

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, JUNE 18, 2020

Regular Meeting – 7:00pm

Dr. Kimberly Farah, Chair
Kristin Savage, Vice Chair
Dr. Earl Metzler, II, Superintendent

Webinar Link

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

Technology Assistance
603-382-6541 x 3955

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

AGENDA

1. **7:00PM** Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
4. **7:05PM** Approval of Minutes
5. Student Representative
6. Delegates and Individuals
7. Current Business
 - a. **7:10PM** Athletic Trainer Contract – INFORMATIONAL (5 minutes)
 - b. **7:15PM** Data Governance Plan Annual Review – ACTION (10 minutes)
 - c. **7:25PM** Staffing Needs Projection (Policy IIB) – ACTION (30 minutes)
 - i. Music Program/World Languages
 - d. **7:55PM** Food Service Update (staffing/budget) – INFORMATIONAL (15 minutes)
 - e. **8:10PM** Projects List for Surplus Consideration – ACTION (15 minutes)
 - f. **8:25PM** Federal Funding Authorization – ACTION (5 minutes)
 - g. **8:30PM** Summer Hiring Process – ACTION (5 minutes)
 - h. **8:35PM** July Meeting Dates – ACTION (5 minutes)
 - i. **8:40PM** Withdrawal Update – INFORMATIONAL (10 minutes)
 - j. **8:50PM** YMCA Before and After Care at TLC – ACTION (10 minutes)
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 (RSA 91-A:3 Paragraph II, (c) personnel/reputation)
15. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
July TBD	Special Summer Meeting	SAU	7:00PM
August 20	Regular Board Meeting	SAU	7:00PM
September 3	Regular Board Meeting	SAU	7:00PM
September 17	Regular Board Meeting	SAU	7:00PM

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

ADMINISTRATOR'S REPORT

Administrator's Report for June 18, 2020 School Board Meeting

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

4. APPROVAL OF MINUTES (*One set – June 3rd – NP set were sealed*)

5-6. STUDENT REP AND DELEGATES AND INDIVIDUALS – *Jenna Horan*

7. CURRENT BUSINESS

a. ATHLETIC TRAINER CONTRACT – INFORMATIONAL

See the executive summary outlining the status of this contract. This will be added to a future agenda once a proposal has been drafted.

b. DATA GOVERNANCE ANNUAL REVIEW –ACTION

Tabled from the last meeting to allow board member to review the document and changes before taking approval action.

c. STAFFING NEEDS PROJECTION (POLICY IIB) – ACTION

Per Policy IIB the board will review proposed staffing numbers. Additionally, the board will continue its discussion and possible action on staffing within the music and world language departments. Some discussion may need to be held in nonpublic session per the Chair's recommendation.

d. FOOD SERVICE UPDATE (STAFFING/BUDGET) – INFORMATIONAL

The board to review food service staffing as it relates to TRSD and Whitson's personnel, be provided additional detailed budget information as requested at the last board meeting, and be provided an update on the remote learning food program.

e. PROJECTS LIST FOR SURPLUS CONSIDERATION – ACTION

Mr. Paradis to present a summer projects list of reasonable projects that can be accomplished using operations surplus and/or emergency capital projects totaling no more than \$200k as recommended by the board Chair.

f. FEDERAL FUNDING AUTHORIZATION – ACTION

Each year the board must authorize the Superintendent and Business Administrator to apply for and receive, on behalf of the District, federal and state grants/funding. SAMPLE MOTION: ... to authorize Dr. Metzler and Geoff Dowd to apply for and receive on behalf of the District federal and state grants and funding and to file such authorization with the NH Department of Education as appropriate.

g. SUMMER HIRING PROCESS – INFORMATION/ACTION

Madam Chair to provide overview of hiring process during summer months with respect to the ability to obtain school board signatures for personnel reports by way of PandaDocs. (see policy GCF)

h. JULY MEETING DATES – ACTION

Board members to consider holding meetings in July.

i. WITHDRAWAL UPDATE – INFORMATIONAL/ACTION

Madam Chair to provide an update on the withdrawal process.

j. YMCA BEFORE AND AFTER CARE AT TLC – ACTION

Jen Marino to present YMCA program for board consideration.

8. ADMINISTRATOR'S REPORT

Dr. Metzler to provide an update on district activities.

9. PERSONNEL REPORT

Dr. Metzler to present the personnel report.

- 10. COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD** – Committee Chairs to update board on current initiatives.
- 11. CORRESPONDENCE** – All correspondence now forwarded to board members as it comes in.
- 12. VENDOR AND PAYROLL REGISTERS** – please be sure to review and sign electronically vendor and payroll registers.
- 13. OTHER BUSINESS** – Board members to provide agenda items for future meeting consideration.
- 14. NONPUBLIC SESSION** – Scheduled nonpublic to discuss staffing.
- 15. FUTURE DATES** – As indicated.

UPCOMING REGULAR MEETING AGENDAS

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

July TBD, 2020	
Policy JIA	
Cleaning and Sanitizing of Buildings	

August 20, 2020	
Ratify Summer Hiring	
Opening of School - Preparation	
Year End Budget/Fund Balance Retention	<i>Action on designating surplus to the fund balance retention fund. This action will be used to finalize the MS-25 and DOE-25.</i>
PAC Schedule	
Treasurer's Report	
Staffing: second School Board Meeting in August:	<i>The administration to present recommendations to the School Board for approval on the number of teachers and classrooms needed for September based on policy IIB.</i>
Suspension Authorization	
Athletic Trainer Contract	

September 3, 2020	
NHSBA Resolutions	
Opening of School Report	

Presentation Schedule			
Item	Detail	Timeline/By	Done
Strategic Plan Update	Biannual report (Sep/Mar) – TBD	00/00/0000	
School Calendar Workshop	Member request – TBD	00/00/0000	
Treasurer's Report	Quarterly (Aug/Nov/Feb/May)	8/22/2019	✓
School Financial Report (DOE-25)	To DRA	9/1/2020	✓
School Financial Report (MS-25)	To DRA	9/1/2020	✓

Presentation Schedule			
Item	Detail	Timeline/By	Done
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	9/5/2019	✓
Budget /Default Budget	First Draft	10/3/2019	✓
Enrollment/NESDEC	After October 1 enrollment numbers determined	10/3/2019	✓
Budget Committee	Meet with committee – SB Goal	10/3/2019	
Develop 5-Year Facilities Plan	SB Goal by October 15	10/17/2019	✓
Create proposal for Solar Panels	SB Goal by October 15	10/17/2019	
School Action Plans	September of each year – Elementary	10/17/2019	✓
Videographer Training Update	SB Goal	11/7/2019	✓
Program of Studies	First Read	11/21/2019	✓
Treasurer's Report	Quarterly (Aug/Nov/Feb/May)	11/21/2019	✓
Potable Water for Plaistow	Backburner item – TBD – 12/5/2019	12/05/2019	✓
School Action Plans	October of each year – Secondary	12/5/2019	✓
Program of Studies	Second Read	12/5/2019	✓
Facilities Department Org Chart	Review of department structure	12/5/2019	✓
Advanced Placement Stats	Review of enrollment – SB Goal	12/5/2019	✓
Assessment Reports	Assessments scores – SB Goal (2/20/20)	12/5/2019	✓
STEAM Resources Outline	Utilization update – SB Goal (2/20/20)	12/5/2019	✓
Current Budget Evaluation	To fill gaps/concerns re: academic goals – SB Goal	12/5/2019	
Union Updates	Invites to present – SB Goal (after March vote)	12/19/2019	
No Bully Update	To monitor program – SB Goal	12/19/2019	✓
Financial Reporting Schedule	Incorporate into school board schedule – SB Goal	1/2/2020	✓
Ratify TSSU and TAU #633 CBAs	Finalize CBAs for warrant (by 2 nd Tuesday in Jan.)	1/2/2020	✓
Finalize Warrant /Recommendations	For Deliberative Session (by last Tuesday in Jan.)	1/16/2020	✓
Treasurer's Report	Quarterly (Aug/Nov/Feb/May)	2/20/2020	
Projected unencumbered funds	To inform on end of year funds to address needs	2/20/2020	✓
Food Service Annual Review	Renewal Year 3 of 4	03/5/2020	✓
Auditors Report	Without findings – SB Goal	3/19/2020	
Professional Staff Renominations	Notification of nonrenewal required by April 15 th	3/19/2020	✓
Report of Appropriations Voted (MS-22)	Due to DRA	3/30/2020	✓
Budget as Posted with Warrant (MS-27)	Due to DRA	3/30/2020	✓
DRA Approved Appropriations (MS-22R)	To DRA Pending DRA Approval	3/30/2020	✓
Signed Appropriations As Voted (MS-22)	To DRA Within 20 days of vote	3/30/2020	✓
Signed Default Budget (MS-DS)	As posted with the warrant – due to DRA	3/30/2020	✓
School Meal Costs Increase 2020-21	Based on DOE recommendations	4/4/2020	✓
Athletic Trainer Contract Annual Review	Annual review/renewal for 2020-21 school year	4/16/2020	
Compass Program Update	Update on the new program	5/21/2020	
Treasurer's Report	Quarterly (Aug/Nov/Feb/May)	5/21/2020	
Data Governance Plan	Annual review by 1 st meeting in June	6/4/2020	
Credit Card/Electronic Check Update	Update on Superintendent's goal	6/18/2020	
No Bully Update	To monitor program – SB Goal	6/18/2020	
Auditor Option & Schedule (MS-60A)	To DRA	6/30/2020	
MS-60 or CPA Financial Audit	To DRA	6/30/2020	
Assessment Report – Part II	Field questions on 2/20 presentation	TBD	
MOUs/LOUs Authorization	Authorize Personnel Committee to approve MOUs	Re-Org Mtg	✓

June 15, 2020

Executive Summary

ACCESS SPORTS MEDICINE AND ORTHOPAEDICS, ATHLETIC TRAINING CONTRACT

Access Sports Medicine and Orthopaedics has provided the Timberlane Regional Athletic Department with an updated Athletic Training contract for the 2020-2021 school year. The contract agrees to provide Athletic Training services to both the High School and Middle School locations, upon approval. Communication will continue with Mr. Craig Duchesne to discuss any changes or updates pertaining to the new proposed contract.

In the 2020-2021 contract, Access Sports will provide optional EKG testing once a year free of charge for all interested student athletes. Also, in this new contract, there is a defined pay schedule. The cost of the contract is the same as the 2019-2020 school year.

PAYMENT SCHEDULE

- A. \$9,773.34 for the fall season will be due no later than July 30, 2020.
- B. \$9,773.33 for the winter season will be due no later than November 30, 2020.
- C. \$9,773.33 for the spring season will be due no later than March 30, 2021.

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



ATHLETIC TRAINING SERVICES CONTRACT

TIMBERLANE REGIONAL SCHOOL DISTRICT 2020-2021

Date: **6/15/2020**

Athletic Trainers: Ryan Durant, NHLATC & NHLATC

Athletic Director: Angelo Fantasia
Superintendent of Schools: Dr. Earl Metzler

Business Administrator: Mr. Geoffrey Dowd

1.0 INTRODUCTION

- A. Access Sports Medicine agrees to provide comprehensive athletic training services to the Timberlane Regional School District.

2.0 CONTRACT PERIOD

- A. One year term including the 2020-2021 school year.

3.0 PROPOSED SERVICES:

- A. Access will provide a NATA Board Certified and NH licensed Athletic Trainer to Timberlane Regional High School and a second NATA Board Certified and NH licensed Athletic Trainer to Timberlane Regional Middle School. The High School Athletic Trainer will provide training room, practice and game coverage for a minimum of twenty (20) hours per week in the fall, twenty (20) hours per week in winter and twenty (20) hours per week in the spring. Monday through Friday on regular school days unless there is a scheduled game. Home game coverage will be provided pursuant to the season schedule(s). Away game coverage is limited to only varsity football. The hours of coverage will be determined by the Athletic Director of the High School and Access Sports Medicine; and will vary according to the High School's needs and the Access Athletic Trainer's availability during a given season. Coverage resulting from any changes to the agreed upon schedules will be contingent upon availability of Access Sports Medicine to provide it.
- B. The Middle School Athletic Trainer will provide training room practice and game coverage for a total of twelve and a half (12.5) hours per week in the fall, twelve and a half (12.5) hours per week in the winter and twelve and a half hours (12.5) per week in the spring. Monday through Friday on regular school days unless there is a scheduled game. Home game coverage will be provided pursuant to the season schedule(s). The hours of coverage will be determined by the Athletic Director of the Middle School and Access Sports Medicine; and will vary according to the Middle School's needs and the Access Athletic Trainer's availability during a given season. Coverage resulting from any changes to the agreed upon schedules will be contingent upon availability of Access Sports Medicine to provide it.
- C. Access uses the following definition of a certified athletic trainer: an allied health professional that has successfully completed the college/university undergraduate degree; fulfilled the certification of the NATA; has passed the NATA certification examination administered by the NATA Board of Certification. The six domains of Athletic Training as defined by the NATA-BOC are:
 1. Prevention of athletic injuries.



2. Recognition and evaluation of athletic injuries.
 3. Management, treatment and disposition of athletic injuries.
 4. Rehabilitation of athletic injuries.
 5. Organization and administration of the athletic training programs.
 6. Education and counseling of athletes and coaches.
- D. In conjunction with the Athletic Director, the Athletic Trainer will supervise the organization and management of the athletic training room.
- E. Accurate records will be kept by the Athletic Trainer on all athletes referred to, evaluated, or treated by the Athletic Trainer. Records will be kept in the athletic director's office or in the school nurse's office, on a strictly confidential basis.
- F. When indicated, the Athletic Trainer will refer the athlete to the appropriate health care professional only after consultation with and prior approval from the parents or guardian.
- G. The parents/guardians, appropriate coaches, Athletic Trainer, Athletic Director and School Nurse will be notified of all athlete injuries and any findings affecting the athlete's status.
- H. Any athlete referred to Access Sports Medicine & Orthopaedics by the Athletic Trainer will be given an appointment within 24 hours at the Access Plaistow location (2.5 miles from both middle school and high school) Monday - Friday, or will have the option to go to the Access Walk-In Injury Clinic in Exeter, NH (16.5 miles away). Access Walk-In Injury Clinic is open Monday through Saturday at One Hampton Rd in Exeter. Access Sports Medicine has office locations in Plaistow, Exeter, Raymond, Rochester, Portsmouth, and Dover.

Contracted Insurances /Health Plans

- a. Access Plaistow location **contracted insurances** include: Aetna, Anthem/Blue Cross Blue Shield, Blue Choice, HMO Blue NE, MT Blue, Mass, Federal Champ VA Cigna (including Cigna Tufts PPO Carelink and Great West), First Health, HCVM, and Harvard Pilgrim Health Plan ****Stride Rite HMO Okay**** ****Evaluate Health HMO only for PT and OT****
Health Plans include: Maine Community Health, Medicare, Minuteman Health PPO (uses First Health network) NH Medicaid ****NOT NH HEALTHY FAMILIES OR MERIDIAN**** Oxford Secure Horizons PPO, TUFTS HMO (needs cross-border referral from PCP) ,Tufts PPO, United Health Care and United Health Care/Harvard Pilgrim United Health Care, Medicare Solutions PPO (MEDICARE REPLACEMENT) ,Veterans Choice
- b. Access Exeter location **contracted insurances** include: Aetna, Anthem/Blue Cross Blue Shield, Blue Choice, HMO Blue NE, MT Blue, Mass, Federal Champ VA Cigna (including Cigna Tufts PPO Carelink and Great West), First Health, HCVM, and Harvard Pilgrim Health Plan ****Stride Rite HMO Okay**** ****Evaluate Health HMO only for PT and OT****
Health Plans include: Maine Community Health, Medicare, Minuteman Health PPO (uses First Health network) NH Medicaid ****NOT NH HEALTHY FAMILIES OR MERIDIAN**** Oxford Secure Horizons PPO, TUFTS HMO (needs cross-border referral from PCP) ,Tufts PPO, United



Health Care and United Health Care/Harvard Pilgrim United Health Care, Medicare Solutions PPO (MEDICARE REPLACEMENT) ,Veterans Choice

- c. Access Raymond location **contracted insurances** include: Aetna, Anthem/Blue Cross Blue Shield, Blue Choice, HMO Blue NE, MT Blue, Mass, Federal Champ VA Cigna (including Cigna Tufts PPO Carelink and Great West), First Health, HCVM, and Harvard Pilgrim Health Plan ****Stride Rite HMO Okay**** ****Evaluate Health HMO only for PT and OT****

Health Plans include: Maine Community Health, Medicare, Minuteman Health PPO (uses First Health network) NH Medicaid ****NOT NH HEALTHY FAMILIES OR MERIDIAN**** Oxford Secure Horizons PPO, TUFTS HMO (needs cross-border referral from PCP) ,Tufts PPO, United Health Care and United Health Care/Harvard Pilgrim United Health Care, Medicare Solutions PPO (MEDICARE REPLACEMENT) ,Veterans Choice

- d. Access Rochester location **contracted insurances** include: Aetna, Anthem/Blue Cross Blue Shield, Blue Choice, HMO Blue NE, MT Blue, Mass, Federal Champ VA Cigna (including Cigna Tufts PPO Carelink and Great West), First Health, HCVM, and Harvard Pilgrim Health Plan ****Stride Rite HMO Okay**** ****Evaluate Health HMO only for PT and OT****

Health Plans include: Maine Community Health, Medicare, Minuteman Health PPO (uses First Health network) NH Medicaid ****NOT NH HEALTHY FAMILIES OR MERIDIAN**** Oxford Secure Horizons PPO, TUFTS HMO (needs cross-border referral from PCP) ,Tufts PPO, United Health Care and United Health Care/Harvard Pilgrim United Health Care, Medicare Solutions PPO (MEDICARE REPLACEMENT) ,Veterans Choice

- e. Access Portsmouth location **contracted insurances** include: Aetna, Anthem/Blue Cross Blue Shield, Blue Choice, HMO Blue NE, MT Blue, Mass, Federal Champ VA Cigna (including Cigna Tufts PPO Carelink and Great West), First Health, HCVM, and Harvard Pilgrim Health Plan ****Stride Rite HMO Okay**** ****Evaluate Health HMO only for PT and OT****

Health Plans include: Maine Community Health, Medicare, Minuteman Health PPO (uses First Health network) NH Medicaid ****NOT NH HEALTHY FAMILIES OR MERIDIAN**** Oxford Secure Horizons PPO, TUFTS HMO (needs cross-border referral from PCP) ,Tufts PPO, United Health Care and United Health Care/Harvard Pilgrim United Health Care, Medicare Solutions PPO (MEDICARE REPLACEMENT) ,Veterans Choice

- f. Access Dover location **contracted insurances** include: Aetna, Anthem/Blue Cross Blue Shield, Blue Choice, HMO Blue NE, MT Blue, Mass, Federal Champ VA Cigna (including Cigna Tufts PPO Carelink and Great West), First Health, HCVM, and Harvard Pilgrim Health Plan ****Stride Rite HMO Okay**** ****Evaluate Health HMO only for PT and OT****

Health Plans include: Maine Community Health, Medicare, Minuteman Health PPO (uses First Health network) NH Medicaid ****NOT NH HEALTHY FAMILIES OR MERIDIAN**** Oxford Secure Horizons PPO, TUFTS HMO (needs cross-border referral from PCP) ,Tufts PPO, United Health Care and United Health Care/Harvard Pilgrim United Health Care, Medicare Solutions PPO (MEDICARE REPLACEMENT) ,Veterans Choice

****Disclaimer: All contracted insurances/health plans are subject to change.***



- I. The Athletic Trainer will remain as consistent and visible as possible to facilitate an effective working relationship with the Athletic Director, coaches and athletes at the school. The Athletic Trainer will be at the competition site during specified game coverage. Priority coverage of simultaneous athletic events will be determined per agreement of the Athletic Director and Athletic Trainer.
- J. During practice sessions, the Athletic Trainer will coordinate athletic training duties out of the training room at the start of each day and then will proceed to the practice areas.
- K. In the event that the Athletic Trainer is unable to cover the contract because of sickness or any other reason, Access may substitute an equally qualified Athletic Trainer and/or other clinical staff who will provide services within their scope of practice, so long as staff is available.
- L. In the event of an injury sustained by an opposing team player, the Athletic Trainer will provide immediate first aid injury assessment/care, and if necessary, the Athletic Trainer will follow up with a call to the opposing team player's school.
- M. The Athletic Trainer will be available upon request to provide educational programs throughout the school year. Programs could include, but are not limited to, information provided to coaches, parents, and health classes on prevention and care of athletic injuries, nutrition, or general first aid and concussions for athletes.
- N. Subject to availability a Physician will be present at all pre-season meetings with athletes, coaches, and parents to discuss injury prevention, proper training techniques or other topics suggested by the coaches and/or Athletic Director.
- O. Athletic Trainer will implement, if so desired by the school, a Student Athletic Trainer Program.
- P. The Athletic Trainer will be evaluated by the Athletic Director at the conclusion of each year. The evaluation will be confidential and will be provided in writing to the Access Athletic Training Director. If at any time during the Terms of this Agreement, the School has any concerns with
- Q. respect to the Athletic Trainer's performance, the School shall immediately contact the Access Athletic Training Director.

4.0 MEDICAL PROGRAMS PROVIDED BY ACCESS SPORTS MEDICINE:

- A. The Athletic Trainer will provide additional injury evaluation assessment to School athletes within the scope of the cost of proposal.



- B. Access Sports Medicine & Orthopaedics will have the right to publicize that they provide athletic training services to the Timberlane Regional School District. Any onsite promotions shall occur only with the prior approval of the Athletic Director.
- C. As employees of Access Sports Medicine & Orthopaedics, Athletic Trainers will wear apparel including but not limited to shirts, jackets, hats, and pants featuring the Access logo at all times while providing athletic training services either at the School or when traveling with teams.
- D. Coverage for rescheduled makeup events if given at least 48 hours notice of the change. With less than 48 hours notice, Access Sports Medicine will make every attempt to provide coverage but cannot guarantee it.
- E. Access Sports Medicine & Orthopaedics will provide comprehensive concussion management services to student athletes of the Timberlane School District.
 - a. The Athletic Trainer will provide ImpACT baseline testing to all participant athletes (ages 11 and older). Baseline testing will be administered and tracked by the Athletic Trainer. Athletes will be eligible for a repeat baseline once every two (2) school years.

ImpACT is a research-based 20 minute computer test developed to help medical professionals determine an athlete's readiness to return to play. ImpACT is recognized as one tool in a concussion management protocol. *It should be understood that ImpACT alone will not be used for medical clearance and determining return to play.*
 - b. Access will provide verification of ImpACT Baseline Testing by a Credentialed ImpACT Consultant (CIC) Physician and identification of any flagged or abnormal tests. Tests may be sent for review by a neuropsychologist if deemed necessary by CIC Physician.
 - c. Post-Injury Concussion Management will be available to Timberlane School District athletes using the comprehensive and customized Access Sports Medicine Protocol. Methodology used in protocol includes but is not limited to:
 - i. Preseason ImpACT baseline testing
 - ii. Post-Injury ImpACT testing and interpretation by a Credentialed ImpACT Consultant
 - iii. Patient-specific work and school accommodation evaluation
 - iv. Vestibular Rehabilitation
 - v. Sub-symptom threshold exercise training
 - vi. Zurich Guideline Return to Play Protocol
 - vii. Post-Concussion Syndrome treatment
 - viii. Omega-3 Fatty Acid Supplementation

**ImpACT Baseline Test administration and verification is included in the Athletic Training Services Contract. Initial post-injury identification, evaluation, and post injury management by the athletic trainer is included in the Athletic Training Services Contract. Because all post concussion athletes now require Physician and Parental clearance for return to sport (NH Concussion Law RSA 200:50) and have the option to receive post-concussion care by a physician of their choice, the billing for those same Physician services will be the responsibility of the injured athlete and are not included in the services to*



be rendered under this Contract. Any services provided onsite at the school by an Access Sports Medicine Physician or Athletic Trainer are included under this contract and not billed separately to the school or the athlete.

- F. Included in this proposal, Access will provide Physician coverage (when available) for all home football games.
- G. Access will also provide injury clinics in the athletic training room at Timberlane Regional High School, as a part of the cost proposal, to be scheduled and coordinated by the ATC.
- R. Access will provide all student athletes the opportunity to receive a sports pre-participation physical at any one of our designated sports physical nights scheduled each July or August prior to pre-season training for Fall Sports, which shall be in the scope of the cost proposal.
- S. Access will provide optional EKG testing once a year free of charge for all interested student athletes.
- T. For an additional charge to participating athletes, Access will provide a 4-6 week speed and agility clinic each summer at Timberlane Regional High School. Access Sports Medicine sees a dramatic decrease in injuries in the athletes that participate in strength and conditioning programs. Athletes will have the opportunity to participate in the clinic at a significant discount to regular rates.

5.0 SERVICES PROVIDED BY THE TIMBERLANE REGIONAL SCHOOL DISTRICT:

- A. The Schools will provide the appropriate space, equipment, equipment maintenance and supplies necessary to conduct operations safely and adequately as determined by the Athletic Director and Athletic Trainer.
- B. Double Coverage: An additional trainer will be provided for the dates that need double coverage only if those dates are negotiated at the beginning of the school year with the Access Athletic Training Director. Also, Access cannot guarantee double coverage for games that are moved to an off-site location, but will make the best effort to find a second Athletic Trainer with proper notification by the Athletic Director. There is no additional charge for double coverage.
- C. Support and assistance to the Athletic Trainer in coordinating medical treatment for injured athletes.
- D. Materials and supplies as determined by the Athletic Trainer.
- E. The Athletic Director will provide event schedule coverage request to Access Sports Medicine in writing at least four weeks prior to the first coverage of each season.



- F. The School understands and agrees that the Athletic Trainer will have final say over whether an injured athlete may resume competition in a practice or game situation, if a physician who is under contract with or acting on behalf of the School is not present.
- G. All injuries will be screened by the Athletic Trainer. If the Athletic Trainer is not present the coach must notify the Athletic Trainer regarding any injuries within 24 hours or as soon as possible.
- H. The School agrees to notify the Athletic Trainer of all schedule changes at least 48 hours prior to the event whenever possible.
- I. Immediate notice of event cancellation.
- J. The School shall obtain the Authorization for Sports Medicine Services and Consent to Treatment for each student participating on any sports team or who otherwise uses the services of the Athletic Trainer. The School shall use the form attached hereto as Exhibit A and incorporated herein by reference. Copies of such Authorization Forms shall be placed in the student's record located in the School Nurse's office, Athletic Director's office or the athletic training room.
- K. The School understands and agrees that the Athletic Trainer is supervised by clinical staff at Access Sports Medicine & Orthopaedics and that the Athletic Trainer will discuss confidential information, as appropriate, with his or her supervisor for treatment or operational purposes as authorized by law and consistent with Exhibit A.
- L. The School will support the efforts of ImPACT Testing and concussion awareness and education, by agreeing to participate, allowing education of parents, coaches and athletes, as well as supplying a computer lab of PCs or MACs in order to coordinate supervised baseline testing. All computers must have an external mouse. Installing the ImPACT local install option on all School computers used for testing is preferred. School computers should have and Macromedia Flash Player 10.1 or newer and a broadband internet connection. (Explorer 6.0 and above or FireFox 1.5 or above or Safari for the MAC running OSX 10.2or above). All other tech requirements will be supplied to the School for preparation prior to testing.
- M. The School shall obtain the ImPACT Permission Slip for each student athlete who is being tested with the ImPACT test. The School shall use the form attached Hereto as Exhibit B and incorporated herein by reference. Copies of such ImPACT Permission Slip shall be placed in the student's record located in the Athletic Directors office.
- N. The school shall support the efforts of using CSMi Sports Ware Online Injury Tracking by supplying a computer or tablet in the Athletic Training room with internet connection in order to successfully access the program.
- O. At the School's option, an acceptable location for Access Sports Medicine's banner or sign to be displayed at all home athletic events.
- P. If made available by the school, game PA announcements and event program advertisements recognizing Access Sports Medicine as the provider of Timberlane Regional School District athletic training services at all home events.

6.0 EXPERIENCE



- A. Access Sports Medicine & Orthopaedics currently provides comprehensive Athletic Training Services for Exeter High School in Exeter, NH, Winnacunnet High School in Hampton, NH, and Portsmouth High School in Portsmouth, NH., Epping High/Middle School in Epping, NH. Access Sports Medicine & Orthopaedics provides part-time or per diem trainer coverage for, Raymond High School in Raymond, NH, Newmarket High School in Newmarket, NH, and Portsmouth Christian Academy in Dover, NH. Access provides physician coverage and athletic training room visits for Phillips Exeter Academy in Exeter, NH.

All Athletic Training Services rendered by Access Sports Medicine & Orthopaedics are overseen by Sports Medicine Physicians and the Director of Athletic Training. Athletic Trainers employed by Access maintain regular contact with staff physicians, all athletic trainers meet quarterly to share ideas and ways to improve the programs or troubleshoot concerns at participating schools.

7.0 PROFESSIONAL REFERENCES:

- A. Bill Ball – Athletic Director – Exeter High School, Exeter, NH
bball@sau16.org – (603)775-8406
 - a. Access provides comprehensive Athletic Training Services for Exeter High School.
- B. Carol Dozibrin – Athletic Director – Winnacunnet High School, Hampton, NH
cdozibrin@winnacunnet.org – (603) 926-3395
 - a. Access provides comprehensive Athletic Training Services for Winnacunnet High School.
- C. Rus Wilson – Athletic Director – Portsmouth High School, Portsmouth, NH
rwilson@portsmouth.k12.nh.us – (603) 436-7100
 - a. Access provides comprehensive Athletic Training Services for Portsmouth High School.
- D. Gordon Coole – Head Athletic Trainer – Phillips Exeter Academy, Exeter, NH
gcoole@exeter.edu – (603) 777-3491
 - a. Access provides physician medical coverage and training room visits for Phillips Exeter Academy athletics.
- E. Davinney Brazeau – Athletic Director – Raymond High School, Raymond, NH
d.brazeau@sau33.com – (603) 895-6616
 - a. Access provides per diem game coverage and athletic training room visits at Raymond High School. Access provides ImPACT baseline testing administration.
- F. Larry Averill – Athletic Director – Epping High School, Epping, NH
averill@sau14.org – (603) 679-5472
 - a. Access provides per diem game coverage and athletic training room visits at Epping High School. Access provides ImPACT baseline testing administration.
- G. Jamie Hayes – Athletic Director – Newmarket Junior/Senior High School, Newmarket, NH
jhayes@newmarket.k12.nh.us – (603) 292-7962
 - a. Access provides per diem game coverage and athletic training room visits at Newmarket Junior Senior High School. Access provides ImPACT baseline testing administration.

8.0 INSURANCE:



- A. Access agrees to maintain current professional liability insurance for a minimum of \$1,000,000/\$3,000,000. Access will make available proof of insurance to the Athletic Director.
- B. Both the Timberlane Regional School District and Access Sports Medicine & Orthopaedics will agree to indemnify and hold each other harmless from and against all claims, demands, cost, expense, and losses caused by the negligence of the other party.

9.0 COST PROPOSAL

- A. The Timberlane Regional School District agrees to pay Access Sports Medicine a flat rate of \$29,320 for the 2020-2021 school year for all of the services listed within above contract. This includes the requested Athletic Training services for both Timberlane Regional High School and Timberlane Regional Middle School. Any services offered by Access Sports Medicine & Orthopaedics that are not included in this flat rate have been clearly identified within the proposal.

10.0 PAYMENT SCHEDULE

- A. \$9,773.34 for the fall season will be due no later than July 30, 2020.
- B. \$9,773.33 for the winter season will be due no later than November 30, 2020.
- C. \$9,773.33 for the spring season will be due no later than March 30, 2021.
- D. Payments are to be paid to the order of Access Sports Medicine and sent directly to:
 - Access Sports Medicine
 - Attn: Mary Lovely
 - 1 Hampton Road
 - Exeter, NH 03833

10.0 BACKGROUND CHECKS

Athletic Trainer serving the school shall pass a satisfactory criminal background reference. In accordance with N.H. R.S.A. 189:13-a, any Athletic Trainer serving the school shall, through the administrative offices of the School (SAU #55), submit a criminal history records release form to the New Hampshire state police which shall conduct a criminal history records check through its records and through the Federal Bureau of Investigation. The School and SAU #55 shall maintain the confidentiality of all criminal history records information received and shall destroy said records in compliance with N.H. R.S.A. 189:13-a. Access Sports Medicine & Orthopaedics is responsible for background check fees.



11.0 CONTACTS

A. All questions and inquiries regarding this proposal should be directed to:

Craig Duchesne, LATC
Director of Athletic Training Services
(603)775-7575
cduchesne@accesssportsmed.com

Thank you for your consideration.

Contract Proposal 2020-2021:

The parties agree to adopt this proposal and to activate athletic training services for the 2020-2021 academic years, consistent with the finalized event schedule. This agreement may be terminated at the conclusion of the 2020-2021 academic year with four weeks written notice given by either party or by mutual agreement at any time. Contract renewal for subsequent years will require re-negotiation.

Timberlane Regional School District
Superintendent of Schools

Date

Access Sports Medicine Administrator

Date

Executive Summary

Staffing

The Timberlane Regional School District has entered into our hiring season for the 2020-2021 school year. We have made every effort to assess our staffing needs against projected student enrollment for the coming year. To meet staffing needs in all of our schools, we have moved and repurposed positions that were no longer needed, based on enrollment counts, to other schools that had need of additional staff. This process has enabled us to meet our staffing needs without requesting additional positions.

To date, we have filled 9 positions through the hiring of 5 new staff members and the internal transfer of 4 current staff members. We are excited about the talents and contributions these individuals will bring to their new positions. We are actively engaged in the hiring process and continue to seek highly qualified and enthusiastic educators for our open positions.

We currently have 22 (21.0 FTE) open positions in the district. Based on our projected fall enrollment, we intend to fill 19 (18.5 FTE) of these positions. We currently do not intend to fill the following 3 (2.5 FTE) positions, however it is likely that we may need to repurpose these open and vacant positions to meet staffing needs in other areas that are connected to the enrollment pressure points highlighted further below in this summary:

School	Position	FTE	Status
TRHS	Tech Ed / ICT	1.0	Open and Vacant
TRHS	ESOL	.5	Open and Vacant
TRHS	Social Studies	1.0	Open and Vacant

Based on the potential for increased enrollment during the summer months, we recommend holding on to all open positions across the district. We will continue to monitor our enrollment numbers in conjunction with TRSD Policy IIB and adjust our staffing levels through internal staff transfers or the repurposing of open positions. Should we be unable to meet these staffing needs with our 2.5 FTE open positions, we will return to the board this summer with a request to either waive Policy IIB with regard to class size or request additional positions.

20-21 TRSD Anticipated Enrollment Numbers

Policy IIB, Class Size, requires the administration to “present preliminary September enrollment numbers to the School Board with specific reference to enrollment pressure points” at the second school board meeting in June. In accordance with this policy, the table below includes our current TRSD preliminary student enrollment numbers for the 2020-2021 school year. These enrollment numbers have been broken out by the number of sections in each building for grades K-5 and by the number of teams for grades 6-8 at the middle school. This information has been used to generate average class / team sizes in conjunction with the requirements set forth in Policy IIB. These enrollment numbers will continue to fluctuate this summer, due to our ongoing student registration process. In accordance with Policy IIB, we

have highlighted any enrollment pressure points that we will need to monitor for potential staff increases. We have three elementary classrooms that are at or nearing maximum enrollment capacity and have one grade level at Atkinson Academy that has already exceeded maximum class size. For these reasons, we recommend that we retain all of our current open and vacant positions, in the event that we need to repurpose them to meet our changing staffing needs.

TRSD Preliminary 2020-2021 Student Enrollment as of 6/12/2020

Grade Level	School	Preliminary Enrollment	Number of Sections / Teams	Average Class size	Max Class Size per Policy IIB	Total Enrollment
1/2 Day Pre-K	TLC	40	4	10	17	79
	AA	10	1	10	17	
	DS	13	1	13	17	
	PS	16	1	16	17	
1/2 Day K	TLC	19	2	9.5	20	70
	AA	26	2	13	20	
	DS	6	1	6	20	
	PS	19	1	19	20	
Full Day K	TLC	50	3	16.67	20	148
	AA	28	2	14	20	
	DS	32	2	16	20	
	PS	38	2	19	20	
1	AA	56	3	18.67	20	247
	DS	60	3	20	20	
	PS	68	4	17	20	
	SN	63	4	15.75	20	
2	AA	62	3	20.67	23	233
	DS	35	2	17.5	23	
	PS	73	4	18.25	23	
	SN	63	3	21	23	
3	AA	48	2	24	23	224
	DS	40	2	20	23	
	PS	74	4	18.5	23	
	SN	62	3	20.67	23	
4	AA	44	2	22	26	260
	DS	61	3	20.33	26	
	PS	84	4	21	26	
	SN	71	3	23.67	26	
5	AA	57	3	19	26	234
	DS	33	2	16.5	26	
	PS	73	3	24.33	26	
	SN	71	3	23.67	26	
6	TRMS	253	3	84.33	30	253
7	TRMS	263	3	87.67	30	263
8	TRMS	300	3	100.00	30	300
9	TRHS	252			30	252

10	TRHS	270			30	270
11	TRHS	250			30	250
12	TRHS	278			30	278

Respectfully Submitted By:

Sandra Allaire, Director of Curriculum and Professional Learning

<p>Timberlane Regional School District</p>	<p>Policy Code: IIB</p>
<p>Adopted: 12-21-89 Revised: 11-19-92, 01-21-93, 07-15-93, 07-21-99, 02-24-05, 06-16-11</p>	<p>Page 1 of 1</p>

CLASS SIZE

The Timberlane Regional School Board, in an effort to continue the pursuit of excellence in education already established and recognized, and to more effectively prepare our students, recommends the following class sizes for regular education classes.”

- Kindergarten and Grade 1 Not to exceed 20
- Grades 2 and 3 Not to exceed 23
- Grades 4 and 5 Not to exceed 26
- Grades 6 thru 12 Not to exceed 30

Class sizes as indicated above shall not be exceeded. No new staff will be added to accommodate classes of less than 9 students. Timeline:

Before January 31: The administration will make recommendations to the School Board and Budget Committee at budget time on the number of teachers needed for the next school year based on October 1 enrollment numbers.

Second School Board Meeting in June: The administration will present preliminary September enrollment numbers to the School Board with specific reference to enrollment pressure points.

Third Week in August: The administration will establish a formal school registration period for new enrollees.

Second School Board Meeting in August: The administration will present specific recommendations to the School Board for approval on the number of teachers and classrooms needed for September based on the administrative policy outlined above.

After School Board Meeting in August: If additional students enroll after the second meeting in August and class size policy is exceeded, the administration will seek the approval of the School Board to add teacher assistant help equivalent to one hour per day for each child exceeding the guideline.

IIB - CLASS SIZE

June 1, 2020

Executive Summary

Music Department Teaching Assignment

The attached document is a concise description of the teaching assignments of the Timberlane Music Department teaching staff in grades K-12. Described are the number and frequency of classes taught, the total number of students contacted per staff member. The additional information of Lead and Adjunct teaching assignments are also indicated. The Lead Teacher designation means that that staff member has the primary responsibility or lead responsibility in the grading of class, direction of the assigned class with regards to pedagogy, curriculum, parent communications and general content and direction of the class. The Adjunct teachers are co-teachers that support the Lead teacher by supplying additional help and the necessary instruction to the students assigned.

In grades 6-12, all classes are held on alternating days or 2.5 per week. The MS Advisory classes are daily, 5 days per week, except where special MS events are held such as assemblies etc.

Also included are the job descriptions for non-instructional staff.

Respectfully submitted,

Anthony DiBartolomeo, Director
Performing Arts

Music Department Summary					
Position #1 (P1)	Lead Students	Adjunct	Adjunct Students	Frequency	Total Student Contact
HS Band, Marching and Concert Band	105	P2			
HS Jazz Band	21	P2			
MS 8th Gr Guitar B Day	21				
6th Gr Band A Day (Section 1)			32		
6th Gr Beg Band B Day (Section 1)			25		
7th Gr Band A Day (Section 1)			31		
7th Gr Band A Day (Section 2)			16		
8th Gr Band A Day (Section 1)			22		
8th Gr Band A Day (Section 2)			32		
MS Advisory Jazz Band			30	5x per week	
MS 6th Gr. Boys Chorus B Day			28		
	147		216		363
Position #2 (P2)	Lead Students	Adjunct	Adjunct Students	Frequency	Total Student Contact
HS Band, Marching and Concert Band			105		
HS Jazz Band			21		
6th Gr Band A Day (Section 1)	32	P1			
6th Gr Beg Band A Day (Section 2)	25	P1			
7th Gr Band A Day (Section 1)	31	P1			
7th Gr Band A Day (Section 2)	16	P1			
8th Gr Band A Day (Section 1)	22	P1			
8th Gr Band A Day (Section 2)	32	P1			
MS Advisory Jazz Band	30	P1		5x per week	
Guitar Orchestra B Day			11		
	188		137		325

Position #3 (P3)	Lead Students	Adjunct	Adjunct Students	Frequency	Total Student Contact
HS Symphony/Chamber Orchestra	53	P5, P4, P12			
HS Concert Choir/Select A Day			90		
MS 8th Gr Orchestra A Day	22	P5			
MS 7th Gr Orchestra A Day	19	P6			
MS 6th Gr Orchestra A Day	32	P4			
MS Orchestra Advisory A Day	40			5x per week	
MS 7th & 8th Gr Advisory B Day			40		
MS 8th Gr General Music A Day	16	P7			
MS 8th Gr General Music B Day UA1			25		
MS 6th Grade General Music B Day			34		
MS 6th Grade General Music B Day			24		
	182		213		395
Position #4 (P4)	Lead Students	Adjunct	Adjunct Students	Frequency	Total Student Contact
HS Guitar Orchestra	11	P2			
HS Guitar I S1+S2	18				
HS Guitar II S1+S2	8				
HS Orchestra			53		
MS Guitar Advisory	12			5x per week	
MS 7th General Music A Day	18				
MS Gen Music 8th A Day	22				
MS Gen Music 8th B Day	25	P3			
	114		53		167

Position #5 (P5)					
	Lead Students		Adjunct Students	Frequency	
MS 8th Gr. Mix Chorus B Day	20	P7			
MS 8th Gr. Mix Chorus B Day	16				
MS 8th Grade Orch			22		
HS Theory I	12				
HS Theory II	10				
HS Chorus/Chamber	45	P3, P6			
HS Orchestra			53		
MS 6th Gr. General Music A Day			22		
MS 7th Gr. Boys Chorus B Day			38		
	103		135		238
Position #6 (P6)	Lead Students	Adjunct	Adjunct Students	Frequency	Total Student Contact
MS 7th & 8th Gr. Chamber Advisory	28			5x per week	
MS 8th Gr. Mix Chorus B Day	20				
MS 8th Gr. Mix Chorus B Day	16	P7			
MS 7th Gr. Girls Chorus B Day	34				
MS 7th Gr. Girls Chorus B Day	37				
MS 6th Gr. Girls Chorus B Day	24	P3			
MS 6th Gr. Girls Chorus B Day	34	P3			
MS 7th General Music A Day	16				
MS 6th Gr. General Music A Day	10				
MS 6th Gr. General Music A Day	22	P5			
MS 7th Gr Orch			19		
HS Chorus/Select			90		
	241		109		350

Position #7 (P7)	Lead Students	Adjunct	Adjunct Students	Frequency	Total Student Contact
HS Chorus/Chamber	45	P3,P6			
MS Advisory Boys Honor Chorus	43			5x per week	
MS 8th Gr. Mix Chorus B Day			40		
MS 8th Gr. Mix Chorus B Day			40		
MS 7th Gr. Boys Chorus B Day	38	P5			
MS 7th Gr. Boys Chorus B Day	37				
MS 6th Gr. Boys Chorus B Day	27				
MS 6th Gr. Boys Chorus B Day	28	P1			
MS 6th Gr. Boys Chorus A Day	28				
MS 7th General Music A Day	18				
MS 7th General Music A Day	18				
MS 8th General Music A Day	11				
	293		80		373

Music Classes by the Numbers: Elementary

DANVILLE					
Position #8 (P8)					
Class	# of Students	# of Classes	Lead Teacher	Frequency	
Band	27		Soha	1/Week	
Chorus 4/5 Grade	30		Soha	1/Week	
General Music Classes K-5	278	15	Soha	1/week	
Adaptive Music	2		Soha	1/Week	
Smart Music help	8		Soha	1/Week	
Recorder help	6		Soha	1/week	
	351				351

ATKINSON Academy					
Position #9 (P9)					
Class	# of Students	# of Classes	Lead Teacher	Frequency	
Band	25	8	Pellegrino	1/Week	
General Music Classes	301	16	Pellegrino	1/Week	
Chorus	35		Farrell	1/week	
	361				326
POLLARD					
Position #10 (P10)					
Classes	# Students	# Classes	Lead Teacher	Frequency	
General Music	431	21	Pinard	1x/Week	
Chorus	55	2	Pinard	1x Week	
	486				486
SANDOWN					
Position #11 (P11)					
Classes	# Students	# Classes	Lead Teacher	Frequency	
General Music--Sandown North	331	18	Yankowskas	1X/Week	
General Music--Sandown Central	46	3	Yankowskas	1X/Week	
Strings	39	5	Yankowskas	1X/Week	
Chorus	39	1	Yankowskas	1X/Week	
	416				416

District String Specialist						
Position #12 (P12)	# Students	Other Assignments			Frequency	
		HS Orch		53	2.5 x per week	
Danville String Instruction	41	8th Grade Orch		22	2.5x per week	
Pollard String Instruction	68	District Elem Orch Director		35	2x per month	
Atkinson String Instruction	30	Summer String Camp Director		20	1 week in July	
	139			130	269	
District Band Specialist						
Position #13 (P13)	# Students	Other Assignments			Frequency	
Pollard Wind/Perc Instruction	43	Elementary District Honor Band		50	2x per month	
Sandown Wind/Perc Instruction	25	Summer Band Camp		45	1 week in July	
Atkinson Wind/Perc Instruction	10	6th Grade Band		25	2.5 Per week	
		Beginning Instrumental Trials Coordinator		200	3 weeks in June	
		Elem Start up lessons Coordinator		200	8 weeks summer 2x Per week	
		HS Tri M Music Honor Society Advisor		55	2x Per month	
		District SMARTMUSIC Coordinator			on going	
	78			575	653	

Job Descriptions: **DIRECTOR, TIMBERLANE PERFORMING ARTS CENTER**

Assisted by: PAC Senior Administrative Assistant

Staff Category: A1 Support Staff Position, 260 days

Supervisor: Director of the Performing Arts Center

Duties Include:

- Generate and supervise the PAC budget
 - Create , maintain and supervise yearly PAC Budget
 - Generate appropriate Requisitions and Purchase Orders
 - Track spending and issuing payment for completed Purchase Orders
- Supervise and conduct evaluations of 2 PAC support staff members
 - Senior Administrative Assistant (Director only)
 - PAC Technical Director
- Coordinate logistics and scheduling of all PAC Events
 - Create and maintain a master yearly calendar of all PAC events
 - TRSD District Events
 - To include:
 - SAU Administrative Public Meetings
 - Timberlane School Board Meetings
 - Timberlane Budget Committee Meetings
 - District Professional Development Days
 - District Wide Music Department Concerts and Events 52
 - District Wide Drama Events 20
 - High School Events 31
 - Middle School Events 15
 - Elementary School Events 9
 - Summer Program/Events 9
 - Outside Vendor Rentals and Performances 10
 - Work with vendors to secure dates
 - Assures adherence of PAC policies and procedures
 - Receive and properly deposit all revenue for each event
 - All vendor rental deposits
 - Generated Ticket Revenue
 -
 - Create and receive the contracts, from participating vendors
 - Create needed invoices and collect all requisite fees
 - Design and generate tickets for each event, as needed
 - Serve as Event Manager/Box office Manager for large outside events
 - Coordinate appropriate personnel to meet the needs of each event
 - Technicians

- Custodians
- Box Office Personnel
- Police Coverage
- Fire Coverage
- Ushers
- PAC Sponsored Events 36
 - Ongoing annual performances
 - Merrimack Valley Philharmonic Performances
 - Timberlane Community Music Association
 - Concert Band
 - Jazz Band
 - Guitar Orchestra
 - Chorus
 - Develop and promote the PAC Only Events and Programs
 - We contract with outside artists for PAC only sponsored performances
 - Responsibilities include:
 - Create and maintain PAC website
 - Create and update PAC slides for the TEN network
 - Create and generate posters for events
 - Plan and obtain newspaper publicity ads
 - Meeting with Event Organizers to plan logistics of the event
 - Organize, plan and implement publicity campaign per event and the year as a whole
 - Create and staff ticket sales both in person and on line ticket sales for all events both pre and during the event
 - Organize staffing to meet the needs of different PAC sponsored events
 - Custodial
 - Technical
 - Police and /or Fire coverage
 - Event Manager
 - Ushers

Job Description: **TECHNICAL DIRECTOR
TIMBERLANE PERFORMING ARTS CENTER**

Staff Category: A1 Support Staff Position, 260 Days

Supervisors: PAC Director and District Technology Director

Duties Include:

- Act as theatrical production liaison to all SAU staff:
 - District Music Department Faculty
 - District Drama Department faculty
 - District-wide Middle School and Elementary Staff
 - Theater Technical liaison to all outside vendors
 - coordinate and execute their events technology requirements
 - Supervise and monitor all events to assure proper usage of theater and equipment
 - Oversee all daily operations and performances which include:
 - In-school and outside school assemblies/presentations
 - Faculty meetings
 - Outside events coordination
- Maintain the proper operation and function of all technological needs:
 - Create and maintain an inventory of all PAC Technical equipment, which includes but not limited to:
 - Microphones, stands
 - Amplifiers, portable and in permanent ranks
 - Lighting Appliances
 - Associated cords and ancillary production devices i.e., company switch operation
 - Provide Preventive Maintenance to cooling towers, amplifiers, monitors
 - Assure proper usage and maintenance of all theatrical lighting and sound instruments
 - Monitor infrastructure: monitors and their displays
- Execute and supervise all production elements for Performing arts center productions
 - Manage, plan and execute District related productions
 - Manage all technical and production logistics in the auditorium, recital hall and classrooms
 - Supervise theater lighting, sound design, stagecraft management, video recording for all events
- Collaborate with the PAC Director to plan and appropriately budget all events with regard to:
 - Student/adult technical staffing
 - Equipment maintenance repair

- New/Replacement Equipment acquisition
- Supervise team of 15 part time student technical assistants
 - These include high school students and local professionals
 - Provide training to high school students interested in technology, lighting, sound design and stagecraft.
 - Attend PAC staff meetings on a weekly basis
- Organize and collate extensive audio/ visual documentation of all PAC events
 - Produce/edit events to be archived and displayed on LIVESTREAM
 - Perform minor repairs to in-house equipment as needed
 - Facilitate the usage/interface of digital keyboards and PAC computers
 - Provide maintenance and upkeep and updating of the digital lobby signage

Job Descriptions: **DIRECTOR OF MUSIC, TIMBERLANE REGIONAL SCHOOL DISTRICT**

Assisted by: Music Department Secretary

Professional Responsibilities Include:

- Supervise and conduct evaluations of 13 full time Music Department professional staff members
 - Informal evaluations
 - Formal evaluations
 - In-class observations
 - Annual final evaluations where appropriate
- Generate and supervise the District Wide Music Department budget
 - Develop, create, maintain and supervise yearly Music Budget for the six buildings in the district
 - Approval of teacher requests for budget expenditures
 - Generate appropriate requisitions and purchase orders
 - Track spending and secure proper payment for completed Purchase Orders
- Develop a MS/HS Music department teaching schedule that:
 - Works in consort with the scheduling counselors and administration in the high school and middle school.
 - Develop a faculty integrated 6-12 teaching schedule for the seven 6-12 music teachers
 - Develop a room usage guide that utilizes the PAC and the Middle School music rooms for all of the forty-six separate 6-12 music classes
- Coordinate logistics and scheduling of all Music Department
 - Create and maintain a master yearly calendar of all Music concerts/performances
 - Music Department events to include:
 - All Music performances/concerts 52
 - Summer Program/Events 9
 - Summer Band, Orchestra, Guitar and Drama Camps
 - Elementary Trials and Summer Beginner Instrumental Lessons
 - Summer HS/MS Musical
- Supervise and conduct evaluations of 1 support staff member
 - Music Department Secretary
- Supervise and coordinate PAC Custodial care in conjunction with the Director Facilities
- Additional Professional Responsibilities
 - Monthly meetings with the Superintendent of Schools
 - Attend weekly HS PLC meetings
 - Attend bi monthly Timberlane Educational Leadership Association
 - Timberlane Music Association Liaison
 - Timberlane Community Music Association President
 - Attend high school faculty meetings
 - High School Graduation Coordinator
 - District Deliberative Session Logistics Coordinator

Job Descriptions: **MUSIC DEPARTMENT ADMINISTRATIVE SECRETARY**

Staff Category: A3 Support Staff Position, 220 days

Supervisor: Director of the Music

Duties Include:

- **District private lesson program**
 - Maintain student contact information
 - Maintain accurate financial student accounts with Quickbooks
 - Generate periodic bills for student lessons
 - Collect payments and deposit private lesson revenue
 - Collect and submit teacher invoices on a bi-weekly basis
 - Keep track of teacher private lesson teaching schedules
 - Assist teacher in the scheduling of new students
 - Develop and update the Private lesson brochure
 - Communicate with parents

- **Uniform Inventory**
 - Coordinate and accurately record student information
 - Collect student uniform contracts
 - Organize uniform fittings and distribution
 - Organize annual uniform collection
 - Plan/organize annual uniform cleaning
 - Arrange for repair of uniforms

- **Instrument Inventory**
 - Coordinate and accurately record student information
 - Collect student issued instrument contracts
 - Maintain instruments and arrange for repair when necessary

- **Music Inventory**
 - Properly catalog and file all department music collections
 - Coordinate and accurately record music location
 - Maintain accurate inventory records

- **Concert Programs**
 - Prepare and print all department performance programs
 - Keep accurate records of student ensemble participation

- **HS Marching Band Camp**
 - Prepare, organize and distribute student information
 - Collection of Medical forms
 - Organize Uniform distribution during Band Camp
 - Collect and record ordering forms
 - Ordering material for students

- **Assist Tri M advisor** in ordering required material for induction ceremony
 - Collection and recording of fees and monies earned by Tri-M
 - Creation of Tri-M student certificates

- **Summer Music programs**
 - Develop Camp brochures and distribute
 - Organize student information
 - Organize camp attendance
 - Collect and record student registration fees
 - Assist directors with distribution of camp material

- **Festival Forms**
 - Assist directors with collection of student forms
 - New Hampshire All State Student forms
 - Chamber Music Student forms and registration
 - Jazz All State student forms and registration
 - MS Music Festivals

- **HS and MS music awards** ceremonies
 - Order appropriate plaques and awards
 - Organize/collect students awards information
 - Coordinate logistics with the directors and Timberlane Music Association

- **Office Duties**
 - Responsible for the unlocking of PAC security doors
 - Assist PAC Administrative assistant with duties as needed
 - Assist students and PAC visitors

Executive Summary

Secondary World Language Enrollment

The charts on the following pages contain enrollment data for all world language courses offered in grades 6-12 in the Timberlane Regional School District since the 2017-2018 school year. If applicable, enrollment has been broken down into the number of sections of each course that ran in each given year. Tentative enrollment data for the 2020-2021 year has also been included for the high school. These numbers are subject to change and are based on draft scheduling numbers from Power School. Enrollment data for 2020-2021 is not currently available for the middle school, as students made world language selections very recently and the middle school has not yet completed a draft of the world language schedule for the fall.

The study of a world language is not currently a graduation requirement for all students in the Timberlane Regional School District. Students seeking a scholastic diploma from TRHS, however, must successfully complete three levels of the same language at the high school. The New Hampshire Scholars program requires two years of world language study. Students who are inducted into the world language honor societies must study language through their 12th grade year and meet other requirements and standards set by the national organizations that govern these honor societies.

The Timberlane Regional School District offers three world language options for students: French, Latin, and Spanish. The current grade 6 students are the last cohort of students who did not study Spanish in grades K-5 through the Foreign Languages in the Elementary Schools (FLES) curriculum. Current and past TRMS grade 6 students were first introduced to world languages in grade 6 through an exploratory course that includes a trimester each of French, Latin, and Spanish. At the conclusion of grade 6, students select to study either French or Spanish in grades 7 and 8. This is a two-year commitment. Upon entering high school, students may choose to continue with their chosen language of study or change languages and study either French, Latin, or Spanish. German was previously offered at Timberlane Regional High School. In 2016, based on an analysis of declining enrollment data, the District Curriculum and Assessment Committee voted to phase out German as a world language offering at TRHS. This was a multi-year process designed to allow the current German students to meet the requirements of the scholastic diploma and of the German Honor Society. The final group of German students completed either German 3 or German 4 in 2019.

Latin Courses and Enrollment at TRHS

The Timberlane Regional School District first introduced Latin in 2014 as an elective course for students in the 11th and 12th grades. Latin was not originally an option for students seeking to meet the world language requirements for the scholastic diploma. In the summer of 2014, when the district was unable to hire a qualified Latin teacher, Latin was cancelled for the 35 students who had registered for the language.

The district hired a highly qualified part-time Latin teacher in the spring of 2015. For the following two years, the high school ran Latin 1 as an accelerated elective course only. The course was primarily populated by seniors, which prevented any possible expansion of the

language into Latin 2. In October 2016, a proposal was brought to the TRSD Curriculum and Assessment Committee to expand the Latin offerings through Latin 3, to open Latin up to students in grades 9-12, and to provide Latin as an option for students interested in obtaining a scholastic diploma. At that time, a request was also made by members of the C & A Committee to offer both Accelerated (ACC) and College and Career Prep (CCP) sections of Latin 1 and Latin 2. This motion passed. The expansion of Latin coincided with the planned phasing out of the German language program at TRHS, which also began in 2016.

Beginning in the 2017-2018 year, Latin 1ACC and 1CCP were offered to students in grades 9-12 as a world language option designed to meet the requirements of the scholastic diploma. Unlike Spanish and French, Latin is not offered as a language option for 7th-8th grade at TRMS. The TRHS Latin teacher has worked extensively to promote and expand the language at the secondary level. As with all courses, every attempt is made to accommodate student requests for Latin courses. These include options to run both ACC and CCP sections of the language during the same course period. This enables the teacher to differentiate instruction while avoiding the cancellation of a Latin class due to excessively small class sizes.

Timberlane Regional Middle School World Languages Enrollment					
Grade Level/Year		2017-2018	2018-2019	2019-2020	2020-2021
Grade 6 Intro to WL	Section 1	22	23	21	N/A
	Section 2	23	23	21	N/A
	Section 3	22	25	22	N/A
	Section 4	19	23	24	N/A
	Section 5	23	24	23	N/A
	Section 6	22	25	20	N/A
	Section 7	22	26	23	N/A
	Section 8	22	25	21	N/A
	Section 9	21	24	21	N/A
	Section 10	22	24	22	N/A
Grade 6 Intro to World Language Total		218	242	218	N/A
Grade 6 Enrollment		252	293	263	N/A
% Grade 6 Students Enrolled in WL		86.5%	82.6%	82.9%	N/A
Grade Level/Year		2017-2018	2018-2019	2019-2020	2020-2021
Grade 7 French	Section 1	19	18	23	N/A
	Section 2	16	19	21	N/A
	Section 3	18	18	19	N/A
	Section 4	15	20	21	N/A
Grade 7 French Total		68	75	84	N/A
Grade 8 French	Section 1	14	14	18	N/A
	Section 2	13	16	17	N/A
	Section 3	16	17	19	N/A
	Section 4	15	17	20	N/A
Grade 8 French Total		58	64	74	N/A
TRMS 7/8 French Total		126	139	158	N/A
Grade Level/Year		2017-2018	2018-2019	2019-2020	2020-2021
Grade 7 Spanish	Section 1	27	23	29	N/A
	Section 2	27	19	25	N/A
	Section 3	28	25	28	N/A
	Section 4	28	25	28	N/A
	Section 5	28	23	25	N/A
	Section 6	28	18	29	N/A
Grade 7 Spanish Total		166	133	164	N/A
Grade 8 Spanish	Section 1	28	28	22	N/A
	Section 2	28	25	19	N/A
	Section 3	24	24	20	N/A
	Section 4	27	28	22	N/A
	Section 5	25	28	25	N/A
	Section 6	24	27	24	N/A
Grade 8 Spanish Total		156	160	132	N/A
TRMS 7/8 Spanish Total		322	293	296	N/A
		2017-2018	2018-2019	2019-2020	2020-2021
Total Grade 7/8 students in WL		448	432	454	N/A
Total Grade 7/8 Enrollment		544	524	552	N/A

% Grade 7/8 students enrolled in WL	82.4%	82.4%	82.2%	N/A
% Grade 7/8 WL Students Enrolled in French	28.1%	32.2%	34.8%	N/A
% Grade 7/8 WL Students Enrolled in Spanish	71.9%	67.8%	65.2%	N/A

Timberlane Regional High School World Languages Enrollment

Course / Year		2017-2018	2018-2019	2019-2020	2020-2021
French 1 CCP	Section 1	8	9	12	9
	Section 2	-	-	8	-
	French 1CCP Total	8	9	20	9
French 2CCP	Section 1	17	14	16	17
	Section 2	11	7	14	14
	French 2CCP Total	28	21	30	31
French 2ACC	Section 1	18	12	12	12
	Section 2	19	-	-	14
	French 2ACC Total	37	12	12	26
French 3CCP	Section 1	15	11	17	21
	Section 2	13	5	-	-
	French 3CCP Total	28	16	17	21
French 3ACC	Section 1	18	14	15	17
	Section 2	-	15	-	-
	French 3ACC Total	18	29	15	17
French 4CCP	Section 1	18	16	11	10
	Section 2	13	-	-	-
	French 4CCP Total	31	16	11	10
French 4ACC	Section 1	19	20	10	14
	Section 2	-	-	14	-
	French 4ACC Total	19	20	24	14
French 5ACC	Section 1	-	-	-	11
	French 5ACC Total	0	0	0	11
AP French	Section 1	7	4	3	-
	AP French Total	7	4	3	0
French Total		176	127	132	139
Course / Year		2017-2018	2018-2019	2019-2020	2020-2021
German 2ACC	Section 1	8			
German 2CCP	Section 1	18			
German 3ACC	Section 1	11	7		
German 3CCP	Section 1	0	8		
German 4ACC	Section 1	1	5		
German Total		38	20		
Course / Year		2017-2018	2018-2019	2019-2020	2020-2021
Latin 1 ACC	Section 1	19	4	6	9
Latin 1CCP	Section 1	11	20	3	17
Latin 2ACC	Section 1		12	11	2
Latin 2CCP	Section 1		2	10	1
Latin 3A	Section 1			11	17
Latin Total		30	38	41	46
Course / Year		2017-2018	2018-2019	2019-2020	2020-2021
Spanish1 CCP	Section 1	21	15	16	19

	Section 2	25	21	21	17
	Section 3	15	11	24	-
	Section 4	-	-	11	-
	Section 5	-	-	22	-
	Spanish1CCP Total	61	47	94	36
Spanish 2CCP	Section 1	21	21	20	17
	Section 2	20	14	17	25
	Section 3	13	25	16	20
	Section 4	15	18	23	17
	Section 5	14	26	14	16
	Section 6	16	-	-	18
	Spanish 2CCP Total	99	104	90	132
Spanish 2ACC	Section 1	25	13	18	14
	Section 2	18	25	15	14
	Section 3	18	16	-	24
	Section 4	9	-	-	16
	Section 5	16	-	-	-
	Spanish 2ACC Total	86	54	33	67
Spanish 3CCP	Section 1	25	14	24	20
	Section 2	16	18	19	16
	Section 3	27	21	17	19
	Section 4	23	9	27	13
	Section 5	-	11	-	15
	Spanish 3CCP Total	91	73	87	83
Spanish 3ACC	Section 1	23	22	14	15
	Section 2	16	18	13	18
	Section 3	18	25	15	-
	Section 4	23	21	12	-
	Spanish 3ACC Total	80	86	54	33
Spanish 4CCP	Section 1	23	24	7	17
	Section 2	17	14	27	17
	Section 3	-	15	14	16
	Section 4	-	-	-	11
	Spanish 4CCP Total	40	53	48	61
Spanish 4ACC	Section 1	19	18	12	16
	Section 2	24	18	15	9
	Section 3	16	13	16	18
	Section 4	-	22	7	-
	Spanish 4ACC Total	59	71	50	43
Spanish 5ACC	Section 1	5	17	9	12
	Section 2	9	6	9	-
	Spanish 5ACC Total	14	23	18	12
AP Spanish	Section 1	13	8	9	10
	AP Spanish Total	13	8	9	10
Spanish Total		543	519	483	477
		2017-2018	2018-2019	2019-2020	2020-2021
Total World Language Students		787	704	656	662
Total TRHS Enrollment		1150	1091	1087	1050

% TRHS Students enrolled in WL	68.4%	64.5%	60.3%	63.0%
% WL students enrolled in French	22.4%	18.0%	20.1%	21.0%
% WL students enrolled in German	4.8%	2.8%		
% WL students enrolled in Latin	3.8%	5.4%	6.3%	6.9%
% WL students enrolled in Spanish	69.0%	73.7%	73.6%	72.1%

Respectfully Submitted By:
Sandra Allaire, Director of Curriculum and Professional Learning

Executive Summary

Food Service – Update

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

Program Interest and Participation

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

Summer Food Service Programming: The District is currently serving students through a ‘Summer Serving Option’ which we are able to do through temporary waivers until June 30, 2020. The District will be communicating out the final date of service to participants directly onsite and on the District website and the following information will be provided.

Families eligible for free or reduced priced lunch through the National School Lunch Program may now qualify for a program called Pandemic Electronic Benefits Transfer Supplemental Nutritional Assistance (P-EBT SNAP benefits). These benefits come through the New Hampshire Department of Health and Human Services (DHHS). Eligible families can apply for the nutritional supplemental benefits by going to <https://nheasy.nh.gov> and clicking on the apple P-EBT icon. Eligible families will receive an Electronic Benefit Transfer (EBT) card to purchase food. Existing program participants receive an enhanced benefit. It is not known whether the enhanced benefit will continue after June 30, 2020.

As a reminder, the program serves between 11:15 and Noon, every Monday and Thursday at the following designated locations:

- Atkinson Academy, 17 Academy Avenue, Atkinson, NH 03811
- Danville Elementary, 23 School Street, Danville, NH 03819 (*Effective April 20, 2020*)
- TLC at Sandown Central, 295 Main Street, Sandown, NH 03873
- Pollard Elementary, 120 Main Street, Plaistow, NH 03865

Note: Monday service includes three (3) bags, Thursday service includes two (2) bags.

Respectfully Submitted By:

Geoffrey Dowd, CFO/Business Administrator

Executive Summary

Food Service Position/Staffing and Budget Update

Positions & Staffing

Pursuant to your request at the last board meeting, below is a summary of the Food Service workers by headcount. The Timberlane Regional School District (TRSD) Food Service consists of roughly 33 food service workers. Some work directly for TRSD and some work for Whitsons. For the current school year, 45% of the employees (15 people) work for TRSD and the remaining 55% (18 people) work for Whitsons.

FY 2020 Food Service Staffing

Location	TRSD	Whitsons	Total
Atkinson	2*	1	3
Danville	1*	2	3
District Wide	1	1**	2
Plaistow	2*	1	3
Sandown No./TLC	1*	3	4
Middle School	5*	3	8
High School	3	7*	10
Total	15	18	33

* Includes Kitchen Manager

** Includes District Food Service Manager

Budget Update

In order to revise prior Food Service Fund projections, the District is waiting on the May, 2020 billing from Whitsons. The Remote Learning activity presents unique revenue and expense structures that any deviation from existing projections needs to be supported by the current revenue and expense trending.

Respectfully Submitted,

Geoffrey Dowd
CFO / Business Administrator

June 12, 2020

Executive Summary

Summer Projects – Facilities (<\$200K)

At the request of the School Board, listed below are additional summer projects that can be reasonably accomplished using operations surplus and/or emergency capital projects totaling no more than \$200k.

These projects are in addition to the Summer Projects submitted to the board on May 20, 2020 already in the pipeline for this summer. A copy of that Summer Projects listing is found below.

- SC Parking Lot Expansion estimated \$140K
- TRMS Roof Top Heating/AC Units Gym (2) estimated \$160K
- TRHS Boiler Update estimated \$225K (may be <\$200K w/competitive bid process)

Anticipated Summer Projects – Facilities (Executive Summary May 20, 2020)

<u>2020 Summer Projects:</u>	<u>Status:</u>
PAC wall completion	in progress
SC gym wall	in progress
Boiler replacement completion (Atkinson, Plaistow)	in progress
LED lighting upgrades and replacement	in progress
JV baseball dugouts completion	in progress
TRHS hallway painting	in progress
TRHS administration & school counseling painting	to begin June
Striping and waxing district hallways and classrooms	to begin June
Playground mulch for elementary schools	to begin June
SAU carpet replacement (lower level)	scheduling in progress
TRHS science cabinets	to begin August
PAC irrigation installation completion	in progress
SC upgrade BMS system	to begin August
HS/MS - refinishing Gym floors	quote requested
Danville/Atkinson/SN - refinishing gym floors	quote requested
Upgrade district AC wall-mounted units	to begin June
Boiler replacement (TRHS)	to begin August
TRMS roof (sections)	quote Requested
LED lighting (additional hallways in district)	assessment in progress
Varsity baseball retaining wall and platform for bleacher	to begin July
Danville – assess kitchen block wall	to begin July

Respectfully submitted,

Gary Paradis, Director of Facilities

Timberlane Regional School District	Policy Code: GCF
Adopted: 03-07-85 Revised: 04-04-91 Revised: 02-24-05 Revised: 11-06-14 Revised: 10-04-18	Page 1 of 1

PROFESSIONAL STAFF HIRING

In accordance with RSA 189:39 and Item 1, *Powers and Duties of School Boards, Regulations of the State Board of Education*, the Superintendent is directed to present to the School Board, prior to, April 15, a listing of teacher nominations for re-employment for the coming year. The Board will act to elect teachers from the list of nominations without violating RSA 189:14 (a & b).

In hiring staff at other times during the year, the School Board shall consider and elect only those candidates nominated by the Superintendent of Schools. Should any candidate be rejected by the Board, it is the duty of the Superintendent to make another nomination. Appointments to the staff shall be made at a meeting of the School Board by a majority vote of the Board present and voting.

From June 15, through September 1 when the board is not meeting, any three members of the School Board, shall be empowered to act on personnel matters as presented before them during the summer months and to bring recommendations forward to the Board for approval at subsequent Board meetings; and that valid contracts would be issued upon the recommendation of any three members; and that the Chair be authorized to sign them or, in his/her absence, his/her designee. The board may also opt, by majority vote, to authorize any one board member to make recommendation in lieu of the three board members provision for hiring professional staff during the summer months while the board is not in session.

Every professional employee must meet the certification requirements of the New Hampshire State Board of Education and have, or qualify for, within ninety (90) days or less, a valid certificate for the position he/she holds. It is the duty of the Superintendent of Schools to ascertain that every professional employee has, and continues to hold, a valid certificate from the State Board of Education. Cancellation of certification by the State Board of Education is sufficient reason for the dismissal of the employee.

Further, it is the policy of the Timberlane Regional School Board to both post and advertise all professional vacancies.

Legal References:

- RSA 189:39, How Chosen*
- RSA 189:14, Liability of District*
- RSA 189:14(a), Failure to be Renominated or Re-elected*
- RSA 189:14(b), Review by State Board*

YMCA Before and After School Childcare Program

As the enrollment at Sandown Central has increased, so has the inquiry for a school-based childcare option for families outside of regular school hours. School begins at Central at 8:50 and 9:00 for Kindergarten and Preschool and families who work earlier need other options for childcare in the morning as well as afternoons. Knowing that families of older students may also have the need, Sandown North students were included in the planning.

November 20, 2019: Principal Marino surveyed Central and North families to gauge interest in a school-based childcare program. Over 80 responses were calculated over a three week period overwhelmingly in favor of the option (60 responses). The majority expressed interest in AM and PM child care.

May 29, 2020: Principal Marino surveyed Central and North families.
Approximately 40 Families responded in favor of the program.
The age level of need is split across all of the 6 grade levels:
PreK-8 students, K-6, 1st-6, 2nd-4, 3rd-8, 4th-6 and 5th-5 Total=43

Proposed YMCA Program:

Who: For students aged Preschool to grade 5 who attend Central or North.

Where: Sandown Central gym and cafeterias. The space was inspected by the YMCA appraisers and deemed fit to host Preschool to grade 5 students.

When: Monday through Friday, 6:30 am to the start of school, after school to 6:00 pm. There is no childcare available mid-day.

How: Families will drop off at the side door at Central, YMCA staff will greet. Buses will provide transportation to and from North in the morning and afternoon.

What: Students will be provided with a snack, homework help, arts and crafts and activities.

Fees: For the morning session: 2 days-\$33, 3 days-\$44, 4 days-\$53, and 5 days-\$59

For the afternoon session: 2 days-\$43, 3 days-\$58, 4 days-\$69 and 5 days-\$77

*Additional fees may apply for vacation weeks, Holidays, PD Days, Flexible Pricing and tuition assistance is available qualified applicants

Other pertinent information: Minimum of 8 students are needed to run the program in the morning and afternoon. Based on past and recent data, we will easily meet the threshold.

The YMCA will be responsible for the management of the program. The school would provide an area for storage of games and large items.

Lunch Room Tables to be Used



Plaistow Community YMCA Before & After School Program

Filling out this form does not guarantee your spot. Enrollment is on a first come first served basis.

**Serving Sandown Central and Sandown North Located at:
Sandown Central Elementary School, Sandown, NH**

Register today for the YMCA before and after school program. The program is operated by the Plaistow YMCA. To register, please complete the PRE-REGISTRATION form below and submit it to the YMCA with an ANNUAL NON-REFUNDABLE Registration Fee of \$60 per child. Enrollment is based on a first come, first served basis. The licensed program includes an after school snack, language arts, math activities, science experiments, technology concepts, creative arts and crafts, literacy promotion, group games, homework help, as well as enrichment activities which can include sports, art, STEM, etc. Each child registered for the school age program receives a free YMCA Youth Membership.

The YMCA School Age Program focuses on promoting social development, and the YMCA four core values of caring, honesty, respect, and responsibility.

2019-2020 Fee Schedule

Before School (6:30 AM-Start of School) 2 Days \$33.00, 3 Days \$44.00,
4 Days \$53.00, 5 Days \$59.00

After School (End of School-6:00 PM) 2 Days \$43.00, 3 Days \$58.00, 4 Days \$69.00, 5 Days \$77.00

Additional Fees Apply for School Vacation Weeks, Holidays, Early Release Days and Adding an Unregistered Day.

Our YMCA mission statement includes the word ALL. We accept Cost Share Vouchers. Flexible Pricing is available based on income, please complete the flexible Pricing Form as soon as possible. Please return this form to:
Plaistow Community YMCA

Amy Hanagan
hanagana@northshoreymca.org
603-257-1541

These Materials are neither sponsored or endorsed by the Timberlane Regional School District, the Timberlane Regional School Board, the Superintendent, or this school.

Name(s) of Participant: _____

Date of Birth: _____

Address: _____

Email Address: _____

Phone Number: _____

Parent Name: _____

School: _____

Current Grade: _____

Please select the following days per week: (minimum of two days is required):

Before School Monday Tuesday Wednesday Thursday Friday

After School Monday Tuesday Wednesday Thursday Friday

Parent/Guardian Signature _____

Date: _____

Plaistow Community YMCA 175 Plaistow Rd., Plaistow, NH 03865 (603) 302-0641
www.northshoreymca.org

June 18, 2020

Executive Summary

Audit Update

Our annual financial audit continues virtually. I have been working with the Business Operations Coordinator to be able to complete requests for documentation from our internal records and reporting systems. This has taken some additional time, but will put the District in good position to address the audit for the year ended June 30, 2020. A meeting is scheduled with the audit team early next week to take assessment of what further requests they may have in order to expedite completion of the audit. It is typical the audit firm will continue to have requests for documentation up until the audit completion.

Please remember, the optimal time for substantial completion of the audit is in August. In prior years, during the months of July and August, the Business Office was focused on closing out the prior year, setting up the new fiscal year, preparing for and substantially completing the audit, and completing state reporting by the end of August. In years when the audits have been substantially completed in August, no School Board, Budget Committee, or other committee work took place during July and August and the business office was able to maintain singular focus on those areas identified above.

There has been a change in the current year practice. The Business Office provided support to the District SAU Withdrawal Planning Committee which needed to meet and complete much of its work during the summer in order to keep its work on track. The budget was also moved up to the first week of October, which pushed the start of budget preparation into August, which did not permit engagement with the audit firm.

The risk in not substantially completing the audit in August is that we don't know what the school year will present for challenges. This year, the audit was slated for completion in March, which is the same time unprecedented challenges were presented to the District, to its operations, and to the Business Office.

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

Respectfully Submitted By:

Geoffrey Dowd, CFO/Business Administrator

Executive Summary

Pupil Personnel Services and Special Education

This Executive Summary provides updates regarding the Timberlane Regional School District Extended School Year program, the latest information regarding Executive Order #48, and updates to House Bill 1558. These items are presented to you because some will have budget increase implications in the next school year or year after.

Timberlane Regional School District Extended School Year Update

All families have been an active participant in the Extended School year meetings held throughout the school year. After twelve weeks of Remote Learning, many families have decided to seek a break from Remote Learning Experience and have requested packets to complete rather than continue with another five weeks of Remote Learning Experience. We do have around 50 students who will participate in our Timberlane Remote Learning Extended School Year program. These students will have a specific schedule and specific goals outlined for the five week sessions planned for July 6, 2020 through August 6, 2020 as either COVID-19 make-up or their Extended School Year program.

A second Extended School Year option for medically involved students or students who have not made progress during our Remote Learning Experience will be offered an individualized plan of action that will take place at vendor locations in the state that have met the mandatory Center for Disease Control requirements. Students will have transportation provided to and from these locations. This information also includes our students who are placed outside the Timberlane school district. In some cases, the families will be reimbursed mileage when they transport their child and decide not to participate in district provided transportation. Funding for this program will use the Remote Learning Grant and Timberlane Extended School Year funding.

Executive Order #48:

The information below is taken directly from the Executive Order. The bold font provides the Timberlane Regional School District's status as of this summary:

1. Each school district is required to hold Individualized Education Plan ("IEP") team meetings, as set forth in RSA 186-C:7 and Ed 1107, to consider Extended-School Year ("ESY") services for every child with an IEP, regardless of whether they have been provided ESY in the past, no later than June 30th, 2020. If, at the time of the IEP team meeting, the remote instruction emergency orders have been neither removed nor extended through the summer, the IEP program team shall consider options for both traditional in-person ESY programs and for remote ESY programs. **Completed**
2. Each school district must ensure that they hold IEP team meetings for every student identified for special education services no later than 30 calendar days after the first day of the school district's 2020-2021 school year. At the meeting, the IEP team will consider what Compensatory Education Services, if any, are required to be provided to make up for services not provided during period of remote instruction and support, student regression, or student's failure to make expected progress as indicated in the student's IEP. **Completed and Ongoing with the cycle of educational plans.**

3. The requirements of Ed 1100, et seq., ("Standards for the Education of Children with Disabilities") including but not limited to the provisions relating to the timing of evaluations and IEP team meetings, except as modified in this Order, are not waived, but remain in full force and effect, except as follows: For any evaluation criteria described in Ed 1100, et seq., that cannot be satisfied because of the shift to remote instruction and support (e.g., classroom evaluations) the school district shall: a) include in its evaluation the reason the criterion was not considered and b) use best efforts to obtain the information the IEP team needs to determine eligibility and services/supports the child needs to receive a free appropriate public education (FAPE) via other available criteria. **Completed and ongoing. We have secured vendors that are preparing to do onsite evaluations. These onsite evaluations will be in vendor locations. All CDC protocols are held in Director of Pupil Personnel Special Education files. When requests for updates will be monitored through this office. This will eliminate the need for a barrage of testing requirements for staff trying to transition students back to school when the Remote Learning order is lifted. This will be a component of the current Extended School Year budget.**

House Bill 1558

This bill has passed in the House of Representatives and is moved forward to the Senate. This is a bill focused on extending a student's services from age 21 to providing services through age 21 and stop at the 22nd birthday. This bill will have amendments and specific considerations that will not be fully completed before the recess at the end of June 2020. This bill will be discussed again in the fall. If this bill passes next year, the bill is expected to go into effect the following school year. More information will be provided in the fall.

Respectfully submitted by,

Susan E. Rasicot

Director of Pupil Personnel Services and Special Education

June 16, 2020

Executive Summary

High School Prom and Graduation Update

The high school has scheduled the graduation ceremony for the Class of 2020 for July 18 at 4pm on the high school game field. The graduation committee has created a plan that places two guests on the field with each graduating senior. Seniors picked up their senior packets on May 23rd that included these tickets.

Graduates and their guests will arrive to the high school in one vehicle, be directed to designated parking spots, and be screened for health information. After they demonstrate that they are wearing facemasks and are in good health, security personnel will direct them to walk to their assigned parking areas. Graduates will assemble behind the high school and parents/guests will be led to their seats on the high school game field inside the track. Once guests are seated, the seniors along with school board members, the superintendent of schools and administrators will march from behind the high school down to the field. The Plaistow Police Chief is assigning eight officers to be on hand to help with traffic and security.

The ceremony will follow the traditional format, while accommodating social distancing guidelines. All music has been prerecorded. Speakers make their speeches live from the podium on the stage platform and students receive their diplomas on the platform when introduced. We will broadcast the ceremony on local cable television and Facebook and record the event so it can be viewed on Vimeo at the high school website.

Following the ceremony, students and guests will exit the field by row, return to their vehicles, and depart. We will have limited seating on the presentation platform (School Board chair or designee, Superintendent of Schools, and high school principal). Students will give their customary addresses. The high school will record the ceremony and post it on the school website's Vimeo section.

Prom:

Unfortunately, after receiving an update from the Atkinson Country Club concerning their seating and gathering protocols, we have determined that, barring a significant change in the rules, we will not be able to hold a prom this year. We would exceed seating capacity, which is reduced to honor spacing at tables, and we would not be able to allow dancing and mingling. In short, it would be an unrealistic atmosphere for a prom. We do not have an alternative prom option.

Submitted by Donald Woodworth

June 12, 2020

Executive Summary

New Labor Group Current Wages vs. Budgeted Wages

Four (4) labor groups formed in the Timberlane Regional School District in school year 2019-2020.

The Timberlane Administrators Union formed and negotiated prior to the commencement of the 2020-2021 budgetary process. No benefits changes were made in the budget and no wage or cost of living increases were included in the budget.

The Timberlane Administrative Assistants and Maintenance Union was formed at the end of the 2020-2021 budgetary process. The Timberlane Custodians Union and the Timberlane Cafeteria Workers Union were each formed after the March 10, 2020 District vote. No substantive negotiations have occurred to date for these three (3) labor groups. No benefits changes were made in the budget, and regular step and cost of living wage increases for all three (3) labor groups were included in the budget which was approved by the voters.

The difference between the amounts budgeted for the above three (3) labor groups which included step and cost of living increases and the amount of current wages is as follows:

\$ 43,276 Timberlane Administrative Staff and Maintenance Union

\$ 32,358 Timberlane Custodians Union

\$ 6,590 Timberlane Cafeteria Workers Union

\$ 82,224 Total difference between current year and budgeted amounts

Respectfully Submitted By:

Geoffrey Dowd, CFO/Business Administrator

June 10, 2020

Executive Summary

Summer Workout and Summer Camp Programs

Due to the Covid-19 Pandemic, there are many questions and concerns regarding the safe return to activities. At present, the Timberlane District facilities are closed. The District is not approving any facility use for any outside organizations or Summer Camp Programs at this time. The goal will be to re-examine the status of Covid-19 next summer in order to possibly reopen Summer Camp opportunities.

The Timberlane Athletic Department continues to research “Best Practices” related to a safe and phased approach to small group, skill-based exercise sessions. The Superintendent’s office will receive a draft proposal from the Athletic Department outlining recommended guidelines and protocol for a controlled, phased, summer workout program. This protocol will need to be examined and approved before being implemented.

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

June 17, 2020

Executive Summary

Surplus Revenue Projection Detail

A question was raised on the detail surrounding the Revenue surplus projection of \$350,000.

The primary drivers by category are as follow:

Tuitions: (\$135,000) Unfavorable largely due to Remote Learning

State/Fed'l Aid: (\$85,000) Unfavorable in General Fund (to be offset in the Grant Fund)

Catastrophic Aid: \$220,000 Favorable to due favorable State reimbursements

Medicaid: \$366,000 Favorable as a result of State response to Federal guidelines

\$350,000 Favorable overall

Respectfully Submitted,

Geoffrey Dowd



June 8, 2020

Earl Metzler
Timberlane Regional School District -Sau 55
30 Greenough Rd
Plaistow, NH 03865-2762

Dear Earl Metzler,

Together, we are navigating the significant impact the COVID-19 pandemic is having on the students and families we serve. While uncertainty remains around school start-up in the fall, I want to share with you a bit of the roadmap First Student has developed to ensure we are ready to support you.

Return-to-School Preparedness:

The well-being, health and safety of your students is our top priority. This pandemic has been a learning opportunity for all of us. As the industry leader, we can share insights that may aid in your decision-making process.

The earlier we can collaborate, the better we can provide for your students and community when school resumes. We would like to work in-step with you as critical decisions are made to ensure we are addressing your district's specific needs. Early discussions about your anticipated social distancing levels will enable us to collaborate on various scenarios and associated costs. Our location leaders are actively reaching out to our district partners to begin developing solutions for potential schedule changes and route adjustments. We fully understand you may not have a complete plan in place now, but these early discussions can improve our ability to meet your district's unique return-to-school needs.

Safety and Cleaning Protocols:

From employee PPE and maintaining social distancing in our operations to vehicle disinfection, we have assembled a team of experts from engineering, safety, training, operations and human resources to assess the health and safety aspects of our school bus operation.

This team is leading the charge to reduce exposure and prevent transmission on our school buses and workplaces. As such, we are actively collaborating with various government agencies, health care organizations and university research teams to test and share information about virus dwell-time, reaction, and bus decontamination methods. Additionally, we engaged with our school bus manufacturer partners to conduct research on instantaneous disinfection as well as prolonged protection of the school bus environment. This research will underpin our cleaning protocols as well as our best-practice recommendations for the industry. We understand your need to know your budget impact early. Our goal is to share recommendations and align on protocols and expense implications in early July.

Parent and Community Communication:

You will have a greater need to communicate about the safety of returning to school, with special interest around the school bus environment. In addition to our back-to-school tool kit materials, we are developing resources around bus safety for you to share with your parents and the community. First Student is committed to ensuring our school buses remain the safest form of transportation to and from school.

As your district's unique needs come into view, I am confident we will provide the service you need to deliver educational excellence through this unprecedented time of change. Collectively, we will emerge stronger than ever. Stay safe!

Sincerely,

A handwritten signature in black ink that reads "Paul G. Osland".

Paul G. Osland
President