

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, APRIL 15, 2021Regular Business Meeting – **7:00pm**Performing Arts Center*
40 Greenough Road, PlaistowDr. Kimberly Farah, Chair
Kristin Savage, Vice Chair

Dr. Brian Cochran, Interim Superintendent

*The Board will meet in-person in the auditorium at the Performing Arts Center. The meeting will be Livestreamed and is open to the public. Attendees are asked to wear appropriate face coverings and practice social distancing protocols.

AGENDA

1. **7:00PM** Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Approval of Minutes
5. Delegates and Individuals
6. Student Representative
7. Current Business
 - a. **7:05PM** Public Hearing on Donation – ACTION (5)
 - b. **7:10PM** Public Hearing on ESSR II Funds – ACTION (5)
 - c. **7:15PM** School Re-Opening Update – INFORMATIONAL (10)
 - d. **7:25PM** Vaccine Update – INFORMATIONAL (5)
 - e. **7:30PM** HVAC Update – INFORMATIONAL/ACTION (10)
 - f. **7:40PM** Chromebook Update – INFORMATIONAL/ACTION (10)
 - g. **7:50PM** LED Lighting/Funding – ACTION (5)
 - h. **7:55PM** Facilities Director Position – INFORMATIONAL/ACTION (5)
 - * i. **7:55PM** Music Director Position – INFORMATIONAL/ACTION (5)
 - j. **8:05PM** No Bully Update – INFORMATIONAL (5)
 - k. **8:10PM** School Calendar Update – INFORMATIONAL (5)
 - l. **8:15PM** Staffing RIF – ACTION (10)
 - m. **8:25PM** Policies (second read/adoption) – ACTION (10)
 - n. **8:35PM** School Board Goals – INFORMATIONAL/ACTION (10)
8. **8:45PM** Administrator’s Report
9. **8:50PM** Personnel Report
10. **8:55PM** Committee Reports/Reports of the School Board
11. Correspondence Folder
12. Vendor and Payroll Registers
13. **9:00PM** Other Business
14. Nonpublic (If needed)
15. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
May 6	Regular Meeting	Zoom	7:00PM
May 20	Regular Meeting	PAC	7:00PM
June 3	Regular Meeting	Zoom	7:00PM
June 17	Regular Meeting	PAC	7:00PM
July 15	Regular 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 April 15, 2021 School Board Meeting

1-3. OPEN MEETING – self-explanatory.

4. APPROVAL OF MINUTES (6 sets – 4/1 public and sealed nonpublic: 12/3, 2/15, 3/4, 3/18, and 4/1)

5. DELEGATES AND INDIVIDUALS

6. STUDENT REP

7. CURRENT BUSINESS

a. Public Hearing on Donation – ACTION

*Pursuant to RSA 198:20-b and policy KCD, the board needs to hold a public hearing on donations greater than \$5k. Wal-Mart Distribution Center is donating 20k plus disposable facemasks to nonprofit organizations. The total value of this donation is \$15k. Special thanks to Paul LeCain for reaching out to the District. Mr. LeCain is the father of one of our high school students. **ACTION REQUIRED***

b. Public Hearing on ESSR II Funds – ACTION

*Pursuant to RSA 198:20-b, the board needs to hold a public hearing on unanticipated funds in excess of \$5k. These funds may be used to address learning loss, prepare schools for reopening, and inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and non-mechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement. TRSD is in receipt of \$544k. **ACTION REQUIRED***

c. School Re-Opening Update – INFORMATIONAL

The board to be updated on plans for the opening of school for the 2021-22 school year.

d. Vaccine Update – INFORMATIONAL

The board to receive an update on the vaccination stats related to the first vaccination pod held on March 26th.

e. HVAC Update – INFORMATIONAL/ACTION

Information to be provided to inform the board on the use of ESSR II funds.

f. Chromebook Update – INFORMATIONAL/ACTION

Information to be provided to inform the board on the use of ESSR II funds.

g. LED Lighting/Funding – ACTION

The Energy Committee to update the board on LED lighting plans and request the board re-allocate funds for this purpose.

h. Director of Facilities Position – INFORMATIONAL/ACTION

Board to review new job title and job description.

i. Director of Music Position – INFORMATIONAL/ACTION

Board to review position and job description.

j. No Bully Update – INFORMATIONAL

Per school board goals, the board is to receive an update on the No Bully program.

k. School Calendar Update - INFORMATIONAL

The 2020-21 calendar has been updated consistent with the board's approval for vaccination pods with no school for students at their March 18th meeting. No other changes are expected at this time.

l. Staffing RIF – ACTION

The board to take official action on plans to RIF positions.

m. Policies – ACTION

Board members to review policies CE, BIB, BHE, BIE, BJ, BK, BKA, CVA, CB, CBG, CCA for second read/adoption. The first read policies from the April 1st PC meeting will be presented at a future meeting as these policies are bundled with a few other policies that were not yet moved forward.

n. School Board Goals – INFORMATIONAL

Board members to discuss goals for 2021-22 school year.

8. ADMINISTRATOR'S REPORT – Dr. Cochrane (Executive Summaries: TRHS Bathroom)

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.

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.*

May 6, 2021 via Webinar	
School Re-opening Update	
Policies	<i>First Read</i>
Athletic Contract Update	
Union Updates	

May 20, 2021 at the PAC	
School Re-opening Update	
Policies	<i>First read/second read</i>
Projected Year-End Financials	

June 3, 2021 via Webinar	
Policies	<i>Second read</i>
Tuition Rates for 2021-22 SY	
Summer Hiring Process	
Summer Facilities Projects	
Data Governance Plan	<i>Annual review</i>
Staffing Needs	<i>Policy IIB</i>

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	Postponed to 2021-22
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	Hold
Budget /Default Budget	First Draft	10/1/2020	✓
Enrollment/NESDEC	After October 1 enrollment numbers finalized	10/15/2020	✓
School Action Plans	October of each year – Secondary	10/15/2020	Hold
Program of Studies	First Read	12/3/2020	✓
Treasurer's Report	Quarterly (Aug/Nov/Feb/May)	11/19/2020	
Program of Studies	Second Read	12/17/2020	✓
Ratify CBAs	Finalize CBAs for warrant (by 2 nd Tues in Jan.)	1/7/2021	✓
Finalize Warrant	For Deliberative Session (by last Tuesday in Jan.)	1/21/2021	✓
School Calendar	For the upcoming school year	2/18/2021	✓
Treasurer's Report	Quarterly (Aug/Nov/Feb/May)	2/18/2021	
Projected unencumbered funds	To inform on end of year funds to address needs	3/4/2021	✓
Food Service Annual Review	Renewal Year 4 of 4	3/4/2021	✓
Prof. Staff Renominations	Notification of nonrenewal required by April 15 th	3/18/2021	✓
MOUs/LOUs Authorization	Authorize Personnel Com 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	4/15/2021	
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	

DATE: April 14, 2021

Executive Summary

Update regarding TRSD Vaccinations

On Friday March 26th, 360 people got vaccinated at the state run Timberlane vaccination POD. Please note that some of these 360 individuals were not TRSD employees, as the state took some additional childcare workers into this POD who were also eligible for the vaccine in Phase 2a. Although this number is less than the 772 TRSD associated employees eligible for the vaccine, TRSD is aware that other staff had already received the vaccine through other means. Legal advice suggests that vaccination status is personal health information and thus it would be improper to be discussing with, or asking questions to, individuals about their personal health/ vaccinations.

The second dose of the vaccine for those 360 people is already scheduled for Friday April 23rd. A link to signup for a time slot has already been sent to those people to guarantee that everyone that needs a second dose will get it on Friday April 23rd. This has already been declared a day off of school for students to ensure that staff are available to get the vaccine.

At this time, TRSD is not requiring students nor staff to get vaccinated. If staff or students are fully vaccinated though, they can avoid the need to quarantine if they are identified as a close contact when the school nurses, school administration and NH DHHS perform contact tracing for COVID cases. In those cases and at that time, the school nurses may need to verify the person's COVID-19 vaccination record.

Respectfully Submitted,

Mark Pedersen

Facilities/HVAC Update

HVAC Capital Equipment Replacements Recommendations

Please see the attached spreadsheet dated 4/14/21. Mr. Fournier is currently working on this and had a Zoom meeting to discuss with Trane on April 14, 2021. We are using the Trane recommendations from their assessment and evaluation report (April 7, 2021) and the most recent CIP listings information we have to develop the a more detailed list for the TRSD staff and the School Board that includes proposed modern equipment replacements and estimated costs. We hope to have the completed list by April 23rd.

We need to determine the unit ID for the equipment listed for replacement as FACB-0038 at a cost of \$95,000.

We need to further research how much funding we have for facilities projects for the 2020-2021 fiscal year and then make priority decisions.

Trane Projects

1. Original RFP: Trane invoice for \$140,000- the work is now completed. The last item we needed was their initial list of recommended HVAC capital equipment replacements which we have now received.
2. Trane invoice for \$8,200- this invoice is for the Trane controls labor required during the RFP process that was not included in the bid price. We agreed that either CTI or Trane controls personnel would perform the necessary work and would bill for this work separately. It was more advantageous and efficient for Trane personnel to perform some of this work, but we didn't know what the cost would be in advance so didn't request a purchase order in advance The work covered by this invoice is complete and can be paid. Please issue a Purchase Order for this work to Trane so they can send us an invoice.
3. HVAC general maintenance and repair work- Trane was not able to commence this work on April 12 due to some other project work they had to complete that was delayed due to poor weather. They are beginning work in the Middle School on Thursday, April 15th and are working with Gary Paradis for access to the building. They will provide weekly progress reports to us.

Rise Engineering LED Re-Lamping Proposals

It was decided in the TRSD Energy Committee that will perform the balance of the LED re-lamping work inhouse due to the low incentives provided by the utility companies. Steve Paradis is working with TRSD Administration to create an RFP for the materials he needs for this project.

CPower Demand Response Project

The agreement has been signed and they are getting started on the metering installation.

HVAC Capital Equipment Replacement Recommendations

Marc Fournier, 4/14/21.

Building	Unit ID #	Manufacturer	Model	Date Placed in Service	Notes	Recommended Replacement	Estimated Replacement Cost
Pollard	AHU-6	Carrier/Bryant	48HJD008	1/1/1995	Unit showing age, conventional thermostat. Office/Library.		
Pollard	RTU-1	Reznor	HRPB400-8	Unknown	Strongly suggest replacement due to age & condition. On gym roof.		
Pollard	AHU-4	Unknown	Unknown				
Pollard	AHU-5	Unknown	Unknown				
Middle School	Unit Heater 1A	Trane	RM46A004	Unknown	Abandoned by the TRSD after a building renovation. Trane will inspect and determine if this unit should be removed.		
High School	RERU-14 300 Wing	DesChamps	PV-W2P-WPH	4/25/2001	Heat exchange very dirty and appears beyond useful life, multiple roof leaks in supply cabinet, condenser fins deteriorating in spots, exposed wiring is brittle & showing age.		
High School	RERU-15 300 Wing	DesChamps	PVMZ3070	4/25/2001	Unit is in extremely poor condition. Entire cabinet, heat exchange element, fan, housing, & motor plugged with sawdust. Unit needs replacement.		

Atkinson Academy	RERU-4	DesChamps	PVW2WPE	1/1/2001	Unit not currently running and showing age & deterioration		
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Loc	New/Repl/Mix	Description	Request ID	Submitted by	Year 1	2020-21
PS	Repl	PS - Repl. Rooftop Vent'l Unit	FACB-0038	T. Geary		\$95,000
SC	Repl	SC - Upgrade Bldg. Mgt. Sys.	FACB-0047			\$25,000
DIS	New	District HVAC Upgrades Study/Installs	FACB-0061	Geary		\$0
MS	Repl	MS - Repl. Bldg. Control System	FACB-0020	T. Geary		\$45,000

We need to determine which unit this is- not listed in the CIP.

POSITION TITLE:	Director of Plant Operations
REPORTS TO:	Timberlane Regional School District Superintendent or Designee
SUPERVISES & EVALUATES:	Maintenance, Grounds, Custodial, and Administrative staffs
COORDINATES WITH:	Central Administration and Building Principals, Instructional and Support staff, and external vendors

General Summary of Duties:

The Director of Plant Operations manages the TRSD's total physical plant operations including the maintenance, cleaning, repair, renovation, & replacement of buildings and building systems; care of the landscape including athletic fields; snow & ice removal operations; building security systems; development & oversight of department budgets; and joint development & implementation of the Capital Improvement Plan with the TRSD Capital Improvement Plan Committee.

Essential Functions:

Manage the care, maintenance, and renewal of buildings, grounds, athletic fields, vehicles, and equipment to support and enhance the educational mission of the TRSD.

Lead, mentor, and evaluate unionized and non-unionized staff including prioritizing and scheduling work assignments; inspecting work for quality and completion; creating leadership and training programs for department staff; and managing performance evaluation, goals, and disciplinary programs.

Develop and implement environmental sustainability initiatives.

Implement the use of state-of-the-art computer technology in facilities operations wherever possible including computerized work management systems (Schooldude), GIS, desk top applications, mobile applications, building energy management systems, etc.

Develop preventive maintenance, inventory tracking, and replacement programs for facilities, equipment, and vehicles.

Conduct regular inspection tours of buildings, equipment and surrounding grounds to search for deficiencies, potential safety, health, or code problems, and necessary

repairs. Prepare written reports for the Superintendent summarizing findings, and provide recommendations for addressing issues observed in the inspections.

Understand and implement applicable federal, state, and local regulations pertaining to construction practices, occupational safety, public health, and the environment.

Develop and manage the facilities operating, maintenance, repair, renovation, and capital budgets.

Manage department procurement and inventory systems, including approving vendor invoices.

Work with designers, architects, contractors, and building users on renovation and new construction projects that involve TRSD buildings and grounds to ensure that this work is done in an operationally, environmentally, and fiscally sound manner.

Prepare specifications and inspect work performed by contractors; maintain accurate and complete records of all renovation and construction work including contract date, cost, scope of project, completion date, etc.; and consult on new school construction, buildings and grounds renovations, and additions.

Oversee external contractors and vendors who provide services and/or equipment for facilities operations.

Read and interpret documents such as blue prints, safety rules, operating and maintenance instructions, and procedure manuals.

Plan, schedule, and complete department assignments in a professional and timely fashion.

Communicate effectively orally or in writing with Plant Operations staff, TRSD staff, students, customers, vendors, and others.

Respond to emergency calls at any hour of the day, work long or irregular periods when needed, and coordinate emergency work schedules.

Perform related duties as required.

Qualifications

Required:

- Bachelor's degree in Business, Facilities Management, or a related field
- At least 5 years of progressively responsible facilities management experience
- Combination of education and work experience commensurate with the requirements of this position

- Knowledge of air quality, asbestos, OSHA, toxic substance, and other related environmental issues which impact facilities operations
- Working knowledge of Microsoft Office and computerized work management systems
- Supervisory experience
- Demonstrated oral and written communication skills
- Demonstrated leadership, problem solving, and conflict resolution skills
- Effective project management and organizational skills
- Physically capable of performing assigned duties which include the ability to walk, bend, and stand for long periods of time, climb stairs and ladders, crawl in confined spaces, and work in adverse weather conditions
- Valid driver's license

Preferred:

- Advanced degree in business, facilities management, engineering, or related field
- Experience developing and implementing sustainability initiatives in facilities operations
- LEED AP certification
- Prior experience in the management of a school district plant operations department
- Experience managing snow and ice control operations
- Working knowledge of the Schooldude work management system

Employee's Signature

Date

Immediate Supervisor's Signature

Date

Timberlane Regional School District

Plaistow, New Hampshire

Job Description

TITLE	District Director of Music/Performing Arts Center
QUALIFICATIONS	<ol style="list-style-type: none">1. Master's Degree in Music and/or Music Education2. Valid New Hampshire Professional Educator Certificate in Music Education3. At least five years of successful music teaching experience4. Significant experience as a Music Department instructional leader5. Significant experience at planning, oversight and directing an effective music/arts education program7. Such alternatives as the school board finds appropriate
TERM OF EMPLOYMENT	Administrator – 260 days
REPORTS TO	Superintendent or Designee
SUPERVISES	TRSD Staff and Students
PERFORMANCE RESPONSIBILITIES	<ol style="list-style-type: none">1. Supports the mission, vision, goals, expectations, and policies of the district2. Supervise and conduct evaluations of K-12 Music Department professional staff members<ol style="list-style-type: none">a. Informal evaluationsb. Formal evaluationsc. In-class observationsd. Annual final evaluations where appropriatee. Conduct monthly department meetings3. Create and maintain an effective environment for learning that engages all students in purposeful music learning activities and encourages constructive interactions among students. Establish and maintain standards for teacher behavior, managing routines, transitions, and instructional time effectively.4. Provides planning, oversight and direction for an effective music/arts education program that will maximize learning for all students and contribute to their development into confident, competent and creative musicians and learners.5. Plans events and performances for all TRSD students grade K-12. These performances include music and drama productions, K -12.6. Work collaboratively with music department to plan and develop a comprehensive and well-articulated music program for grades K -12.

7. Support music department events and programs including school and district performances and activities.
8. Work with Principals and music teachers to develop annual budgets and oversees/coordinates budget approval and oversight.
9. Develop a MS/HS Music department teaching schedule that:
 - a. Works in concert with the scheduling counselors and administration in the high school and middle school.
 - b. Develops and monitors a faculty integrated 6-12 teaching schedule for the 6-12 music teachers
 - c. Develops and monitors a room usage guide that utilizes the PAC and the Middle School music rooms for all of the grade 6-12 music classes
10. Coordinate logistics and scheduling of entire Music Department, K-12
 - a. Create and maintain a master yearly calendar of all Music concerts/performance including, for example:
 - i. All Music performances/concerts
 - ii. Summer Program/Events
 1. Summer Band, Orchestra, Guitar and Drama Camps
 2. Elementary Trials and Summer Beginner Instrumental Lessons
 3. Summer HS/MS Musical
11. Oversee and promote the District Private Lesson Program
12. Additional Professional Responsibilities
 - a. Monthly meetings with the Superintendent of Schools
 - b. Attend weekly HS PLT meetings
 - c. District Meetings as assigned
 - d. Attend monthly Timberlane Educational Leadership Association
 - e. Timberlane Music Association Liaison
 - f. Timberlane Community Music Association Liaison
 - i. Organize and coordinate all aspects of the bi annual music department trips
 - g. Attend high school faculty meetings
13. Coordinates with the TRHS Associate Principal on logistics and scheduling of all Performing Arts Center Events
 - a. Plan and organize details of the in-district concerts and performances
 - b. Develop a PAC Schedule of events to include those events that are outside of the Timberlane district performances
 - c. Liaison to the Merrimack Valley Philharmonic Orchestra
 - d. Liaison to the Timberlane Community Music Association
14. Develop and oversee the management of the Performing Arts Center budget
 - a. Develop, create and supervise yearly PAC Budget
 - b. Approve staff requests for budget expenditures
 - c. Generate appropriate requisitions and purchase orders
 - d. Track spending and secure proper payment for completed Purchase Orders

15. Supervise and conduct evaluations of 2 full time PAC staff members
 - a. Informal evaluations
 - b. Formal evaluations
 - c. Annual final staff evaluations where appropriate

16. Supervise and coordinate PAC Custodial care in conjunction with the Director of Facilities

17. Performs all other tasks as assigned by the Superintendent or Designee

School: District Office

Term: 20-21 Year

Teacher Schedule - Dibartolomeo, Anthony 380

Display today's sections

Current School - Timberlane Regional Middle School

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance	Lock
1(A)	20-21	MS9102	Band/Brass 8	1	PAC	30		
2(A)	20-21	MS9117	Band/Woodwind 8	1	PAC	11		
3(A)	20-21	MS9101	Band/Brass 7	1	PAC	22		
4(A)	20-21	MS9116	Band/Woodwind 7	1	PAC	14		
7(A)	20-21	MS9100	Band 6	1	PAC	17		
8(A)	20-21	MS9100A	Band 6	1	PAC	16		
7(B)	20-21	MS9120	Beginning Band	1	PAC	18		
8(B)	20-21	MS9100B	Band 6	1	PAC	10		

Make all students listed above the current selection

Other Schools

Expression	Term	Course #	Course	Sec #	Room	Enrollment	School Name
3(A)	20-21	H055	Concert Choir	1	719	77	Timberlane Regional High School
3(A)	20-21	H070	Guitar Orchestra	1	716	10	Timberlane Regional High School
3(A)	20-21	H061AC	Jazz Band A	1	707	20	Timberlane Regional High School
3(B)	20-21	H057	Band	1	707	96	Timberlane Regional High School
3(B)	20-21	H058	Orchestra	1	716	45	Timberlane Regional High School

Legend

Icons - No terms for this section are locked

School	Class	Enrollment 20/21	Requests 21/22	Teacher(s)
TRHS	Band	96	98	Clark Dibartolomeo
TRHS	Concert Choir	77	103	Ciccarello Finch
TRHS	Guitar II (S1)	2	13	Lorenz
TRHS	Guitar II (S2)	5		Lorenz
TRHS	Guitar Orchestra	10	10	Lorenz Dibartolomeo
TRHS	Intro to Basic Guitar (S1)	8	33	Lorenz
TRHS	Intro to Basic Guitar (S2)	8		Lorenz
TRHS	I.S. Music Arranging	1		Lorenz
TRHS	Jazz Band	20	23	Clark Dibartolomeo
TRHS	Orchestra	45	45	Lyons Dibartolomeo
TRHS	Theory I	4	11	Lorenz
TRHS	Theory II	3	3	Lorenz
TRMS	6 th grade band 1 (7A)	17		Schweiss Dibartolomeo
TRMS	6 th grade band 2 (8A)	16		Schweiss Dibartolomeo
TRMS	6 th grade band 3 (8B)	10		Schweiss Dibartolomeo
TRMS	Band / Brass 7 th grade	22		Schweiss Dibartolomeo
TRMS	Band/ Brass 8 th grade	30		Schweiss Dibartolomeo
TRMS	Band/ woodwind 7 th grade	14		Schweiss Dibartolomeo
TRMS	Band / Woodwind 8 th grade	10		Schweiss Dibartolomeo
TRMS	Beginning Band	18		Schweiss Dibartolomeo
TRMS	Chorus 6 (7B)	17 +3		Howard Ciccarello
TRMS	Chorus 6 (8B)	18 + 3		Howard Ciccarello
TRMS	Chorus 7 (3B)	12		Howard Ciccarello
TRMS	Chorus 7 (4B)	13		Howard Ciccarello
TRMS	Chorus 8 (2B)	33		Howard Finch

TRMS	Chorus 8 (1B)	34		Howard Finch
TRMS	Chorus 8 (1B)	36		Howard Finch
TRMS	Chorus 8 (2B)	29		Howard Finch
TRMS	Music 6 (7A)	22		Howard
TRMS	Music 6 (8A)	24		Howard
TRMS	Music 6 (7B)	19		Lyons
TRMS	Music 6 (8A)	11		Howard
TRMS	Music 6 (8B)	17		Lyons
TRMS	Music 7 (3A)	19		Finch
TRMS	Music 7 (4A)	21		Ciccarello
TRMS	Music 7 (4A)	19		Lyons
TRMS	Music 7 (4B)	19		Schweiss
TRMS	Music 7 (3B)	24		Clark
TRMS	Music 8 (1A)	21		Lorenz
TRMS	Music 8 (2A)	21		Lyons
TRMS	Music 8 (2A)	21		Finch
TRMS	Orchestra 6	20		Lyons
TRMS	Orchestra 7	28		Lyons
TRMS	Orchestra 8	17		Lyons

Compensation Detail for Anthony DiBartolomeo FY2020 and FY2021 as of 4.8.21

Control Code	Name	DAC	Position Type	Description	FTE	Budget	FY2021 YTD	FY2020 Actual	Category
529	DiBartolomeo, Anthony J.	Timberlane Reg. High	Administrator	Adm DIR Music	0.80	\$89,600.00	\$68,923.00	\$89,600.00	Salary Full Year
530	DiBartolomeo, Anthony J.	Timberlane Reg. High	Teacher	Teacher - REG ED	0.20	\$22,400.00	\$17,230.80	\$22,400.00	Salary Full Year
	DiBartolomeo, Anthony J.	Music		X HS Band Assistant		\$2,850.00	\$0.00	\$2,850.00	Stipends
	DiBartolomeo, Anthony J.	Music		X HS Jazz Band Assistant		\$855.00	\$0.00	\$855.00	Stipends
	DiBartolomeo, Anthony J.	Music		X HS Musical Producer		\$1,596.00	\$0.00	\$1,620.00	Stipends
	DiBartolomeo, Anthony J.	Timberlane Reg. High		Longevity		\$4,500.00	\$0.00	\$4,500.00	Longevity
Total						\$121,801.00	\$86,153.80	\$121,825.00	

Timberlane Regional School District

Atkinson, Danville, Plaistow, Sandown

UPDATED 2020 - 2021 School Calendar UPDATED

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.

	M	T	W	TH	F		M	T	W	TH	F
August (0)	NT PD	NT	B-PD	D-PD	X	February (15)	1	2	3	4	5
September (17)	X	PD	PD	PD	X	8	9	10	11	12	13
	14	15	16	17	18	15	16	17	18	19	20
	21	22	23	24	25	X	X	X	X	X	X
	28	29	30			March (22)	1	2	3	4	5
October (21)	5	6	7	8	9	8	9	10	11	12	13
	X	13	14	15	16	15	16	17	18	19	20
	19	20	21	22	23	22	23	24	25	VE	21
	26	27	28	ER	30	29	30	PD			22
November (16)	2	PD/E	4	5	6	April (17)	5	6	7	8	9
	9	10	X	12	13	12	13	14	15	16	17
	16	17	18	19	20	19	20	21	22	VE	18
	23	24	X	X	X	X	X	X	X	X	19
	30										20
December (16)		1	2	3	4	May (20)	3	4	5	6	7
	7	8	9	10	11	10	11	12	13	14	15
	14	15	16	17	18	17	18	19	20	21	16
	21	22	X	X	X	24	25	26	27	ER	17
	X	X	X	X		X					18
January (18)					X	June (14)		1	2	3	4
	4	5	6	7	8	7	8	9	10	11	12
	11	12	13	14	15	14	15	16	17	ER	13
	X	19	20	21	22	X	X	X	X	X	14
	25	26	PD	28	29	X	X	X			15

PD = Professional Development Day (no school for students)
D-PD = District Professional Development **NT**= New Teacher Day
B-PD = Building Level Professional Development
X = Holiday/School Break **MU** = Make-up Day **ER** = Early Release

Student Year = 180 days Teacher Year = 187 days
 Quarters: November 10, January 29, April 9, and Last Day of School
 Trimesters: December 4, March 18, and Last Day of School

August 19-20, 24-25	New Teacher Induction/Orientation	January 18	Martin Luther King Jr. Civil Rights Day
August 26-27	Professional Development TTA/TSSU	January 27	Professional Development TTA
September 7	Labor Day	Feb 22-26	Winter Break
September 8	First Day of School	March 26	Vaccination Event - No School
October 12	Columbus Day	March 31	Professional Development TTA and TSSU
October 29	Early Release	April 23**	Vaccination Event - No School
November 3	Professional Development TTA/Election Day	April 26-30	Spring Break
November 11	■ Veterans Day Observed	May 28	Early Release
November 25-27	Thanksgiving Break	May 31	■ Memorial Day Observed
Dec 23-Jan 1	Holiday Break	June 18	Last Day of School **/Early Release

****This calendar is subject to change pending any changes that may be warranted during the coronavirus pandemic.****

Approved by the Timberlane Regional School Board on April 4, 2019. Updated to reflect Presidential Election Day. Start of school updated on 07/23/20. Quarters and Trimesters updated on October 1, 2020. Vaccination Events added on March 18, 2021.

****The April 23rd Vaccination Event may be cancelled should a single vaccination be administered at the March 26th event.**

TRSD Reduction in Force (RIF)
2/18/21 (Voted) and 4/15 21 (Proposed)

RIF - 2/18/2021 - VOTED

Location	School / Dept.	2020-2021 Status	FTE	FY2022 Total Cost
Timberlane Regional High	TSSU Paraeducator - Special Ed	FY 2021 Pandemic Floater	1.0	23,076
Timberlane Regional High	TSSU Paraeducator - Special Ed	FY 2021 Pandemic Floater	1.0	17,022
Timberlane Regional High	TSSU Paraeducator - Special Ed	FY 2021 Pandemic Floater	1.0	22,517
Timberlane Regional High	TSSU Paraeducator - Special Ed	FY 2021 Pandemic Floater	1.0	22,172
Timberlane Regional High	TSSU Paraeducator - Special Ed	FY 2021 Pandemic Floater	1.0	25,527
Timberlane Regional High	TSSU Paraeducator - Special Ed	FY 2021 Pandemic Floater	1.0	15,904
Timberlane Regional High	TTA - Social Studies	FY 2021 Pandemic Floater	1.0	64,117
Timberlane Regional High	TTA - Tech ED/Business	FY 2021 Pandemic Floater	1.0	51,629
Timberlane Regional High	TTA - World Lang/Latin	FY 2021 Pandemic Floater	1.0	51,618
Elementary	Assistant Principal	Vacant	1.0	103,000
District-wide	ADM DIR (exec) Data, Assessment, Accountability	Vacant	1.0	117,420
Danville	TTA - FLES	Filled	1.0	68,311
Sandown North	TTA - FLES	Filled	1.0	53,013
Pollard	TTA - FLES	Filled	1.0	61,266
Pollard	TTA - FLES	Filled	1.0	53,001
Atkinson Academy	TTA - FLES	Vacant	1.0	50,645
Sandown North	TTA - FLES	Filled	1.0	65,820
Total FTE			17.0	
Subtotal 2/18/21				866,058
Total Benefits 2/18/21				381,408
Grand Total 2/18/21				1,247,466

TRSD Reduction in Force (RIF)
2/18/21 (Voted) and 4/15/21 (Proposed)

RIF - 4/15/21 (Proposed)				
Location	School / Dept.	2020-2021 Status	FTE	FY2022 Total Cost
District-wide	Adm Coordinator - Technology	Filled	1.0	98,230
District-wide	Technology Specialists	Filled	1.0	48,984
Timberlane Regional High	Adm Academic Dean - STEM	Filled	0.5	46,500
Timberlane Regional High	Adm Academic Dean - STEM	Filled	0.5	46,500
Timberlane Regional High	Adm Academic Dean – Enrich, RTI, Reading, FreshAcademy	Filled	0.3	28,119
Timberlane Regional High	Adm Academic Dean – Enrich, RTI, Reading, FreshAcademy	Filled	0.7	65,611
Timberlane Regional High	Adm Academic Dean –English & LangArts	Filled	0.3	28,884
Timberlane Regional High	Adm Academic Dean –English & LangArts	Filled	0.7	67,396
Timberlane Regional Middle& High	Curriculum Coordinator - STEM	New	-1.0	-98,000
Timberlane Regional Middle& High	Curriculum Coordinator - Humanities	New	-1.0	-98,000
Timberlane Regional Middle	TTA – Art	Filled	1.0	68,311
Timberlane Regional Middle	PE / Health	Filled	1.0	42,851
Timberlane Regional Middle	TSSU Paraeducator – Reg Ed	Filled	1.0	17,450
Timberlane Regional High	TSSU Paraeducator – Reg Ed	Filled	1.0	20,828
Timberlane Regional High	TTA – Science	Filled	1.0	50,855
Timberlane Regional High	TTA – Spec Ed	Filled	1.0	53,013
Total FTE			9.0	
Subtotal 4/15/21				487,532
Total Benefits 4/15/21				219,392
Grand Total 4/15/21				706,924
Grand Total 2/18/21				1,247,466
Grand Total 2/18/21 & 4/15/21				1,954,390

TIMBERLANE POLICY COMMITTEE

RECOMMENDATIONS TO THE SCHOOL BOARD

SECOND READ/ADOPTION

1	CE ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES (No such policy with NHSBA. PC recommends keeping the policy and revising to include last paragraph.)
2	BIB BOARD MEMBER DEVELOPMENT OPPORTUNITIES (last updated in 2001; NHSBA sample language incorporated – PC recommends as presented)
3	BHE SCHOOL BOARD USE OF ELECTRONIC COMMUNICATIONS (Upon feedback from the school board, PC to review NHSBA language and tailor to TRSB as needed. PC recommends as presented)
4	BIE BOARD MEMBER INDEMNIFICATION (Same language as NHSBA sample language except for title – INDEMNIFICATION vs INSURANCE, and inclusion of last sentence on TRSD policy for clarification. PC recommends revising as presented.)
5	BJ SCHOOL BOARD LEGISLATIVE PROGRAM (formatting change and new language for third item consistent with NHSBA recommended language) NOTES/ACTION: <i>Approved with changes as proposed by unanimous consent.</i>
6	BK SCHOOL BOARD MEMBERSHIPS (no changes recommended; reaffirmation recommended by PC.)
7	BKA LIAISON WITH SCHOOL BOARD ASSOCIATION (generally the same language as NHSBA except that NHSBA instructs the <i>Secretary</i> to keep the board fully informed vs TRSD’s Superintendent or his/her designee. Reaffirmation recommended by PC.)
8	CA ADMINISTRATION GOALS (substantially the same language as NHSBA; PC recommends changes as presented.)
9	CB SCHOOL SUPERINTENDENT (same language as NHSBA, reaffirmation recommended.)
10	CBG SUPERINTENDENT’S DEVELOPMENT OPPORTUNITIES (same language as NHSBA, reaffirmation recommended.)
11	CCA ADMINISTRATIVE SUCCESSION PLAN (a new optional policy from NHSBA; recommended as presented.)

Timberlane Regional School District	Policy Code: CE
Adopted: 12-03-98 Reaffirmed: 02-17-11 Revised:	Page 1 of 1

ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES

The Board authorizes the Superintendent to establish such permanent or temporary councils, cabinets, and committees, as he/she deems necessary for proper administration of Board policies and for the improvement of the total educational program.

All councils, cabinets, and committees created by the Superintendent will be for the purpose of obtaining to a maximum degree the advice and counsel of district staff, students, and district residents and to aid in district communication. Functioning in an advisory capacity, such groups may make recommendations for submission to the Board through the Superintendent. However, such groups will exercise no inherent authority. Authority for establishing policy remains with the Board and authority for implementing policy remains with the Superintendent.

The membership, composition, and responsibilities of administrative councils, cabinets, and committees will be defined by the Superintendent and may be changed at his/her discretion.

Expenses incurred by such groups for consultative services, materials, and any travel will be paid from the general operating funds of the district, but only when within budgetary allotments and as approved by the Superintendent in advance.

[Superintendent-established councils, cabinets and committees are exempt from the Right-to-Know meeting requirements set forth in RSA 91-A as such councils, cabinets and committees are not public bodies \(school board-established\) and report directly to the Superintendent.](#)

Timberlane Regional School Board	Policy Code: BIB
Adopted: 04-21-83 Reaffirmed: 11-01-90 Revised: 09-20-01 Revised:	Page 1 of 2

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

Related Policies: BDB, BDC, BIBA, BID

The School Board places a high priority on the importance of a planned and continuing program of in-service education for its members. ~~The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community.~~ The Board will attempt to plan specific in-service activities designed to assist Board members in their efforts to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our schools and to deepen their insights into the nature of leadership in a modern democratic society.

Funds shall be budgeted annually to support the program. ~~Individual Board members shall be reimbursed for out-of-pocket costs through participation in approved activities. The Board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities.~~ The public shall be kept informed through the news media about the Board's continuing in-service education and about the programs anticipated for short and long-range benefits to our schools.

The Board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in School Board conferences, workshops, and conventions held by the State and National School Board Association.
2. District-sponsored training sessions for Board members.
3. Subscriptions to publications addressed to the concerns of Board members.

In order to control both the investment of time and funds necessary to implement this policy, the board establishes these principles and procedures:

1. A calendar of school board conferences, conventions, and workshops shall be maintained by the superintendent. The board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the board will designate which of its members would be the most appropriate to participate at a given meeting.

Timberlane Regional School Board	Policy Code: BIB
Adopted: 04-21-83 Reaffirmed: 11-01-90 Revised: 09-20-01 Revised:	Page 2 of 2

3. Board members shall be reimbursed their expenses in attending approved development opportunities.
4. When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

School board members are encouraged to attend workshops presented by the state and national school boards associations.

<p>Timberlane Regional School Board</p>	<p>Policy Code: BHE</p>
<p>Adopted: 06-19-08 Revised: 01-07-16 Revised:</p>	<p>Page 1 of 1</p>

SCHOOL BOARD USE OF ELECTRONIC COMMUNICATION

Related Policies: BEAB, EHB

~~The Timberlane Regional School Board will not engage in electronic communication in a manner that circumvents the Right to Know Law and/or Public Meeting Law. The Board will not use electronic communication as a substitute for deliberations at board meetings or for business properly confined to board meetings.~~

~~Acceptable use of electronic communication among Board members and between Board members and the Superintendent include:~~

- ~~● Setting meeting dates~~
- ~~● Circulating informational items that will not be on the Board agenda for action.~~

~~The School Board members will not:~~

- ~~● Engage in on-going electronic communication on a topic that would otherwise be an agenda item for a school board meeting.~~
- ~~● Communicate information that would otherwise be done in a non-public session.~~

~~If an electronic communication is originated by a Board member, is communicated to a quorum of the Board, and discusses official school district business, the electronic communication will be considered a public document for purposes of the Right to Know Law, RSA 91 A. As such, the contents of the communication will be publicly disclosed and included in the minutes of the next regularly scheduled Board meeting.~~

Legal references:

RSA 91 A, Access to Public Records and Meetings
RSA 189:29-a, Records Retention and Disposition
Miller v. Fremont School Board, Rockingham County Superior Court, No. 03-E-152 (2003)

A. General.

Use of electronic communications by members of the Board shall conform to the same standards of judgment, propriety, and ethics as other forms of School Board-related communication.

For purposes of this section, “electronic communications” includes, without limitation, electronic mail (“email”), electronic chat, instant messaging, texting, and any form of social networking that allows two-way comment/input.

Electronic communications among a quorum of the School Board, shall not be used for the purpose of discussing School District or School Board business.

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Board members shall avoid reference to confidential information about staff, students or other individuals. Intentional disclosure of such information may subject a board member to individual liability and may constitute a violation of the oath of office.

B. Applicability of New Hampshire’s Right to Know Law.

1. Meetings. With very limited exceptions, New Hampshire’s “Right to Know” law, RSA 91-A, requires that public bodies (e.g., the school board, and any of its sub- or advisory committees) conduct deliberations and decision-making during duly noticed meetings that the public may attend. Under RSA 91-A:2, I, a “meeting” occurs when a quorum of a public body discusses (in any manner that allows for contemporaneous communication) a matter over which that public body has supervision, control, jurisdiction, or advisory power. Thus, any electronic communication discussing district or school business that circulates among a majority of a quorum of the board could constitute a meeting and a violation of the Right to Know law.

As to social media especially, board members must exercise great care to assure less than a quorum ever comments on a post or thread regarding school business.

2. Ministerial Communications. Administrative or ministerial communications which do not include substantive discussion are not prohibited by the Right to Know law or this policy. Examples of permitted ministerial communications, electronic or otherwise, include:

- Agenda item suggestions (with no discussion of substance);
- Reminders for upcoming meetings;
- Communications needed to schedule meetings;
- Board meeting agendas with supporting materials.

3. Electronic Communications as Records. Any written communication (including electronic communications) created, accepted, or obtained by or on behalf of the School Board or a majority/quorum thereof constitute a “record” of the district. Such records are subject to disclosure unless exempted under RSA 91-A:5 or other law. Likewise, electronic communications are subject to the District’s record retention policies and schedule.

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Legal References:

RSA 91-A:1-a, Definitions

RSA 91-A:2, Meetings Open to Public

RSA 91-A:2-a, Communications Outside Meetings

RSA 91-A:5, Exemptions

RSA 189:29-a, Records Retention and Disposition

Miller v. Fremont School Board, Rockingham County Superior Court, No. 03-E-152 (2003)

<p>Timberlane Regional School Board</p>	<p>Policy Code: BIE</p>
<p>Adopted: 04-21-83 Reaffirmed: 11-01-90 Reaffirmed: 12-03-98 Revised: 09-20-01 Revised: <u> </u> 09-17-15 Revised/Reaffirmed:</p>	<p>Page 1 of 1</p>

BOARD MEMBER ~~INSURANCE~~ INDEMNIFICATION

Related Policies: BBA, BBAA, BBAB, BCA, BCB

The members of the Board and its employees and agents act as agents of the District. None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the District and the state and federal governments.

In order to protect the individual members of the Board, its employees and other agents, and the educational interest of the community, the Board will purchase, from public school funds, in the absence of governmental immunity or in coordination with governmental immunity, adequate insurance to indemnify Board members and agents of the District for their official actions in the service of the School District. ~~Insurance coverage shall not apply to an individual as a private citizen, but only when acting as an official School Board member.~~

Legal References:

- RSA 31:104, Powers and Duties of Towns: Liability of Municipal Executives*
- RSA 31:105, Powers and Duties of Towns: Indemnification for Damages*
- RSA 31:106, Powers and Duties of Towns: Indemnification: Civil Rights Act*
- RSA 31:107, Powers and Duties of Towns: Purchase of Insurance*

Timberlane Regional School Board	Policy Code: BJ
Adopted: 04-21-83 Reaffirmed: 11-01-90 Reaffirmed: 12-03-98 Revised: 02-17-11 Revised:	Page 1 of 1

SCHOOL BOARD LEGISLATIVE PROGRAM

Related Policies: BIBA, BK, BKA

The Board will develop an annual legislative program through conferences with the State and National School Board associations.

1. When appropriate, the Board will work for the achievement of common legislative objectives through these associations and with other concerned groups.
2. The Board will also seek both direct and indirect representation of its position on pending legislation with appropriate state and federal legislators and legislative committees.
3. ~~The Board will designate one of its members to serve as legislative representative with the New Hampshire School Boards' Association and maintain contact with the local legislators, and keep them informed of school-related issues.~~
The Board will maintain contact with the local legislators, and keep them informed of school-related issues.

Timberlane Regional School Board	Policy Code: BK
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SCHOOL BOARD MEMBERSHIPS

Related Policies: BIA, BIB, BIBA, BJ, BKA

It is the policy of the School Board to be a dues-paying member of the New Hampshire School Board Association and by this membership, a member of the National School Board Association. The Board shall seek to participate as fully as possible in the activities of the New Hampshire and National School Boards Associations. The Chairperson of the Board shall keep these organizations informed of the Board's concerns and official positions on matters of common interest and concern. It will be represented at meetings of the state association by a duly-elected delegate who must be a member of the School Board.

Timberlane Regional School Board	Policy Code: BKA
Adopted: 04-21-83 Reaffirmed: 11-01-90 Reaffirmed: 12-03-98 Revised: 01-20-11 Reaffirmed:	Page 1 of 1

LIAISON WITH SCHOOL BOARDS ASSOCIATION

Related Policies: BJ, BK

The Board instructs the Superintendent or his/her designee to keep the Board fully informed of the affairs of the New Hampshire and National School Boards Associations and, to keep these organizations informed, as directed from time to time, of the Board's concerns and official positions on matters of common interest and concern.

In addition to desiring informational liaison between itself and the school boards associations, the Board is also desirous of being officially represented in associational affairs through the election of delegates and/or observers to the governing assemblies of these organizations.

Timberlane Regional School District	Policy Code: CA
Adopted: 05-05-83 Revised: 12-06-90 Revised: 12-03-98 Revised: 09-20-01 Revised: 09-05-13 Revised:	Page 1 of 2

ADMINISTRATION GOALS

Related Policies: CB, CF, CFA

Proper administration of the schools is most vital to a successful education program. The general purpose of ~~the superintendent, assistant superintendent(s), principals, assistant principals, directors, associate/assistant directors, coordinators, and department heads~~ District and building level administrators; shall be to coordinate and supervise, under the policies of ~~the School Administrative Unit #55 and~~ the Timberlane Regional School Board, the creation and operation of an environment in which students learn most effectively. The Board will rely on the Superintendent to provide the necessary professional administrative leadership.

The Superintendent, each Principal, and all other administrators shall have the authority and responsibility necessary for his or her specific administrative assignment. Each shall likewise be accountable for the effectiveness with which the administrative assignment is carried out. The Board shall be responsible for specifying requirements and expectations of the Superintendent, then holding the Superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the Superintendent shall be responsible for clearly specifying requirements and expectations for all other administrators, then for holding each accountable by evaluating how well requirements and expectations have been met.

Major goals of the Administration shall be:

1. To manage the district's various departments, units, and programs effectively.
2. To provide professional advice and counsel to the ~~School Administrative Unit #55 and~~ Timberlane Regional School Board and to advisory groups established by Board action. Preferably, where feasible, this will be done through reviewing alternatives, analyzing the advantages and disadvantages of each, and recommending a selection from among the alternatives.
3. To implement the management function so as to assure the best and most effective learning programs, through achieving such sub-goals as (a) providing leadership in keeping abreast of current educational developments; (b) arranging for the staff development necessary to the establishment and operation of learning programs that better meet more learner needs; (c) coordinating cooperative efforts at improvement of learning programs, facilities, equipment, and materials; (d) providing access to the decision making process for improvement ideas of staff, students, parents, and others, and (e) implementing procedures to ensure that the differing needs and talents of students are fully considered when planning educational programs.

Legal References:

Timberlane Regional School District	Policy Code: CA
Adopted: 05-05-83 Revised: 12-06-90 Revised: 12-03-98 Revised: 09-20-01 Revised: 09-05-13 Revised:	Page 2 of 2

N.H. Code of Administrative Rules Section Ed 302, Duties of School Superintendents
N.H. Code of Administrative Rules Section Ed 303, Duties of School Boards
N.H. Code of Administrative Rules Section Ed 304, Duties of School Principal

Timberlane Regional School District	Policy Code: CB
Adopted: 05-05-83 Revised: 12-06-90 Revised: 10-05-95 Revised: 12-03-98 Revised: 09-20-01 Revised: 09-05-13 Reaffirmed:	Page 1 of 1

SCHOOL SUPERINTENDENT/CHIEF EXECUTIVE OFFICER

Related Policies: CBB, CBI

The duties of the Superintendent are defined in his/her contract of employment, individual board policies, SAU policies, state statutes, and New Hampshire Department of Education Rules.

The Board expects that the Superintendent, as the chief executive officer, is responsible for:

1. The execution of board policies
2. The management of the work of all school departments, the duties of which, apart from those required by law, the Superintendent shall assign
3. The observance of all board policies by all those persons employed by the district
4. The enforcement of all provisions of the law relating to the operation of the schools or other educational, social and recreational agencies, or activities under the charge of the board.

Regulatory Reference:

N.H. Code of Administrative Rules, Section Ed. 302.02, Substantive Duties of Superintendents

Appendix CB-R

Timberlane Regional School District	Policy Code: CBG
Adopted: 05-05-83 Revised: 12-06-90 Revised: 12-03-98 Revised: 01-20-11 Reaffirmed:	Page 1 of 1

SUPERINTENDENT’S DEVELOPMENT OPPORTUNITIES

Related Policies: CB, CBB, CBI

The Board encourages the Superintendent to make every effort to stay abreast of educational trends and to seize opportunities for exploring new ideas and programs that may be used to advantage in the school district.

For the benefit of the entire school system, the Board encourages the Superintendent to set aside time each year to attend certain seminars and conferences and visit other school systems in which promising ideas are emerging, as these activities are delineated in the Superintendent’s individual employment contract.

Timberlane Regional School District	Policy Code: CCA
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ADMINISTRATIVE SUCCESSION PLAN

Related Policies: CBB

Purpose

The Board is committed to maintaining a state of readiness for the eventuality of a planned or unplanned change of the District/SAU administrative leadership. To that end, it is the policy of the Board of Education to establish and maintain a succession plan to ensure the orderly transition of leadership and the achievement of the District's mission and goals.

In addition, it is the policy of this Board to assess the future leadership needs of the organization periodically. This will help to ensure continuity of leadership by the selection of a qualified and capable leader who is a good fit for the District's culture as reflected by its mission, vision, goals, and objectives.

Upon announcement of resignation or absence of the Superintendent, the SAU Board will put the Succession Plan into effect.

Short-Term/Emergency Change in Leadership:

The absence status will be communicated to all stakeholders within the District/SAU as well as to the public.

The Board may establish a "transition team" consisting of other current administrators and/or an acting superintendent.

To the extent possible, the Superintendent will review her/his roles and duties with Acting Superintendent. The Acting Superintendent shall consult with the Superintendent, if available, on major decisions and continue to implement the annual goals of the Superintendent and District.

If the short-term absence is determined to be long-term or permanent, then the Board will decide the process for appointing an Interim Superintendent.

Unplanned Permanent Leadership Change

Upon announcement of the resignation or vacancy of the Superintendent, the Board will put the Succession Plan into effect. Minimally, this plan will include:

- a. Communication Plan outlining the selection process:
 - Announcement of the Superintendent's resignation or vacancy will be shared with both staff and community. Following Board approval, a statement of the Succession Plan and process for filling the vacancy will be announced.

<p>Timberlane Regional School District</p>	<p>Policy Code: CCA</p>
<p>Adopted:</p>	<p>Page 2 of 2</p>

- The official spokesperson representing the SAU in all media contacts and external inquiries will be the SAU Board chairperson, in conjunction with other district and SAU administrators.
- b. The process for identifying executive search consulting services.
 - If the Board determines it is necessary, it may choose to retain consultants and issue a request for proposal;
 - c. A timeline and schedule of recruitment selection activities including opportunities for input from key stakeholders;
 - d. A transition time period between the outgoing Superintendent and the incoming Superintendent;
 - e. Negotiation of the Superintendent's contract; and
 - f. Appointment of the new Superintendent and assistance in the transition during his/her first year of employment.

Planned Permanent Leadership Change

Where the succession of the Superintendent can be planned, the Board will initiate an internal, District/SAU-wide assessment of the District's/SAU's administrative needs, desires and qualities of a new superintendent. Such assessment will begin as soon as possible upon the Board learning of the planned permanent leadership change.

Upon approval of a successor by the Board, the Superintendent shall develop and implement a transition plan to orientate the selected Superintendent to all duties and responsibilities of the Superintendent and ensure continuity of all ongoing District strategies and goals.

Legal References:

- RSA 194-C:5, Superintendent Services
- Ed 302, Duties of School Superintendents
- Ed 303, Duties of School Boards



April 8, 2021

Salutations to All -

My name is Jason Yeager, President of the TRHS Baseball Boosters. On behalf of TRHS Baseball Boosters, I am submitting for approval:

- **The continuation of our "Sponsor(s) Banner" fundraiser.**
 - This was previously approved in Spring of 2020 for the (2) year renewal.
 - This season, 2021 Baseball, would be the 1st year of renewal.
- **The approval of "Adrenaline Fundraiser."**
 - This is contactless, online ordering only fundraiser.
 - Players and Boosters do not handle transactions or delivery of goods purchased.
 - All business transactions are handled by Adrenaline Fundraiser, Cc: Blaise Whitman.
 - In lieu of Tagging.

All proceeds collected from each of our fundraising efforts pay towards, but not limited to:

- Game day food and meals for Players and Coaches
- Senior Scholarships
- Warm-up apparel
- Bus Transportation
- Baseball dues, fees, and equipment

With such great community supporters over the years, our TRHS Baseball Program and Sponsors, have mutually benefitted from these fundraisers. Not only do we continue to support our Players by striving to meet or improve upon our fundraising goals, but we also provide visibility for companies and business owners, large and small. We also look to build our community's sphere with the TRHS Baseball Program!

Additionally, I am also submitting the following information for review:

- Our vendor's specifications of the mesh product that will be used as an alternate to the sheet canvas, when providing new and replacement banners.
- Forwarded information from Adrenaline Fundraising, for additional insight to the program.

We are hoping that we can still count on our fundraiser programs for helping our Players, Coaches and Booster Club for seasons to follow! Please feel free to contact me via email with any questions at trhs.baseballboosters@gmail.com or cellphone, 978.204.5141.

Thank You for Your Time and Consideration!

Sincerely,

Jason Yeager

Jason Yeager

President, TRHS Baseball Boosters



The Boys Are Back!!!

March 20, 2021

Greetings:

I would like to say first off, through these challenges that still circle around each of us, nonbeing purely the same, I want to extend our best wishes of health and better days to come. As a community of amazing individuals, we consider it an extension of our Family and homes, wholeheartedly pursuing for the return to Life, in the truest of sense.

At this moment in time, on behalf of the Baseball Boosters at Timberlane Regional High School, with great elation, I am happy to announce the return of ***Owls Baseball for the 2021 Season!!!***

Currently the Players, Coaches, and Boosters are looking for your support in making this season a fun and successful one! With past Sponsor commitments helping our organization, we were still capable of honoring our eight 2020 Baseball Seniors with individual scholarships of \$350.00, even in the face of the pandemic and lack of fundraising.

We sincerely appreciate all those that have supported us, and we look forward to reconnecting with our community during this season. The past support has made it possible to weather through some of most unforeseeable, challenging of times and we cannot state how greatly appreciative this has meant to us.

This year, we are once again offering our sign sponsorship opportunity. We will be leaving the signs up on the Varsity Baseball fence for the duration of the Baseball Season. This continues to offer our sponsors great exposure and, more importantly, displays to our community the names of so many businesses, organizations, and individuals that care. Enclosed you will find our registration form. We are hoping that you and your organization will be part of our *comeback season* for our Boys! With your sponsorship, we, the Boosters, will continue to improve upon our fundraising goals and deliver on another great ***Owls Baseball Season!***

Thank You for your Time and Hopeful Support!

Sincerely,

Jason Yeager

Jason Yeager

President – Baseball Boosters

C: 978.204.5141

trhs.baseballboosters@gmail.com



TIMBERLANE HIGH SCHOOL BASEBALL SPONSORSHIP OPPORTUNITY



Your business sign will be displayed and left up on the Varsity field fence for the duration of the baseball season.

- **Gold Sponsorship \$250** –
Your own 3' x 5' sign
- **Silver Sponsorship \$100** –
Your logo shared with others on a 3' x 5' sign.

TRHS Baseball Sponsorship Registration Form

Company Name	
Contact Name	
Phone	
Email	

Please check the level of sponsorship:

- Gold \$250 – Full 3' x 5' sign
- Silver \$100 – Shared 3' x 5' sign

Your sponsorship will require a high image file of your logo and/or ad jargon. Please email file to trhs.baseballboosters@gmail.com.

Please complete the attached sponsorship form and mail your check no later than April 8th.

Payable to: TRHS Baseball Boosters
c/o Jason Yeager
16 Old County Rd.
Plaistow, NH 03865

Questions? Contact Jason Yeager @ 978.204.5141 or trhs.baseballboosters@gmail.com

TRHS Girls Softball Sponsorship Opportunity!

The Timberlane High School Softball season has begun and this is your opportunity to sponsor the team for the 2021 season.

There will be 2 sponsorship opportunities available:

One year sponsorship for \$250

- ★ Your Business Logo on a 3 ft by 5 ft banner displayed on the fences around the softball field during the 2021 softball season
- ★ Recognition as sponsor on our Facebook Page

Two year sponsorship for \$400

- ★ Your Business Logo on a 3 ft by 5 ft banner displayed on the fences around the softball field during the 2021 softball season and the 2022 softball season
- ★ Recognition as sponsor on our Facebook Page

Please complete the attached sign-up Sponsorship Registration Form and mail your check payable to:

**TRHS Softball Boosters
% Ed Aziz
20 Cottonwood Rd
Plaistow, NH 03865**

Questions? Contact Ed Aziz at 603-571-8635 or eaziz1327@gmail.com

Thank you for supporting the Timberlane High School Softball Program!

Council For Timberlane Athletics, IRS Employee ID #26-4830438

Timberlane High School

Softball 2021 Season

Sponsor Registration Form

Company Name: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Company Facebook Address: _____

Please check your sponsorship commitment level:

One Year* (\$250+): _____

Two Year* (\$400): _____

*** Please submit:**

- A digital copy of your company's Logo. Please email to eaziz1327@gmail.com
- A Business Card. If you have a digital copy of the card, please email to eaziz1327@gmail.com

ALL Sponsors will receive recognition on our TRHS Girls Softball Facebook Page!

Please complete this Form and mail your check payable to:

**TRHS Softball Boosters
% Ed Aziz
20 Cottonwood Rd
Plaistow NH 03865**

**Questions? Contact us at 603-571-8635 or eaziz1327@gmail.com.
Thank you for supporting the Timberlane High School Softball Program!**

Council For Timberlane Athletics, IRS Employee ID #26-4830438

DATE: April 9, 2021

Executive Summary

TRHS All-Gender Bathroom

Four years ago, due to the need to accommodate all of our students in an equitable way and to continue to meet the state expectation of providing all-gender bathroom options, the high school designated one of two 400 hallway single- toilet room bathrooms an all-gender room. This room and the single toilet bathroom adjacent to it have provided the school's answer to the state requirement. This year, high school administration freed up one of the two single toilet bathrooms in the 400 hallway to accommodate the need for a bathroom dedicated to the support of the Health Office Annex, which is located a short distance away by the front office. The annex is a repurposed classroom adjacent to the nurse's office. The nurses isolate individuals in this room who exhibit symptoms consistent with Covid19 and those who exposed to someone who is sick with Covid19. (All district schools are required to provide a bathroom and isolation room for this purpose.)

Because one of the single toilet bathrooms in the 400 hallway is no longer available to the school community, the remaining room is not as available for use. The Gay-Straight Alliance, a student organization, approached the administration with a request for a bathroom that was on par with the other bathrooms in the high school, citing issues with the availability, location, condition, and the size of the room. The students made the point that this one remaining single-stall gender-neutral bathroom in the 400 hallway is heavy utilized. They explained that the loss of access to the adjacent room to assist with the Covid19 situation increased use of the all gender bathroom left students feeling marginalized and disrespected.

To address the issue, the administration chose to dedicate the 600 hallway girls bathroom as an all-gender bathroom with the goals of increasing access to students who prefer to use a gender-neutral bathroom and providing a room that is more spacious, centrally located, and in good condition. Dr. Cochrane approved of the plan on April 1. The plan was to complete some privacy adjustments to the stalls and to order an all-gender sign. The work was completed, and the sign put up on April 6th. Mr. Woodworth announced the plan to the school that day and he and Dr. Cochrane sent out a co-authored a message to the community.

Submitted by Donald Woodworth

DATE: April 9, 2021

Executive Summary

Recommended guidelines for reopening public performances at TRSD Performing Arts Center

In an effort to ensure a safe reopening of the Timberlane Performing Arts Center auditorium and Recital Hall, the following safety protocols will be put into effect.

1. All performers will be socially distanced and be masked at all times. The on stage performer capacity will not exceed 45 performers. This restriction will allow for at least 6 feet of social distancing between performers.
2. Audience members will be restricted to the **four** members of the performers' immediate family members currently living together only plus Timberlane students and staff. Outside public will not allowed to attend.
3. All audience will be assigned seating and will be every other seat and every other row to increase the appropriate distance for large group assembly. Immediate family members **only** will be allowed to sit in adjacent seating.
4. Audience capacity will be restricted to 240 maximum for the entire seating area and 40 maximum for the recital hall. (200 in the main hall without the Recital Hall seating available)
5. To assist the possible need of contact tracing, all audience members will be required to wear masks and all attendees will be required to fill out the TRSD COVID form prior to the performance. (Attached)
6. No non district performances will be allowed until deemed safe by the TRSD Administration.
7. All performances will end by **8:00 PM** to ensure time for proper cleaning.

Respectfully submitted,

Mark Pedersen

TIMBERLANE REGIONAL SCHOOL BOARD

COMMITTEE ASSIGNMENTS

2021-2022

CAPITAL IMPROVEMENT PLAN

*Brian Boyle
Kim Farah
Barbara Kiszka
Sheila Lowes*

Wednesday 7pm (as needed)

CHECK REGISTERS

Barbara Kiszka

CURRICULUM & ASSESSMENT

*Kelly Bowes
Amy Gentile*

Tuesday 4pm (monthly)

PERSONNEL

*Brian Boyle
Kim Farah
Sheila Lowes*

(As needed during negotiations)

ENERGY

*Brian Boyle
Barbara Kiszka
Kim Farah*

(As needed)

POLICY

*Amy Gentile
Steve Finnegan
Shawn O'Neil (Alternate)*

Thursday 6:00pm (monthly)

FACILITIES

*Brian Boyle
Kim Farah*

Tuesday 8:30am (quarterly)

SAFETY

*Steve Finnegan
Kristin Savage*

Tuesday 10:15pm (quarterly)

FINANCE

*Brian Boyle
Shawn O'Neil (Alternate)*

Thursday 7pm (bi-weekly)

STRATEGIC PLANNING

*Kelly Bowes
Steve Finnegan
Kristin Savage (Culture/Climate)*

Monday 4pm (As needed)

GENERAL ASSEMBLY DELEGATES

Shawn O'Neil

Attend January Assembly

WELLNESS

*Brian Boyle
Kelly Bowes*

Thursday 4pm (quarterly)

WITHDRAWAL

*Kim Farah
Kristin Savage*

(As needed)

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

**Timberlane Support Staff Union,
AFT #6530, AFT-NH, AFL-CIO
and
Timberlane Regional School Board**

MEMORANDUM OF UNDERSTANDING
(Retirement Incentive) **April 6, 2021**

Whereas the parties, the Timberlane Support Staff Union, AFT #6530, AFT-NH, AFL-CIO (TSSU) and the Timberlane Regional School Board (TRSB), have negotiated over the extension of the deadline to notify the District of intent to retire pursuant to Article 15.2 and have agreed as follows:

1. Article 15.2 outlines the procedure for receiving the retirement incentive:

15.2 Retirement Incentive: Employees in benefit category B-1, B-2 or B-3 who have completed at least 20 years of full-time equivalent service in the School District and who are at least 55 years of age shall be eligible for this retirement incentive program. Employees must submit notice of their intention to retire under this program to the Superintendent no later than March 30th of the last full school year of employment. Under extraordinary circumstances, a maximum of one employee per school year may withdraw such notice or submit such notice after March 30th. If more than one employee in a school year seeks to withdraw or submit such notice after March 30th, the employee who shall be permitted to withdraw or submit such notice shall be the first employee who notifies the Superintendent in writing of extraordinary circumstances that justify the late withdrawal or submission. The amount of the retirement incentive shall equal 1.25% of the employee's last annual wages times the number of full-time equivalent years of service in the School District; however, in no event shall the amount paid exceed 45% of the employee's last annual wages. The retirement benefit shall be paid as a one-time lump sum in or before August following the date of the employee's retirement.

2. The TRSB has voted to extend the deadline for this school year. It is necessary for the TSSU to agree to such change per the CBA.
3. The parties agree that for the 2020-21 contract year, the March 30th deadline is extended to April 14th.

The parties have entered into and executed this Memorandum of Understanding on this 6th day of April, 2021 by and between the Timberlane Regional School Board and the Timberlane Support Staff Union, AFT #6530, AFT AFL-CIO.

TIMBERLANE REGIONAL SCHOOL BOARD

Kimberly Farah

Dr. Kimberly Farah, Chairperson

04 / 06 / 2021

Date

**TIMBERLANE SUPPORT STAFF UNION
AFT LOCAL #6530, AFT-NH, AFL-CIO**

Laurie Herchenroder

Laurie Herchenroder, President

04 / 07 / 2021

Date

**Timberlane Teachers' Association,
AFT-NH #4796, AFT-NH, AFL-CIO
and
Timberlane Regional School Board**

MEMORANDUM OF UNDERSTANDING

(Retirement Incentive April 6, 2021)

Whereas the parties, the Timberlane Teachers' Association, AFT-NH #4796, AFT-NH, AFL-CIO (TTA) and the Timberlane Regional School Board (TRSB), have negotiated over the impact of extending the time period for notice of retirement pursuant to Article 13.1 of the collective bargaining agreement between the TTA and the TRSD, the parties agree as follows:

1. Article 13.1 outlines the procedure for receiving the retirement incentive:

[13.2] NOTICE OF INTENT

A teacher must submit written notice of his/her intention to retire under this program to the Superintendent of Schools no later than January 1 of the last full school year of full-time employment. Under extraordinary circumstances, a maximum of one teacher per school year may withdraw such notice or submit such notice after January 1. If more than one teacher in a school year seeks to withdraw or submit such notice after January 1, the teacher who shall be permitted to withdraw or submit such notice shall be the first teacher who notifies the Superintendent in writing of extraordinary circumstances that justify the late withdrawal or submission. However, in no event may a teacher withdraw such notice or submit such notice after June 1.

2. The TRSB has voted to extend the deadline for this school year. It is necessary for the TTA to agree to such change per the CBA.
3. The parties agree that for the 2020-21 contract year the January 1st deadline is extended to April 14th.

The parties have entered into and executed this Memorandum of Understanding on this 6th day of April, 2021 by and between the Timberlane Regional School Board and the Timberlane Teachers' Association, AFT-NH #4796, AFT-NH, AFL-CIO.

TIMBERLANE REGIONAL SCHOOL BOARD

Kimberly Farah

04 / 07 / 2021

Dr. Kimberly Farah, Chairperson

Date

**TIMBERLANE TEACHER'S ASSOCIATION
AFT LOCAL #4796, AFT-NH, AFL-CIO**

Coral Hampe

04 / 06 / 2021

Coral Hampe, President

Date