

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, APRIL 23, 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. Approval of Minutes
5. Student Representative
6. Delegates and Individuals
7. Current Business
 - a. **7:10PM** Remote Instruction Update – INFORMATIONAL (60 minutes)
 - i. Special Education Services
 - ii. Technology
 - iii. Food Service Program
 - iv. Grading/Finals
 - v. State Assessments (including AP Exams, SATs)
 - b. **8:10PM** Withdrawal Update – INFORMATIONAL (10 minutes)
 - c. **8:20PM** School Board Goals for 2020-21 – INFORMATIONAL (20 minutes)
8. **8:40PM** Administrator’s Report
9. **8:45PM** Personnel Report
10. **8:50PM** Committee Reports/Reports of the School Board
11. Correspondence Folder
12. Vendor and Payroll Registers
13. **8:55PM** Other Business
14. Nonpublic (if needed)
15. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
May 7	Regular Board Meeting	SAU	7:00PM
May 21	Regular Board Meeting	SAU	7:00PM
June 4	Regular Board Meeting	SAU	7:00PM
June 18	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 April 23, 2020 School Board Meeting

1-3. OPEN MEETING *Self-explanatory.*

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

5-6. STUDENT REP AND DELEGATES AND INDIVIDUALS

7. CURRENT BUSINESS

a. Remote Instruction Updates – INFORMATIONAL

Updates to be provided with regard to special education services (occupational therapy, speech, physical therapy – hands on services), Technology (update on student use of devices and plan for possible continued remote instruction for 2020-21 school year), food service program (update on number of meals provided), grading/finals (overview of grading and finals structure for remainder of school year), and State Assessments (update on state's and district's plan to administer these assessments).

b. Withdrawal Update – INFORMATIONAL

Dr. Farah to provide an update on this process including mediation plans with the HSB.

c. School Board Goals for 2020-21 – INFORMATIONAL

The board to discuss the process for developing school board goals for the 2020-21 school year as well as field ideas for such goals, including those associated with the Strategic Plan.

8. ADMINISTRATOR'S REPORT

a. Update on District Activities

9. PERSONNEL REPORT

10. COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD – *Committee Chairs to update board on current initiatives. Board committee meetings are on hold for the time being due to challenges associated with videoconferencing and the open meeting law.*

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

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

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

14. NONPUBLIC SESSION – *If needed and if electronic platform has been secured.*

15. FUTURE DATES – *As indicated.*

UPCOMING REGULAR MEETING AGENDAS

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

May 7, 2020	
End of Year Activities	
Remote Instruction Update	
School Board Goals for 2020-21	
Union Updates	
CIP/Facilities Update	
Financial Update	
Public Hearing on Donation	<i>Jeremy Graczyk Scholarship Fund (\$7,769.20)</i>

May 21, 2020	
Projected Year End Financials	
Summer Projects	
Review of School Board Goals for 2019-20	
Remote Instruction Update	

June 4, 2020	
Remote Instruction Update	
Data Governance Plan	Annual review by 1st meeting in June
Tuition Rates for 2020-21	
Policy JIA	
YMCA Before/Aftercare Program at TLC	
Cleaning/Sanitizing of Buildings	<i>Prior to re-opening of schools</i>

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	√
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 January)	1/2/2020	√
Finalize Warrant /Recommendations	For Deliberative Session (by last Tuesday in January)	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	√
School Meal Costs Increase 2020-21	Consideration to increase based on DOE recommendations	4/4/2020	√
Athletic Trainer Contract Annual Review	Annual review and consideration of 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 to accept electronic payments at the PAC by June 30 th .	6/18/2020	
No Bully Update	To monitor program – SB Goal	6/18/20	
Assessment Report – Part II	Field questions on 2/20 presentation	TBD	
MOUs/LOUs Authorization	Authorize Personnel Committee to approve MOUs	Re-Org Mtg	√

DATE: April 23, 2020

Executive Summary

Pupil Personnel Services and Special Education

This summary provides an update to school board on the Occupational Therapy Services, Speech and Language Services, and the Physical Therapy services provided to our students during our Remote Learning status. The information provided reflects the status of week four and five. Related Service teams continue to learn to design interventions in an effective way with students now learning in their homes. This will be an ongoing routine as families continue to provide feedback regarding the activities that are helpful as well as the feedback for items to consider moving forward.

All related service providers continue to provide planned activities for families. The service providers are working on altering plans of action from the families' feedback. At this time, as the Remote Learning status continues the Occupational Therapists, Speech and Language Pathologists, and Physical Therapists use Zoom calls to increase family understanding of the activities as well as provide solutions to the challenges faced in the home. The opportunity to ask questions of our service providers as well as have families become clear with the expectations of the activities included continues to be an ongoing conversation.

Our Occupational Therapists, Speech and Language Therapists, and Physical Therapists are working on activities with the assistance of the Speech and Language Assistants along with Certified Occupational Therapist Assistants. As these professionals receive input from families, the activity participation is improving as we move forward with Remote Learning. The feedback parents are providing is helpful and appears to be the topic of conversation during the question and answer opportunities that continue throughout this time of Remote-Learning.

In addition to the service delivery throughout the district, our teams of service providers continue to attend all Virtual IEP team meetings and remain compliant with all state and federal guidelines.

The Remote Learning process for related service providers will continue through the determined end of school date. Services will continue during the Extended School Year Remote Learning sessions.

Respectfully Submitted By,

Susan Rasicot

Director

WEEK 5 ACTIVITY OVERVIEW

SELF REGULATION	FINE MOTOR	GROSS MOTOR	COMMUNICATION
<p>Nature FOCUS Sequence</p> <ol style="list-style-type: none"> 1. MOVE your limbs like a tree 2. HOLD a tree pose 3. Slow and deep leaf BREATHS 4. PAUSE with a BIG tree hug <p>BUBBLE FUN Relax and have some fun while playing with our easy at home bubble recipe and activities</p>	<p>TREE ART: Bark Rubbing Art/ Tree Color & Cut</p> <p>Go outside in your yard or neighborhood and find a tree to make some art with. You can make rubbings with crayons and paper and then turn it into a Bark Scrapbook or cut it into a tree and use mud or paint to make the branches and leaves.</p> <p>Nature Names & Patterns</p> <p>Find twigs outside while on your Spring Nature Walk and form the letters of your name or take turns making patterns with nature items you find!</p>	<p>Spring Nature Walk: BINGO or SCAVENGER HUNT</p> <p>Print out your favorite bingo card and head outside to play a game with the outdoors</p> <p>LOWER BODY Strengthening Activities</p> <p>Check out these easy foot and ankle exercises that utilize bubbles and bouncy balls while building lower body strength</p>	<p>Core Word of the Week - See</p> <p>Easter Eggs</p> <ul style="list-style-type: none"> -1 language/articulation -2 skill drill -3 following directions -4 making inferences <p>Give Me Game</p> <p>Mystery Bag</p> <p>See below for suggested age groups and directions. Choose 2-3 activities to try this week. Cross age groups if needed to find activities that would be most successful for your child and family.</p>

Executive Summary

Remote Instruction Update

The Timberlane Regional School District continues to look for ways to support students, families, and staff during remote learning. Teachers continue to post weekly assignments through Google Classroom and have been using a variety of platforms to engage students in their learning in order to deepen skills or introduce new content. Schools are engaged in planning around end of year activities to ensure that we recognize and celebrate all students. We will provide details of these plans at the May 7 school board meeting. We have included updates below connected to our use of the Thought Exchange platform to collect community staff, student, and parental feedback, the SAT School Day administration and SAT preparation, technology access, video conferencing, participation/attendance, as well as feedback to students during remote learning.

Thought Exchange

The TRSD has been using Thought Exchange as a digital platform to collect thoughts, questions, and feedback from all stakeholders in our community on topics relevant to remote learning. Through Thought Exchange, the district designs an open-ended question. A link is generated and shared with relevant stakeholders. By accessing this link, an individual can share more than one response or idea. Thoughts are shared anonymously, but are visible to others in the exchange. This tool collects no personal identifiable information. After entering their own thoughts, participants are able to see and rank the thoughts that others have shared, depending on how much they agree with them. Individuals may also review and rate thoughts without sharing thoughts of their own. Participants can return to the exchange as often as they'd like to participate. This enables us to see all thoughts and questions through a ranking system that prioritizes our stakeholders' collective ideas, questions, or concerns.

To date, we have conducted four Thought Exchanges during remote learning. Two of these have been designed to collect input from staff connected to remote learning and video conferencing. This past week, we conducted two Thought Exchanges on the topic of graduation and senior activities with members of the class of 2020 and their parents. General engagement in these exchanges was high, with participation from 204 students from the class of 2020 and 146 senior parents. The following pages share some highlights from these exchanges, including responses to a survey question on student and parent interest in the possibility of a remote graduation. Our administrative team is using feedback from both of these exchanges to guide our development of end-of-year activities for seniors and their families. We will return to the board on May 7 with an update on plans for end-of-year activities.

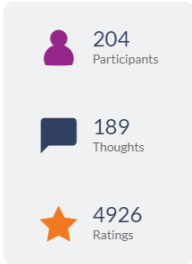
Student Participation:

204
Participants

189
Thoughts

4926
Ratings

Class of 2020: "The TRSD is committed to holding graduation and senior events, even if these need to occur remotely. What are your questions, concerns, and ideas concerning the scheduling of graduation and senior events during this time of remote learning and social distancing?"



100
Participants shared
thoughts



124
Participants rated
thoughts

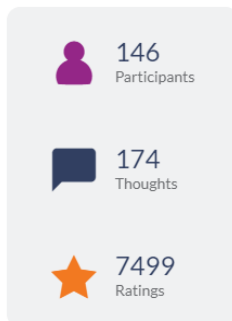


121
Participants explored
thoughts



Parent Participation:

Parents of the Class of 2020: "The TRSD is committed to holding graduation and senior events, even if these need to occur remotely. What are your questions, concerns, and ideas concerning the scheduling of graduation and senior events during this time of remote learning and social distancing?"



99
Participants shared
thoughts



124
Participants rated
thoughts



114
Participants explored
thoughts



Survey Question on Remote Graduation Option

Student Responses:

- If we are unable to hold an in person graduation, would you participate in a remote graduation?



%

37%	(70)	■	Yes
63%	(118)	■	No

Parent Responses:

- If we are unable to hold an in person graduation, would you participate in a remote graduation?



%	Person Icon	
74%	(106)	Yes
26%	(37)	No

Top Rated Thoughts from the Student Exchange:

I believe having a graduation is one of the most monumental memories a student can have. Make it in June or July so we can still have it in person.

4.7 ★★★★★
Ranked #2 of 183



I think it would make more sense and people would be more willing to participate in rescheduled events as opposed to remote events. If possible, rescheduling events like graduation and prom as opposed to having a virtual/remote event would be much more appealing and satisfactory.

4.7 ★★★★★
Ranked #3 of 183



Top Rated Thoughts from Parent Exchange:

I would prefer to see an IN PERSON graduation at a later time (July, August) Remote is just not personal and doesn't give any closure to the students Students need to reconnect with their friends on graduation day, in person, to end senior year.

4.5 ★★★★★
Ranked #1 of 171



Graduation is most important

4.4 ★★★★★
Ranked #2 of 171



SAT School Day Update

On March 30, due to the extension of remote learning, New Hampshire Governor Chris Sununu announced the suspension of all standardized tests, including the SAT School Day. While a state-level goal of the SAT School Day was to expand access to the SAT for low-income families, Education Commissioner Frank Edelblut noted the current inability of the state and College Board to develop a secure, remote way to administer the SAT to New Hampshire students this spring. The New Hampshire

Department of Education continues to work with the College Board to develop a solution to either reschedule the SAT School Day testing window for late summer or fall, or to cancel the assessment. Based on guidance from the US Department of Education, the NH DOE may also apply for a waiver for assessment requirements connected to state and federal accountability. While no decision is available from the state at this time, we will update the school board, as well as our students and families, when more information becomes available regarding the administration of the SAT School Day, which provides families an opportunity to take this assessment without cost.

Other SAT Administrations

Timberlane Regional High School students wishing to take the SAT outside of the SAT School Day may do so by registering and paying for the assessment through the College Board. Based on information provided by the College Board (CB), due to the Covid-19 Pandemic, all spring administrations of the assessment have been cancelled through June. The CB website notes, however, that once conditions are safe, their organization will provide weekend SAT administrations every month through the end of the calendar year, beginning in August. Also, if schools remain closed through the fall, the College Board has noted that it will provide a digital SAT for home use.

TRHS SAT Preparation During Remote Learning

The TRSD curriculum is aligned in numerous ways to the problem solving, reading and writing skills assessed on the SAT exams, therefore preparation for the exam begins with engagement in TRSD courses and curriculum provided for all students. Additionally, for the second consecutive year, Timberlane Regional High School designed a comprehensive preparation plan for the essay portion of the SAT. This four-week plan was designed to be implemented in 11th grade classes in the English, Social Studies, and Science Departments. Although the start of remote learning impacted the full implementation of this plan, some of these SAT preparation activities were completed prior to the closure of schools on March 15. English teachers introduced students to the style of the SAT essay question and the SAT essay rubric. English teachers also engaged students in the analysis of sample writings and essay scores, based on released items from the College Board. In Social Studies class, students participated in a practice writing prompt during a class period. Students first reviewed Khan Academy's SAT Essay Writing Tips. They then had 50 minutes to write a practice essay, using a SAT essay question from a released exam. The timed essay modeled the essay writing conditions that students will encounter on the test. Social Studies teachers then graded and provided feedback to students using the SAT essay rubric. The high school is considering ways to complete the essay writing SAT prep in the Science Department and again in the English Department.

In addition to this systematic essay writing preparation plan for juniors, many 11th grade math and English teachers have assigned SAT practice items during remote learning or are using tools specifically designed to help students with their writing and test taking skills. Teachers are continuing to use SAT questions, writing prompts, and SAT essay rubrics with their students. Some English teachers are using the tool 'NoRedInk' that contains SAT prompts as a means to help students become better writers.

All students may access free SAT preparation materials, items, and full practice tests through Khan Academy. For students who took the PSAT and log into Khan Academy through a College Board account, these practice items on Khan Academy are geared toward individual students' needs for skill development in math, reading, or writing. Further SAT preparation opportunities outside of the TRHS classrooms are being investigated as a means to continue to provide supplemental supports for students. We are currently exploring different options to engage our math and writing interventionists into dedicated SAT support and preparation to address students' specific questions and needs. For a number of years, SAT prep has been offered as part of the Evening Division program. We are investigating ways to adapt that model into a virtual summer program, should we continue to operate under state guidelines connected to social distancing through the summer months. Additionally, we are ensuring that the School's SAT information Webpage has the most recent information from the College Board and is updated with newest resources for students.

<https://www.timberlane.net/hs/counseling/act-sat-psat-examination-dates/>

Technology Access Update

We continue to supply Chromebooks to those who need them and supply information about Internet Service Provider providers who are offering Covid-19 accommodations. This past week we handed out another 4 Chromebooks to those in need.

Below is a list of additional devices and applications, currently not in the 2020-2021 budget, that would be desirable if Remote Learning continued into 2020-2021. This assumes the district would want to move to a 1:1 district supplied device model across all grades.

Ideally we would get Touchscreen Chromebooks for grades Pre-K and K. These are easier to use for students of that age and provide for a transition to keyboard usage as they learn the alphabet and spelling. We are investigating the use of an application called SeeSaw for a learning platform for grades Pre-K through Kindergarten. This provides for a more age appropriate platform than Google Classroom which will continue to be utilized in grades 2-12.

Prices are approximate and our RFP/bid process would be used as directed by policy. All Chromebook prices include the one time Google license fee needed to administer.

- Tablets- Rugged (Preschool & PreK) - 190 x \$100 = \$19,000
- Touch Screen Chromebooks (K) - 225 x \$295 = \$66,375
- Chromebooks (Grades 1-5) - 400 x \$200 = \$80,000
- SeeSaw (PreSchool - 1) - \$5,000
- Screencastify (PreK-12) - \$8,000
- Zoom for Business (300 Accounts) - \$6,000/Month
- Document Cameras - 50 x \$70 = \$3,500
- WiFi Hotspots for Families in need - 20 x \$100 = \$2,000 (MRC = \$40/each)

Video Conferencing

This past week, Google integrated Google Meet (formally Hangouts) into Google Classroom. This is another optional video conferencing application we approved this week for professional staff to use with students. We developed guidelines around its use and provided documentation, instructional videos, and remote conference optional PD sessions. We also developed student Google Meet usage guidelines which we posted on the Covid-19 resource page and shared with staff.

We sent out a new survey, this time utilizing Survey Monkey, to ask professional staff about their use of video conferencing and which tools they are using to provide new material to their students. We also inquired into the interest in using video conferencing for the direct instruction of new content and skills. This survey closes at the end of this week and we will present the results in an executive summary for the May 7th school board meeting.

Attendance/Participation

Elementary

Attendance, based on participation data, has increased in all elementary schools over our six weeks of remote instruction and support. The distribution of devices, and information on internet options during the pandemic, have contributed to the steady increase in participation, each time a pickup is scheduled. At the elementary level, in weeks 1 and 2, there were just under 50 families not participating district-wide. After the first technology distribution this number dropped, and again decreased after a second technology distribution. Each week schools are reaching out to individual students' families to provide support and create plans for engaging any students not participating for the prior week. As you will see from our newest data, participation rates remain high and we have decreased the number of students not participating in Week 4 to 5 from 28 students to 17 districtwide. Week 5 data was collected Wednesday 4/22 to reflect participation in week 5 (4/13 - 4/20):

- Pollard School had 5 students not participate in week 5. This is a decrease from 12 the prior week. One student had participated in prior weeks and another has a sibling who participated in week 5. Administration is reaching out to create a plan for engagement. One family picked up a chromebook yesterday, 4/22/20, and is getting into routine after a medical situation. Administration is unable to reach two students, but will keep trying.
- Danville School had 4 students not participate in week 5. Of these 4; two students are from the same family and have not participated in any remote learning, even with repeated outreach. The other two students have been contacted and plans created.
- Sandown North had 3 students not participating in week 5. These are students who have participated in past weeks. Administration is following up with families to create a plan to get back on track.
- The Learning Center at Sandown Central had 3 students not participate in week 5. Two families expressed concern of being overwhelmed and not able to get to schoolwork, another is being contacted.
- Atkinson Academy has 2 students not participating in week 5. Administration is working with both families to catch up as one just returned from another state and the other needed an individual Google Classroom setup.

Secondary

TRMS showed similar participation rates in week 5 as what was reported in week 4. Similar to last week, 3% of students (28 in total) were absent/ non-participating in all of their classes, or put another way, 97% of all TRMS students participated in most of their classes.

TRHS showed similar participation rates in week 5, as what was reported in week 4. Through the work of our teachers and counselors, we reported 2.7% (30 total kids) did not participate in any of their classes. Or put another way, 97.3% of all of students participated in one or more of their classes. Continuing to look at the data, 5% (55 total kids) were absent in 4 or more of their classes in week 5. This means that 95% of all of our students participated in the majority of their classes. TRHS students who participate in the CTE programs through Salem and Pinkerton, are being accounted for in the attendance tracking of each school. Academic and participation concerns are being communicated to TRHS school counselors who work with those students.

These numbers (which are similar to 'normal' daily attendance rate) are a testament to the amazing work of our teachers, to keep our students engaged in academics, and the work of our counselors and administrators, to reach out to families to support our students.

Student Feedback

Our elementary, middle, and high school teachers will be preparing progress reports when we return from April vacation. These reports will focus on student engagement in remote learning. Progress reports will be emailed to families at the elementary level and posted in Powerschool, per normal procedures, for our middle and high school students and their families.

Respectfully Submitted By:

Sandra Allaire, Director of Curriculum and Professional Learning
Kenneth Henderson, Director of Technology
Lucy Canotas, Director of Elementary Curriculum
Mark Pedersen, Director of Secondary Curriculum

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 last week to show trending, which I hope you will find informative.

Number of Students Indicating Interest

As of 4/9/2020: 260

As of 4/15/2020: 358

As of 4/22/2020: 455

Program Participation

<u>Day/Date</u>	<u>Meals Served</u>	<u>Students Served</u>
Thursday, 4/09/2020	160 Breakfasts & 160 Lunches	80
Monday, 4/13/2020	387 Breakfasts & 387 Lunches	129
Thursday, 4/16/2020	326 Breakfasts & 326 Lunches	163
Monday, 4/20/2020	705 Breakfasts & 705 Lunches	235

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

April Vacation Programming: The District will continue to serve on our current schedule through April vacation. This has been updated on the District's main page and Food Service page. Parents would have likely received verbal communication at pickup locations and reminder notes were included in bags delivered today, April 23, 2020.

Summer Food Service Programming: The District is currently serving students through a 'Summer Serving Option' which we are able to do through temporary waivers. NH D.O.E. has requested waivers into the summer, but the USDA has not yet extended waivers into the summer months. The current environment is rapidly changing, and my office continues to monitor developments.

As a reminder, the program serve 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
- TLC at Sandown Central, 295 Main Street, Sandown, NH 03873
- Pollard Elementary, 120 Main Street, Plaistow, NH 03865

* Effective Monday, April 20, 2020, new Danville designated location is Danville Elementary

Respectfully Submitted By:

Geoffrey Dowd, CFO/Business Administrator

April 22, 2020

Executive Summary

TRMS Student Personal Item Pick-Up (Locker cleanout)/ District Item Drop-Off

At TRMS, students will be invited (by grade level) to come get their personal belongings from their lockers. A link to SignUpGenius (the same sign up format we used for Parent Teacher Conferences in the Fall) will be emailed to parents so they can sign up for a time for their student to come in. Pick up process guidelines will also be included in the email that contains the sign-up link. Times for pick-up will be scheduled for more than one day as we do our best to accommodate family schedules.

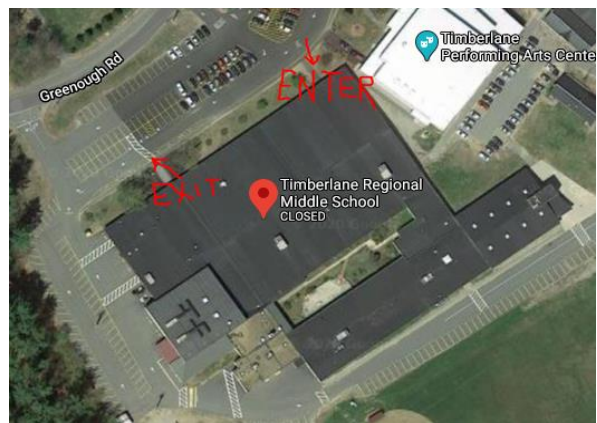
At their scheduled entry time, students will be directed to line up 6 feet apart along the sidewalk near door 2 (front of building, closest TRMS door to the PAC) of TRMS at predetermined, pre-marked waiting locations. Each student must have personal protective equipment to be able to enter the school. Students should only line up when their time slot begins so that the number of students in the school at any given time does not exceed 15. Departure from the building will through the front door of TRMS. Administrators will log entrance and departure of students. Administrators will be posted at the entrance and exit and also throughout the building to help facilitate the process, help it to run smoothly and efficiently, and support students as needed. Parents will not be permitted into the building during this process. (Please see attached photo on page 2 for entry and exit locations; parking is available at TRMS, the PAC, and TRHS if needed)

Students will be asked to leave any textbooks, library books, or other school-owned materials (including Chromebooks for 8th grade students) in the cafeteria before they leave. An administrator will make sure any material left by a student has the student name attached to it for ease of documentation.

We would like to facilitate student entry during the first week in June (6/1 through 6/5) so that students can drop off their district owned materials and pick up their personal materials in one single trip to the school.

As with many details during these unprecedented times, things could certainly change how we hope to do this. I have every confidence in the team at TRMS that we will communicate clearly with parents the plan and will also have procedures in place for any student who cannot come to TRMS on a designated day.

Respectfully submitted,
Maegan Koelker
Principal, Timberlane Regional Middle School



April 22, 2020

Executive Summary

TRHS Student Personal Item Pick-Up/Locker cleanout

At TRHS, students will be invited (by grade level) to come and collect their personal belongings from their lockers. A link to SignUpGenius will be emailed to students/parents so they can sign up for a time/day to come in. Pick up process guidelines will also be included in the email that contains the sign up link. Each grade level will have specific dates assigned. Seniors will also be picking up caps/gowns/cords during their assigned times.

Students will be asked to remain in their cars until their scheduled entry time. They will be called to enter the building at the appointed time. Each student must have personal protective equipment to be able to enter the school. Students will enter through the front door of the school (Door #1) to be electronically checked in by an administrator. Students will be given instructions on how to proceed and the number of students in the school at any given time will not exceed 15 and students will be given 15 minutes to collect their belongings. Departure from the building will be through Door #2 at the far end of the front of the school. Seniors will collect their caps and gowns upon check out. A safe distance of 6 feet will be adhered to at this check out point. Administrators will log entrance and departure of students. Administrators will be posted at the entrance and exit and throughout the building to help facilitate the process, help it to run smoothly and efficiently, and support students as needed. Parents will not be permitted into the building during this process.

Students will be asked to take all personal items as well as any textbooks, library books, or other school-owned materials that may be needed for final exam preparation.

We would like to facilitate student entry during the weeks of May 12-29 with the following schedule:

May 12/13/14 – Seniors – 3-5 PM

May 19/20/21 – Juniors/Sophomores a-l – 3-5 PM

May 26/27/28 – Sophomores m-z/Freshmen – 3-5 PM

Once school has ended, we will be setting up other times for students to drop off books, Chromebooks, and any other school materials. As with any event during this pandemic, things could change according to state mandated restrictions on social gathering. At all times, our administrative team is focused on the health and safety of our students and staff, and we are confident in our ability to carry out this service to our students and families.

Respectfully submitted,

Donald Woodworth

Principal, Timberlane Regional High School