

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, MARCH 18, 2021

Re-Organizational Meeting – 7:00pm

Webinar Link

Dr. Kimberly Farah, Chair

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

Kristin Savage, Vice Chair

Technology Assistance

Dr. Brian Cochrane, Interim Superintendent

603-382-6541 x 3955

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

*** THIS MEETING WILL BE HELD BY WAY OF VIDEOCONFERENCE AND NOT IN PERSON AS ORIGINALLY POSTED***

AGENDA

1. Call to Order
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Election Results and Election of Officers
 - a. Chair
 - b. Vice Chair
 - c. School District Clerk
 - d. School Board Recording Secretary
 - e. Treasurer
 - f. Assistant Treasurer
 - g. School Counsel
 - h. Bonding
 - i. Bank Depository
 - j. Review of Investment Policy DFA (to be reviewed annually per RSA and Auditor)
 - k. Annual Adoption of Risk Management Plan (Policy EI)
 - l. School Board Ethics Statement
 - m. Authorize Personnel Committee to approve MOUs
5. Meeting Dates, Times and Place

Regular business meeting to immediately follow this re-organizational session.

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

REORGANIZATIONAL MEETING – March 18, 2021

1. Call to Order

2. Pledge of Allegiance

3. Election Results and Election of Officers

Current School Board Chairman will report out on the election results and then call for nominations from the floor for the office of the chair for the ensuing year. In the event more than one person is nominated for an office, he will initiate the voting by show of hands.

a. Chair – nominations from the floor

Newly appointed chairman to call for nominations of the following:

b. Vice Chair – nominations from the floor

c. School District Clerk – Sharon Boyle is seeking re-appointment.

d. School Board Recording Secretary – Kat Lancaster is seeking re-appointment

e. Treasurer – Kathleen Beattie is seeking reappointment.

f. Assistant Treasurer – Gloria Dodge is seeking reappointment.

g. School Counsel – Seeking recommendation from the Board/Superintendent. Drummond Woodsum currently serves in this capacity.

h. Bonding – recommendation to bond the treasurer and assistant treasurer as required by statute and Department of Revenue Administration (policy DH).

i. Bank Depository – recommendation to appoint TD Bank as the District bank.

j. Policy DFA regarding investment is to be reviewed on an annual basis per district auditors and RSA's. No changes proposed.

k. Policy EI Risk Management requires an annual review and adoption. No changes proposed.

l. School Board Ethics Statement – to be reviewed and signed by all members on annual basis in accordance with Board policy BCA.

m. Per request of the board, authorizing the personnel committee to approve MOU's has been added to the re-org agenda.

4. Meeting dates and times

Recommendation to hold school board meetings on the first and third Thursdays of the month at 7:00 pm at the Superintendent's office, waive the July meetings and the first meeting in August (unless needed) and hold the meeting scheduled for the fourth week in August on the 22nd just before school is back in session (students start on August 29th), and finally, to reserve the right to amend the meeting schedule as needed.

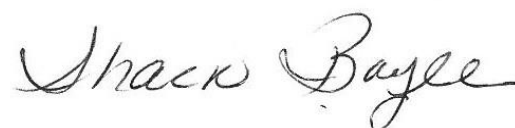
5. Adjournment

**TIMBERLANE REGIONAL SCHOOL DISTRICT 2021
ANNUAL VOTING RESULTS**

<i>#1: Election of Officers</i>		<u><i>Atkinson</i></u>	<u><i>Danville</i></u>	<u><i>Plaistow</i></u>	<u><i>Sandown</i></u>		
School Board (3 yr term)	1190	Amy Gentile	NO VACANCY	213	Kelly Bowes 522 Steven J. Finnegan		
Budget Committee (3 yr term)	1183	Katherine Consalvo	NO VACANCY	31	Julian Kiszka 96 Mark Sherwood		
Budget Committee (1 yr term)		NO VACANCY	NO VACANCY	16	Susan Sherman 493 Marissa Brown		
<i>#2: Operating Budget</i>	YES	1138	137	606	499	2380	Passed
	NO	334	33	171	146	684	
<i>#3: One Year Collective Bargaining Agreement (Timberlane Administrative Assistants and Maintenance Union)</i>	YES	1073	113	530	350	2066	Passed
	NO	405	59	251	300	1015	
<i>#4: Authorization for Special Meeting on Cost Items</i>	YES	1082	107	531	373	2093	Passed
	NO	359	63	236	270	928	
<i>#5 One year Collective Bargaining Agreement (Custodians Union)</i>	YES	1108	117	566	382	2173	Passed
	NO	343	55	210	262	870	
<i>#6: Authorization for Special Meeting on Cost Items</i>	YES	1044	106	513	366	2029	Passed
	NO	359	65	244	271	939	
<i>#7: One year Collective Bargaining Agreement (Food Service Workers Union)</i>	YES	1028	106	503	340	1977	Passed
	NO	417	66	269	308	1060	
<i>#8: Authorization for Special Meeting on Cost Items</i>	YES	1042	102	506	345	1995	Passed
	NO	379	67	253	292	991	
<i>#9: Capital Reserve Fund by Surplus</i>	YES	1007	103	475	322	1907	Passed
	NO	420	67	284	322	1093	
<i>#10: General Acceptance of Reports</i>	YES	1260	145	651	475	2531	Passed
	NO	169	23	113	160	465	

2021 MARCH VOTING RESULTS

Certified on 3/15/2021



Sharon Boyle, District Clerk

Timberlane Regional School District	Policy Code: DH
Adopted: 05-05-83 Revised: 01-03-91 Revised: 10-07-99 Revised: 03-17-11 Revised: 02-18-16	Page 1 of 1

BONDED EMPLOYEES AND OFFICERS

State law requires that the Treasurer and Assistant Treasurer be bonded. The District will arrange a Public Officials Bond to cover the Treasurer and each Assistant Treasurer as required by statute and Department of Revenue Administration regulations.

It is the practice that any employee who administers student activity money shall be bonded.

Any employee who administers funds for the District will be bonded appropriately. The District will arrange a Blanket Position Bond, including a Faithful Performance endorsement on all employees who administer funds for the District. The cost of said bond to be paid by the District.

Legal Reference:

*RSA 197:22, Treasurer's Bond
NH Department of Revenue Regulations*

<p>Timberlane Regional School District</p>	<p>Policy Code: DFA</p>
<p>Adopted: 10-07-99 Revised: 10-16-08 Revised: 05-02-13 Revised: 05-08-14</p>	<p>Page 1 of 2</p>

INVESTMENT

The School Board authorizes the School District Treasurer working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a to invest the funds of the District subject to the following objectives and standards or care.

OBJECTIVES

The three objectives of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

STANDARDS OF CARE

1. Prudence. The standard of prudence to be used by the School District Treasurer and Superintendent or his/her designee involved in the investment process shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. They are directed to use the Government Finance Officials Association’s Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.
2. Ethics and conflicts of interest. The School District Treasurer and Superintendent or his/her designee involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall also disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall

Timberlane Regional School District	Policy Code: DFA
Adopted: 10-07-99 Revised: 10-16-08 Revised: 05-02-13 Revised: 05-08-14	Page 2 of 2

subordinate their personal investment transactions to those of the School District particularly with regard to the timing of purchases and sales.

3. Internal Controls. The School District Treasurer and Superintendent or his/her designee shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed periodically by the School Board and an independent auditor.

The Board will review the investment policy annually.

Statutory Reference:
RSA 197:23-a
RSA 383:22

Timberlane Regional School District	Policy Code: EI
Adopted: 01-01-83 Reaffirmed: 02-07-91 Revised: 09-20-01 Revised: 06-02-16 Revised: 09-06-18	Page 1 of 1

RISK MANAGEMENT

The Board will annually re-affirm, at the March organizational meeting, a comprehensive plan for Risk Management to protect the financial resources of the district, preserve its ability to provide an educational program, and protect individuals from personal loss as a result of carrying out their responsibilities for the district.

Administration of this Board policy will be under the direction of the Business Administrator for property and liability, and the Director of Human Resources for employee coverages. Administration is charged with responsibility to regularly evaluate exposures, develop strategies to control losses, place insurance coverage, maintain property appraisals and inventories, process claims, maintain loss records, and supervise loss prevention activities.

The Board may assume the risk of property damage, legal liability, and dishonesty in all cases in which the exposure is so small or dispersed that a loss would not significantly affect the operations or financial position. The Board will institute a planned, funded program of self-insurance where risks can be reasonably predicted, combined with excess insurance against catastrophic loss.

The Board may also participate in a pooled risk management program. The pooled risk management program may be utilized for: the defense of claims and indemnification for losses arising out of the ownership, maintenance, and operation of real or personal property and the acts or omissions of school officials, school employees, or agents of the school district; the provision of loss prevention services including, but not limited to, inspections of property and the training of personnel; and the investigation, evaluation, and settlement of claims by and against the school district. Membership in a pooled risk management program will conform to the provisions set forth in RSA 5-B and related statutes.

Legal Reference:

RSA 194:3, III Powers of Districts

RSA 194:5-B:6 Declaration of Status Tax Exemption, Liability

Timberlane Regional School Board	Procedure Code: BCA-R
Adopted: 09-20-01 Revised: 04-02-09 Revised: 09-05-13 Revised: 03-31-20	Page 1 of 2

SCHOOL BOARD MEMBER ETHICS/EXPECTATIONS

AS A MEMBER OF THE SCHOOL BOARD, AND IN ACCORDANCE WITH MY OATH OF OFFICE, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION BY STRIVING TO ADHERE TO THE FOLLOWING EXPECTATIONS:

1. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning issues to be considered at those meetings.
2. Understand that the Board, as governing body, does not manage the District, but rather sets the broad goals and standards for the District by way of policies adopted by a quorum of the Board at proper meetings under the Right-to-Know law.
3. Be informed about current educational issues by individual study and through information, such as those sponsored by my state and national school board associations.
4. Make decisions and take votes based upon the available facts, the full deliberation of the Board, and my independent judgment, and refuse to surrender or subordinate that judgement to any individual or special interest group.
5. Work respectfully with other Board members by encouraging the free expression of differing opinions and ideas.
6. Seek opportunities for the Board to establish systematic communication channels with students, staff, and members of the community.
7. Recognize that as a general principle the District and its students benefit when Board decisions, which have been made following consideration of all sides and vote of a quorum, receive the subsequent support of the whole Board, whenever practicable.
8. Respect the confidentiality of information that is privileged under applicable law or is received in confidence or non-public session.
9. Recognize that individual Board members are without authority to act relative to School District business, and that I may not individually commit the Board to any action except as specifically designated to do so by Board action.
10. Understand the chain of command and refer problems or complaints to the proper administrative office per applicable School Board policies.

Timberlane Regional School Board	Procedure Code: BCA-R
Adopted: 09-20-01 Revised: 04-02-09 Revised: 09-05-13 Revised: 03-31-20	Page 2 of 2

11. Work with the other Board members to establish effective Board policies, and foster a relationship with the District administration toward the effective implementation of those policies and management of the District operations, personnel and facilities.
12. Communicate to the Superintendent and to the Board (only as consistent with the Right-to-Know law) expressions of public reaction to Board programs, policies and other Board actions.
13. Present personal criticisms concerning District operations, staff, etc. to the Superintendent, not to District staff, the public, or unnecessarily at a Board meeting.
14. Establish policies and protocols for systematic communications with students, staff, and members of the community. Support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff.

School Board Member Signature

Date



TIMBERLANE REGIONAL SCHOOL BOARD MEETING DATES FOR 2021-22

Dr. Brian Cochrane, Superintendent

PROPOSED

JULY 22	AUGUST 5 19	SEPTEMBER 2 16	OCTOBER 7 21
NOVEMBER 4 18	DECEMBER 2 16	JANUARY 6 20	FEBRUARY 3 17
MARCH 3 17	APRIL 7 21	MAY 5 19	JUNE 2 16

Meetings will convene at 7:00 pm at the
Superintendent's Office, 30 Greenough Road, Plaistow, NH
(unless otherwise indicated in individual meeting postings).

The Timberlane Regional School Board reserves the right to amend these dates, location, or times as necessary. Log on to www.timberlane.net for more information.

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Approved March _____

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, MARCH 18, 2021

Regular Business Meeting – 7:30pm

Webinar Link

Dr. Kimberly Farah, Chair

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Technology Assistance

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AGENDA – REVISED*

1. **7:30PM** Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance – recited in the re-org session
4. Approval of Minutes
5. Student Representative
6. Delegates and Individuals

Individuals wishing to speak during delegates and individuals are asked to fill out the request form (link below) by 5pm of the day of the meeting. Due to time constraints, only the first 20 persons completing this form will be allowed to speak up to 3 minutes each. They will be notified via district email by 6pm that they were among the first 20 selected to speak during this portion of the meeting. Link to Request Form: <https://forms.gle/kWvzNs8rhaRHnRH97>

7. Current Business

- a. **7:35PM** School Re-Opening Update – INFORMATIONAL/ACTION (15)
- b. **7:50PM** HVAC Update – ACTION (10 minutes)
- c. **8:00PM** Vaccination Update – ACTION (10)
- d. **8:10PM** End of Year Events – ACTION (10)
- e. **8:20PM** Renominations and Staffing – ACTION (20) *added
- f. **8:40PM** SAU106 Staffing – ACTION (10)
- g. **8:50PM** Summer Learning Policy – (intent to waive policy IHCA which is attached to this agenda) – ACTION (10)

8. **9:00PM** Administrator’s Report

9. **9:05PM** Personnel Report

10. **9:10PM** Committee Reports/Reports of the School Board

11. Correspondence Folder

12. Vendor and Payroll Registers

13. **9:15PM** Other Business

14. Nonpublic (If needed)

15. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
April 1	Regular Meeting	Zoom	7:00PM
April 15	Regular Meeting	PAC	7:00PM
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

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BUSINESS MEETING AGENDA

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

4. APPROVAL OF MINUTES (3 sets –March 4 public and nonpublic and the December 3, 2020 sealed minutes)

5. DELEGATES AND INDIVIDUALS

6. STUDENT REP (Introduction of Kaylie Sheffield)

7. CURRENT BUSINESS

a. Re-Opening Update – INFORMATIONAL/ACTION

Updates on remote and in-person instruction and COVID Numbers (posted to online agenda packets folder)

b. HVAC Update – INFORMATION/ACTION

Continued discussion with respect to HVAC report and action taken.

c. Vaccination Update – ACTION

Presentation of plan to vaccinate district staff.

d. End of Year Events – ACTION

Presentation on end of year events.

e. Renominations and Staffing – ACTION

Dr. Cochrane to present the renominations and RIF of professional staff members for the 2021-22 school year. Per RSA 189: (a) Any teacher who has a professional standards certificate from the state board of education and who has taught for one or more years in the same school district shall be notified in writing on or before April 15 or within 15 days of the adoption of the district budget by the legislative body, whichever is later, if that teacher is not to be renominated or reelected...

f. SAU106 Staffing – ACTION

Continued discussion on the organization of SAU106.

g. Summer Learning Policy – ACTION

As informed at the March 3rd board meeting, the Curriculum and Assessment Committee is recommending the waiving of policy IHCA with respect to summer work. Notice of the intent to waive policy was posted with the agenda and was announced at the March 3rd meeting.

8. ADMINISTRATOR'S REPORT – Dr. Cochrane

Dr. Cochrane to present.

9. PERSONNEL REPORT

Dr. Cochrane to present.

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

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

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

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

14. NONPUBLIC SESSION – *If needed.*

15. FUTURE DATES – *As indicated.*

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: March 18, 2021

Executive Summary

TRSD COVID-19 Data Dashboard- Weekly numbers- Current

Please note that in an effort to protect privacy, little information about these situations can be shared publically, but rest assured that the schools are taking all the proper steps to inform staff, students and families if they are directly affected by a COVID-19 case. Please note that NH DHHS is no longer providing 'Number of new hospitalizations per 100,000 over the past 14 days' at the county level.

Week of 3/10/2021- 3/17/2021			
Metric	2020/2021	2020/2021	Comparable previous data
Active Positive COVID-19 Cases in students across the district (including students who are remote ONLY)	24	0.72%	NA
Active Positive COVID-19 cases in staff across the district	2	0.44%	NA
Number of students currently under state mandated isolation/ quarantine* across the district	118	3.54%	NA
Number of Staff currently under state mandated isolation/ quarantine* across the district	17	3.70%	NA
Number of 'Active' cases in Rockingham county per NH DHHS	589	0.193%	NA
Number of New infections per 100,000 in Rockingham county in the past 14 days per NH DHHS	316.3		NA
COVID-19 PCR tests Positivity 7 day average per NH DHHS	6.2%		NA
Number of New hospitalizations per 100,000 over the past 14 days – Rockingham county	NA- State is no longer reporting this at the county level.		NA
Student absenteeism-	3.79%		AVG 4.5%
Staff absenteeism-	6.32%		5.5%
Staff capacity as defined with NH DHHS guidance	Strained		NA
New Cases in Rockingham County per 100k population in 7 days per CDC data	154.3		NA
Percent Positivity in Rockingham County per CDC data	5.75%		NA
*State mandated isolation/ quarantine includes those who have tested positive to COVID-19, those who had close contact with a suspected or confirmed COVID-19 case, or those who are quarantined due to travel.			

For previous week's data please refer to Weekly Numbers -Archive

Respectfully submitted by,

Mark Pedersen

DATE: March 11, 2021

Executive Summary

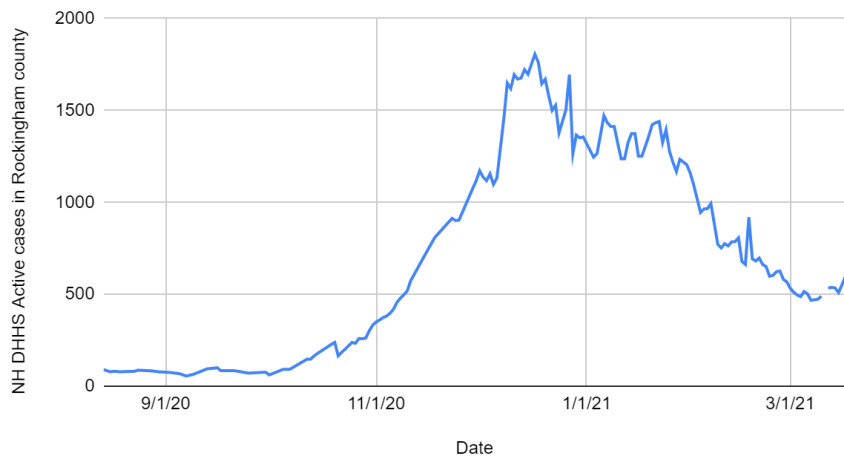
TRSD COVID-19 Data Dashboard- Weekly numbers- Archive

Please see the weekly summary data as well as graphs for some of the daily metrics that are being tracked (page 3).

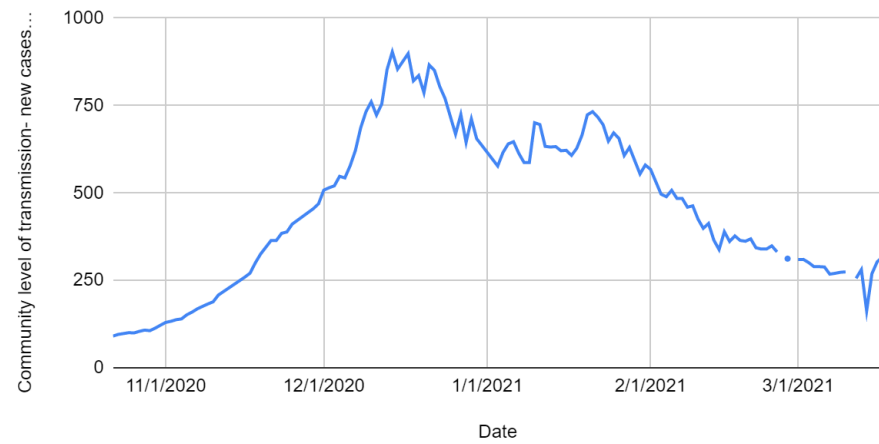
Date	+ Student	+ Staff	Student Quarantine	Staff Quarantine	Active cases in Rockingham	New infections per 100K NH DHHS	PCR test + rate	Hospitalizations per 100K	Student absenteeism	Staff Absenteeism	New cases per 100k CDC	% Positivity per CDC
9/30-10/7	4 (0.12%)	1 (0.3%)	19 (0.3%)	5 (1.1%)	97 (0.03%)	44.6	1.2%	0.3	3.83%	3.34%		
10/7-10/14	2 (0.05%)	0 (0.0%)	26 (0.72%)	6 (1.93%)	164 (0.5%)	61.5	1.7%	1.3	3.98%	2.94%		
10/14-10/28	0 (0%)	0 (0%)	9 (0.27%)	9 (1.98%)	258 (0.08%)	107.7	1.3%	2.1	3.55%	2.67%		
10/28-11/4	2 (0.05%)	1 (0.3%)	29 (0.87%)	10 (2.2%)	381 (0.12%)	139.7	2.7%	1.6	3.14	3.06		
11/4-11/10	8 (0.24%)	3 (0.66%)	58 (1.74%)	14 (3.08%)	497 (0.16%)	182.4	3.10%	1.6	NA	NA		
11/11-11/18	0 (0.0%)	3 (0.66%)	63 (1.89%)	12 (2.42%)	NA	299.8	4.30%	0.3	4.14	5.44%		
11/18-11/25	4 (0.12%)	2 (0.44%)	80 (2.4%)	20 (4.41%)	901 (0.29%)	388.5	5.10%	1	4.89%	4.64%		
11/25-12/2	9 (0.27%)	3 (0.66%)	124 (3.70%)	33 (7.27%)	1137 (0.367%)	514.9	6.40%	1.3	4.14%	5.33%		
12/2-12/9	13 (0.39%)	9 (1.98%)	87 (2.61%)	43 (9.47%)	1649 (0.53%)	732.3	12.0%	0.6	4.30%	6.05%		
12/9-12/16	10 (0.30%)	13 (2.86%)	156 (4.68%)	62 (13.66%)	1697 (0.55%)	854.2	11.4	0.6	4.05%	5.73%		
12/16-12/23	7 (0.21%)	3 (0.66%)	92 (2.76%)	26 (5.73%)	1528 (0.493%)	804.4	10.3%	1.0	8.66%	4.88%		
12/23-12/30	NA	NA	NA	NA	1351 (0.436%)	655.3	7.9%	0.3	NA	NA		

Date	+ Student	+ Staff	Student Quarantine	Staff Quarantine	Active cases in Rockingham	New infections per 100K NH DHHS	PCR test + rate	Hospitalizations per 100K	Student absenteeism	Staff Absenteeism	New cases per 100k CDC	% Positivity per CDC
12/30-1/6	25 (0.75%)	9 (1.98%)	87 (2.61%)	26 (5.73%)	1472 (0.475%)	646.6	8.7%	0.3	3.79%	5.41%		
1/6-1/13	20 (0.59%)	6 (1.31%)	104 (3.12%)	23 (5.07%)	1326 (0.428%)	631.0	8.8%	1.0	3.64%	5.20%		
1/13-1/20	15 (0.45%)	6 (1.31%)	122 (3.66%)	25 (5.51%)	1423 (0.459%)	723.5	8.6%	1.9	4.14%	4.03%		
1/20-1/27	21 (0.63%)	4 (0.88%)	99 (2.97%)	10 (2.2%)	1167 (0.377%)	607.1	7.0%	3.2	4.06%	5.36%		
1/27-2/3	7 (0.21%)	4 (0.88%)	45 (1.35%)	4 (0.88%)	945 (0.305%)	496.5	6.6%	1.6	5.43%	3.86%		
2/3-2/10	3 (0.08%)	0 (0.0%)	32 (0.96%)	2 (0.44%)	775 (0.25%)	425.3	7.0%	1.0	4.36%	3.93%		
2/10-2/17	8 (0.24%)	0 (0.0%)	55 (1.64%)	17 (3.74%)	919 (0.297%)	377.1	6.0%	NA	4.83%	5.57%	196.6	13.54%
2/17-2/24	NA	NA	NA	NA	603 (0.195%)	348.7	5.8%	NA	NA	NA	235.9	13.12%
2/24-3/3	3 (0.08%)	2 (0.44%)	59 (1.77%)	8 (1.76%)	496 (0.16%)	300.8	5.6%	NA	3.2%	4.78%	140.8	13.4%
3/3-3/10	3 (0.08%)	0 (0.0%)	31 (0.93%)	3 (0.87%)	489 (0.158%)	274.3	4.70%	NA	3.72%	5.10%	119.8	11.8%
3/10-3/17	24 (0.72%)	2 (0.44%)	118 (3.54%)	17 (3.70%)	589 (0.193%)	316.3	6.2%	NA	3.79%	6.2%	154.3	5.75%

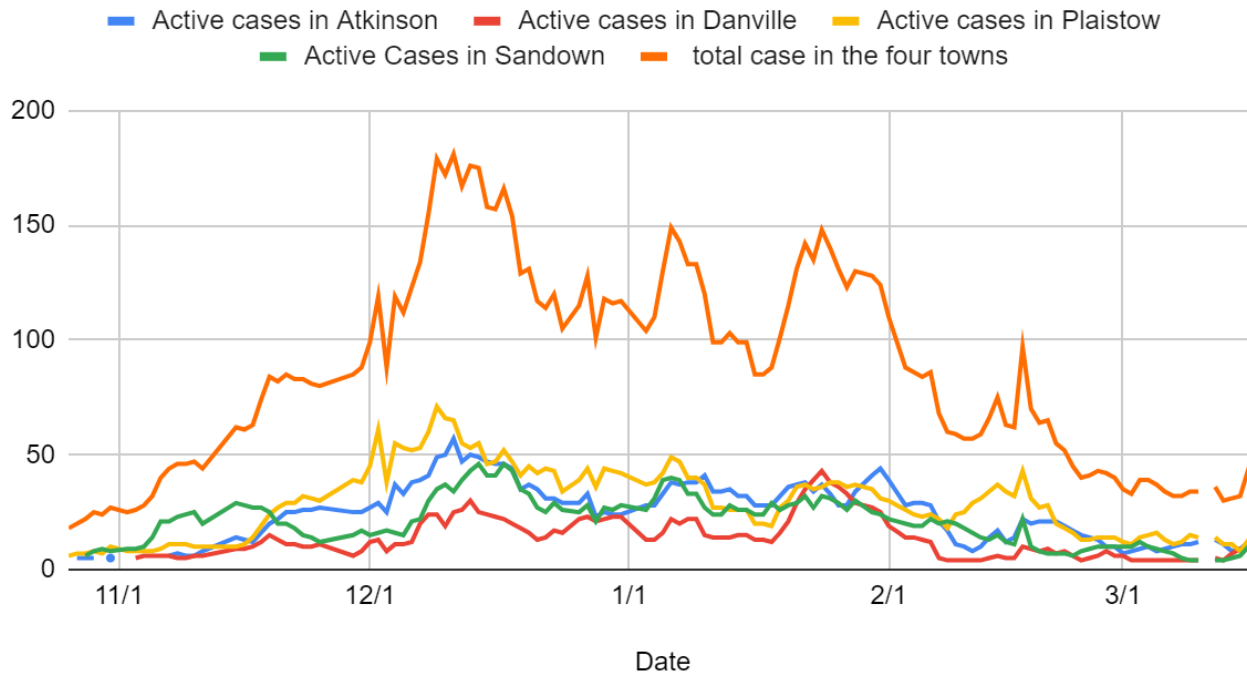
NH DHHS Active cases in Rockingham County



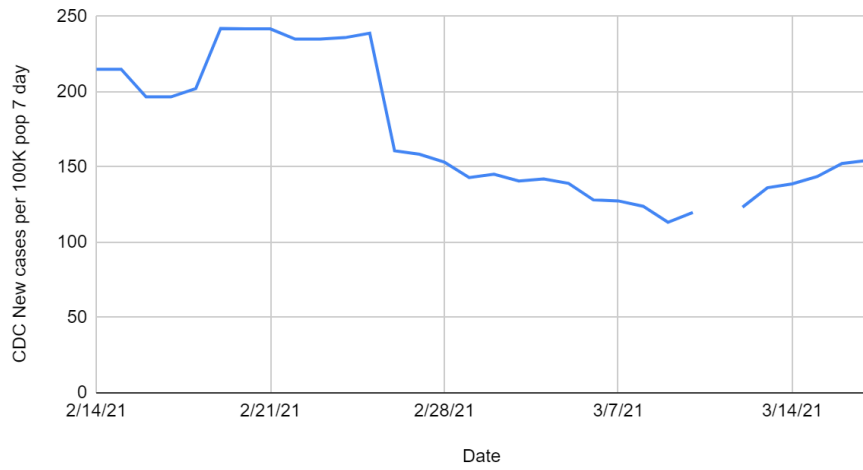
Community level of transmission- new cases per 100k pop. 14 day avg.



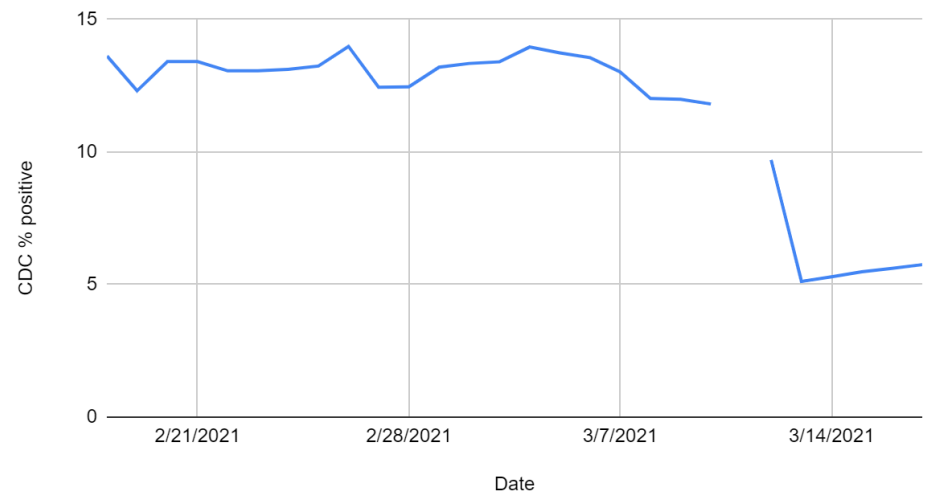
Active cases in Atkinson, Danville, Plaistow, Sandown and total



CDC New cases per 100K pop 7 day



CDC % positive



Respectfully Submitted,
Mark Pedersen

All HS dates as of 3/17/2021

Date	Event	Location	Time
March 15	Wrestling Banquet (no food)	Gym	7:00 postponed
March 17,22,24	Softball Skills 2 session	Gym	2:30-3:30, 3:45-4:45
March 18	Parent Teacher	Zoom	4:30pm
March 18,23,25	Baseball Skills 2 sessions	Gym	2:45-3:45, 4:00-5:00
March 18,	Spirit Banquet (no food)	Café	7:00pm postponed
March 20	Project Hope	virtual/gym	6:00pm postponed

Will have 50 students modeling virtually - each student will have a reserved spot for guest socially distance in gym

March 23	Gymnastics Banquet plated pizza in	Café	6:00pm
March 25	Boys Basketball Banquet no food (Café)		6:00PM
March 27	Girls Basketball no food	café	2:00 pm 3/24 ??
March 29	Spring Tryouts Begin		
April 8	Milkmen	Virtual/PAC	
April 13	Tri-M Honor Society Ceremony	PAC	7:00pm
April 14	SAT Testing	HS Campus	7:20am
April 19-23	Spirit Week	HS	varies
April 20	Mr. Timberlane	virtual/PAC	6:00pm
April 21	WL Honor Society Ceremony	PAC	6:00pm
April 22	Variety Show	virtual/PAC	6:00pm
May 5	Student Council Banquet no food	Café	6:00pm
May 10	Math Honor Society	café	6:00pm paperwork
May 11	English Honor Society	Library	5:00pm paperwork
May 13-15	Musical	PAC limited seating	2;00/7;00pm
May 13	Milkmen	virtual/PAC	
May 17	Art Honor Society Ceremony	Café	5:00pm
May 17	Rho-Kappa Honor Society	Café	6:00pm paperwork
May 18 – 28	AP Testing	HS Campus	varies

May 20	Fatal Reality	PAC	9:00am ??
May 20	Music Awards	PAC	5:00pm
May 24	NHS Ceremony senior cording only	PAC	6:00am
May 22	Prom	Tents on football field	6:00pm

Prom will be held in (2) 40 x 100 tents set to make on 80 x 100 area. We have hi-top tables scattered thru out and chairs around the inside perimeter of the tent for seating. We have food trucks serving food, and we ordered nice portable toilets with sinks in them. We are still in the planning stages, but we will maintain social distancing and wearing masks.

May 28	Drama Awards	PAC	6:00pm
June 3,4,7,8	Senior Finals	HS	A/B Block
June 5	Senior Breakfast	HS café/gym	8:00am -10:00am

This will be a grab and go breakfast sandwich in the café, pick up of yearbooks in the hallway, and the cap and gown pick up in the gym.

June 6	Academic Dinner	Tent on HS Campus	5:30pm
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This tent is 40 x 100. Total attendees will be 70 with 15 tables more if needed. The caterer will be plating all food; all tables will be 6 feet apart.

June 7	Athletic Recognition Night	Tent on HS Campus	6:30pm
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40 x 100 tent with 400 chairs set up 6 feet to social distance. We are still in the planning stage but we will be including guest(s) for each student

June 8	Scholarship Night	Tent on HS Campus	6:00pm
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400 x 100 tent with 400 chairs set up 6 feet to social distance. We are still in the planning stages, but we will be including guest(s) for each student

June 9	Senior Make-up of Finals. Tent will be open for any rescheduled ceremonies		
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June 10	Graduation practice	HS Campus	9:00am – 11:00am
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Set up in the gym 6 feet apart

June 10	Senior Picnic	Tent on HS Campus	11:00am
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40 x 100 tent will have plated or grab and go food; music playing; seats set up 6 feet apart; students can sit on the grass if it is sunny out.

June 10	Jr/Sr Awards	Tent on Campus	6:00pm
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40 x 100 tent with 400 chairs set up 6 feet to social distance. We are still in the planning stage but we will be including guest(s) for each student.

June 10	Milkmen	virtual/PAC	
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June 11	Graduation Practice	HS Campus	9:00am – 11:00pm
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On playing field and track for a full walk through

June 12	Graduation Day	HS Campus	10:00am
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This will look a lot like last year - all students sitting 6 feet apart under today's guidelines. We are still in the planning stages but will be a minimum of 2 tickets per student and we will livestream

June 14	Underclassman Finals	HS	A/B Blocks
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June 15	Underclassman Finals	HS	A/B Blocks
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June 16	Underclassman Finals	HS	A/B Blocks
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June 17	Underclassman Finals	HS	A/B Blocks
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June 18	Underclassman Make up Finals	HS	
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DATE: March 16, 2021

Executive Summary

TRSD COVID-19 Vaccine

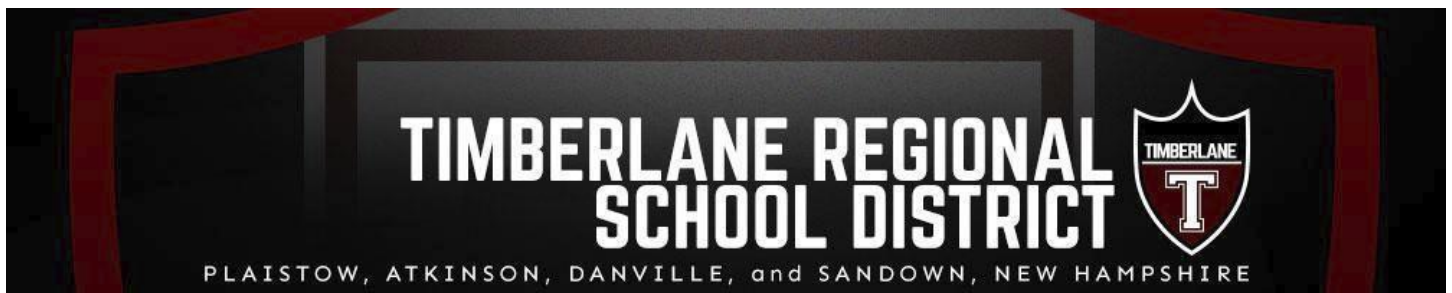
The State of NH officially announced the move into Phase 2a of the vaccination process in early March. At that time, it was understood that TRSD employees would need to register for the vaccine through the state's online registration process and schedule a vaccine at one of the regional 'open PODs' on a 'catch as catch can' basis, starting March 22.

Since that time, TRSD administration worked with local and regional health coordinators to secure a state run 'closed POD' for any TRSD or associated employee that would like to receive the vaccine. The TRSD closed POD is scheduled for Friday March 26 2021, to take place at TRHS. A 'closed POD' has numerous benefits for our employees and the logistics of running a school; including providing the vaccine at a convenient time and location for our employees, as well as being able to coordinate the continuity of school function with the sheer volume of employees that might need to be out of work due to the vaccine or side effects. At this time, TRSD believes that the vaccine will be the two dose variety, with the second dose scheduled on Friday April 23, 2021.

Since many teachers, paras, café workers, bus drivers, custodians, administrators, etc. will be receiving their vaccine on Friday March 26, and other staff, such as nurses and administration will be helping to run the clinic, having full in-person school with students will be difficult to manage. Therefore, it is our recommendation to cancel school for all students, yet continue to have the day as a contractual workday for teachers. Besides the vaccine, teachers could use the day for self-directed PD opportunities, coordinate with colleagues, or simply get caught up on lesson planning and grading.

Respectfully submitted by,

Mark Pedersen



Request for Quotations HVAC Air Handling Equipment- Maintenance & Repair Services

March 4, 2021

Overview

The Timberlane Regional School District ("TRSD") is seeking quotations for HVAC air handling equipment maintenance and repair services. The TRSD has just received the results of a comprehensive evaluation and assessment of its air handling equipment in nine buildings in four towns.

The report, which examined a wide range of nearly 200 pieces of HVAC air handling equipment including rooftop air handling units, energy recovery units, exhaust fans, and others, cites the following maintenance and repair needs, among others:

- Thorough cleaning of equipment components
- Cleaning and replacement of filters
- Cleaning and replacement of energy recovery media
- Replacement of worn and incorrect belts
- Replacement of worn and damaged shafts, bearings, gears, & pulleys
- Replacement of damaged wiring
- Replacement of leaking or missing parts
- Repair of damaged shrouds, cabinets, and supports
- Repair of malfunctioning and damaged dampers
- Lubrication of equipment

Services to be Provided by the Successful Company

The successful company will provide the necessary labor, vehicles, and equipment needed to accomplish the maintenance and repair work listed above. The successful company will be required to provide a list of the exact maintenance and repair performed by piece of equipment.

The cost of parts and supplies will be charged separately to the TRSD.

TRSD Buildings

The TRSD includes the following buildings:

Building	Address
Timberlane Regional High School and Performing Arts Center	36 Greenough Road, Plaistow, NH 03865
Timberlane Regional Middle School	44 Greenough Road, Plaistow, NH 03865
Danville Middle School	23 School Street, Danville, NH 03819
Pollard School	120 Main St., Plaistow, NH 03865
TLC at Sandown Central	295 Main Street, Sandown, NH 03873
Sandown North School	23 Stagecoach Dr., Sandown, NH 03873
Atkinson Academy	17 Academy Avenue, Atkinson, NH 03811
SAU 55 Administration Building	30 Greenough Road, Plaistow, NH 03865

HVAC Equipment

The TRSD can provide a listing of the TRSD HVAC upon request which includes the equipment ID number, building, location, manufacturer's name, model number, type, date placed in service, and additional notes.

Mechanical Plans

Copies of the building HVAC mechanical drawings the TRSD has in its possession are available upon request after the award of this work.

Hours of Work

Work will need to be scheduled around the TRSD classroom learning schedule.

The successful Bidder will be allowed to work from 4pm-11pm Monday through Friday, and days on Saturday, Sunday, and holidays.

Due to COVID-19, this schedule may change with limited notice.

Project Schedule

Work to begin as soon as possible after Date of Award. A progress report from the successful company will be required on a weekly basis within 7 days of the performance of the work, and will include a list of completed work and the associated costs.

Licenses & Certifications

The successful company must provide list of the relevant licenses and certifications held by their HVAC Technicians. Project work may be federally funded, vendor will be required to execute a non-debarment statement.

COVID-19 Protocols

The successful company must provide a copy of the COVID-19 protocols used by its staff.

Insurance

The successful company must provide a copy of their insurance coverage with this proposal, Workers Comp and Liability Coverage satisfactory to the District.

Additional Information or Questions

Please direct all questions to:
Marc Fournier, TRSD Project Manager
rmarcfournier@gmail.com
617-721-0223

Proposal Submission

All proposals must be emailed or hand delivered Jill Johnston, Business Office, 30 Greenough Road, Plaistow, NH 03865, Jill.Johnston@sau55.net, no later than 11am on Monday, March 15, 2021. Bids will be opened at noon on March 15, 2021 and in the current pandemic environment, will be opened via Zoom session. Zoom link will provided upon request to Jill.Johnston@sau55.net.

References

Bidders must provide two references for similar work including the project name, organization name, and contact information for the organization's project manager.

Reports & Invoices

All reports and invoices must be provided in Microsoft Excel.

Resource Availability

The successful company must provide an estimated schedule and list of when their available HVAC staff and equipment resources are expected to be available to perform the maintenance and repair work listed above.

Bid Response Section

The successful company will provide the following services at the rates listed below:

HVAC Technician to perform HVAC maintenance & repair services- \$119.00/hour 7:30am-3:30pm

Please list all other relevant charges in detail below (vehicle costs, etc.):

The cost of parts and supplies will be charged separately to the TRSD. There will be a 15% markup on parts and supplies.

Resource Availability

The successful company must provide an estimated schedule and list of when their available HVAC staff and equipment resources are expected to be available below:

References

Woburn Public School District

Dave Dunkley

781-844-1604

ddunkley@woburnps.com

Berlin Public School District

Bryan Lamirande

603-752-6500

blamirande@sau3.org

Certification Credentials

The Bidder is certified by the following organizations:

NEBB

ASHRAE

NAESCO

USGBC

Technician Licenses & Certifications

EPA 608 Refrigeration Certification - Universal

Gas Fitter License

Master Plumbers License

Bidder Information

Company Name: Trane Technologies

Address: 15 Constitution Dr. Suite 2K

Telephone: (603) 263-2060

Contact Person: Luke Llewellyn/Rory Beard

Title: Account Manager

Date: 03/15/2021



Test, Adjust and Balance Report

Report Issue Date: 3 / 15 / 2021

Job Name: Timberlane School District
30 Greenough Rd.
Plaistow, NH 03865

Job Number: 21010006

Customer Name: Timberlane Regional School District
30 Greenough Rd.
Plaistow, NH 03865

TAB Project Manager: Colby Nugent

TAB Supervisor: Matt OBrien

Introduction.....	1
Symbols & Abbreviations.....	3

AHU	Air Handling Unit	HWR	How Water Return
AC or ACU	Air Conditioning Unit	HWS	How Water Supply
ACCU	Air Cooled Condensing Unit	I/A	Inaccessible
AMP	Amperage	I/D	Inside Diameter
AVG	Average	LAT	Leaving Air Temperature
A.D.	Air Density	LD	Linear Diffuser
BAS	Building Automation System	LPS	Low Pressure Steam
BHP	Brake Horsepower	LWG	Low Wall Grille
CD	Ceiling Diffuser	LWT	Leaving Water Temperature
CFM	Cubic Feet Per Minute	MAU/ MUA	Make Up Air Unit
CH	Chiller	MBH	1,000 BTU's per Hour
CHW	Chilled Water	N/A	Not Applicable
CHWR	Chilled Water Return	N.F.	No Flow
CHWS	Chilled Water Supply	N/I	Not Installed
C.S.	Carbon Steel	N/L	Not Listed
DAT	Discharge Air Temperature	N/S	Not Specified
D.B.	Dry Bulb Temperature	OD	Outside Diameter
DD	Direct Drive	OED	Open Ended Duct
DIA.	Diameter	OA	Outside Air
DSP	Discharge Static Pressure	OAT	Outside Air Temperature Preheat
EAT	Entering Air Temperature	PHC	Coil
EDC	Electric Duct Coil	Ph	Phase
EDH	Electric Duct Heater	PTAC	Packaged Terminal Air Conditioner
EF	Exhaust Fan	PSI	Pounds per Square Inch
EFF.	Efficiency	P/T	Pressure/Temperature
EMS	Energy Management System	RA	Return Air
EWT	Entering Water Temperature	RF or RAF	Return Air Fan
F	Degrees Fahrenheit	RG	Return Grille
FCU	Fan Coil Unit	RHC	Reheat Coil
FH	Flow Hood	RPM	Revolutions Per Minute
FG	Floor Grille	SA	Supply Air
FE	Floor Exhaust	SEF	Smoke Exhaust Fan
FR	Floor Return	SF or SAF	Supply Air Fan
FLA	Full Load Amperage	S.F.	Service Factor
FPB	Fan Powered Box	SP	Static Pressure
FPBH	Fan Powered Box with Heat	SSP	Suction Static Pressure
FPM	Feet Per Minute	TAB/T&B	Testing, Adjusting & Balancing
FS	Floor Supply	TSP	Total Static Pressure
Ft. H2O	Feet of Water Column	VAV	Variable Air Volume
FTU	Fan Terminal Unit	VD	Volume Damper
GPM	Gallons Per Minute	VFD	Variable Frequency Drive
HEPA	High Efficiency Particulate Arrestance	WB	Wet Bulb Temperature
HOA	Hand, Off, Auto Switch	WC	Water Column
HP	Horsepower	WSHP	Water Source Heat Pump Pressure
HPS	High Pressure Steam	DP	Differential Pressure
HRC	Heat Recovery Coil	DT	Differential Temperature
HVAC	Heating, Ventilation & Air Conditioning		

Atkinson Academy

Date Tested: 2/17/2021

Tested By: Matthew O'Brien

Room		Measured Airflow (CFM)			
Name	Number	Volume	Supply Air	Return/Exhaust Air	Air Changes Per Hour
Front Office	309	3092	148	210	4.1
Reading Room	322	8207	428	207	3.1
PLC/Confer.	323	8430	391	323	2.8
Gym	326	118954	8981	0	4.5
Nurses Room	316	3474	135	92	2.3
PLC Room	302	2800	158	245	5.3
Library	424	19902	1124	772	3.4
Classroom	421	10461	539	357	3.1
Classroom	419	3843	298	301	4.7
Classroom	418	10020	594	516	3.6
Classroom	411	10465	518	332	3.0
Teacher's Lounge	409	3875	271	138	4.2
Classroom	408	10473	566	472	3.2
Classroom	100A	18222	1006	637	3.3
Classroom	100B	18388	990	634	3.2
Classroom	101	8735	369	65	2.5
Classroom	102	8710	413	56	2.8
Classroom	103	8792	432	73	2.9
Classroom	104	8870	440	48	3.0
Classroom	105	8810	285	212	1.9
Classroom	106	8772	287	264	2.0
Classroom	107	8676	297	188	2.1
Classroom	108	8715	291	210	2.0
OT	111	7212	417	351	3.5
Art	112	7250	438	243	3.6
Speech	113	4929	411	395	5.0
Special Ed.	114	7247	324	396	3.3
Cafeteria	-	54295	3403	0	3.8
Literacy Specialist	422	5119	386	365	4.5
Classroom	115	7378	443	289	3.6
Office	142	1596	127	0	4.8
Small Groups	143	2875	220	0	4.6
Classroom	117	7459	412	292	3.3
Classroom	119	7458	468	313	3.8
Classroom	121	7385	409	200	3.3
Classroom	157	3749	134	197	3.2
Classroom	124	8610	515	430	3.6
Classroom	125	8510	407	459	3.2
Classroom	126	7443	488	322	3.9
Classroom	127	3645	228	208	3.8
Classroom	128	2038	254	203	7.5
Music	116	7935	563	365	4.3
Instrument Music	-	7868	600	426	4.6
Storage	222	7888	498	270	3.8
Storage	223	7875	582	224	4.4
Office	302A	930	91	75	5.9
Office	302B	950	105	76	6.6
Storage	-	930	96	199	12.8
Asst. Principal Office	-	971	108	290	17.9
Principal Office	-	1430	99	257	10.8
Print/Copy	-	535	0	222	24.9

Danville Elementary			Date Tested:	2/11/2021		
			Tested By:	Matthew O'Brien		
Room		Measured Airflow (CFM)				
Name	Number	Volume (cu. ft.)	Supply Air	Return/Exhaust Air	Air Changes Per Hour	
Front Office	-	2358	499	550	14.0	
Office-Ass. Principal	-	1570	269	161	10.3	
Office-Canotas	-	915	226	183	14.8	
Office-Wilson	-	1225	222	259	12.7	
Office-Principa	-	1295	239	278	12.9	
Conference Room	-	995	146	167	10.1	
Nurses Room	-	2170	210	45	5.8	
Library	-	16765	968	682	3.5	
Gym	-	113431	4179	3969	2.2	
Classroom	222	6650	662	612	6.0	
Work Room	223	7526	605	442	4.8	
Classroom	224	9022	625	0	4.2	
Classroom	225	8385	518	424	3.7	
Classroom	226	9106	558	361	3.7	
Classroom	228	9075	730	416	4.8	
Classroom	232	8975	710	603	4.7	
Classroom	233	8975	604	338	4.0	
Classroom	234	8975	627	448	4.2	
Classroom	235	8975	640	408	4.3	
Classroom	236	8975	590	332	3.9	
Classroom	237	8975	598	400	4.0	
Classroom	238	8975	570	194	3.8	
Classroom	239	8975	612	332	4.1	
New Staff Room	-	1945	112	171	5.3	
Classroom	107	6735	165	100	1.5	
Classroom	108	6735	158	101	1.4	
Classroom	109	6735	148	51	1.3	
Classroom	110	6735	150	64	1.3	
Classroom	111	6735	160	136	1.4	
Classroom	112	6735	149	133	1.3	
Classroom	106	6735	164	88	1.5	
Staff Room	105	2050	78	45	2.3	
Classroom	104	6735	141	68	1.3	
Classroom	103	6735	129	48	1.1	
Technology Specialist	2	1215	118	98	5.8	
Classroom	3	2425	194	272	6.7	
Learn Center 1	4	7235	438	343	3.6	
Speech	5	7175	430	283	3.6	
Quiet Room	17	1667	285	0	10.3	
Occ. Therapy	16/17	5145	282	335	3.9	
ASD	15	7070	463	362	3.9	
Art Room	14	7130	389	310	3.3	
Music Room	13	7155	461	333	3.9	
Cafeteria	16	7780	508	322	3.9	
Kitchen	10	6030	1177	998	11.7	
Office	1	3115	73	0	1.4	

SAU 55			Date Tested:	3/4/2021		
			Tested By:	Matthew O'Brien		
Room		Volume (cu. ft.)	Measured Airflow (CFM)			
Name	Number		Supply Air	Return/Exhaust Air	Air Changes Per Hour	
Board Room	-	7230	319	93	2.6	
Conference Room	-	1733	94	22	3.3	
Office A - Ground Floor	-	1030	111	0	6.5	
Office B - Ground Floor	-	1054	120	0	6.8	
Office C - Ground Floor	-	936	180	22	11.5	
Office D - Ground Floor	-	760	126	0	9.9	
Office E - Ground Floor	-	1122	0	0	N/A	
Kitchen	-	1148	81	103	5.4	
Cubicle Office Area	-	2180	656	0	18.1	
Office A - First Floor	-	837	211	0	15.1	
Office B - First Floor	-	831	196	0	14.2	
Office C - First Floor	-	820	245	0	17.9	
Office D - First Floor	-	1033	254	0	14.8	
Office E - First Floor	-	930	251	0	16.2	
Office F - First Floor	-	954	240	0	15.1	
Front Entrance Area	-	3172	551	1246	23.6	
Office G - First Floor	-	947	179	0	11.3	
Office H - First Floor	-	1483	228	0	9.2	
Office I - First Floor	-	1151	182	0	9.5	
Office J - First Floor	-	1153	311	0	16.2	
Office K - First Floor	-	1122	214	0	11.4	
Office L - First Floor	-	590	114	0	11.6	
Office M - First Floor	-	593	27	0	2.7	
Print/Copy Area	-	861	88	678	47.2	

Sandown North

Date Tested: 2/16/2021
 Tested By: Matthew O'Brien

Room		Measured Airflow (CFM)			
Name	Number	Volume (cu. ft.)	Supply Air	Return/Exhaust Air	Air Changes Per Hour
Office Area	121	4035	360	294	5.4
Office	122	880	235	109	16.0
Office	123	1210	167	80	8.3
Sm. Conference	124	1375	96	223	9.7
Classroom	101	9457	503	405	3.2
Classroom	102	9450	518	418	3.3
Classroom	103	9530	490	370	3.1
Classroom	104	9615	469	416	2.9
Classroom	105	9588	485	392	3.0
Classroom	106	9530	437	355	2.8
Classroom	107	9630	520	390	3.2
Classroom	108	9602	523	393	3.3
Classroom	109	9615	511	386	3.2
Classroom	110	9575	496	374	3.1
Classroom	111	9643	570	340	3.5
Classroom	112	9662	536	359	3.3
Special Ed.	113	1200	30	0	1.5
Special Ed.	113A	1240	103	155	7.5
Special Ed.	113B	1230	133	158	7.7
Nurses Area	118	2430	254	90	6.3
Staff Room	177	2875	339	61	7.1
Title I	134	4050	264	277	4.1
Gym	131	122450	5114	4331	2.5
Library	135	18400	1640	1310	5.3
Cafe	-	37251	3908	3022	6.3
Conference	143	1997	185	178	5.6
Music	141	6575	0	0	N/A
Kitchen	150	6755	0	2759	24.5
Office	146	1550	70	72	2.8
Office	147	960	67	46	4.2
Office	145	1512	58	60	2.4
Office Area	144	4660	418	280	5.4
Office	149	1203	113	86	5.6
Classroom	159	6301	640	348	6.1
Classroom	160	8475	493	342	3.5
Classroom	161	9586	523	364	3.3
Classroom	162	9512	532	366	3.4
Classroom	163	9544	498	344	3.1
Classroom	164	9493	610	345	3.9
Classroom	165	9610	648	316	4.0
Classroom	166	9577	595	349	3.7
Classroom	167	9615	624	340	3.9

Timberlane Regional Middle School

Date Tested: 2/8/2021

Tested By: Matthew O'Brien

Room		Measured Airflow (CFM)			
Name	Number	Volume (cu. ft.)	Supply Air	Return/Exhaust Air	Air Changes Per Hour
Classroom	1401	7866	245	413	3.2
Copy/Print Room	1402	1194	0	19	1.0
Staff Room	1420	3181	269	19	5.1
Cafe	1430	28804	2556	2832	5.9
Annex	1422	17765	1815	525	6.1
Office	1417	801	55	0	4.1
Classroom	1403	7877	259	542	4.1
Classroom	1300	8406	877	373	6.3
Classroom	1301	7829	265	475	3.6
Music Classroom	1405	19933	1705	323	5.1
Music Classroom	1406	11769	1291	191	6.6
Computer Lab	1500	8785	683	556	4.7
Art Room	1501	14943	601	737	3.0
Art Storage	1501A	1362	117	42	5.2
Computer Lab	1502	8852	649	429	4.4
Classroom	1504	7868	545	247	4.2
Art Classroom	1503	14554	716	594	3.0
Art Classroom	1505	15129	643	460	2.6
Classroom	1506	7902	556	343	4.2
Classroom	1508	9144	652	538	4.3
Classroom	1507	7855	465	435	3.6
Classroom	1509	8269	752	443	5.5
Classroom	1510	9062	722	496	4.8
Classroom	1512	8134	422	392	3.1
Office	1515	2441	0	345	8.5
Classroom	1514	8991	339	462	3.1
Office	1516	1518	50	252	10.0
Office	1517	4300	231	161	3.2
Classroom	1600	12172	466	304	2.3
Classroom	1601	12060	394	324	2.0
Classroom	1602	12287	467	360	2.3
Classroom	1603	12156	432	529	2.6
Classroom	1604	12065	482	543	2.7
Classroom	1605	12129	418	265	2.1
Classroom	1606	12082	475	672	3.3
Classroom	1607	12092	395	287	2.0
Staff Room	1215	1703	140	0	4.9
Classroom	1217	8281	294	82	2.1
Classroom	1214	8238	381	0	2.8
Classroom	1212	8283	50	0	0.4
Classroom	1210	8161	290	0	2.1
Office	1208	2165	0	287	8.0
Office	1208A	3337	178	0	3.2

Room		Measured Airflow (CFM)			
Name	Number	Volume (cu. ft.)	Supply Air	Return/Exhaust Air	Air Changes Per Hour
Classroom	1312	7966	306	415	3.1
Classroom	1310	7837	206	391	3.0
Classroom	1309	7762	221	516	4.0
Classroom	1308	9226	481	556	3.6
Classroom	1306	9132	559	307	3.7
Classroom	1307	10082	434	502	3.0
Classroom	1305	10003	492	455	3.0
Classroom	1304	9182	343	688	4.5
Classroom	1302	9146	476	363	3.1
Classroom	1303	7794	344	105	2.6
Classroom	1107	7837	260	654	5.0
Classroom	1105	7849	234	589	4.5
Classroom	1109	7734	610	577	4.7
Special Ed. Offices	1103	10744	827	1013	5.7
Conference	1101	854	48	57	4.0
Health Office	1106	1776	172	0	5.8
Nurses Room	1104	1270	27	0	1.3
Learning Center	1110	2514	275	149	6.6
Office-Far Right	-	710	102	66	8.6
Office-K.Crotts	-	696	112	58	9.7
Speech Room	1108	1403	0	257	11.0
Office	1110-2	871	104	72	7.2
Office	1110-1	778	121	93	9.3
Office-K.Sirois	-	808	119	112	8.8
Office-B.Sheehan	-	804	104	70	7.8
Quiet Room	-	808	50	123	9.1
Quiet Room	-	805	69	51	5.1
Office-Hutnick	-	1040	0	53	3.1
Office-Hamilton	-	1030	139	68	8.1
Office-Koelker	-	1545	0	251	9.7
Office-Front Entrance	-	1188	115	82	5.8
Main Lobby Entrance	-	4695	256	163	3.3
Offices	1111	5551	388	45	4.2
Office	111A	1875	176	82	5.6
Office	111B	1810	168	90	5.6
Office	111C	2535	161	142	3.8
Classroom	1113	6768	387	315	3.4
Classroom	1112	7872	567	170	4.3
Classroom	1114	7892	240	283	2.2
Classroom	1116	7881	505	353	3.8
Classroom	1118	7904	548	417	4.2
Classroom	1117	7886	109	340	2.6
Classroom	1200	7758	365	385	3.0
Classroom	1202	7905	352	340	2.7
Classroom	1204	6595	325	32	3.0
Classroom	1201	7900	110	388	2.9

Room		Measured Airflow (CFM)			
Name	Number	Volume (cu. ft.)	Supply Air	Return/Exhaust Air	Air Changes Per Hour
Classroom	1203	7875	100	655	5.0
Classroom	1205	7905	97	767	5.8
Classroom	1206	6599	272	333	3.0
Library	1115	37355	1720	533	2.8
Computer Lab	1119	7760	293	704	5.4
Kitchen	1432	8000	0	2895	21.7
Kitchen/Serve Area	-	3798	803	0	12.7
Gymnasium	1404	207323	-	-	N/A
Boys Locker	1416	8627	146	63	1.0
Girls Locker	1415	11445	0	0	0.0
Occ. Therapy Office 1	-	3250	297	40	5.5
Occ. Therapy Office 2	-	1950	181	31	5.6
Occ. Therapy Kitchen	-	2070	257	32	7.4
Occ. Therapy Classroom	-	7500	829	559	6.6
Occ. Therapy Office 3	-	960	86	0	5.4

Pollard Elementary School			Date Tested:	2/10/2021	
			Tested By:	Matthew O'Brien	
Room		Volume (cu. ft.)	Measured Airflow (CFM)		Air Changes Per Hour
Name	Number		Supply Air	Return/Exhaust Air	
Library	108	30001	988	1214	2.4
Classroom	111	2688	259	94	5.8
Classroom	113	7682.6	254	189	2.0
Classroom	115	7636	258	141	2.0
Classroom	123	10689	968	716	5.4
Classroom	121	7150	752	611	6.3
Classroom	122	10282	372	459	2.7
Classroom	124	10054	839	380	5.0
Classroom	126	10054	903	396	5.4
Classroom	128	10054	769	376	4.6
Classroom	130	10054	861	452	5.1
Classroom	132	10054	448	451	2.7
Classroom	502	11346	365	198	1.9
Classroom	504	3550	158	191	3.2
Classroom	506	13080	420	359	1.9
Classroom	508	12895	347	290	1.6
Classroom	511	12981	327	324	1.5
Classroom	509	13077	368	376	1.7
Classroom	507	3571	181	151	3.0
Classroom	505	11042	323	274	1.8
Classroom	131	9434	893	563	5.7
Classroom	129	9800	849	375	5.2
Classroom	127	9965	835	281	5.0
Classroom	125	9800	912	434	5.6
Classroom	114	9460	417	139	2.6
Classroom	112	9800	438	194	2.7
Classroom	109	9332	358	231	2.3
Classroom	107A/B	9510	346	253	2.2
Main Office	-	3495	342	270	5.9
Principal	-	1697	192	0	6.8
Nurse	106B	2977	0	0	N/A
Nurse	106A	3358	0	248	4.4
Classroom	104	9078	0	205	1.4
Care Room	102	1758	0	0	N/A
Waiting Room	101	1346	84	144	6.4
Office	101	1548	26	114	4.4
Classroom	103	9119	358	208	2.4
Classroom	105	8798	300	224	2.0
Teachers Lounge	203	6598	172	346	3.1
Classroom	201	8009	176	399	3.0
Classroom	202	8003	184	231	1.7
Teachers Room	204	6695	180	320	2.9
Classroom	402	7989	156	326	2.4
Classroom	401	8032	191	288	2.2

Room		Measured Airflow (CFM)			
Name	Number	Volume (cu. ft.)	Supply Air	Return/Exhaust Air	Air Changes Per Hour
Classroom	403	6773	171	281	2.5
Classroom	404	6782	132	261	2.3
Classroom	302	1441	0	0	N/A
Classroom	304	8275	27	304	2.2
Classroom	306	8736	27	239	1.6
Classroom	308	9129	377	321	2.5
Classroom	310	8477	406	307	2.9
Classroom	309	8722	341	303	2.3
Classroom	307	8705	374	341	2.6
Classroom	305	7688	297	298	2.3
Classroom	303	8278	296	251	2.1
Entry Office	301	1454	140	92	5.8
Office	301	1291	143	99	6.6
Kitchen	-	6598	0	4722	42.9

Timberlane Regional High School			Date Tested:		2/3/2021
			Tested By:		Matthew O'Brien
Room			Measured Airflow (CFM)		
Name	Number	Volume (cu. ft.)	Supply Air	Return/Exhaust Air	Air Changes Per Hour
Health Office	100	6397	709	473	6.6
Nurses Room	102	6765	445	507	4.5
Class Room	104	6774	412	503	4.5
Class Room	106	6734	413	315	3.7
Class Room	108	6720	426	354	3.8
Class Room	110	6770	310	326	2.9
Computer Lab	107	8487	590	927	6.6
Media Lab	109	4312	170	267	3.7
Library/Media	112	52976	2129	1801	2.4
Class Room	114	9724	332	115	2.0
Class Room	116	9858	422	130	2.6
Class Room	118	6044	326	106	3.2
Class Room	120	8749	451	117	3.1
Class Room	122	13650	289	212	1.3
Class Room	126	13650	278	230	1.2
Science Office	128	3331	269	179	4.8
Class Room	201	12171	182	414	2.0
Class Room	202	12030	321	227	1.6
Class Room	203	12045	151	383	1.9
Class Room	204	12081	319	218	1.6
Class Room	205	12130	182	385	1.9
Class Room	206	12128	308	199	1.5
Class Room	207	12115	179	366	1.8
Class Room	208	12127	318	231	1.6
Class Room	209	12076	199	398	2.0
Class Room	210	12078	355	241	1.8
Class Room	211	12085	193	410	2.0
Class Room	212	12093	331	292	1.6
Class Room	213	12043	188	450	2.2
Class Room	214	12074	294	250	1.5
Social Studies Office	215	3384	161	298	5.3
Mathematics Office	216	3373	227	241	4.3
English Office	616	4666	194	157	2.5
Class Room	615	6867	509	479	4.4
Class Room	614	10214	430	475	2.8
Class Room	613	7044	481	458	4.1
Class Room	612	6556	460	161	4.2
Class Room	611	6927	483	526	4.6
Class Room	610	2000	181	51	5.4
Class Room	609	6927	616	528	5.3
Class Room	608	7238	420	139	3.5
Class Room	607	2880	159	260	5.4
Class Room	606	7388	395	147	3.2
Class Room	605	8741	528	508	3.6
Class Room	604	1995	188	51	5.7

Room			Measured Airflow (CFM)		
Name	Number	Volume (cu. ft.)	Supply Air	Return/Exhaust Air	Air Changes Per Hour
Class Room	603	3932	341	307	5.2
Class Room	602	6623	364	178	3.3
Class Room	600	10215	515	559	3.3
Ass. Principal's Office	500	2389	165	256	6.4
Art Room	501/502	6838	320	443	3.9
Art Kiln Room	111A	3036	233	228	4.6
Art Office	502A	2967	246	539	10.9
Art Class Room	503	13761	368	503	2.2
Class Room	111	8307	326	481	3.5
Class Room	504	11652	438	494	2.5
Class Room	505	10112	415	454	2.7
Class Room	506	10114	403	440	2.6
Academic Support	305	6880	447	365	3.9
Specialists Office	303	2005	130	155	4.6
Class Room	301	6405	416	401	3.9
Class Room	307	3760	177	333	5.3
Class Room	309	4903	351	261	4.3
Class Room	311	6895	449	497	4.3
Special Ed. Office	308	1975	123	153	4.6
Office	306	1938	204	167	6.3
Office	310	1436	105	145	6.1
Class Room	314	7975	438	510	3.8
Office	313	1848	111	0	3.6
Class Room	315	6686	379	429	3.8
Class Room	412	10210	272	467	2.7
Class Room	316	7005	212	437	3.7
Class Room	317	4465	212	369	5.0
Class Room	318	14975	1902	1423	7.6
Class Room	320	13189	2234	1604	10.2
Wood Shop	322	22591	1563	915	4.2
Class Room	324	12603	1866	1816	8.9
Class Room	326	9418	533	635	4.0
Class Room	415	6796	309	639	5.6
Class Room	413	7976	270	605	4.6
Class Room	412	10201	277	479	2.8
Class Room	411	7782	286	486	3.7
Class Room	410	6616	354	363	3.3
Office	408	834	71	61	5.1
Office	406	1075	115	98	6.4
Class Room	404	9052	488	388	3.2
Class Room	402	9232	404	255	2.6
Class Room	400	8611	368	568	4.0
Tech. Office	117	8630	240	110	1.7
Class Room	121	6742	430	104	3.8
Staff Lounge	123	4400	246	153	3.4
Class Room	601	8960	559	535	3.7
Administration	407	4340	142	251	3.5
Administration	409	4328	226	262	3.6

Room		Measured Airflow (CFM)			
Name	Number	Volume (cu. ft.)	Supply Air	Return/Exhaust Air	Air Changes Per Hour
Conference Room	Admin. 400 Wing	1725	205	133	7.1
Maher - Office	-	875	181	120	12.4
Lisa Petry - Office	-	870	168	122	11.6
Kristen Roy - Office	-	970	224	109	13.9
Barry Chooljian - Office	-	1038	161	129	9.3
Copy/Print Room	-	1724	280	448	15.6
Robyn Mahoney - Office	-	1134	217	124	11.5
Sarah Rochefort - Office	-	1136	214	132	11.3
Dianne Nye - Office	-	1148	190	130	9.9
Patricia Mancini - Office	-	1133	186	176	4.7
Tim Brown - Office	-	1426	164	127	6.9
Scott Strainge - Office	-	1539	240	203	9.4
Admin. Kitchen	-	738	0	133	10.8
Front Office Lobby	-	2029	201	107	5.9
Jo Ann Brien - Office	-	1555	222	157	8.6
Donald Woodworth - Office	-	1435	231	252	10.5
Mail Room	-	619	55	0	5.3
Coaches Office	-	2407	0	76	1.9
Coaches Locker	-	2600	0	120	2.8
Trainer's Room	-	2122	0	74	2.1
Mini Gym	-	64396	591	0	0.6
Girls Locker Sports	-	12960	0	229	1.1
Boys Locker Sports	-	12960	96	204	0.9
Team Locker Boys	-	11805	175	220	1.1
Weight Room	-	17820	507	0	1.7
Boys PE Locker	-	22237	0	383	1.0
Girls PE Locker	-	20335	0	267	0.8
Cafeteria	-	78277	5733	1329	4.4
Kitchen	-	17000	0	0	N/A
Gymnasium	-	256397	5554	2573	1.3

Sandown Central

Date Tested: 2/15/2021
 Tested By: Matthew O'Brien

Room		VAV				Measured Airflow (CFM)			
Name	Number	Unit Serving Room	Max	Min	Damper setpoint	Volume (cu. ft.)	Supply Air	Return/Exhaust Air	Air Changes Per Hour
Classroom	321					7640	728	1162	9.1
Classroom	322					7750	801	1010	7.8
Classroom	320					6530	764	348	7.0
Classroom	323					6125	289	137	2.8
Office	324					935	40	113	7.3
Speech	328					1650	70	110	4.0
Office	325					1365	70	65	3.1
Office	326					765	25	32	2.5
Office	327					630	42	25	4.0
Classroom	319					6500	422	255	3.9
Classroom	318					7910	1091	523	8.3
Classroom	317					14045	281	785	3.4
Classroom	316					8390	382	141	2.7
Classroom	315					8435	387	240	2.8
Classroom	314					8560	374	215	2.6
Classroom	313					8430	434	164	3.1
Office	311					1245	60	33	2.9
Office	329					2220	82	67	2.2
Office	330					885	38	22	2.6
Office	331					392	22	25	3.8
Safe Room	331/332 Area					792	56	47	4.2
Office	332					1326	46	53	2.4
Test Room	310 Area					1982	90	19	2.7
Teachers Lounge	310					5090	216	213	2.5
Nurses Room	309					2965	262	44	5.3
Office	333					2160	110	96	3.1
Care Room	334					1590	180	71	6.8
Office	337					835	151	202	14.5
Office	336/335					1530	134	0	5.3
Classroom	308					8654	392	288	2.7
Classroom	307					8680	433	209	3.0
Classroom	306					8667	405	238	2.8
Work Room/PTA Volunteers	306 Area	VAV 2-3	580	260	N/A	4198	404	83	5.8
Library	341	VAV 2-4	900	300	N/A	12315	645	65	3.1

Room		VAV					Measured Airflow (CFM)		
Name	Number	Unit Serving Room	Max	Min	Damper setpoint	Volume (cu. ft.)	Supply Air	Return/Exhaust Air	Air Changes Per Hour
Office	304	VAV 2-2				1680	166	32	5.9
Office	303	VAV 2-1				1700	192	61	6.8
Resource Room	342	VAV-2-5	380	170	N/A	4666	185	167	2.4
Main Office	300	VAV 2-2	420	210	N/A	3172	414	69	7.8
Conference Room	302	VAV 2-1				1375	185	165	8.1
Principal's Office	301	VAV 2-1	600	150	N/A	1760	313	117	10.7
Kitchen	340					6780	0	1573	13.9
Gym	339					73741	3015	0	2.5

Performing Arts Center							Date Tested:	2/24/2021		
							Tested By:	Matthew O'Brien		
Room		VAV				Measured Airflow (CFM)				
Name	Number	Unit Serving Room	Max	Min	Damper setpoint	Volume (cu. ft.)	Supply Air	Return/Exhaust Air	Air Changes Per Hour	
Orchestra Hall	716	VAV-14	2000	550	1	13136	945	143	4.3	
	716A					700	81	0	6.9	
	716B					400	93	0	14.0	
	716C					400	77	0	11.6	
	716D					435	80	0	11.0	
	716E					475	43	0	5.4	
	716F					1050	205	28	11.7	
Band Hall	707	VAV-3	1500	350	0.37	34118	1195	439	2.1	
Main Office	702	VAV-4	400	200	1	1850	137	22	4.4	
Director's Office	703					1140	156	0	8.2	
Faculty Office	705					1140	149	0	7.8	
Auditorium	733	VAVs below				289423	13294	8931	2.8	
Auditorium/Stage	733	VAV-11	1400	300		-	1872	-	-	
Auditorium/Front	733	VAV-12	2800	560		-	2858	-	-	
Auditorium/Grandstand Railing	733	VAV-7	1500	400		-	1048	-	-	
Auditorium/Left Side Gallery	733	VAV-9	2100	420		-	2429	-	-	
Auditorium/Right Side Gallery	733	VAV-8	2700	540		-	3237	-	-	
Auditorium/Back of Grandstand	733	VAV-2	1200	400		-	1850	-	-	
Chorus Hall	719	VAV-13	648	350		15717	676	148	2.6	
	719B					1465	43	0	1.8	
Control Room	802	VAV-1	550	70	1	4116	573	66	8.4	
Turntable	731	VAV-6	3000	600	1	36475	4064	0	6.7	
Set Contstruction	726	VAV-10	1550	400	0.5	37668	760	0	1.2	
Lobby	-	VAV-15	1800	950	0.49	60638	1945	0	1.9	
Recital Hall	-	VAV-5	1200	300	0.55	15717	887	126	3.4	



Trane U.S. Inc. dba Trane
15 Constitution Drive
Bedford, NH 03110
Phone: (603) 637-4017
Fax: (866) 218-8548
Service Contact: (603) 263-2060

March 15, 2021

Jill Johnston
Timberlane Regional School District
30 Greenough Road
Plaistow, NH 03865

Site Address:
Timberlane High School
36 Greenough Rd
Plaistow, NH 03865

ATTENTION: Jill Johnston

PROJECT NAME: Timberlane Regional School District, Trane HVAC Repair RFQ Response

We are pleased to offer you this proposal for performance of the following services for the Equipment listed. Services will be performed using Trane's Exclusive Service Procedure to ensure you get full benefit of our extensive service experience, coupled with the distinct technical expertise of an HVAC Equipment manufacturing leader. Our innovative procedure is environmentally and safety conscious, and aligns expectation of work scope while providing efficient and productive delivery of services.

SCOPE OF SERVICE

The report provided by TRDS, which examined a wide range of nearly 200 pieces of HVAC air handling equipment including rooftop air handling units, energy recovery units, exhaust fans, and others, cites the following maintenance and repair needs, among others:

- Thorough cleaning of equipment components
 - Cleaning and replacement of filters
 - Cleaning and replacement of energy recovery media
 - Replacement of worn and incorrect belts
 - Replacement of worn and damaged shafts, bearings, gears, and pulleys
 - Replacement of damaged wiring
 - Replacement of leaking or missing parts
 - Repair of damaged shrouds, cabinets, and supports
 - Repair of malfunctioning and damaged dampers
 - Lubrication of equipment
-
- Trane will provide the necessary labor, vehicles and equipment needed to accomplish the maintenance and repair work listed above across the district. Trane will provide a list of the exact maintenance and repair work performed by piece of equipment per the district's request.
 - The cost of parts and supplies will be charged separately to the TRSD.

CLARIFICATIONS

- 1. Any service not listed is not included.
- 2. Any controls work necessary is excluded.
- 3. Equipment and space access is excluded.
- 4. Work will be performed outside of normal Trane business hours.
- 5. This proposal is valid for 30 days from March 15, 2021.

I appreciate the opportunity to earn your business and look forward to helping you with all of your service needs. Please contact me if you have any questions or concerns.

Sincerely,

Luke Llewellyn / Rory Beard
Account Manager

COVID-19 NATIONAL EMERGENCY CLAUSE

The parties agree that they are entering into this Agreement while the nation is in the midst of a national emergency due to the Covid-19 pandemic ("Covid-19 Pandemic"). With the continued existence of Covid-19 Pandemic and the evolving guidelines and executive orders, it is difficult to determine the impact of the Covid-19 Pandemic on Trane's performance under this Agreement. Consequently, the parties agree as follows:

- 1. Each party shall use commercially reasonable efforts to perform its obligations under the Agreement and to meet the schedule and completion dates, subject to provisions below;
- 2. Each party will abide by any federal, state (US), provincial (Canada) or local orders, directives, or advisories regarding the Covid-19 Pandemic with respect to its performance of its obligations under this Agreement and each shall have the sole discretion in determining the appropriate and responsible actions such party shall undertake to so abide or to safeguard its employees, subcontractors, agents and suppliers;
- 3. Each party shall use commercially reasonable efforts to keep the other party informed of pertinent updates or developments regarding its obligations as the Covid-19 Pandemic situation evolves; and
- 4. If Trane's performance is delayed or suspended as a result of the Covid-19 Pandemic, Trane shall be entitled to an equitable adjustment to the project schedule and/or the contract price.

This agreement is subject to Customer's acceptance of the attached Trane Terms and Conditions – Quoted Service.

<p>CUSTOMER ACCEPTANCE</p> <hr/> <p>Authorized Representative</p> <hr/> <p>Printed Name</p> <hr/> <p>Title</p> <hr/> <p>Purchase Order</p> <hr/> <p>Acceptance Date</p> <p>Trane's License Number:</p>

TERMS AND CONDITIONS – QUOTED SERVICE

“Company” shall mean Trane U.S. Inc. dba Trane.

To obtain repair service within the scope of Services as defined, contact your local Trane District office identified on the first page of the Agreement by calling the telephone number stated on that page. That Trane District office is responsible for Trane’s performance of this Agreement. Only Trane authorized personnel may perform service under this Agreement. For Service covered under this Agreement, Trane will be responsible for the cost of transporting a part requiring service.

1. Agreement. These terms and conditions are an integral part of Company’s offer and form the basis of any agreement (the “Agreement”) resulting from Company’s proposal (the “Proposal”) for the services (the “Services”) on equipment listed in the Proposal (the “Covered Equipment”). **COMPANY’S TERMS AND CONDITIONS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.**

2. Connected Services. In addition to these terms and conditions, the Connected Services Terms of Service (“Connected Services Terms”), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

3. Acceptance. The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent (“Customer”) delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer’s order shall be deemed acceptance of the Proposal subject to Company’s terms and conditions. If Customer’s order is expressly conditioned upon the Company’s acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company’s terms and conditions attached or referenced serves as Company’s notice of objection to Customer’s terms and as Company’s counter-offer to provide Services in accordance with the Proposal. If Customer does not reject or object in writing to Company within 10 days, the Company’s counter-offer will be deemed accepted. Customer’s acceptance of the Services by Company will in any event constitute an acceptance by Customer of Company’s terms and conditions. In the case of a dispute, the applicable terms and conditions will be those in effect at the time of delivery or acceptance of the Services. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer’s obligation to pay for Services rendered by Company to the date of cancellation.

4. Cancellation by Customer Prior to Services; Refund. If Customer cancels this Agreement within (a) thirty (30) days of the date this Agreement was mailed to Customer or (b) twenty (20) days of the date this Agreement was delivered to Customer, if it was delivered at the time of sale, and no Services have been provided by Company under this Agreement, the Agreement will be void and Company will refund to Customer, or credit Customer’s account, the full Service Fee of this Agreement that Customer paid to Company, if any. A ten percent (10%) penalty per month will be added to a refund that is due but is not paid or credited within forty-five (45) days after return of this Agreement to Company. Customer’s right to cancel this Agreement only applies to the original owner of this Agreement and only if no Services have been provided by Company under this Agreement prior to its return to Company.

5. Cancellation by Company. This Agreement may be cancelled by Company for any reason or no reason, upon written notice from Company to Customer no later than 30 days prior to performance of any Services hereunder and Company will refund to Customer, or credit Customer’s account, that part of the Service Fee attributable to Services not performed by Company. Customer shall remain liable for and shall pay to Company all amounts due for Services provided by Company and not yet paid.

6. Services Fees and Taxes. Fees for the Services (the “Service Fee(s)”) shall be as set forth in the Proposal and are based on performance during regular business hours. Fees for outside Company’s regular business hours and any after-hours services shall be billed separately according to the then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fee, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with acceptable tax exemption certificates. Customer shall pay all costs (including attorneys’ fees) incurred by Company in attempting to collect amounts due.

7. Payment. Payment is due upon receipt of Company’s invoice. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys’ fees) incurred by Company in attempting to collect amounts due or otherwise enforcing these terms and conditions.

8. Customer Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead)

9. Performance. Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances as of the time Company performs the Services. Company is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company. Company may refuse to perform any Services or work where working conditions could endanger property or put at risk the safety of people. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company. Customer must reimburse Trane for services, repairs, and/or replacements performed by Trane at Customer’s request beyond the scope of Services or otherwise excluded under this Agreement. The reimbursement shall be at the then prevailing applicable regular, overtime, or holiday rates for labor/labour and prices for materials. Prior to Trane performing the additional services, repairs, and/or replacements, Customer may request a separate written quote stating the work to be performed and the price to be paid by Customer for the work.

10. Customer Obligations. Customer shall: (a) provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; and (b) unless otherwise agreed by Customer and Company, at Customer’s expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines.

11. Exclusions. Unless expressly included in the Proposal, the Services do not include, and Company shall not be responsible for or liable to the Customer for, any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from any of the following:

- (a) Any guarantee of room conditions or system performance;
- (b) Inspection, operation, maintenance, repair, replacement or performance of work or services outside the Services;
- (c) Damage, repairs or replacement of parts made necessary as a result of the acts or omission of Customer or any Event of Force Majeure;
- (d) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the effective date of this Agreement (“Pre-Existing Conditions”) including, without limitation, damages, losses, or expenses involving a Pre-Existing

Condition of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould, bacteria, microbial growth, fungi or other contaminants or airborne biological agents; and

(e) Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included with the Proposal.

12. Limited Warranty. Company warrants that: (a) the material manufactured by Company and provided to the Customer in performance of the Services is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement and (b) the labor/labour portion of the Services is warranted to have been properly performed for a period of 90 days from date of completion (the "Limited Warranty"). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Limited Warranty period. Defects must be reported to Company within the Limited Warranty period. Company's obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any improperly performed labor/labour. No liability whatsoever shall attach to Company until the Services have been paid for in full. Exclusions from this Limited Warranty include claims, losses, damages, and expenses in any way connected with, related to, or arising from failure or malfunction of equipment due to the following: wear and tear; end of life failure; corrosion; erosion; deterioration; Customer's failure to follow the Company-provided maintenance plan; unauthorized or improper maintenance; unauthorized or improper parts or material; refrigerant not supplied by Trane; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of Company equipment may be warranted directly from the component supplier, in which case this Limited Warranty shall not apply to those components and any warranty of such components shall be the warranty given by the component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **THE REMEDIES SET FORTH IN THIS LIMITED WARRANTY ARE THE SOLE AND EXCLUSIVE REMEDIES FOR WARRANTY CLAIMS PROVIDED BY COMPANY TO CUSTOMER UNDER THIS AGREEMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, CONDITIONS AND REMEDIES, WHETHER IN CONTRACT, WARRANTY, STATUTE, OR TORT (INCLUDING NEGLIGENCE), EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, ENDORSEMENTS OR CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, DURABILITY AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE OR REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE, IS MADE REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL TRANE HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO**

13. Indemnity. To the maximum extent permitted by law, Company and Customer shall indemnify and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party or third parties. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify and hold harmless will continue in full force and effect, notwithstanding the expiration or early termination of this Agreement, with respect to any claims based on facts or conditions that occurred prior to expiration or termination of this Agreement.

14. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS, OR LIABILITY TO THIRD PARTIES), OR PUNITIVE DAMAGES WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL AND AGGREGATE LIABILITY OF THE COMPANY TO THE CUSTOMER WITH RESPECT TO ANY AND ALL CLAIMS CONNECTED WITH, RELATED TO OR ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS, SHALL NOT EXCEED THE COMPENSATION RECEIVED BY COMPANY UNDER THIS AGREEMENT. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING THE ENERGY AND BUILDING PERFORMANCE SERVICES: INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER'S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER'S DATA OR COMMUNICATIONS NETWORK.

15. COVID-19 LIMITATION ON LIABILITY. The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL TRANE BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH) OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO COVID-19 (INCLUDING THE SPREAD, TRANSMISSION OR CONTAMINATION THEREOF) (COLLECTIVELY, "COVID-19 LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES TRANE FROM ANY SUCH COVID-19 LIABILITIES.**

16. Asbestos and Hazardous Materials. The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos or other hazardous materials (collectively, "Hazardous Materials"). Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations.

Customer shall be exclusively responsible for any claims, liability, fees and penalties, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance of the Services only when the affected area has been rendered harmless.

17. Insurance. Company agrees to maintain the following insurance during the term of the contract with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL

Workers Compensation Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company or its insurer waive its right of subrogation

18. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon ten (10) days notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor disputes; labor or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

19. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which the Services are performed without regard to choice of law principles which might otherwise call for the application of a different state's or province's law. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. Any action or suit arising out of or related to this Agreement must be commenced within one year after the cause of action has accrued. To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. No modifications, additions or changes may be made to this Agreement except in a writing signed by Company. No failure or delay by the Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.

20. Equal Employment Opportunity/Affirmative Action Clause. Company is a United States federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250; and Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

21. U.S. Government Contracts. The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement / Purchase Order are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. **The following provision applies only to indirect sales by Company to the US Government.** As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. government contract, Customer agrees and hereby certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to contractor's Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of this offer or agreement, other than the Proposal or this Agreement.

22. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-10.48 (0720)

Supersedes 1-10.48 (0919)



TRANE'S SAFETY STANDARD

Trane is committed to providing a safe work environment for all employees and to preventing accidents in its business operations. To accomplish our objectives Trane has instituted safety programs, procedures and training that incorporate a progressive approach to injury prevention.

PROVEN SAFETY SUCCESS

Trane's safety culture in North America is unparalleled in the building services industry and has demonstrated proven results via continuous reduction of injury rates.

TRANE INJURY RATES V. INDUSTRY COMPETITORS

Since 2003 the US Bureau of Labor Statistics records reflect Trane's Total Recordable Rate (TRIR) and Days away from work (DAFW) rate have been significantly lower than HVAC repair and maintenance contractors and Specialty Trade contractors (construction). Trane's safety culture in America is unparalleled in the building services industry and has demonstrated proven results via continuous reduction of injury rates.

Trane's incident (OSHA) rates are consistently 50-70% below the industry average. This outstanding safety achievement is the end result of the rigorous team oriented approach to our safety program that creates accountability and empowerment in all employees and management and fuels our institutional safety culture. This is the key to our continual improvement.

SAFETY TOOLS, TRAINING & EXPERTISE

Trane's service and contracting technicians are not only among the most skilled in the industry they are also extensively trained in safe work procedures. Our technicians receive safety training, equipment, tools, procedures, and management support to identify jobsite hazards and take appropriate measures to prevent personal injuries. The resources available to Trane technicians include:

- Safety Training – 20 hrs per year, including classroom and web-based platforms.
- -Topics include, but are not limited to, Lockout/Tagout, Confined Space Entry, Hazard Communication, Respiratory Protection, Hearing Conservation, Excavations, Scaffolding, Rigging, Powered Industrial Truck operation, Ladders, Vehicle Safety, Fire Protection, PPE, Emergency Response, First Aid / CPR.
- Electrical Safety – NFPA 70E compliant – electrical PPE; flame-resistant clothing; training.
- Fall Protection – full complement of fall arrest and fall restraint equipment for each technician.
- Ergonomics – custom-designed for HVAC field technicians, includes training, material handling equipment and procedures.
- Smith System Safe Driving Program – Trane's safety Managers are certified instructors; safety Managers train technicians; 1-800 "How's My Driving?" stickers are located on the back of service vehicles.
- USDOT compliance – technicians scheduled within Material of Trade and Hours of Service limits and are fully qualified under Department of Transportation rules for driving commercial motor vehicles with GVWR >10,000 and 26,000 lbs.
- Refrigerant Management – Service technicians are trained to manage refrigerant in accordance with U.S. EPA rules using a sophisticated electronic tracking system developed by Trane.
- Empowerment - Technicians are empowered with full management support to address safety hazards as they see fit. If ever in doubt about how to do a job or task safely, the technician is required to ask a qualified person for assistance before proceeding with work.

MANAGEMENT LEADERSHIP AND COMMITMENT

Accident prevention is a primary responsibility of management at Trane. Trane's safety culture is based on the following management principles:

- Leadership at the local level manages the local organization's safety performance.
- Management is financially accountable for safety performance.
- Local management is actively engaged in risk reduction activities and training and manages safety performance outcomes.
- Management clearly communicates to all Trane employees their safety expectations and strongly enforces compliance with those expectations.
- Employees are held accountable when they fail to meet safety expectations.

Local management and supervisory personnel at the local level are responsible for implementation of the following safety program elements:

- The Safety Management System developed by Trane – developed in accordance with OHSAS 18001.
- Audits and Inspections – Supervisors, Middle and Upper Managers must conduct field inspections. Corporate Safety conducts detailed compliance and management systems audits.
- Company safety compliance programs – ensure that they are fully implemented.
- Safety and environmental performance – tracked using a Balanced Scorecard with leading and lagging indicators and metrics.
- Subcontractor Qualification – implement this process to promote safety and safety plan compliance on multi-employer job sites.
- Six Sigma and Lean – use these productivity tools to enhance safety on job sites.
- Drug and Alcohol Policy – mandatory DOT required for-cause and post-accident testing after recordable injuries and property damage.
- Motor Vehicle Records Search – annual checking of driving records of employees driving company vehicles.

JOBSITE SAFETY EQUALS CUSTOMER VALUE

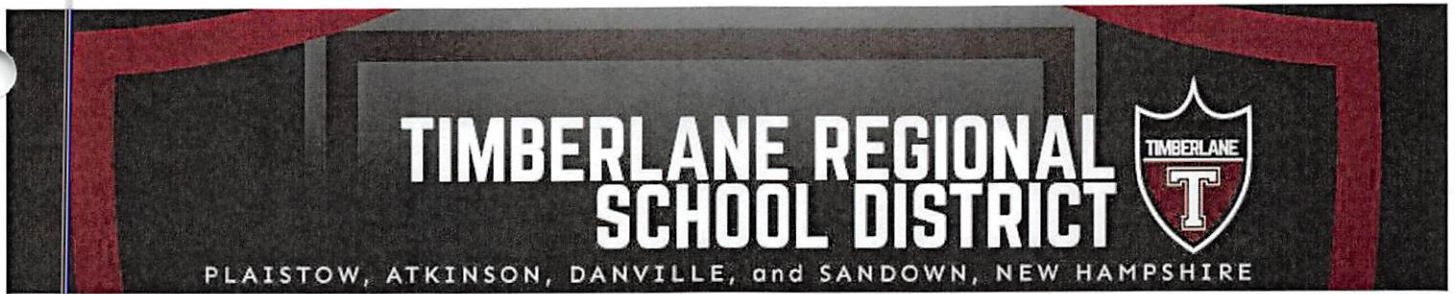
At Trane safety is part of our culture for every employee. What this means to our customers is fewer job site accidents and the delays and liability concerns that come along with them. What this means to our staff is greater confidence in the practices and procedures they use on the job and the pride that comes from working for one of the premier service organizations in the world. Tighter safety standards and fewer accidents can also lead to better on-time project completion and higher quality results.

When you use Trane Building Services to install, maintain or upgrade your building systems you will take full advantage of our superior safety program, low incident rates and subcontractor safety management procedures. These help you manage project risk more effectively than you could using multiple contractors or even a single prime contractor with a less impressive safety record.

Timberlane Regional School District
HVAC Air Handling Equipment- Maintenance &
Repair Services

Submitted by





REVISED – New RFP DUE DATE March 17, 2021 (see below)

**Request for Quotations
HVAC Air Handling Equipment- Maintenance & Repair Services**

March 4, 2021 (REVISED March 12, 2021)

Overview

The Timberlane Regional School District ("TRSD") is seeking quotations for HVAC air handling equipment maintenance and repair services. The TRSD has just received the results of a comprehensive evaluation and assessment of its air handling equipment in nine buildings in four towns.

The report, which examined a wide range of nearly 200 pieces of HVAC air handling equipment including rooftop air handling units, energy recovery units, exhaust fans, and others, cites the following maintenance and repair needs, among others:

- Thorough cleaning of equipment components
- Cleaning and replacement of filters
- Cleaning and replacement of energy recovery media
- Replacement of worn and incorrect belts
- Replacement of worn and damaged shafts, bearings, gears, & pulleys
- Replacement of damaged wiring
- Replacement of leaking or missing parts
- Repair of damaged shrouds, cabinets, and supports
- Repair of malfunctioning and damaged dampers
- Lubrication of equipment

Services to be Provided by the Successful Company

The successful company will provide the necessary labor, vehicles, and equipment needed to accomplish the maintenance and repair work listed above. The successful company will be required to provide a list of the exact maintenance and repair performed by piece of equipment.

The cost of parts and supplies will be charged separately to the TRSD.

TRSD Buildings

The TRSD includes the following buildings:

Building	Address
Timberlane Regional High School and Performing Arts Center	36 Greenough Road, Plaistow, NH 03865
Timberlane Regional Middle School	44 Greenough Road, Plaistow, NH 03865
Danville Middle School	23 School Street, Danville, NH 03819
Pollard School	120 Main St., Plaistow, NH 03865
TLC at Sandown Central	295 Main Street, Sandown, NH 03873
Sandown North School	23 Stagecoach Dr., Sandown, NH 03873
Atkinson Academy	17 Academy Avenue, Atkinson, NH 03811
SAU 55 Administration Building	30 Greenough Road, Plaistow, NH 03865

HVAC Equipment

The TRSD can provide a listing of the TRSD HVAC upon request which includes the equipment ID number, building, location, manufacturer's name, model number, type, date placed in service, and additional notes.

Mechanical Plans

Copies of the building HVAC mechanical drawings the TRSD has in its possession are available upon request after the award of this work.

Hours of Work

Work will need to be scheduled around the TRSD classroom learning schedule.

The successful Bidder will be allowed to work from 4pm-11pm Monday through Friday, and days on Saturday, Sunday, and holidays.

Due to COVID-19, this schedule may change with limited notice.

Project Schedule

Work to begin as soon as possible after Date of Award. A progress report from the successful company will be required on a weekly basis within 7 days of the performance of the work, and will include a list of completed work and the associated costs.

Licenses & Certifications

The successful company must provide list of the relevant licenses and certifications held by their HVAC Technicians. Project work may be federally funded, vendor will be required to execute a non-debarment statement.

COVID-19 Protocols

The successful company must provide a copy of the COVID-19 protocols used by its staff.

Insurance

The successful company must provide a copy of their insurance coverage with this proposal, Workers Comp and Liability Coverage satisfactory to the District.

Additional Information or Questions

Please direct all questions to:
Marc Fournier, TRSD Project Manager
rmarcfournier@gmail.com
617-721-0223

Proposal Submission

All proposals must be emailed or hand delivered Jill Johnston, Business Office, 30 Greenough Road, Plaistow, NH 03865, Jill.Johnston@sau55.net, no later than 11am on Monday, March ~~15~~17, 2021. Bids will be opened at noon on March ~~15~~17, 2021 and in the current pandemic environment, will be opened via Zoom session. Zoom link will provided upon request to Jill.Johnston@sau55.net.

References

Bidders must provide two references for similar work including the project name, organization name, and contact information for the organization's project manager.

Reports & Invoices

All reports and invoices must be provided in Microsoft Excel.

Resource Availability

The successful company must provide an estimated schedule and list of when their available HVAC staff and equipment resources are expected to be available to perform the maintenance and repair work listed above.

Bid Response Section

Bid Response Section

The successful company will provide the following services at the rates listed below:

HVAC Technician to perform HVAC maintenance & repair services- \$_____/hour

Please list all other relevant charges in detail below (vehicle costs, etc.):

The cost of parts and supplies will be charged separately to the TRSD. Please provide % markup on parts and supplies.

See Attachment "A"

Resource Availability

The successful company must provide an estimated schedule and list of when their available HVAC staff and equipment resources are expected to be available below:

See Attachment "B"

References

Reference 1

Project title: HVAC Maintenance Contract

Dates of Project: 10-01-2003 to Present

Organization name: Portsmouth School District

Address: Portsmouth, NH various locations

Project Manager Name & Contact Information:

Ken Linchey, 603.436.1708 ext 6003

Reference 2

Project title: HVAC Maintenance Contract

Dates of Project: 10-20-1995 to Present

Organization name: Pinkerton Academy

Address: Derry, NH various locations

Project Manager Name & Contact Information:

Robert Kodesh, 603.437.5222 ext 1109

Licenses & Certifications

Please provide the licenses & certifications held by your HVAC Technicians here:

All technicians have NH Gas-fitters licenses, EPA certifications, and OSHA certifications. Copies available upon request.

Company Information

Company Name: Control Technologies Inc

Address: 111 Zachary Road Manchester, NH

Telephone: 603.626.6070

Contact Person: Joseph Coski

Title: Contract Sales

Date: 3/12/2021

ATTACHMENT "A"



CTI BILLING RATES NH OFFICE
New Hampshire Rates
EFFECTIVE 1-1-21

COMMERCIAL MECHANICAL SERVICE RATE FOR TRSD HVAC AIR HANDLING EQUIPMENT

	<u>STRAIGHT</u>	<u>OT</u>	<u>HOLIDAY</u>
SERVICE TECH.- PM MECH CONTRACT	\$104.00/HR	\$156.00/HR	\$208.00/HR

Materials will be marked-up at 30% of actual costs.

Control Technologies, Inc.

www.controltechinc.com

Vermont | Corporate Office
121 Park Ave, Suite 20
Williston, VT 05495
(802) 764-2200

New Hampshire
111 Zachary Rd
Manchester, NH 03109
(603) 626-6070

Massachusetts
One Corporation Way, Suite 110
Peabody, MA 01960
(781) 281-2417

New York
43-01 22nd Street, Suite 522
Long Island City, NY 11101
(516) 605-0833

ATTACHMENT "B"

Control Technologies NH Service Department

Bob Skiffington, Service Tech	34 yrs. experience with Mechanical, Control Service and Master Electrician
Todd Desjarlais, Service Tech	29 yrs. experience with Mechanical and Control Service
Gerry Cote, Service Tech	26 yrs. experience with Mechanical and Control Service
Adam Robertson, Service Tech	25 yrs. experience with Mechanical and Control Service
Jeff Makepeace, Service Tech	24 yrs. experience with Mechanical and Control Service
Bob Kyrgeris, Service Tech	22 yrs. experience with Mechanical and Control Service
Chris Hinkley	22 yrs. experience with Mechanical and Control Service
Bob Bryant, Service Tech	21 yrs. experience with Mechanical and Control Service
Tony Sclafani, Service Tech	20 yrs. experience with Mechanical and Control Service
Jon Kulakowski	18 yrs. experience with Mechanical and Control Service
Brian Yurek, Service Tech	17 yrs. experience with Mechanical and Control Service
Bob Perez, Service Tech	15yrs experience with Control Service
Ryan Brown, Service Tech	15 yrs. experience with Mechanical & Plumbing Service
Will Spain, Service Tech	13 yrs. experience with Mechanical and Control Service
Gordon Wayrynen, Service Tech	7 yrs. experience with Mechanical and Control Service
Dillon Nobert, Service Tech	6 yrs. experience with Mechanical Service and Plumbing
Shannon McClintock	4 yrs. experience with Mechanical Service
Cameron Wilhelm	4 yrs. experience with Mechanical Service
Alexander Segundo	3 yrs. experience with Mechanical Service
Joseph Coski, Service Contract Sales	11 yrs. experience with Mechanical and Control Service
Gary Seaver, Service Tech/support	27 yrs. experience with Mechanical and Control Service
Peter Janos, Service Mgr.	34 yrs. experience with Mechanical and Control Service
Ken Munsey, Service Ops Mgr.	35 yrs. experience with Mechanical and Control Service

Once awarded, Control Technologies plans to start work on the supplied deficiency list and maintenance list within seven days. Barring material/part delays our intent is complete the service and maintenance as soon as possible.

Control Technologies is one of the largest HVAC service companies serving NH working in both the HVAC mechanical industry and the HVAC control system industry for over 25 years. Please see the attached document detailing our professional service team. As you will see our technicians not only have extensive HVAC mechanical experience, but they also have extensive HVAC control service experience. Utilizing our team will save you money by avoiding the "is it a control problem or is it a mechanical problem". Control Technologies will service it all with the one technician.

Executive Summary

TRSD Secondary Administrative Restructure

Background

The TRSD Secondary Administrative Structure has changed significantly during the past ten years (see table and chart below). These changes are connected to district goals and initiatives in the areas of curriculum, instruction, and assessment and a focus on 6-12 alignment across our middle and high schools.

Throughout this time, these administrators have been responsible for not only curriculum, instruction, and assessment, but also for teacher observation and evaluation, student discipline, department budgeting or ordering, department scheduling, lunch duty, substitute teacher classroom coverage, and for some of them, teaching classes.

Leadership in Curriculum, Instruction, and Assessment

Since 2014, the district has engaged in significant work in the area of curriculum development. From 2014-2017, the secondary deans led work to rewrite and align all secondary curricula, for every content area, across grades 6-12. The deans also worked closely with the elementary curriculum coordinators to ensure K-12 learning progressions and alignment in core academic skills and competencies. The adoption of these revised curriculum units marked Stage 1 of the curriculum development process.

Beginning in 2016, the secondary schools shifted to Stage 2 of the curriculum development process, which is connected to the assessment and evaluation of learning. The secondary deans provided professional development for teachers at both the middle and high schools regarding effective practices in formative and summative assessment, including the development of performance tasks and performance assessments. The deans also supported this work through collaborative work sessions in Professional Learning Communities (PLCs), department meetings, and Summer Curriculum Institutes. Additionally, from 2016-2018, the deans collaborated with the elementary curriculum coordinators to lead K-12 curriculum committees charged with the development of competency rubrics for all grade/course levels and content areas.

In the fall of 2018, the secondary deans worked closely with middle and high school teachers to begin the development of assessment maps that connect formative and summative assessments to course competencies. This is an ongoing process, designed to inform teachers' assessment practices as connected to the curriculum, as well as grading and reporting. This work laid the foundation for the transition to the hybrid secondary report card, which reports on student performance with regard to both course competencies and a traditional 100-point grade scale. This hybrid report card is directly connected to goals and action steps in the TRSD Strategic Plan.

COVID-19 has impacted the progression of ongoing and important work in curriculum, instruction, and assessment. The secondary deans have been instrumental in this work. The elimination of these positions poses challenges for the secondary schools to provide the necessary level of expertise, leadership, and ongoing job-embedded support required to re-engage teachers in the ongoing Stage 2 curriculum work.

In addition to their leadership in curriculum, the secondary deans also teach one or more courses, evaluate high school staff, perform lunch duties at both the middle and high schools, generate department budgets, develop schedules, and perform numerous other administrative functions. The elimination of these positions will require other administrators to absorb these responsibilities, which will

limit the time that principals and assistant principals have to support the ongoing work connected to curriculum, instruction, and assessment.

The table and chart at the end of this document provide an overview of the changes in leadership positions at both the middle and high school. These charts indicate a general decline in leadership positions at the middle and high schools over the past three years.

Proposed Restructure for 2021-2022

The 2021-2022 school year will once again see a change in the secondary administrative structure. Based on the ongoing need for leadership and support in the areas of curriculum, instruction, and assessment, we recommend the following restructure for the 6-12 administrative team.

- Create two 6-12 coordinator positions to fill the void left by the elimination of the three Academic Dean positions.
 - One 6-12 Humanities Coordinator to work with the Art, English, Social Studies, and World Language departments.
 - One 6-12 STEM Coordinator to work with the Science, Technology, Engineering, Mathematics and Health/ PE Departments.

Job Description

-Administrative level and have a NH Administrative Certification, or eligibility for NH administrative certification, and/or have 5 or more years experience in a related role AND hold current NH certification to teach a subject in the respective area (Humanities or STEM)

-Evaluate a group of teachers

-Teach one class within teacher certification area.

-Work with building and SAU administration on:

-Supporting Curriculum, Instruction and Assessment

-Scheduling of teachers

-Evaluation of teachers

-Department budget and ordering of supplies.

-Facilitation of PLCs / Department Meetings

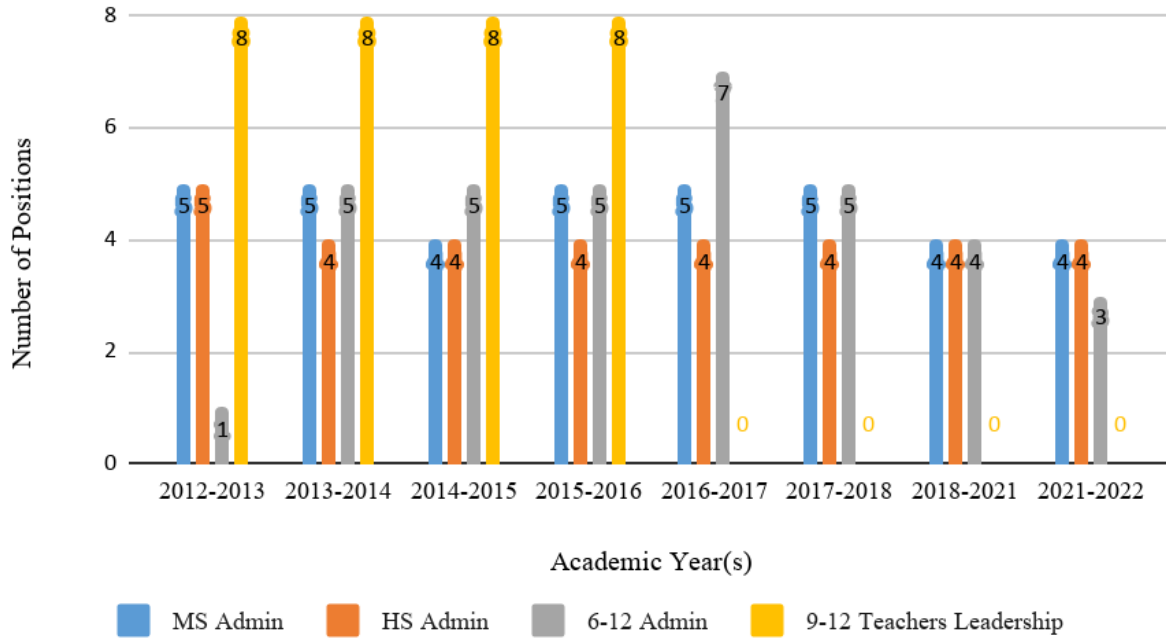
The Director of Secondary Curriculum will oversee and work with the two Coordinators, Principals, Assistant Principals, Athletic Director, Music Director and 6-12 School Counseling director to support curriculum, instruction and assessment at the middle and high schools.

Respectfully Submitted By:

Sandra Allaire, Director of Curriculum and Professional Learning

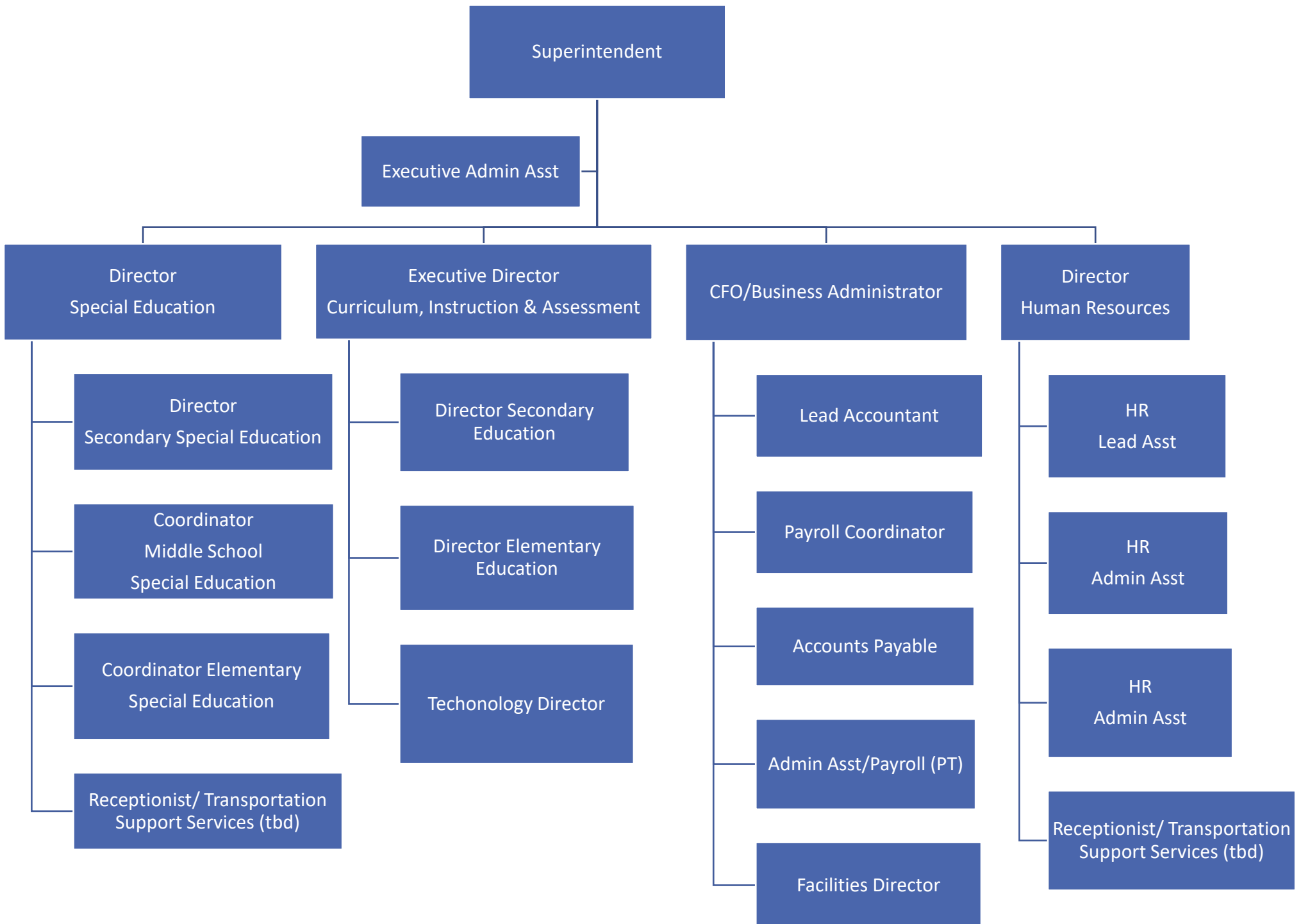
Mark Pedersen, Director of Secondary Curriculum

Secondary Administrative / Teacher Leadership Positions



Secondary Administrative / Teacher Leadership Positions				
School year	TRMS positions	TRHS positions	6-12 Secondary positions	Total
2012-2013	1 Principal 3 AP 1 Curriculum Coordinator	1 Principal 3 AP 1 STEM Curriculum Coordinator 8 Teacher Leaders	1 Director of Secondary Ed	5 MS admin 5 HS admin 8 Teacher Leaders 1 6-12 admin 11 admin 8 Teacher Leaders
2013-2014	1 Principal 3 AP 1 Curriculum Coordinator	1 Principal 3 AP 8 Department Coordinators	3 Academic Deans: -Humanities, -STEM, -ICT, Business, FACS 1 Attendance Dean 1 Director of Secondary Ed	5 MS admin 4 HS admin 8 DC 5 6-12 admin 14 admin 8 Teacher Leaders
2014-2015	1 Principal 3 AP	1 Principal 3 AP 8 Department Coordinators	3 Academic Deans: -Humanities, -STEM -Math, ICT, Business, FACS 1 Attendance Dean 1 Director of	4 MS admin 4 HS admin 8 DC 5 6-12 admin 13 admin 8 Department

			Secondary Ed	Coordinators
2015-2016	1 Principal 3 AP 1 Curriculum Coordinator	1 Principal 3 AP 8 Department Coordinators	3 Academic Deans: -Humanities, -STEM, -Math, ICT, Business, FACS) 1 Attendance Dean 1 Director of Secondary Ed	5 MS admin 4 HS admin 8 DC 5 6-12 admin 14 admin 8 Department Coordinators
2016-2017	1 Principal 3 AP 1 Curriculum Coordinator	1 Principal 3 AP	7 Academic Deans: -ELA, -Math, -Social Studies, -Science, -World Language, -ICT, Business, FACS -RTI / Fresh. Acad.	5 MS admin 4 HS admin 7 6-12 admin 16 admin
2017-2018	1 Principal 3 AP 1 Curriculum Coordinator	1 Principal 3 AP	5 Academic Deans: -ELA, -Math, -Social Studies, -Science, -World Language, -Social Studies, -ICT, Business, FACS, RTI / Fresh. Acad.	5 MS admin 4 HS admin 5 6-12 admin 14 admin
2018- 2021	1 Principal 3 AP	1 Principal 3 AP	3 Academic Deans: -ELA, World Language, -STEM -Social Studies, ICT, Business, FACS, RTI 1 Director of Secondary Curriculum	4 MS admin 4 HS admin 4 6-12 admin 12 admin
2021-2022 PROPOSED	1 Principal 3 AP	1 Principal 3 AP	2 Curriculum Coordinators -1 Humanities -STEM 1 Director of Secondary Curriculum	4 MS admin 4 HS admin 3 6-12 admin 11 admin



Timberlane Regional School District	Policy Code: IHCA
Adopted: 07-21-99 Revised: 04-03-08 Revised: 05-02-13 Revised: 12-19-13 Revised: 06-07-18	Page 1 of 1

SUMMER LEARNING

The Board recognizes that student learning is an ongoing process and that it is important for students to engage in learning activities even when not attending school. Students will be expected to complete summer activities that support student learning. There will be required summer work.

Students may take credit bearing courses, either at the high school or in an alternative setting, as defined by Policy IMBC – Alternative Credit Options for High School Graduation. These credits will carry the same value as those earned during the school year. Students who intend to complete course work for credit must obtain prior approval from the high school building principal or designee.

Legal Reference:

NH Code of Administrative Rules Section Ed. 306:141(a)(7), Summer Activities That Support Student Learning

Memo

To: Timberlane Regional School Board
From: Geoffrey Dowd
CC: Dr. Brian Cochrane
Date: March 18th 2021
Re: Budget Transfer Request

Three budget transfers are being requested which exceed the \$25,000 transfer amount pursuant to policy DBJ 'Transfer of Appropriations' and will require School Board approval. A copy of said policy is attached for your convenience.

- From account:** 100.2340.111 (Dir. Data, Assessment & Accountability- Salary)
To account: 100.2511.111 (CFO/Business Administrator – Salary)
Amount: \$56,000
Reason: Coverage for withdrawal transition period
- From account:** 100.2340.111 (Dir. Data, Assessment & Accountability- Salary)
To account: 100.2511.115 (Payroll Coordinator – Salary)
Amount: \$15,000
Reason: Coverage for overlap and cross-training due to retirement
- From account:** 100.2340.111 (Dir. Data, Assessment & Accountability- Salary)
To account: 100.2831.111 (HR Director – Salary)
Amount: \$16,000
Reason: Coverage for overlap and cross-training due to retirement

If this transfer meets with your approval, kindly accept the same by Motion and Vote. Should it be easier, feel free to motion to accept “those budget transfers in the amounts and accounts specified in the CFO/BA’s memo dated March 18th 2021”.

I am happy to address any questions you may have.

Respectfully Submitted By:
Geoffrey Dowd, CFO/Business Administrator

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

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
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 _____.

Memo

To: Timberlane Regional School Board
From: Geoffrey Dowd
CC: Dr. Brian Cochrane
Date: March 18th 2021
Re: Special Transportation Contract Extension

Timberlane utilizes Durham School Services for special transportation services. We are approaching the end of our five year contract term with Durham.

Durham has reached out with a proposal for extension of the existing contract, on existing terms with an increase of 3%. This rate is consistent with our annual increases during the terms of the existing contract. This would bring the contract end date to 6/30/2022.

Durham has been a good partner with the District in meeting our special transportation needs. With changes occurring within the Special Education Department, and in light of the District's withdrawal from SAU 55, an extension with a trusted vendor would be an attractive option for the District.

The 3% increase cannot be guaranteed should the District go through the bid process on this contract. Our last RFP process for the 2016-17 school year yielded an increase much greater than 3%

I am happy to address any questions you may have. If the School Board is in favor of this extension, I will complete the extension upon your approval.

Respectfully Submitted By:

Geoffrey Dowd, CFO/Business Administrator