-one Devices, Learning systems)
 - Transportation (Busing capacity, Routing and cleaning considerations)
 - Cafeteria Services (Serving options and Physical preparation scenarios)
 - Athletics (Team and Practice Options, Health and Hygenic Options)

TIMBERLANE REGIONAL SCHOOL DISTRICT



PLAISTOW, ATKINSON, DANVILLE, and SANDOWN, NEW HAMPSHIRE

Planning Process for our Return to School

- In early July, the TTA and TSSU appointed representatives to serve on the Steering Committee.
- Three potential phases, or scenarios for instruction, were discussed and are in ongoing development as primary components of a flexible plan.
- Each scenario is associated a different level of risk, based on CDC guidance.
- Details regarding the implementation of each phase of the plan continue to be discussed, developed, and finalized.

TIMBERLANE REGIONAL SCHOOL DISTRICT



PLAISTOW, ATKINSON, DANVILLE, and SANDOWN, NEW HAMPSHIRE

Planning Process for our Return to School

- The multi-phased plan stresses a need for ongoing flexibility throughout the year.
 - At any point in time, the district must be prepared to shift to any one of the three scenarios, as information evolves, guidelines change, and health conditions / risk factors in the surrounding area change.
- TRSD will outline checkpoint dates throughout the year to decide if we are able to transition to a new phase of the plan
 - Decisions will be made in collaboration with local health officials to evaluate COVID-19 community data and identify risk factors against CDC guidelines with a goal to mitigate community spread

TIMBERLANE REGIONAL SCHOOL DISTRICT



PLAISTOW, ATKINSON, DANVILLE, and SANDOWN, NEW HAMPSHIRE

Planning for our Return to School

- Elementary and Secondary Subcommittees were created in early July.
- Representatives of these subcommittees include building and district administrators, teachers, paraeducators, and school nurses.
 - These groups reviewed the Steering Committee work and gave feedback and input to questions and considerations for each of the three phases / scenarios for instruction.
 - Committee members advocated for the adoption of and adherence to CDC guidelines, as an initial plan is put in place.

TIMBERLANE REGIONAL SCHOOL DISTRICT



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Phases of Plan and Associated Levels of Risk

- **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events. Virtual learning will include options for synchronous instruction on a set schedule.
- **More Risk:** Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

TIMBERLANE REGIONAL SCHOOL DISTRICT



PLAISTOW, ATKINSON, DANVILLE, and SANDOWN, NEW HAMPSHIRE

Scenarios for Instruction include:

- Fully Remote Learning with the Potential for a Synchronous Learning Schedule
 - Lowest Risk
- Reduced Capacity/Rotating Cohorts (Blended)
 - More Risk
- Full Return to School Buildings
 - Highest Risk

TIMBERLANE REGIONAL SCHOOL DISTRICT



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Reduced Capacity/Rotating Cohorts (Blended)

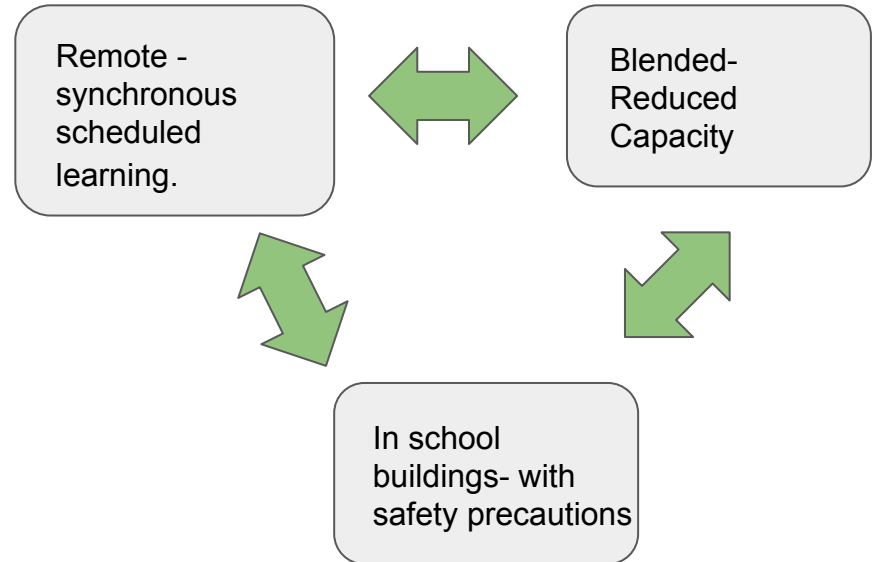
- More Risk
- At both levels, Elementary and Secondary, the blended model will provide a decrease in total number of individuals in the building.
- Students are divided into attendance cohorts in accordance with social distancing guidelines

TIMBERLANE REGIONAL SCHOOL DISTRICT



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At any point in time we need to be prepared for a shift to any one of the three phases, as information evolves and guidelines change.



TIMBERLANE REGIONAL SCHOOL DISTRICT



PLAISTOW, ATKINSON, DANVILLE, and SANDOWN, NEW HAMPSHIRE

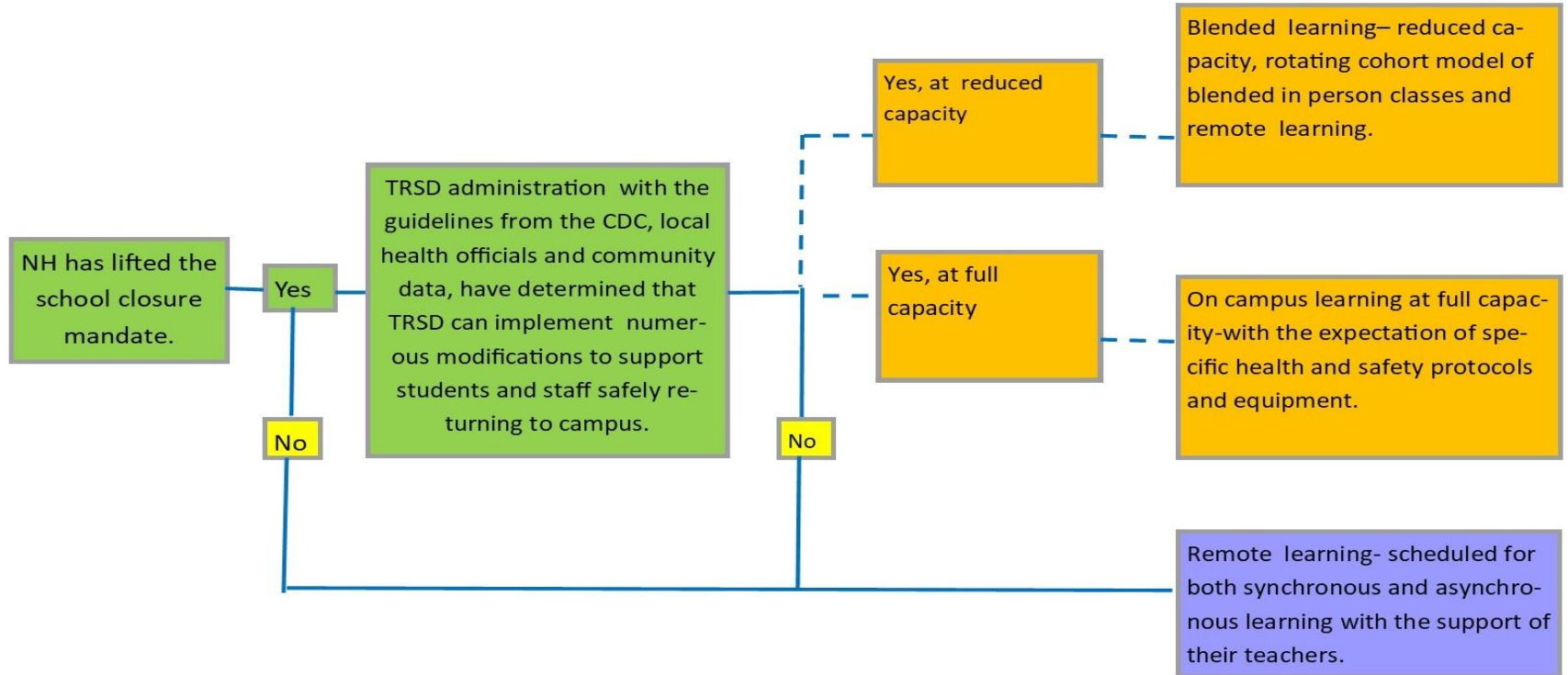
Guiding Principles in our Ongoing Work

- The health and safety of all students, staff and their families is paramount.
- Decisions on returning to buildings must be predicated on data and based on health and safety guidelines.
- The voices of parents, students and staff need to be included in our consideration.
- We need a fluid plan, one that allows for ongoing transitions between models and potential phases.

TIMBERLANE REGIONAL SCHOOL DISTRICT



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TIMBERLANE REGIONAL SCHOOL DISTRICT



PLAISTOW, ATKINSON, DANVILLE, and SANDOWN, NEW HAMPSHIRE

Next Steps

- Creation of two Task Force groups to include members of the Elementary and Secondary Subcommittees, with additional stakeholder groups (students and parents), for the purpose of identifying conditions necessary for implementation of Remote Instruction and any variation of In-Person Instruction (full or reduced- capacity groupings).
- Surveys will be sent to students, parents, and staff in multiple iterations to gather data on a return to school.
- Continued communication with School Board and Community for further plans, with a goal to provide update on August 6th.

TIMBERLANE REGIONAL SCHOOL DISTRICT



PLAISTOW, ATKINSON, DANVILLE, and SANDOWN, NEW HAMPSHIRE

Checkpoint dates:

- August 6th - re-evaluation of beginning of school plan (2 weeks remote start)
- August 20th - planning for model after 2 week start (September 14th start)
- September 10th - re-evaluation and planning for moving into October

These checkpoints are for TRSD to review CDC guidelines and work with local health officials to evaluate local spread and community data to determine any shift in the plan.

Executive Summary

Summer Projects – Facilities

July 23, 2020

At the request of the School Board, listed below are updates on summer projects list from June 12, 2020.

2020 Summer Projects:	Status:
PAC wall completion	in progress – 90% complete, pending material delivery
SC gym wall	Completed
Boiler replacement completion (Atkinson, Plaistow)	Completed – Pollard in progress – Atkinson, 95%, wrapping up electrical
LED lighting upgrades and replacement complete	in progress – exterior lighting at SC/SN in progress, others
JV baseball dugouts completion	Completed
TRHS hallway painting	in progress – 95% complete, pending Athletic hall
TRHS administration & school counseling painting	to begin August
Striping and waxing district hallways and classrooms	in progress – all schools to be completed by 2 nd week August
Playground mulch for elementary schools	in progress – DS/AA, to be completed by 7/31 Completed – SN/SC
SAU carpet replacement (lower level)	Completed
TRHS science cabinets	to begin August – demo begins 7/23, install begins 7/28
PAC irrigation installation completion	Completed
SC upgrade BMS system	in progress
HS/MS - refinishing Gym floors	Completed
Danville/Atkinson/SN - refinishing gym floors	Completed
Upgrade district AC wall-mounted units	in progress
Boiler replacement (TRHS)	to begin August
TRMS roof (sections)	in progress – to begin July 24
LED lighting (additional hallways in district)	assessment in progress
Varsity baseball retaining wall and platform for bleacher	to begin July – on hold
Danville – assess kitchen block wall	to begin Mid-August
TRMS Roof Top Heating/AC Units Gym (2)	to begin next week

July 21, 2020

Executive Summary

Facilities – Cleaning & Sanitization Update

The Facilities Department continues to collect information related to back-to-school best practices and suggestions related to Covid-19. We are focused on the following areas:

Signage – We are working with vendors to obtain stickers for social distancing on floors, sanitization stations and dispenser areas to be provided for district.

Supplies – We are coordinating with school Admins regarding additional cleaning and sanitization products for dispensers and additional locations around schools. All classrooms will have environmental cleaning wipes readily available. We are researching plexi-glass options for desks/tables and evaluating budgetary needs.

PPE – Facilities continues to provide surgical-type masks for custodial and maintenance staff. Supply for additional staff can be coordinated with Admin and provided as necessary. Gloves are available to staff, if/when needed. Face shields can be available upon request.

Cleaning/Sanitization Schedule and Staff – A schedule is pending recommendations on back to school plans from steering committee.

Indoor Air Quality – We are researching and reviewing information pertaining to air filtration, use of ionizers, and/or UV lighting for duct work. We continue to review CDC guidelines and work with administration to create a plan.

Respectfully submitted,

Gary Paradis, Director of Facilities

DATE: July 16, 2020 Rescheduled date: July 23, 2020

Executive Summary

Director of Pupil Personnel Services and Special Education

The Special Education department has currently received three letters of resignation, which have been accepted by the Timberlane Regional School Board. These positions are funded for the 2020-2021 school year. At this time, I am seeking approval to post the three special education positions so that we can begin to fulfill our responsibilities for the current summer work and upcoming school year in special education.

- 1) Preschool Special Education Administrator
- 2) Middle School Special Education Coordinator
- 3) Director of Secondary Special Education

I would be willing to answer any questions you may have regarding this staffing request.

Respectfully submitted by,

Susan E. Rasicot

Executive Summary

Food Service Transfer

As previously disclosed to the School Board, our in-school food service program was shortened due to Remote Learning, and consequently, the Food Service Fund has experienced a loss which will need to be covered by the General Fund.

As a refresher, the Food Service 'Fund' (Fund 210 on our books) combines Food Service Vendor costs and the costs of the District. The Food Service Fund typically is self-funding, or pretty close to self-funding.

The FY 2019-20 fund loss (i.e. the amount by which expenditures exceed revenue) is \$212,337. However, this amount is not 100% attributable to costs associated with our food service vendor.

Vendor contract related costs (excluding District payroll) shows favorable revenue in excess of expenditures by over \$100,000. District payroll, inventory costs, and ancillary expenditures represent the balance of the deficit of \$212,337.

Below are preliminary 2019-20 figures compared to 2018-19 should the same be helpful.

	<u>FY 2018-19</u>	<u>FY 2019-20</u>
<i>Revenue</i>	1,343,588	985,293
Vendor Contract Expend.	996,967	751,576
District Expenditures	347,648	446,053
<i>Total Expenditures</i>	<u>1,344,614</u>	<u>1,197,629</u>

I would ask that the School Board authorize the transfer of up to \$212,337 from the General Fund to the Food Service Fund at this time.

Respectfully Submitted By:

Geoffrey Dowd, CFO/Business Administrator

Executive Summary

Food Service – Remote Learning Program Update

The following is the final update on our Remote Learning Food Service program. I have included some information which you received at the last meeting to show trending.

Program Interest and Participation

Date	Students Indicating Interest	Students Served	Students Served Inc. / Dec. %
Week of 4/13/2020	358	292	
Week of 4/20/2020	455	498	71%
Week of 4/27/2020	473	556	12%
Week of 5/4/2020	511	616	11%
Week of 5/11/2020	520	629	2%
Week of 5/18/2020	526	530	-16%
Week of 5/25/2020	526	451	-15%
Week of 6/1/2020	525	378	-16%
Week of 6/8/2020	525	337	-11%
Week of 6/15/2020	521	291	-14%
Week of 6/22/2020	521	250	-14%

Summer Food Service Programming: The District was able to serve students through a ‘Summer Serving Option’ through temporary waivers until June 30, 2020. The program started on April 9, 2020 serving an average of 440 students per week and delivering over 25,000 meals.

Families eligible for free or reduced priced lunch through the National School Lunch Program may now qualify for a program called Pandemic Electronic Benefits Transfer Supplemental Nutritional Assistance (P-EBT SNAP benefits). These benefits come through the New Hampshire Department of Health and Human Services (DHHS). Eligible families can apply for the nutritional supplemental benefits by going to <https://nheasy.nh.gov> and clicking on the apple P-EBT icon. Existing program participants would have received an enhanced benefit.

Respectfully Submitted By:

Geoffrey Dowd, CFO/Business Administrator

July 23, 2020

Executive Summary

Audit Update

Our annual financial audit continues virtually. I have been working with the Business Operations Coordinator to be able to complete requests for documentation from our internal records and reporting systems. This has taken some additional time, but will put the District in good position to address the audit for the year ended June 30, 2020.

We are in the process of bringing final disclosures together for audit completion.

I look forward to completion of the audit as soon as possible and appreciate the Board's patience as we both navigate through the resource consuming challenges presented in the current year and train new staff.

Respectfully Submitted By:

Geoffrey Dowd, CFO/Business Administrator

July 23, 2020

Executive Summary

District Year-End Financials

The Business Office continues to close out the books for the current fiscal year. Although typical monthly projections are posted by the 10th of the next month, the year-end closing process is more involved and takes longer. Each of the District's funds needs to be closed out individually and year-end closing entries are made to ensure the District's accounts reflect the true position of the District.

The District's Food Service Fund (Fund 210) has been preliminarily closed and an associated Executive Summary has been provided.

I anticipate preliminary financials would be available by the next board meeting. At this time in the year, the School Board should be considering the amount to set aside (which is not returned to member towns to reduce taxes) as Retained Fund Balance as permitted by N.H. RSA 198:4-b Contingency Fund. The maximum amount allowed is 2.5% of the current year net assessment, with such 2.5% exceeding \$1.1M for Timberlane.

The amount in this fund is to be used for emergencies, and only when essentially all funds of the District are spent, or are committed to be spent. Fiscal Year 2019-20 Fund Balance Retained is \$500,000.

Respectfully Submitted By:

Geoffrey Dowd, CFO/Business Administrator

TIMBERLANE REGIONAL SCHOOL DISTRICT

PROPOSED NEW HIRES PENDING SUPERINTENDENT NOMINATION

Lewis, Samuel - TRHS Music/Strings Teacher

Mackenzie, Rebecca - TRMS ELA Enrichment Teacher

Trainor, Michelle - TRMS Grade 6 Math Teacher

The appropriate motion for accepting this list is, “to tentatively accept the tentative list of new teachers, pending formal recommendation by the interim superintendent and election at our next meeting or by way of the summer hiring process.”



OFFICE OF THE SUPERINTENDENT OF SCHOOLS

30 Greenough Rd. • Plaistow, NH 03865 603/382-6119
Fax 603/382-3334

Serving The
Timberlane Regional School District
Hampstead School District

MEMO TO: Boards of Selectmen of Atkinson, Danville, Plaistow, Sandown
FROM: Geoffrey Dowd, C.F.O. / Business Administrator
DATE: July 21, 2020
RE: Schedule of School District Monthly Needs

The following schedule indicates the financial needs of the Timberlane Regional School District as they are estimated for the first six months of the coming school year.

Date Due	Total	Atkinson	Danville	Plaistow	Sandown
July 24	\$7,288,000	\$1,874,000	\$1,101,000	\$2,373,000	\$1,940,000
August 1	\$2,303,000	\$592,000	\$348,000	\$750,000	\$613,000
September 1	\$6,104,000	\$1,569,000	\$922,000	\$1,987,000	\$1,626,000
October 1	\$5,010,000	\$1,288,000	\$757,000	\$1,631,000	\$1,334,000
November 1	\$2,073,000	\$533,000	\$313,000	\$675,000	\$552,000
December 1	\$5,068,000	\$1,303,000	\$766,000	\$1,650,000	\$1,349,000
Totals	\$27,846,000	\$7,159,000	\$4,207,000	\$9,066,000	\$7,414,000

We request your cooperation in meeting the dates promptly, as listed above. Obligations of salary, and vendor payments must be met promptly and each town is urged to see that these payments reach the School District office on the due date.

If there is the potential of a delay, please contact me.

cc: Timberlane Regional School Board
 K. Beattie, School District Treasurer
 Town Treasurers

July 2, 2020

Executive Summary

ACCESS SPORTS MEDICINE AND ORTHOPAEDICS ATHLETIC TRAINING CONTRACT

In the event of a transition to remote services, Access Sports Medicine would agree to prorating the average daily cost for services from \$96.13 per day to \$48.07 per day. For each day of remote services, they would deduct \$48.07 off the total contract cost of \$29,320.00. This structure would give Access Sports Medicine the ability to continue to provide vital services while allowing the flexibility to return to traditional services at our usual cost of \$96.13 per day. These services would be assigned to the TRHS Athletic Trainer in order to account for the payroll commitments incurred by Access Sports Medicine during periods of remote services. Access would use the TRMS Athletic Trainer in whatever role they deem necessary and would be prepared to fulfill the contractual obligations should there be a restart of sports.

Examples of such remote services would include, but not be limited to:

1. "Virtual Athletic Training Room" This would be an ATC version of telehealth in which Access Sports Medicine can offer injury advice, guidance and home treatments though video conferencing. The objective would be to reproduce the AT room experience with ATC's deciding if the injury is something that can be handled without seeing a physician or end with a recommendation to follow-up with a physician.
2. Coordinate Impact testing
3. Review and update safety procedures
4. Coaches CPR, concussion and first aid training
5. Supply List Prep
6. Informational videos based on the needs of the high school
7. Covid-19 related planning and consulting

Prepared by Angelo Fantasia, Director of Athletics, Timberlane Regional School District