

# TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, FEBRUARY 18, 2021

Regular Business 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.)*

## AGENDA

1. **7:00PM** Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
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>*

- a. **7:05PM** School Re-Opening Update – INFORMATIONAL/ACTION (15 minutes)
  - b. **7:20PM** 2021-22 School Calendar – ACTION (5 minutes)
  - c. **7:25PM** Consultants’ Contracts (SPED/HVAC)(intent to waive bid policy DJE which is attached to this agenda) – ACTION (5 minutes)
  - d. **7:30PM** Plaistow Old Home Day Request – ACTION (5 minutes)
  - e. **7:35PM** Staffing (both TRSD and SAU106) – INFORMATIONAL/ACTION (15)
  - f. **7:50PM** Auditor’s Report – INFORMATIONAL/ACTION (10 minutes)
  - g. **8:00PM** Superintendent Search Update – INFORMATIONAL (10)
  - h. **8:10PM** Policies (first and second reads) – ACTION (10)
7. **8:20PM** Administrator’s Report (Prom Contingency Plans, Facilities Consultant Update)
  8. **8:25PM** Personnel Report
  9. **8:30PM** Committee Reports/Reports of the School Board
  10. Correspondence Folder
  11. Vendor and Payroll Registers
  12. **8:35PM** Other Business
  13. Nonpublic (If needed)
  14. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
March 4	Regular Board Meeting	Zoom	7:00PM
March 9	Voting		
March 18	Re-organizational Meeting	PAC	7:00PM
	Regular Meeting		
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

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

## **ADMINISTRATOR'S REPORT**

*Administrator's Report for February 18, 2021 School Board Meeting*

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

**4. APPROVAL OF MINUTES** (3 sets – January 21, February 4 and 10)

**5. DELEGATES AND INDIVIDUALS**

**6. STUDENT REP**

**7. CURRENT BUSINESS**

**a. Re-Opening Update – INFORMATIONAL/ACTION**

*Updates on vaccines, HVAC (see executive summary), and COVID Numbers*

**b. 2021-22 School Calendar – ACTION**

*First draft of proposed school calendar.*

**c. Consultants' Contracts – ACTION**

*Part of the action to extend the contracts for both the SPED and HVAC consultants will be to waive the bidding policy that requires contracts/services over \$10k to go out to bid. The public and school board were notified of this intent to waive policy by way of the posting of the agenda on February 10<sup>th</sup>. Both the waiving policy (BGF) and the bidding policy (DJE) are included in board packets.*

**d. Plaistow Old Home Day Request – ACTION**

*The Town of Plaistow is requesting the use of the Timberlane campus for their Old Home Day celebration in August. Costs and logistics to be presented/discussed.*

**e. Staffing – INFORMATIONAL/ACTION**

*Two items for staffing: TRSD and SAU106. Generalities about positions should be done in public session, while discussion about individuals should be in nonpublic.*

**f. Auditor's Report – INFORMATIONAL/ACTION**

*Update on the 2020 audit to be provided.*

**g. Superintendent Search Update – INFORMATIONAL**

*Update on the search process to be provided.*

**h. Policies – ACTION**

*Second read on policies BGE, BGE, BHC, BHE, BIA, CBB, CBI and procedure CBI-R. First Read on policies BDH, BIBA, and BID.*

**8. ADMINISTRATOR'S REPORT** – *Dr. Cochrane*

*Executive Summaries: HVAC update, \$500 donation from HealthTrust, prom contingency plans.*

**9. PERSONNEL REPORT**

*Dr. Cochrane to present.*

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

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

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

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

**14. NONPUBLIC SESSION** – *If needed.*

**15. FUTURE DATES** – *As indicated.*

## UPCOMING REGULAR MEETING AGENDAS

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

March 4, 2021 Via Webinar	
School Re-opening Update	
Policies	<i>Second read/adoption</i>
2021-22 School Calendar	<i>If needed</i>
Food Service Annual Review	
Projected Unencumbered Funds	
Professional Staff Renominations	<i>Deadline by April 15<sup>th</sup></i>

March 18, 2021 at the PAC	
Re-Organizational Meeting	
School Re-opening Update	
Policies	<i>First Read</i>
Athletic Trainer Contract Review	
Suicide Prevention Plan	<i>Required approval of board per policy JLDBB</i>

April 1, 2021 Via Webinar	
Policies	<i>Second Read/Adoption</i>
School Re-opening Update	
School Board Goals	
Committee Assignments	
Graduation Date	

<b>Presentation Schedule</b>			
<b>Item</b>	<b>Detail</b>	<b>Timeline/By</b>	<b>Done</b>
Develop 5-Year Facilities Plan	Continued from 2019-20	TBD	
Create proposal for Solar Panels	Continued from 2019-20	TBD	<b>Postponed to 2021-22</b>
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	<b>Hold</b>
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	<b>Hold</b>
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 <sup>nd</sup> Tues in Jan.)	1/7/2021	✓
Finalize Warrant	For Deliberative Session (by last Tuesday in Jan.)	1/21/2021	✓
Treasurer's Report	Quarterly (Aug/Nov/Feb/May)	2/18/2021	
Projected unencumbered funds	To inform on end of year funds to address needs	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 <sup>th</sup>	3/4/2021	
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	4/21/2021	
Treasurer's Report	Quarterly (Aug/Nov/Feb/May)	5/20/2021	
Data Governance Plan	Annual review by 1 <sup>st</sup> 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: February 17, 2021

## Executive Summary

### Updated CDC Operational Strategy for K-12 Schools

The Centers for Disease Control (CDC) released new guidance for the opening of schools late last week (2/12/21). Many schools across that nation (even some in NH) still have not been able to open their doors since March of 2020, and this new CDC guidance is an effort to work towards reopening those schools. Much of this new guidance simply validates the mitigation strategies and logistics of operating schools that TRSD had already put into place.

Unlike many districts in NH and around the nation, TRSD started the school year with a cohort model to ensure that families were provided an option of in person school, 2 days a week or fully remote education if they so choose. This 2 cohort model, with a cleaning day on Wednesday, which TRSD is already employing, is suggested in the newest CDC guidance as a means to be able to get kids into schools. As the year progressed, the elementary schools have been able to adjust classrooms and building logistics to allow for in person instruction four days a week in grades PreK-5. TRSD Secondary Schools (TRMS & TRHS) have worked hard to bring a number of students back in 4 days a week, but continue to be met with space limiting factors in order to maintain 6 foot social distancing in many classrooms and the cafeteria.

Below is a summary of those mitigation strategies and guidelines described by the CDC with a description of the TRSD associated TRSD Plan.

<b>CDC Guidance</b>	<b>TRSD Plan</b>
Universal and Correct use of Masks should be required.	TRSD has and will continue to require that all occupants correctly wear masks.
Physical Distancing (at least 6 feet) should be maximized to the greatest extent possible.	TRSD continues to distance seating (classrooms, café, common areas, etc) at 6 foot distancing (unless otherwise specified).
Families of students who are at increased risk of severe illness or who live with people at high risk should be given the option of virtual instruction regardless of the mode of learning offered.  Students, teachers, and staff who are at high risk of severe illness or who live with people at high risk should be provided virtual options.	TRSD has and continues to offer families and teachers fully remote options for school.

<p>In-person instruction should be prioritized over extracurricular activities including sports and school events, to minimize risk of transmission in schools and protect in-person learning.</p>	<p>TRSD has temporarily stopped or adapted some after school co-curricular activities. Athletics at TRMS and TRHS have continued with mitigation strategies.</p>
<p>Schools are encouraged to use cohorting or podding of students to facilitate testing and contact tracing, and to minimize transmission across cohorts.</p>	<p>Most elementary classrooms are a cohort in of themselves. TRMS and TRHS continue to operate in a 2 day a week cohort model.</p>
<p>Schools should offer referrals to diagnostic testing to any student, teacher, or staff member who is exhibiting symptoms of COVID-19 at school or who is a close contact of a person who tested positive.</p>	<p>TRSD informs teachers, students and parents about testing options in both letters sent home and on the school's website.</p>
<p>Some schools may also elect to use screening testing as a strategy to identify cases and prevent secondary transmission. Weekly screening testing can be used as an additional layer of mitigation to complement mitigation strategies in schools.</p>	<p>At this time TRSD is not using, nor plans to use mandatory screening testing.</p> <p>TRSD continues to use daily at home screening for signs and symptoms.</p>
<p>In order to support safe school reopening, state, territorial, local, and tribal (STLT) officials should consider giving high priority to teachers in early phases of vaccine distribution.</p>	<p>Teachers are in phase 2a of the vaccination process. Currently, NH is in phase 1b, and NH DHHS has stated that phase 2a should be completed between March 2021 and May 2021.</p>
<p>Even after teachers and staff are vaccinated, schools need to continue mitigation measures for the foreseeable future, including requiring masks in schools and physical distancing.</p>	<p>TRSD plans to continue in mitigation strategies as recommended by federal, state and local health authorities.</p>
<p>Recommended implementation of mitigation strategies and K-12 school learning modes by level of community transmission (see chart below).</p>	<p>TRSD will continue to monitor (daily) and report out (weekly) on community transmission metrics. TRSD will now add these metrics "Total New cases per 100,000 persons in the last 7 days" data from the CDC's website.</p>

<p>For further information from the CDC please visit: <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html</a></p>	<p>For further information from TRSD Please visit: <a href="https://www.timberlane.net/covid19-students/">https://www.timberlane.net/covid19-students/</a></p> <p><a href="http://www.timberlane.net/wp-content/uploads/TRSD-Return-to-School-Proposed-Plan-2020-2021-2.pdf">http://www.timberlane.net/wp-content/uploads/TRSD-Return-to-School-Proposed-Plan-2020-2021-2.pdf</a></p> <p><a href="http://www.timberlane.net/wp-content/uploads/TRSDCOVID19FlowchartForParents.pdf">http://www.timberlane.net/wp-content/uploads/TRSDCOVID19FlowchartForParents.pdf</a></p> <p><a href="https://www.timberlane.net/trsd-covid-dashboard/">https://www.timberlane.net/trsd-covid-dashboard/</a></p>
---	---

Low Transmission Blue <sup>1</sup>	Moderate Transmission Yellow <sup>1</sup>	Substantial Transmission Orange <sup>1</sup>	High Transmission Red <sup>1</sup>
0-9 new cases per 100k population in 7 days And <5% positive tests in past 7 days	10-49 new cases per 100k population in 7 days And 5%-7.9% positive tests in past 7 days	50-99 new cases per 100k population in 7 days And 8%-9.9% positive tests in past 7 days	>100 new cases per 100k population in 7 days And >10% positive tests in past 7 days
<p><b>All schools:</b> Universal and correct use of masks is required; implementing other key mitigation strategies: handwashing and respiratory etiquette; cleaning and maintaining healthy facilities; contact tracing and diagnostic testing<sup>2</sup> in combination with quarantine and isolation.</p>			
K-12 schools open for full in-person instruction Physical distancing of 6 feet or more to the greatest extent possible <sup>3</sup>		Elementary schools in hybrid mode <sup>4</sup> ; physical distancing of 6 feet or more required	
		Middle and high schools in hybrid learning mode or reduced attendance Physical distancing of 6 feet or more is required	Middle and high schools in virtual only instruction unless they can strictly implement all mitigation strategies, and have few cases; schools that are already open for in-person instruction can remain open, but only if they strictly implement mitigation strategies and have few cases <sup>5</sup>
Sports and extracurricular activities with masks required; physical distancing of 6 feet or more to the greatest extent possible <sup>6</sup>	Sports and extracurricular activities with masks and physical distancing of 6 feet or more required	Sports and extracurricular activities occur only if they can be held outdoors, with masks and physical distancing of 6 feet or more required	Sports and extracurricular activities virtual only

<sup>1</sup> Levels of community transmission defined as total new cases per 100,000 persons in the past 7 days (low, 0-9; moderate, 10-49; substantial, 50-99; high, ≥100) and percentage of positive tests in the past 7 days (low, <5%; moderate, 5-7.9%; substantial, 8-9.9%; high, ≥10%).

<sup>2</sup> Diagnostic testing for SARS-CoV-2 is intended to identify occurrence of SARS-CoV-2 infection at the individual level and is performed when there is a reason to suspect that an individual may be infected, such as having symptoms or suspected recent exposure.

<sup>3</sup> If physical distancing of at least 6 feet among all students, teachers, and staff within a class, cohort, or pod is not possible at all times, schools should ensure physical distancing between classes, cohorts, and pods.

4 Hybrid learning or reduced attendance is intended to maximize physical distance between students. Schools may consider hybrid learning models or instructional modes where substantial percentages of students are in virtual only instruction. At all levels of community transmission, schools should provide families the option to participate in virtual learning if a student or family member is at risk of severe illness from COVID-19.

5 Strict implementation of mitigation strategies includes policies that require consistent and correct use of masks, physical distancing of at least 6 feet, all other key mitigation strategies.

6 School officials should implement limits on spectators and attendees for sports, extracurricular activities, and school events as consistent with recommendations for masking and physical distancing for each phase.

Respectfully submitted by,

Mark Pedersen



# TRSD COVID-19 DATA

Feb. 10-Feb. 17

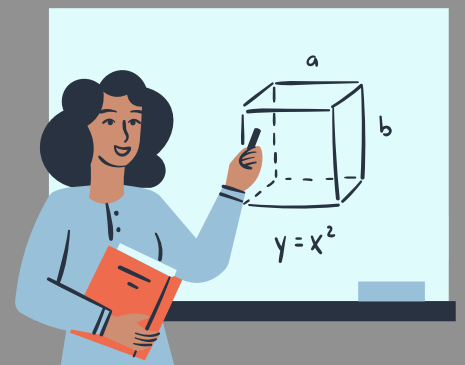


**STUDENTS:**  
**POSITIVE CASES-ACTIVE** **8**

**STUDENTS:**  
**IN QUARANTINE-ACTIVE** **55**

**STAFF:**  
**POSITIVE CASES-ACTIVE** **0**

**STAFF:**  
**IN QUARANTINE- ACTIVE** **17**



## ROCKINGHAM COUNTY -METRICS

Total Active cases: **919**

New Infections per 100k: **377.1**

COVID-19 PCR tests: **5.8%**

New hospitalizations per 100k: **NA**

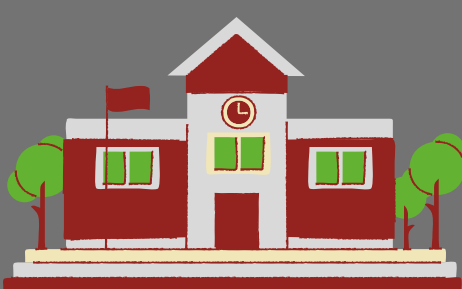
**STUDENT ABSENTEEISM: 4.83%**

**STAFF ABSENTEEISM: 5.57%**

**STAFF CAPACITY: STRAINED\***

## RESULTANT INSTRUCTIONAL MODEL

# HYBRID\*



\*"Each school and school district, however, operates in a unique context and with different facility and space capacity, so school districts can choose to take a more or less restrictive approach, as deemed necessary based on the local situation."- TRSD Return to school Plan



DATE: February 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 there are two new data lines associated with new CDC data published in conjunction with the 'new' CDC guidelines.

<b>Week of 2/10/2021-2/17/2021</b>			
Metric	2020/2021	2020/2021	Comparable previous data
Active Positive COVID-19 Cases in students across the district (including students who are remote ONLY)	8	0.24%	NA
Active Positive COVID-19 cases in staff across the district	0	0%	NA
Number of students currently under state mandated isolation/ quarantine* across the district	55	1.64%	NA
Number of Staff currently under state mandated isolation/ quarantine* across the district	17	3.74%	NA
Number of 'Active' cases in Rockingham county.	919	0.30%	NA
Number of New infections per 100,000 in Rockingham county in the past 14 days	377.1		NA
COVID-19 PCR tests Positivity 7 day average	5.8%		NA
Number of New hospitalizations per 100,000 over the past 14 days – Rockingham county	NA		NA
Student absenteeism-	4.83%		AVG. 4.5%
Staff absenteeism-	5.57%		5.85%
Staff capacity as defined with NH DHHS guidance	Strained		NA
New Cases in Rockingham County per 100k population in 7 days per CDC data	196.6		NA
Percent Positivity in Rockingham County per CDC data	13.54%		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: February 18, 2021

## Executive Summary

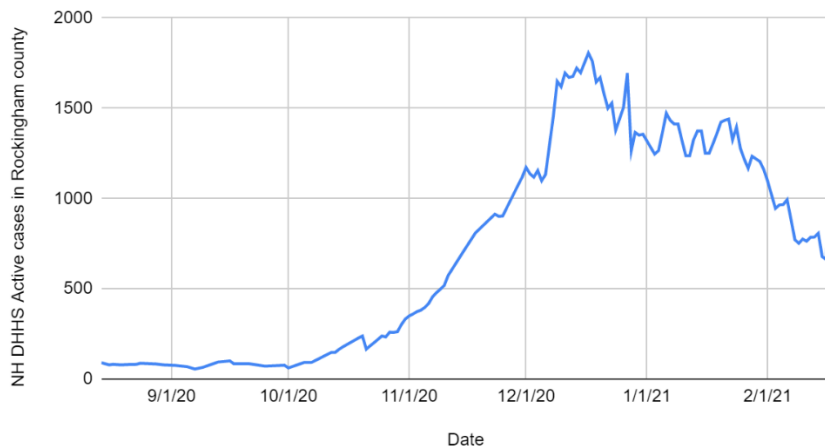
### TRSD COVID-19 Data Dashboard- Weekly numbers- Archive

Please see the weekly summary data as well as graphs for some of the daily metrics that are being tracked (page 2).

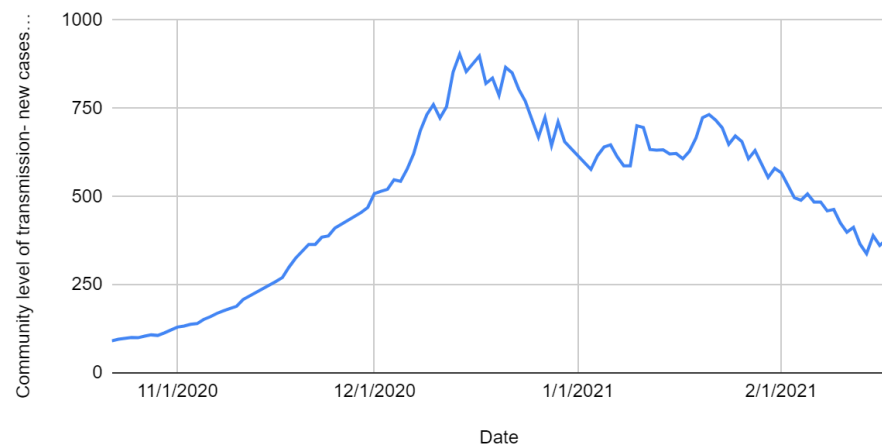
Date	+ Student	+ Staff	Student Quarantine	Staff Quarantine	Active cases in Rockingham	New infections per 100K NH DHHS	PCR test + rate	Hospitalizations per 100K	Student absenteeism	Staff Absenteeism	New cases per 100k CDC	% Positivity per CDC
9/30-10/7	4 (0.12%)	1 (0.3%)	19 (0.3%)	5 (1.1%)	97 (0.03%)	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%

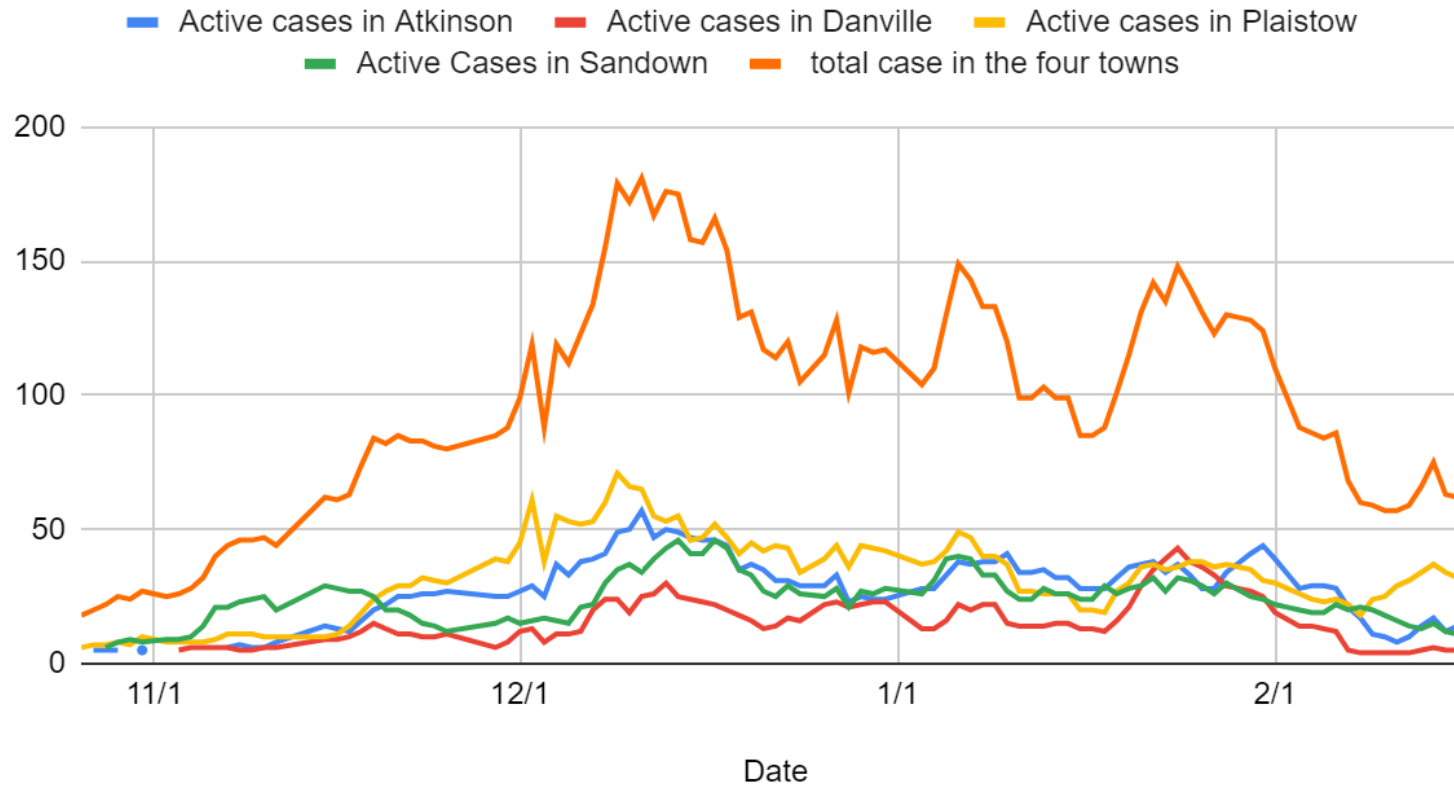
NH DHHS Active cases in Rockingham County



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



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



Respectfully Submitted,

Mark Pedersen

# Timberlane Regional School District

Atkinson, Danville, Plaistow, Sandown

## 2021 - 2022 School Calendar

# Proposed

Draft #1

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.

	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>		<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>
<b>August</b> (2)						<b>February</b> (19)					
		<b>NT</b>	<b>B_PD</b>	<b>D-PD</b>	<b>X</b>			1	2	3	4
	<b>30</b>	31					7	8	9	10	11
<b>September</b> (19)							14	15	16	17	18
			1	2	<b>X</b>		21	22	23	24	25
	<b>X</b>	7	8	9	10	<b>March</b> (18)	<b>X</b>				
	13	14	15	16	17		7	8	9	10	11
	20	21	22	23	24		14	<b>15</b>	16	17	18
	27	28	<b>PD</b>	30			21	22	23	24	25
<b>October</b> (20)					1		28	29	<b>PD</b>	31	
	4	5	6	7	8	<b>April</b> (16)	4	5	6	7	8
	<b>X</b>	12	13	14	15		11	12	13	14	15
	18	19	20	<b>ER</b>	22		18	19	20	21	22
	25	26	27	28	29		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>November</b> (18)	1	2	3	4	5	<b>May</b> (21)	2	3	4	5	6
	8	9	10	<b>X</b>	12		9	10	11	12	13
	15	16	17	18	19		16	17	18	19	20
	22	23	<b>X</b>	<b>X</b>	<b>X</b>		23	24	25	26	<b>ER</b>
	29	30					<b>X</b>	31			
<b>December</b> (16)			1	2	3	<b>June</b> (12)	6	7	8	9	10
	6	7	8	9	10		13	14	15	<b>ER</b>	<b>MU</b>
	13	14	15	16	17		<b>MU</b>	<b>MU</b>	<b>MU</b>	<b>MU</b>	<b>MU</b>
	20	21	22	<b>X</b>	<b>X</b>				1	2	3
	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>				8	9	10
<b>January</b> (19)	3	4	5	6	7				15	<b>ER</b>	<b>MU</b>
	10	11	12	13	14				<b>MU</b>	<b>MU</b>	<b>MU</b>
	<b>X</b>	18	19	20	<b>21</b>						
	24	25	<b>PD</b>	27	28						
	31										

**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 **4th**, January **21st**, April **6th**, and Last Day of School  
 Trimesters: December **2nd**, March **15th**, and Last Day of School

August 24 - 26	NT/Professional Development TTA/TSSU	January 17	Martin Luther King Jr. Civil Rights Day
August 30	First Day of School	January 26	Professional Development TTA
September 3	Labor Day Extended	Feb 28-March 4	Winter Break
September 6	Labor Day	March 30	Professional Development TTA
September 29	Professional Development TTA	April 25-29	Spring Break
October 11	Columbus Day	May 27	Early Release
October 21	Early Release	May 30	Memorial Day Observed
November 11	Veterans Day Observed	June 16	Last Day of School **/Early Release
November 24-26	Thanksgiving Break	June 17-24	Make-up Days (If Necessary)
Dec 23-Jan 1	Holiday Break		

February 3, 2021

## Executive Summary

### Request to Waive Bid Policy

Pursuant to Policy DJE “Bidding Requirement”, expenditures exceeding \$10,000 “...will require at least three competitive documented quotes for the open market”. A copy of Policy DJE is attached.

The School Board approved retaining Special Education Consultant Elizabeth Rincon to assist in high level special education consulting for the District up to \$10,000. Her services have proven to be effective and are being utilized to meet the needs of the District in this challenging time.

However, we will soon exceed the \$10,000 threshold for bidding requirement. Unless Policy DJE is waived, the next steps would be to create and post a Request for Proposal, which would interrupt the current consulting services being delivered, and would require our consultant to formulate a response to the District for her services which we have already determined are meeting our needs.

In light of the level and depth of her experience and the value that it adds to the District in this challenging environment, Administration is requesting a waiver of School Board Policy DJE to allow her contract to exceed the \$10,000 threshold. We do have room in the budget to cover ongoing services.

If the School Board is so inclined to do so, the cleanest way to handle this would be by a motion to waive School Board Policy DJE to allow for ongoing consulting services to exceed \$10,000 for Special Education consultant Elizabeth Rincon.

Respectfully Submitted,

Geoffrey Dowd  
CFO / Business Administrator

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code:     DJE</b></p>
<p><b>Adopted:   01-03-91</b>  <b>Revised:   06-19-08</b>  <b>Revised:   05-08-14</b>  <b>Revised:   10-04-18</b></p>	<p><b>Page 1 of 1</b></p>

**BIDDING REQUIREMENTS**

The Superintendent is required to get written competitive bids on purchases of supplies, materials, equipment, and contractual services in the amount of \$10,000 or more. Purchases of \$5,000 or more will require at least three competitive documented quotes for the open market. All purchases made in the open market shall be consummated after careful evaluation.

When bidding procedures are used, bids shall be advertised appropriately, including on the district website. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Superintendent, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The School Board with input from the Superintendent reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district. The School Board with input from the Superintendent also reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified, shall not be considered. The School Board with input from the Superintendent also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the district with appropriate bonding. Contractors shall be required to provide a certificate of insurance.

Specialized educational and related services are exempt from this policy when the interests of children so dictate (i.e. textbook purchases, psychological services, etc.).

Existing services that continue to meet the needs of the district shall be subject to an annual review by the board and may not need to go out to bid.

**Legal References:**

*RSA 194-C:4 II (a), Superintendent Services*

*NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards*

**DJE - BIDDING REQUIREMENTS**

<b>Timberlane Regional School Board</b>	<b>Policy Code: BGF</b>
<b>Adopted: 09-20-01</b> <b>Revised: 03-17-16</b> <b>Revised: 06-01-17</b>	<b>Page 1 of 1</b>

## WAIVING, SUSPENDING AND REVOKING POLICIES

### Waiving a Policy

The Board may waive a policy only when all the following conditions are met:

- the proposed policy to be waived has been publicly announced to the School Board at least one week prior to the Board's vote;
- the waiver is for a one-time action by the Board or administration;
- the vote is held at a properly noticed meeting; and
- a majority of Board members present agree.

In cases of emergency meetings, or justifiable situations where inadequate prior notice was given the Board, a majority vote by all Board members present is required to waive a policy.

### Suspending a Policy

Policies may also be suspended by the Board but only when all the following conditions are met:

- the proposed policy to be suspended has been publicly announced to the School Board at least one week prior to the Board's vote;
- the proposed suspension stipulates a specific time period for the suspension, after which the policy comes back into force;
- the policy is not suspended for more than one academic year;
- the policy and intention to suspend shall be included in the Board's agenda packet; and
- a two-thirds majority vote of the entire Board membership in favor at a properly noticed, regular meeting in which written notice of the policy to be suspended was included on the agenda.

### Revoking a Policy

Policies may be revoked when all the following conditions have been met:

- a majority vote of the Policy Committee to recommend revocation at least two weeks prior to a Board vote;
- the Policy Committee takes into consideration any associated policies and procedures that may need to be rescinded or amended; and
- inclusion on the Board's agenda of the policy and intention to revoke.

## AGREEMENT FOR THE PROVISION OF SPECIAL EDUCATION CONSULTATIVE SERVICES

This agreement is made between the Timberlane Regional School District, SAU 55, 30 Greenough Rd. Plaistow, NH, hereinafter referred to as the *District*, and Elizabeth A. Rincon, hereinafter referred to as the *Consultant*, for the 2020-21 school year.

### GOAL:

To provide consultative services and training and mentoring to school district personnel who work in the Special Education/Student Services Department, as determined by the Superintendent of Schools, as appropriate, in the areas of special education law, NHDOE reporting, special ed process, and strategic program planning to ensure students are educated in the least restrictive environment.

### CONSULTANT RESPONSIBILITIES:

The *Consultant* agrees to provide consultative services, training and mentoring to department staff; to work with the special education administrators and LEA representatives to improve and refine practice around various topics pertaining to special education, to ascertain input from staff regarding current special education programs, and to identify areas of strength and areas of improvement for future program planning. The *Consultant* will abide by SAU 55 district policies and procedures, IDEA regulations, FERPA requirements, and confidentiality practices.

The *Consultant* will bill the *District* on a monthly basis for services provided.

### DISTRICT RESPONSIBILITIES:

The *District* agrees to pay the *Consultant* at the rate of \$100 per hour, inclusive of travel time, not to exceed 70 hours (\$7,000) for the time period February 9, 2021 through June 30, 2021. Payment shall be made within 30 days after receipt of the bill.

The *District* will provide consistent and appropriate meeting space for the provision of services as needed.

---

This agreement may be terminated by either party with a thirty (30) day written notice.

Nothing herein contained shall prevent the parties from amending any provision herein by mutual consent.

By signing below, the *Consultant* certifies that they are not suspended or debarred from doing business with the Federal Government.

Elizabeth A Rincon  
Elizabeth A. Rincon  
7 Ridgemont Rd.  
Windham, NH 03087

\_\_\_\_\_  
Dr. Brian Cochrane  
Superintendent of Schools  
SAU 55  
30 Greenough Rd.  
Plaistow, H 03865

February 8, 2021

# TIMBERLANE POLICY COMMITTEE RECOMMENDATIONS TO THE SCHOOL BOARD

## SECOND READ/ADOPTION

1	<b>CBB APPOINTMENT OF SUPERINTENDENT</b> (Updated to reflect Timberlane School Board as the hiring agent.)
2	<b>CBI EVALUATION OF THE SUPERINTENDENT</b> (New policy for SAU 106)
3	<b>CBI-R SUPERINTENDENT'S EVALUATION</b> (New procedure for SAU 106)
4	<b>BGD BOARD REVIEW OF ADMINISTRATIVE REGULATIONS</b> (NHSBA does not have BGD but has a CHB which is same as NHSBA – recommend placing a reference to CHB)
5	<b>CHB BOARD REVIEW OF ADMINISTRATIVE REGULATIONS AND PROCEDURES</b> (recommend revising with small title change and language change as recommended by NHSBA)
5	<b>BGE POLICY DISSEMINATION</b> (amended policy references)
6	<b>BHC BOARD-EMPLOYEE COMMUNICATIONS</b> (same language as NHSBA – reaffirmation recommended)
7	<b>BIA NEW BOARD MEMBER ORIENTATION</b> (same language as NHSBA – reaffirmation recommended)

## FIRST READ

8	<b>BDH CONSULTANTS</b> (No such policy with NHSBA. PC recommends repealing.)
9	<b>BIBA SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS</b> (last updated in 2011; NHSBA sample language incorporated with slight changes recommended by PC)
10	<b>BID PAYMENT FOR SERVICES RENDERED BY SCHOOL DISTRICT OFFICERS</b> (updated with NHSBA language with changes recommended by PC)

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

### APPOINTMENT OF SUPERINTENDENT

The Superintendent shall be hired by the School ~~Administrative Unit~~ Board.

**Legal Reference:**

*RSA 194-C:4, SAU: Superintendent Services*  
*RSA 194-C:5, SAU: Organization and Duties*

<b>Timberlane Regional School District</b>	<b>Policy Code: CBI</b>
<b>Adopted: 05-05-83</b> <b>Revised: 12-06-90</b> <b>Revised: 12-03-98</b> <b>Revised:</b>	Page 1 of 1

## SUPERINTENDENT’S EVALUATION AND GOAL SETTING

The Board will annually evaluate the Superintendent based on written criteria as established by the Board. Co-extensive with the Superintendent evaluation, the Board and Superintendent will jointly establish annual goals and objectives. The Board believes that establishing annual goals and objectives will serve as a benchmark and criteria for the Superintendent’s annual evaluation.

The Superintendent is responsible for the services described in applicable statute and Department of Education rules. In addition to and related to those responsibilities, the following areas are representative of those in which objectives may be set and progress appraised:

1. Fiscal management
2. Curriculum
3. Pupil achievement and assessment
4. Delivery of instruction
5. Relationship with the school board
6. Administration of educational services
7. Administration of school facilities
8. Governance of pupils
9. Hiring and supervision of school district staff
10. Overall leadership on educational issues

The board may choose not to annually evaluate and review every area listed above.

The Board desires that the annual Superintendent evaluation and goal setting will clarify the Superintendent’s role within the school community, address areas for the Superintendent to improve, and address areas for which the Superintendent should be commended.

Legal References:

N.H. Code of Administrative Rules, Section Ed 303.01(k), Substantive Duties of School Boards, Superintendent Evaluation

See Procedure CBI-R

<b>Timberlane Regional School District</b>	<b>Policy Code: CBI-R</b>
<b>Adopted:</b>	Page 1 of 12

**SUPERINTENDENT’S EVALUATION AND GOAL SETTING FORM**

**Scoring Key: 4 – Outstanding; 3 – Excellent; 2 – Good; 1 – Needs Improvement**

**PART I. FISCAL MANAGEMENT**

**Legal References:**

- RSA 194-C:4, II(a), (j), (p)
- Ed 302.01(d)(2); Ed 302.02(d), (e)
- NHSBA Sample Policies DA, DB, DBC, DCI, DI

**Indicators of Success:**

- Budgets reflect district goals for student achievement.
- District expenses do not exceed revenues. If this occurs, a plan is developed and presented to the board for remediation within an acceptable timeline.
- Finances are managed in accordance with applicable accounting standards.
- The annual audit shows no material deficiencies and audit recommendations are effectively implemented.
- Multi-year budget plans are used for planning purposes.

1.1. Developed and recommended the annual budget for the support of the educational program and for the operation and maintenance of schools.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

1.2. Developed and maintained an accounting system and financial reporting procedures for all funds.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

1.3. Evaluated financial needs and makes timely recommendations for adequate funding.

<b>Timberlane Regional School District</b>	<b>Policy Code: CBI-R</b>
<b>Adopted:</b>	<b>Page 2 of 12</b>

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1.4. To the extent possible, transfers among budgetary line items were limited to unexpected or unanticipated expenses.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1.5. Engaged in thorough planning to develop budget and guide expenditures to achieve the greatest educational returns and the greatest contributions to the educational program.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1.6. Established levels of funding that provided high quality education for the students of the district.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1.7. Provided timely and appropriate information to the Board and all staff with fiscal management responsibilities.

Evaluation Score: \_\_\_\_\_

<b>Timberlane Regional School District</b>	<b>Policy Code: CBI-R</b>
<b>Adopted:</b>	Page 3 of 12

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

1.8. Established and implemented efficient procedures for accounting, audit, risk management, investing, purchasing delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Goals for Next Evaluation Cycle:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Scoring Key: 4 – Outstanding; 3 – Excellent; 2 – Good; 1 – Needs Improvement**

**PART II. CURRICULUM, DELIVERY OF INSTRUCTION  
 AND PUPIL ACHIEVEMENT**

**Legal References:**

- RSA 194-C:4, II(c)
- Ed 302.01(d)(6); 302.02(f)
- NHSBA Sample Policies IGA, IGD
- RSA 194-C:4, II(e)
- Ed 302.01(d)(8); Ed 302.02(f)
- NHSBA Sample Policies ILBA, ILBAA
- RSA 194-C:4, II(c)
- Ed 302.01(d)(7); Ed 302.02(f)
- NHSBA Sample Policy IF

**Indicators of Success:**

- Specific progress is evident.

<b>Timberlane Regional School District</b>	<b>Policy Code: CBI-R</b>
<b>Adopted:</b>	Page 4 of 12

- Student learning is defined based on the knowledge and skills necessary to be successful.
- Data and information collected is reliable and valid.
- Data is regularly presented and is communicated in understandable forms.
- Data is used for future planning and improvement.
- Effective methods of providing, monitoring, evaluating, and reporting student achievement are used.
- Preparing students for post-secondary education and/or entrance into the job market.
- Data is disaggregated, analyzed, and explained.

2.1. Used appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2.2. Aligned and implemented the educational programs, plans, actions, and resources with the district's vision and goals.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2.3. Monitored and evaluated the effectiveness of curriculum, instruction and assessment.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2.4. Ensured that the district provided educational opportunities in accordance with State Minimum Standards.

<b>Timberlane Regional School District</b>	<b>Policy Code: CBI-R</b>
<b>Adopted:</b>	<b>Page 5 of 12</b>

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_

2.5. Identified areas of academic strength and areas of academic weakness within the District and has implemented strategies to address areas of academic weakness.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_

2.6. Curriculum is aligned from grade-to-grade and from school-to-school.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_

2.7. Uses effective methods of providing, monitoring, evaluating and reporting student achievement.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_

**Goals for Next Evaluation Cycle:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Timberlane Regional School District</b>	<b>Policy Code: CBI-R</b>
<b>Adopted:</b>	Page 6 of 12

**Scoring Key: 4 - Outstanding; 3 - Excellent; 2 - Good; 1 - Needs Improvement**

**III. RELATIONSHIP WITH THE SCHOOL BOARD**

**Legal References:**

- RSA 194-C:4, II(i)
- NHSBA Sample Policy BDD

**Indicators of Success:**

- The superintendent assists the board in developing clear policies that meet federal and state requirements.
- The superintendent understands and communicates legal liability to the district.
- The superintendent supports the board chair to maximize the effectiveness of board operations.
- The superintendent regularly informs the board about the business of the district and alerts the board about critical issues and areas that may have impact on the district.
- The superintendent follows agreed upon board-superintendent guidelines.
- The superintendent meets deadlines and follows up on commitments and assignments.

3.1. Worked with the Board in the areas of analyzing, planning, implementing and evaluating policies.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3.2. Informed the Board on issues, operations, the instruction program, and needs of the school system.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Timberlane Regional School District</b>	<b>Policy Code: CBI-R</b>
<b>Adopted:</b>	Page 7 of 12

3.3. Provided the Board with reports and information that enable the Board to sufficiently review the operations of the district.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3.4. Gave constructive advice and guidance to the Board regarding possibilities for District improvement.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3.5. Utilized the strengths of individual Board members and the Board itself in the decision-making process.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3.6. Offered professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Goals for Next Evaluation Cycle:**

\_\_\_\_\_

<b>Timberlane Regional School District</b>	<b>Policy Code: CBI-R</b>
<b>Adopted:</b>	Page 8 of 12

**Scoring Key: 4 - Outstanding; 3 - Excellent; 2 - Good; 1 - Needs Improvement**

**IV. ADMINISTRATION OF SCHOOL FACILITIES:**

**Legal References:**

- RSA 194-C:4, II(k)
- Ed 302.01(d)(5); Ed 302.02(m); Ed 302.02(p)
- NHSBA Sample Policies CA, CF, EC, FA

**Indicators of Success:**

- All buildings meet safety, health, and construction codes.
- Facilities and equipment are not subject to improper wear or insufficient maintenance.
- Multi-year plans for maintenance, repairs, and facility upgrades are in place.
- Ongoing inspection and reporting systems are utilized.

4.1. Was responsible for developing and recommending to the school board an annual maintenance program and long-term capital improvement plan.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4.2. Provided support for facilities accommodate organization and instructional patterns that support the district’s educational philosophy and instructional goals.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4.3. Ensured that all safety requirements were met for facilities and grounds.

Evaluation Score: \_\_\_\_\_

<b>Timberlane Regional School District</b>	<b>Policy Code: CBI-R</b>
<b>Adopted:</b>	Page 9 of 12

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4.4 Building design, construction, and renovation that will lend themselves to low maintenance costs and the conservation of energy.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4.5. Facilities lend themselves to utilization by the community in ways consistent with the overall goals of the district.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4.6. Keeps the Board informed about the condition of district facilities and anticipated needs in the areas of capital improvement.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Goals for Next Evaluation Cycle:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Timberlane Regional School District</b>	<b>Policy Code: CBI-R</b>
<b>Adopted:</b>	Page <b>10</b> of <b>12</b>

**Scoring Key: 4 – Outstanding; 3 – Excellent; 2 – Good; 1 – Needs Improvement**

**V. PERSONNEL**

**Legal References:**

- RSA 194-C:4, II(c); RSA 194-C:4, II(j); RSA 194-C:4, II(n)
- Ed 302.01(e); Ed 302.02(a); Ed 302.02(h)
- NHSBA Sample Policies – Section G – Personnel

**Indicators of Success:**

- Staff are treated fairly.
- Teachers work effectively within their classroom, throughout the school, across district schools, and with the community.
- Operations are clearly defined, communicated, and implemented.
- Personnel contracts are adhered to.
- Effective collective bargaining strategies advance and promote student learning.

5.1. Recruits and assigns the best available personnel in terms of their competencies. Recommends for employment personnel who have proper certification and skills for the position.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5.2. Develops and executes sound personnel policies and practices.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5.3. Includes the participation of faculty and staff in the establishment and the implementation of District-wide goals, objectives, and programs.

Evaluation Score: \_\_\_\_\_

<b>Timberlane Regional School District</b>	<b>Policy Code: CBI-R</b>
<b>Adopted:</b>	Page 11 of 12

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5.4. Facilitates evaluation of staff performance as required by state law and by Board policy.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5.5. Promotes programs for staff growth and development.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5.6. Meets and confers with employee groups representing the interests and directives of the Board.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5.7. Communicates concerns of employee groups to the Board and Board responses to these concerns to employee groups.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Timberlane Regional School District</b>	<b>Policy Code: CBI-R</b>
<b>Adopted:</b>	Page 12 of 12

5.8. Organizes the roles and responsibilities of staff members to optimize staff effectiveness in accordance and in line with the district’s educational mission and goals.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Goals for Next Evaluation Cycle:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*See Also: Policy CBI*

<b>Timberlane Regional School District</b>	<b>Policy Code: BGD</b>
<b>Adopted: 04-21-83</b> <b>Revised: 10-03-96</b> <b>Revised: 12-03-98</b> <b>Revised: 12-16-10</b>	<b>Page 1 of 1</b>

**BOARD REVIEW OF ADMINISTRATIVE REGULATIONS**

See policy CHB.

<b>Timberlane Regional School District</b>	<b>Policy Code: CHB</b>
<b>Adopted: 01-01-83</b> <b>Reaffirmed: 12-06-90</b> <b>Reaffirmed: 12-03-98</b> <b>Revised: 09-16-10</b> <b>Revised:</b>	<b>Page 1 of 1</b>

**BOARD REVIEW OF ADMINISTRATIVE REGULATIONS AND PROCEDURES**

When a written procedure for school board policy is developed, the Superintendent shall submit it to the Board as an information item. Such regulations and procedures need not be approved by the Board; therefore, they will be revised when they are not consistent with Board policy. On controversial topics, the Superintendent may request prior Board approval.

<b>Timberlane Regional School Board</b>	<b>Policy Code: BGE</b>
<b>Adopted: 03-03-83</b> <b>Reaffirmed: 11-01-90</b> <b>Revised: 12-03-98</b> <b>Revised: 11-19-09</b> <b>Revised:</b>	<b>Page 1 of 1</b>

## POLICY DISSEMINATION

Related Policies: BFE, BGA, BGB, BGC, BGD, BGE, BGF
---

The policy manual is a public document. The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the administrative rules and regulations needed to put them into effect. Each policy shall contain the date adopted, and/or date revised by the Timberlane Regional School Board.

Accessibility is to extend at least to all employees of the school system, to members of the Board, and to persons in the community insofar as conveniently possible. Manuals will be available for inspection at the Superintendent’s Office. They are also available on the District website at [www.timberlane.net](http://www.timberlane.net).

All policy manuals shall remain the property of the School Board and shall be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary by the administrative head of the School District.

The Superintendent is responsible for ensuring an annual update of all manuals.

Legal References:  
notes and Records Available for Public Inspection

<p><b>Timberlane Regional School Board</b></p>	<p><b>Policy Code: BHC</b></p>
<p><b>Adopted: 04-21-83</b>  <b>Revised: 11-01-90</b>  <b>Revised: 02-24-05</b>  <b>Revised: 06-16-11</b>  <b>Reaffirmed:</b></p>	<p><b>Page 1 of 1</b></p>

**BOARD-EMPLOYEE COMMUNICATIONS**

The Board desires to maintain open channels of communication between itself and the employee. The basic line of communication will, however, be through the Superintendent of Schools.

Staff Communications to the Board

All communications or reports to the Board or any Board committee from principals, supervisors, teachers, or other employees shall be submitted through the Superintendent.

Board Communications to Staff

All official communications, policies, and directives of employee interest and concern will be communicated to employees through the Superintendent, and the Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board’s actions and concerns.

Visits to School

Individual Board members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as “inspections” or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of the Superintendent and principals.

Social Interaction

Employees and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations and general school district problems. However, staff members are reminded that individual members have no special authority excepting when they are convened at a legal meeting of the Board or vested with special authority by Board action. There, discussions by either party of personalities or personnel grievances will be considered as evidence of unethical conduct.

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

## NEW BOARD MEMBER ORIENTATION

Related Policies: BBBA
------------------------

A new member is to be afforded the Board and the staff's fullest measures of courtesy and cooperation. Board and staff shall make every feasible effort to assist the new member to become fully informed about the Board's functions, policies, and procedures.

A special workshop will be convened for the primary purpose of orienting the new member to his or her responsibilities, to the Board's method of operating, and to Districts policies and procedures.

Each new member will be provided with those materials:

1. The previous year's complete record of minutes.
2. A copy of Revised Statutes Annotated Relating to Public Schools. (RSA)
3. A copy of Becoming A Better Board Member.
4. The School Board Policy Manual.
5. The NH School Boards Association Orientation Packet.
6. The current school budget.
7. Negotiated Labor Agreements.

<b>Timberlane Regional School Board</b>	<b>Policy Code: BDH</b>
<b>Revised: 12-03-98</b> <b>Reaffirmed: 11-18-10</b>	<del>Page 1 of 1</del> <b><u>REPEALED</u></b>

## CONSULTANTS

~~In situations where knowledge and/or technical skills are needed that cannot be supplied by the regular staff positions, technical and consultant assistance will be considered as one alternative for providing the desired service.~~

~~The Board shall encourage the use of professional consultants from the State Department of Education, colleges, universities and other sources, when it feels such consultant services will be helpful.~~ This policy was repealed by the School Board on \_\_\_\_\_.

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

## SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS

Related Policies: BIB, DKC
----------------------------

The Board encourages the participation of all members at appropriate School Board conferences and workshops. In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. A calendar of School Board conferences and workshops shall be [maintained by the Superintendent. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the School District. School board members are encouraged to attend workshops presented by the state and national school boards associations.](#) ~~communicated by the Superintendent.~~
2. Funds for participation at such meetings will be budgeted for on an annual basis. ~~The~~ [When funds are limited the](#) Board will designate which of its members would be the most appropriate to participate at any given meeting.
3. Reimbursement to Board members for their travel expenses will be in accordance with the travel expense policy for staff members.
4. When a conference or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

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

**PAYMENT FOR SERVICES RENDERED BY SCHOOL DISTRICT OFFICERS**

Related Policies: BDC

All school district officers will be reimbursed in accordance with fees and payment schedules as established by the ~~School Board-District~~. Such fees will be provided for in the School District budget and will be plainly indicated in the annual report. ~~Such fees will be provided in the school district budget.~~ It is the assigned responsibility of the Superintendent of Schools to make certain that all statements are in the hands of the school office personnel to ensure payment on the payroll manifest.

**Legal References:**

- RSA 194:10, School Districts: Salaries of District Board and Officers*
- RSA 194:11, School Districts: Payment*
- RSA 195:4,V, Cooperative School Districts: Powers*
- RSA 195:5 II, Cooperative School Districts: School District Powers and Duties*
- Kondrat V Freedan School Board, 138 NH 683 (1984)*

**BID - PAYMENT FOR SERVICES**

February 18, 2021

## Executive Summary

### **\$500 DONATION – HealthTrust**

Timberlane Regional Middle School

Wellness Coordinator Academy via HealthTrust

The HealthTrust Wellness Coordinator Program provides leadership training and funding to support worksite wellness initiatives. Our TRMS Wellness Committee is comprised of individuals who are interested in wellness and implementing wellness campaigns and activities at our school.

The Timberlane Regional Middle School Wellness Committee works with Health Trust to provide information to staff regarding physical and mental wellness. Health Trust offers weekly wellness emails that can be distributed to staff or used for inspiration for events to run wellness events at our school. We use the funds provided to TRMS to support a Wellness Week and also for prizes for our optional “Biggest Loser” and Step Challenge competitions, among other wellness initiatives. The annual check for this program that has been issued to TRMS (dated 1/25/2021) is \$500 which has been accepted by Dr. Cochrane on behalf of the school district.

Respectfully submitted,

Maegan Koelker

Principal, TRMS

DATE: February 18, 2021

## Executive Summary

### **TRHS End of the year events.**

The following executive summary is an update on the status of the end of the year events and celebrations in regards to guidelines and restrictions from the CDC as well as state and local health officials. It is the intent of the high school administrative team to make these events as safe and memorable as possible for students and their parents.

Under current guidelines, the Atkinson Country Club could not host a prom of our capacity, nor does the TRSD Performing Arts Center have the capacity to host year end events and awards nights. To ensure that we are able to have these yearend events and celebrations to honor our students, we have secured tents that will be put up on the TRHS campus. Under these tents, we intend on hosting the following events:

- Prom Event
- Excellence in Academics Celebration
- Athletic Awards Night
- Scholarship Night
- Junior & Senior Awards Night

Committees have been formed with representation from administration, teachers, and student leaders so that all stakeholders have a voice in the planning process.

As we move further into the spring and the logistics regarding how to safely host these events becomes clearer, we will continue our communications to the students, the parents and the community. Please, rest assured that the administration is dedicated to providing our students a meaningful closure to their careers as Timberlane Owls.

Respectfully submitted by,

TRHS Administration