

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, APRIL 9, 2020

Regular Meeting – 7:00pm
Dr. Kimberly Farah, Chair
Kristin Savage, Vice Chair
Dr. Earl Metzler, II, Superintendent

Webinar Link
<https://zoom.us/j/701806384?pwd=SD0aDjhmUFSUjVnQ1d6Nm00TRkZz09>
Password: 465879
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.]
Call-in 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 – UPDATED MEETING ACCESS INFO

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** Athletic Trainer Contract Review/Renewal – ACTION (10 minutes)
 - b. **7:20PM** Facilities Projects – INFORMATIONAL/ACTION (30 minutes)
 - i. Completed Projects to Date
 - ii. Scheduled/Recommended Projects for 19-20
 - iii. Recommended Projects for 20-21
 - iv. Update on Middle School Roof Project Planning
 - c. **7:50PM** Remote Instruction Update – INFORMATIONAL (45 minutes)
 - i. Videoconferencing
 - ii. Attendance Plan
 - iii. Special Education
 - iv. Food Service Program
 - v. Contractual Obligations (food service/transportation/others)
 - d. **8:35PM** District Clerk Compensation – ACTION (10 minutes)
8. **8:45PM** Administrator’s Report
9. **8:50PM** Personnel Report
10. **8:55PM** Committee Reports/Reports of the School Board
 - a. Committee Assignments
11. Correspondence Folder
12. Vendor and Payroll Registers
13. **9:10PM** Other Business
14. Nonpublic (if needed)
15. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
April 15	SAU Board Meeting – Re-Organizational	SAU	7:00PM
April 16	Regular Board Meeting	SAU	7:00PM
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 9, 2020 School Board Meeting

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

4. APPROVAL OF MINUTES *(two sets – March 31st – re-org and special meeting)*

5-6. STUDENT REP AND DELEGATES AND INDIVIDUALS

7. CURRENT BUSINESS

a. Athletic Contract Review/Renewal – ACTION

Angelo Fantasia to provide executive summary on overview of services and recommendation to renew the contracts (TRHS, TRMS) with Access Sports Medicine.

b. Facilities Projects – INFORMATIONAL/ACTION

Geoff Dowd, Gary Paradis and Brian Boyle to present on projects completed this school year, projects slated to be completed this year, recommended projects for consideration of surplus funding, projects recommended for the 2020-21 school year, and an update on the TRMS roofing project.

c. Remote Instruction – INFORMATIONAL

District administrators to present updates on the video conferencing initiative, a plan for recording attendance, special education services, the food service program with regard to providing meals to families during the remote instructional period, and on 3rd party contracts in which services are not being provided and the district's obligation to that contract.

d. District Clerk – ACTION

The board to consider modifying the district clerk's compensation for services provided in relation to the election process.

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. Chair to announce assignments to board committees.*

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 distributed one week prior to its scheduled meeting.*

April 16, 2020	
Graduation Date/End of Year Activities	
Union Updates	Invites to present – SB Goal (after March vote)
Finalize last day of school	
Remote Instruction Update	
School Board Goals for 2020-21	
Policy JIA	

May 7, 2020	
Remote Instruction Update	
YMCA Before/Aftercare Program at TLC	

May 21, 2020	
Projected Year End Financials	
Summer Projects	
Review of School Board Goals	
Cleaning/Sanitizing of Buildings	<i>Future meeting</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	√

April 6, 2020

Executive Summary

Athletic Training Contract Review and Renew Request

Due to the current situation surrounding the COVID-19 pandemic, the administrative team at Access Sports Medicine has requested additional time before finalizing the 2020-2021 Athletic Training contract for the Timberlane Regional School District. At this time, the company is focused on the day-to-day operations, and are constantly making changes to adapt to the current climate. The management team at Access Sports will work to get the contract out as quickly as possible but asks for our patience and understanding during these challenging times.

The relationship between Timberlane Regional School District and Access Sports Medicine has been very positive. Aside from providing quality care to our student-athletes, the Athletic Training staff has also provided additional services.

The Timberlane High School and Middle School Athletic Trainers have been available to create opportunities for our student-athletes including, but not limited to the Impact Concussion testing prior to the end of the school year, as well as during the preseasons for all equipment intensive sports teams. While this upcoming school year still holds many questions, I am sure that Access Sports Medicine will do what they can for all Timberlane student-athletes when actions are deemed appropriate.

The Timberlane Regional High School Athletic Trainer meets weekly with the members of the health office in order to ensure that communication exists and is maintained on injured student-athletes. Additionally, this past year the Timberlane Regional School District received the Safe Sports School Award through the National Athletic Trainers' Association. This was due to the efforts of the High School Athletic Trainer, in conjunction with the Timberlane Athletic Department.

As a result, I would recommend that the Timberlane Regional School District continue it's working relationship with Access Sports Medicine once a new contract has been vetted. I request this item be placed on an upcoming agenda once Access has drafted a new contract proposal for the 2020-21 school year.

Respectfully Submitted,

Angelo Fantasia
Director of Athletics
Timberlane Regional School District

Executive Summary

Facilities – Open Projects and Project Recommendations

TRSD Facilities would like to update the School Board in regards to projects undertaken and recommended for this school year 2019-2020 as well as recommended for 2020-2021 school year, including sources of funding. The lists below are organized by year, then school.

As a refresher, the budgets for the two major project accounts in 2019-2020 are:

\$ 100,000 Site Improvement (100.4200) budget
 400,000 Building Improvements (100.4600) budget
531,000 Building Improvements (100.4600) budget for PAC Wall
 \$1,031,000 Total Budget

2019-2020 Projects				
School	Project	Status	Cost	Funding Resources
Atkinson Academy	Boiler Replacement	Start April 27, 2020	\$225,000	4600 (Bldg Improvements)
Main Campus	Irrigation Pump Replacement	Complete	\$ 7,270	4200 (Sites)
Main Campus	Municipal Water Study	In Process	\$ 6,000	4200 (Sites)
Main Campus	Miscellaneous	Complete	\$ 32,000	4600 (Bldg Improvements)
Main Campus	Miscellaneous	Complete	\$ 12,500	4200 (Sites)
PAC	Wall/Siding Replacement	In progress	\$531,000	4600 (Bldg Improvements)
PAC	Latent Damage Repair	In progress	\$ 12,000	4600 (Bldg Improvements)
Pollard School	Boiler Replacement	Start May 2020	\$ 40,000	4600 (Bldg Improvements)
Sandown Central	Gymnasium Wall Repair	Start April 20, 2020	\$ 34,186	4600 (Bldg Improvements)
Sandown Central	Chimney for Boilers Repair	Start May 7, 2020	\$ 14,282	4600 (Bldg Improvements)
Sandown Central	Storm Drain Repair	Complete	\$ 8,090~	4200 (Sites)
TRHS	Science Cabinets 116/118	RFP (Cost is Est'd)	\$ 44,000~	4600 (Bldg Improvements)
TRHS	Parking Lot Expand (All work)	Complete	\$ 18,000~	4200 (Sites)
TRMS	Softball Field Perimeter Drain	Complete	\$ 6,500	4200 (Sites)
	Budget = \$1,031,000	Total	\$ 990,828	Leaves \$40,172 to spend
Funding Needed:				
TRHS	Boiler Replacement	June, 2020	\$225,000	4600 (Bldg Improvements)

\$225,000 likely needed to complete HS Boiler Replacement.

Suggested action: For the Board to deem the project a 'maintenance project' and allow a transfer from operating accounts to cover the cost.

As a refresher, the budgets for the two major project accounts in 2020-2021 are:

\$ 150,000 Site Improvement (100.4200) budget
892,000 Building Improvements (100.4600) budget for PAC Wall
 \$1,042,000 Total Budget

2020-2021 Projects			
School	Project	Cost	Funding Resources
Danville Elementary	Boiler Replacement (1 of 2 to replace)	\$ 65,000~	4600 (Bldg Improvements)
Danville Elementary	Boiler Replacement (2 of 2 to replace)	\$ 65,000~	4600 (Bldg Improvements)
PAC	Parking Lot & Service Road Re-Paving	\$ 38,000~	4200 (Sites)
Pollard School	Upgrade Building Management System	\$ 45,000~	4600 (Bldg Improvements)
Pollard School	Stage ADA Compliance	\$ 85,000~	4600 (Bldg Improvements)
Sandown North	Retractable Wall Café/Gym (Motorized)	\$ 59,000~	4600 (Bldg Improvements)
Sandown North	Boiler Replacement	\$ 35,000~	4600 (Bldg Improvements)
Sandown Central	Boiler Replacement	\$ 35,000~	4600 (Bldg Improvements)
Sandown Central	Create New Parking	\$ 62,000~	4200 (Sites)
Sandown Central	Entry Road Paving (with Expansion)	\$ 47,000~	4200 (Sites)
Sandown Central	Repurpose Art Room to Classroom	\$ 15,000~	4600 (Bldg Improvements)
TRHS	Upgrade Building Management System	\$ 110,000~	4600 (Bldg Improvements)
TRMS	Sections of Roof Repl. (Music & 7/8 Wing)	\$345,000~	4600 (Bldg Improvements)
TRMS	Replace Rooftop HVAC Units	\$100,000~	4600 (Bldg Improvements)
TRMS	Kitchen Remodel / Repair	\$170,000~	4600 (Bldg Improvements)
TRMS	Recreation Area Expansion	\$ 50,000~	4600 (Bldg Improvements)
	Budget = \$1,042,000	Total \$1,326,000	Short \$284,000
<i>The above projects are CIP indicated or Facilities recommended. The projects below are recommended for consideration.</i>			
District Wide	Replacement Exterior Lights to LED	\$ 62,000~	4600 (Bldg Improvements)
TRHS	Courtyard Wall Engineering	\$ 20,000~	4600 (Bldg Improvements)
TRHS	Track and Field Event Area	\$250,000~	4200 (Sites)
TRHS	PE Locker Rooms Remodel (Boys & Girls Title 9)	\$???	4600 (Bldg Improvements)

Since more projects are CIP indicated or Facilities recommended than the budget will support, Board prioritization of projects is requested for 2020-2021.

Respectfully submitted,

Gary Paradis, Director of Facilities
 Geoff Dowd, CFO / Business Administrator

April 9, 2020

Executive Summary

Facilities – MS Roof Update

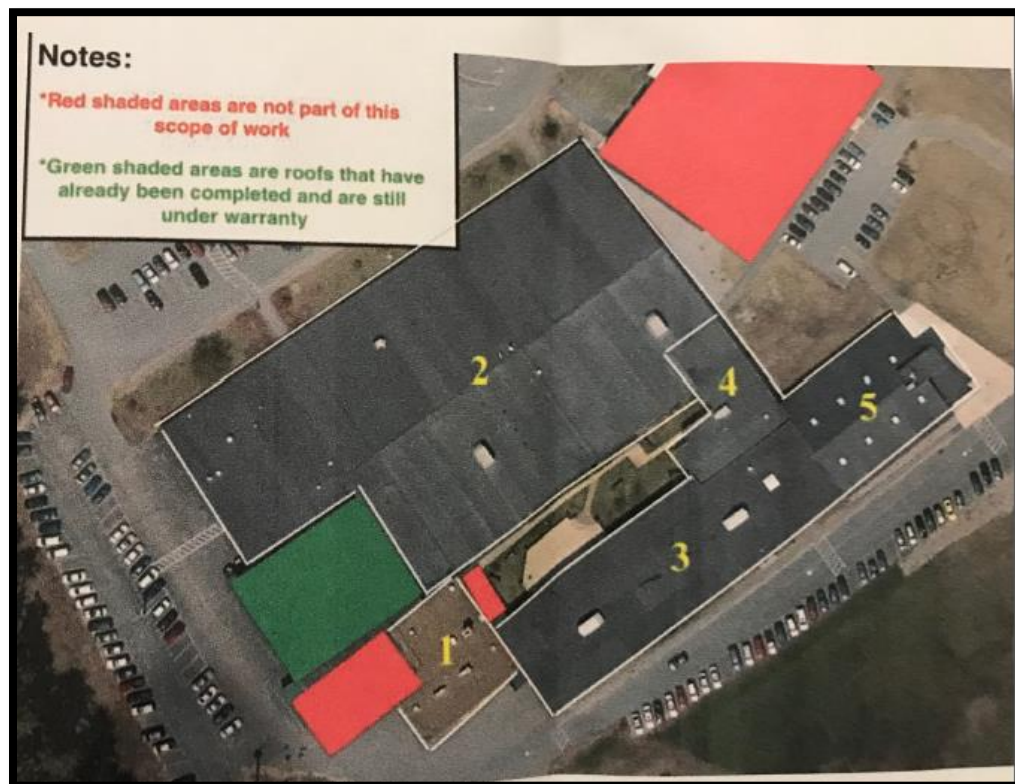
TRSD Facilities would like to update the School Board in regards to the TRMS Roof:

- Roof over MS Music classroom wing, hallway and related area (#1 below) are at end of life and are on CIP for replacement in the upcoming year
- Roof over 7th and 8th grade wing (#'s 3, 4, and 5 below) are not necessarily in need of replacement in the next school year
- However, since MS Music wing (#1 below) is in need of replacement, adding along the 7th and 8th grade wing (#'s 3, 4, and 5 below) may make sense and a draft RFP can include those sections
- MS Gym roof (green area below) is still under warranty
- MS Main Section Roof (#2 below) is not at end of life, and is not scheduled on CIP for replacement in the upcoming 2020-2021 year.

The estimated cost for replacement of MS Music wing roof (#1 below) and the 7th and 8th grade wing roof (#'s 3, 4, and 5 below) is provided in the Executive Summary Project Updates dated April 9, 2020 for the 2020-2021 school year.

Respectfully submitted,

Gary Paradis, Director of Facilities



April 9th, 2020

Executive Summary

Remote Instruction Update

Videoconferencing

Based on the agreement between the TRSD School Board and the TTA, video conferencing in the Timberlane Regional School District is optional for both teachers and students. This agreement was formalized on Tuesday, March 31, 2020. The next day (Wednesday, April 1st), district leadership held two optional Zoom conferences to provide professional development on the use of video conferencing, with total attendees to more than 175 participants. Another two optional Zoom conferences were held this week (Monday and Wednesday), again with total attendees around 100 professional staff. To support TRSD guidance around video conferencing, additional professional development has been provided through the week to ensure teachers have knowledge of the Zoom application, understand the guidelines and best practices provided by the district, and have the opportunity to ask questions of administrators and their colleagues.

Parent permission is required for students to participate in any video conference offered by teacher(s). Teachers review updated permission lists and allow students into the video conference sessions based on that information. Through a ThoughtExchange, we are in the process of collecting ideas, thoughts and questions from our professional staff about the optional use of Video Conferencing to provide individualized support.

Attendance/Participation Plan

The New Hampshire Department of Education has released Guidelines that call for individual districts to define what school looks like during this unprecedented time. The state recognizes and approves that districts have different models of 'remote learning'.

In the Timberlane Regional School District, participation will determine attendance during this time of remote learning. Based on the amendment to Ed. 306.18 and the New Hampshire Department of Education Guidance for Extended Emergency Order Remote Instruction and Support (attached), districts must have a plan that includes procedures for participation by all students but the approach to recording attendance is determined by the local school district.

Each Monday, teachers post all assignments for the week. Students will participate asynchronously with their classes during the week to complete those assignments and communicate with teachers. Throughout the week, teachers will engage with students through optional video conferences or Google Classroom/email communication. Therefore, attendance is counted through the participation in any of the following: completion of assignments,

engagement in live video conferencing should the teacher host an optional conference, or communication with the teacher through Google classroom or email.

Our plan for ensuring all student are engaged:

- On Wednesday of each week, all teachers will communicate to their administration (Principal, Assistant Principal, Dean, or Director) any student(s) not participating in academic activities for the prior week.
- Administrators will collect the data from teachers and determine whether a student has not participated in a class/course or all classes/courses.
- Administrators will communicate with School Counselors and teachers to create a plan for outreach.
 - Outreach will include contacting student(s) and families to determine how the school and district can support them at this time. This outreach will be to ensure communication of assignments has been received, the student has support through reteach/Q&A if needed to complete assignments, as well as providing resources for any other situation that has provided challenge to engaging in schoolwork.
- Through outreach, individualized plans will be created for students to engage in learning and complete assignments.
- Should a student/family be unable to participate/engage in learning with an individualized plan, the student will be considered absent.

Grading/Evidence Collection

Timberlane Professional Staff are working diligently with recommendations and guidelines from the NH Commissioner of Education to ensure that we “Continue to hold high expectations for all of our students while embracing flexibility with our students, families, teachers and school leaders as we implement remote instruction and learning.”

Timberlane teaching professionals are needing to adapt and be flexible in this remote instruction and support environment, understanding that remote learning does not look like a ‘normal’ classroom. Therefore instruction, assignments and assessments look different, but students are still being assessed and graded. Professional Staff are engaging all students in meaningful academic experiences, evaluating work, providing feedback as needed, and documenting evidence of success. These pieces of evidence are used by teachers to determine level of competency and/or grades for each and every student.

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

Amendment of Ed. 306.18 after Emergency Rule March 12, 2020

Amend Ed 306.18(a)(7), effective 3-27-14 (Document #10047), cited and to read as follows:

Ed 306.18 School Year.

(a) Pursuant to RSA 189:1 and RSA 189:24, each school district shall maintain a school year as provided below:

(7) A school district may ~~submit a plan to the commissioner that will allow schools to conduct instruction remotely for up to 5 days per year when the school has been closed due to inclement weather or other emergency.~~ The **district shall create a plan that** shall include procedures for participation by all students. Academic work shall be equivalent in effort and rigor to typical classroom work. There shall be an assessment of all student work for the day. ~~At least 80 percent of students shall participate for the day to count as a school day.~~

Taken from the New Hampshire Department of Education Guidance for Extended Emergency Order Remote Instruction and Support

Attendance – In a remote instruction and support environment, attendance will look differently than an in-person instructional environment. The approach to recording attendance is determined by local school districts. As a competency based education system designed to reward students for mastery of knowledge and skills, we have a great deal of flexibility around attendance. The principle objective in this remote instruction and support environment is for students to engage instructional material, and that can be the basis for participation and attendance. For some districts or classes, that may mean a daily check in, for others it may occur less frequently. As a general rule, the department sees frequent, quick check-ins with students an effective approach to monitor engagement.

While attendance is a flexible construct in this environment, it does not eliminate the possibility of truancy. RSA 189:35-a defines truancy as “Ten half days of unexcused absence.” While districts must develop their own definitions of attendance and excused absence, students engaging in remote instruction and support, which may include daily or weekly engagement of remote instruction, may be considered in attendance for the instructional day/week. Students habitually failing to engage in instruction should be followed in accordance with district policies by the district truant officer.

DATE: April 9, 2020

Executive Summary

Special Education Update During Remote Instruction

This summary provides updates regarding special education. The specific resources used to compile this information are from weekly meetings with elementary special education case managers, Secondary Special Education Director, Out-of-District Coordinator and special education parent information. Additional information provided for 50 students placed in 17 private schools across the states of New Hampshire and Massachusetts.

All students in the Timberlane Regional School District are receiving classroom assignments through Google Classroom. Case managers have set up Google classrooms for their students and are modifying assignments to support student access to learning while maintaining student confidentiality. Related service providers have posted activities for students to complete. Related service providers have been communicating with parents and students as well. During the initial week of Remote Learning, students were using their time to complete academic assignments and not working on related service work. The activities continue to be posted for students. It appears that students are completing their academic work and view the related service work as additional work. Related service providers continue to do outreach to families to assist with designing individual assignments to encourage greater participation in the related services activities. As the families begin to respond to Video participation, the related service providers will be collaborating with special education case managers and other professional service providers to integrate the services so that related services are not viewed as an additional work completion activity but rather a skill area to be developed. Now all special education case managers and related service providers are encouraged to seek feedback from the families in the form of three events that are going well and a wish for the next week. This strategy is demonstrating the challenges that are experienced by families as they adapt to the Remote Learning experience in their homes.

During this week, special education professionals at the elementary, middle and high school were asked to quantify the level of participation in Remote Learning. Half of our schools were able to compile this information for our Executive summary. A few schools in the district were able to provide this information by the end of the week, which was after this summary is presented. Moving forward information will be shared that provides a clear picture of our special education participation rate. Some of the reasonable efforts being used to meet this completion percentage were supporting students through e-mails, modifying work, using videos from other educational sites to support review and reinforcement of skill sets. Outreach to families by phone to further explain and provide strategies has also been helpful to students in completing work. This participation rate will continue to be monitored and discussed through weekly special education meetings throughout the upcoming weeks.

The participation rate of Timberlane Regional School District students in Out-of-District placements was slow to start as the state of Massachusetts closed their schools and decided to provide enrichment activities only. This situation did change as of April 3, 2020 when Massachusetts issued guidance to begin Remote Learning. The information is reflective of all schools as of April 3, 2020 with the 17 schools and the 50 students participating in these private or charter schools. One of the 17 schools is a residential school and has continued business as usual and all services are in place. Three of the 17 schools are now transitioning from enrichment status to Remote Learning status. Thirteen of the 17 schools continue to provide Online Learning and parent outreach on a regular basis. Parent contact is a minimum of once a week, with more frequent conversations to assist with technical support or support student skill development. Included in this week's School Board Packet is a sample of the information provided to families on a weekly basis.

The New Hampshire state Special Education office continues to encourage all districts to use resources to provide special education services. Considerable emphasis is placed on special education service providers making “reasonable effort.” It is clear that if a district is making every reasonable effort during remote learning status to provide services that compensatory education will not be an automatic given. Special Education case managers are documenting their efforts, which is also strongly encouraged by the New Hampshire Bureau of Special Education. The special education service providers will need to look at regression of skills experienced during Remote Learning. When regression is noted through the special education TEAM process then services will not be determined as a one-to-one automatic compensation. The special education TEAMS will be provided with future guidance coming from the state special education office at a date to be determined by the state. State and Federal agencies continue to work on this topic of compensatory services.

The Director of Pupil Personnel Services and Special Education continues to monitor the target areas weekly through virtual meetings with building level special education teams, Director of Secondary Special Education, Out-of-District Coordinator and parents. It is anticipated that as schools and families become more experienced with Remote Learning our target of improved student outcomes will also rise.

Respectfully submitted by,

Susan E. Rasicot
Director of Pupil Personnel Services
Timberlane Regional School District

Timberlane Regional School District

Student Name:

Program:

Program E-mail Contacts:

	SLP: OT: PT:
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Schedule of Support and Contact

Provider Name	Monday	Tuesday	Wednesday	Thursday	Friday

Weekly Student Schedule and Recommended Resources

ELA	
Art	
Movement	
Communication	
Science	
Social Studies	
Transitional	

In addition to your child's specific schedule/resources, here is a comprehensive list of Timberlane Resources.

If you need meal support, please contact your community of residence. If you are not able to access meal support,

If you have general questions that cannot be answered by program staff, or if it is outside of staff hours, please call, or email

April 9, 2020

Executive Summary

Food Assistance During Remote Learning

During the March 31, 2020 School Board meeting, I reported that at the time of initial Remote Learning, the District requested families with students with a food assistance need contact their principals to identify that need. There was little response at that time.

During the initial period of Remote Learning, our District did not qualify for any of the programs offered by the USDA and NH DOE for meal reimbursement. Understanding the need, and in order to meet the needs of the local communities, the USDA had issued a number of waivers and was continuing to issue waivers. Those waivers were being monitored by my office.

During the March 31st meeting, the Board expressed an interest of further exploration in proving food assistance to District students in need. On April 2nd, the USDA published a waiver which districts such as TRSD needed in order to participate in a Summer Serving Option program in order to provide meals to our students in need.

On April 3rd, the District requested families notify the District of any needs they were experiencing. Feedback was received through a confidential Google form and through a specialized voicemail. Schools made further outreach to families to identify needs which may not have been indicated already to the District. The District identified in excess of 260 students who can benefit from a food assistance program.

Earlier this week, the District announced a School Food Assistance program which begins on April 9th. The program will serve a bagged breakfast and lunch for three days every Monday, and for two days every Thursday at designated locations in each town within the District from 11:15 to noon. Those designated locations are:

- Atkinson Academy, 17 Academy Avenue, Atkinson, NH 03811
- Danville Community Center, 169 Main Street, Danville, NH 03819
- TLC at Sandown Central, 295 Main Street, Sandown, NH 03873
- Pollard Elementary, 120 Main Street, Plaistow, NH 03865

Federal rates for reimbursement for free meals during the school year are \$1.84 for Breakfast and \$3.41 for lunch.

Respectfully Submitted By:
Geoffrey Dowd, CFO/Business Administrator

April 9, 2020

Executive Summary

Update on Contracts During Remote Learning

In the current Pandemic environment, the District has certain contracts which it is obligated to pay, but for which services cannot be provided by vendors. Included in this is a summary of such contracts, including contracts for which minimal services are still being provided.

Whitsons Food Service: The District contract with Whitsons is attached. We pay a flat monthly amount on that contract, with a true-up at the end of the year to match actual expenses. Whitsons passes through expenses such as labor, food, and supplies to the District. When our buildings are not operating, we do not incur expenses associated with food and supplies. This cost savings would be reflected in our year-end true-up.

Whitsons is currently running our Food Assistance program. During this pandemic, like many employers, Whitsons is paying Emergency Incentive Pay. For Managers (salaried), this is an additional \$30 per day for each day worked while serving emergency meals, while hourly team members will be paid an additional \$3.00 per hour worked.

First Student: The contract with First Student is attached. We have already reduced our payments by the cost of fuel. In terms of fixed costs, First Student also dedicates 29 buses to our district. If we leased or owned those buses, we would continue to be paying finance costs associated with the buses.

Durham Student Services: A copy of the contract with Provider (Durham's predecessor) is attached. Durham is providing support services in transporting food to designated locations for the food assistance program. We have reduced payment on the contract by 8% to reflect the saving associated with fuel.

Access Sports: Access provides training services to the District. During Remote Learning, their delivery of services is largely not possible. A copy of their contact is attached.

Please be advised, Congress has passed the CARES Act. The District would be a recipient of funds under that Act. The Act specifies "A local educational agency, State, institution of higher education, or other entity that receives funds under 'Education Stabilization Fund,' shall to the greatest extent practicable, continue to pay its employees and contractors during the period of any disruptions or closures related to coronavirus".

My office continues to monitor the interpretation of this clause. However, consideration of this clause should be part of any direction provided by the Board relating to the contracts listed above. District legal will also be able to offer advice on these contracts as well.

Respectfully Submitted By:
Geoffrey Dowd, CFO/Business Administrator

Timberlane Regional School District
Attn: Timberlane Regional School Board
36 Greenough Road
Plaistow, NH 03865

Kaitlyn Hilbert
24A Winslow Drive
Atkinson, NH 03811

March 30, 2020

RE: Memorandum Regarding School District Clerk Compensation Agenda Item

To the Timberlane Regional School Board:

I regret that I will not be able to attend a school board meeting in person. Due to the current recommendation of “social distancing” to minimize the impact of COVID-19, I am writing this memorandum instead in hopes that it is helpful for your discussion of the agenda item of school district clerk compensation.

I have served as the school district clerk since January 27 to present. Since that time, the position has required approximately 20 hours. The duties of the district clerk include being in charge of drafting and finalizing the ballots, coordinating with the printing company, coordinating with the four towns for deliberative session and the ordering of ballots, taking the meeting minutes of deliberative session, compensating the supervisors of the checklists and moderators, and finalizing election results. I kept track of my hours when I consciously dedicated time to the position but did not mark down every time I spent a couple minutes responding to phone calls or e-mails. Therefore, the position did require time over 20 hours this year. However, there were circumstances this year

that I do not believe to be a yearly occurrence. For example, the district moderator had moved out of district, requiring additional time to discuss the next course of action and swearing in the assistant district moderator to fulfill the obligation. Additionally, on election night, one town took a significantly longer time to send over the official tally than the other three towns.

A point of importance to the school board in its discussion of the district clerk's compensation is that the approximate of 20 hours spent includes the night of deliberative session. As with the district moderator, the school district clerk receives a \$200 stipend for deliberative session. This year about 4.5 hours were involved in the night of deliberative session. As I am sure you are all aware, the hours involved in deliberative session vary greatly each year. Overall, the position of district clerk requires 16 hours, give or take a couple hours, when the night of deliberative session is not included in the calculation of hours.

The amount of hours required for the position was greatly reduced from what it could have been due to the excellent support, organization and materials provided by the SAU employees. The support of the staff and records were invaluable. There were electronic files from which I could easily modify and update, such as order forms, minutes, the official tally etc. There were already boxes prepared for deliberative session, including one with template compensation forms for individuals involved in deliberative session. The janitorial staff moved all the boxes to and from the high school for deliberative session, and had everything in place for each town to have check-in. The position could easily take double the time or more if not for the support of the staff.

As an additional consideration of the school board, I would recommend that going forward the district clerk be allowed to work remotely on election night. This year each town sent the official tally electronically, not by facsimile. The Timberlane tally was then formulated on Microsoft Excel, and e-mailed to an SAU employee whom had the authorization to post the results to the Timberlane website. Allowing the district clerk to work remotely on election night would also alleviate any SAU employee from needing to open and close the building. (Hampstead also sent the official tally electronically.) I do not see a reason to be physically present at that SAU office election night but would defer to the SAU employees as there may be a reason I overlooked.

I hope this is helpful for your discussions regarding the compensation of school district clerk moving forward. If there is any further information needed, please do not hesitate to reach out and contact me.

Kaitlyn Hilbert
Timberlane School District Clerk
districtclerk@timberlane.net

TIMBERLANE REGIONAL SCHOOL BOARD

COMMITTEE ASSIGNMENTS

2020-2021

CAPITAL IMPROVEMENT PLAN

*Brian Boyle
Lee Dubé
Kim Farah
Barbara Kiszka*

Wednesday 7pm (as needed)

CHECK REGISTERS

*Sarah Machemer
Sheila Lowes (Alternate)*

CURRICULUM & ASSESSMENT

*Sarah Machemer
Open*

Tuesday 4pm (monthly)

PERSONNEL

*Brian Boyle
Kim Farah
Sarah Machemer*

(As needed during negotiations)

ENERGY

*Brian Boyle
Barbara Kiszka*

(As needed)

POLICY

*Lee Dubé
Jen Silva
Shawn O'Neil*

Thursday 6:00pm (monthly)

FACILITIES

*Brian Boyle
Kim Farah*

Tuesday 8:30am (quarterly)

SAFETY

*Sheila Lowes
Kristin Savage
Jen Silva (Alternate)*

Tuesday 10:15pm (quarterly)

FINANCE

*Brian Boyle
Shawn O'Neil (Alternate)*

Thursday 7pm (bi-weekly)

STRATEGIC PLANNING

*Lee Dubé
Kristin Savage (Culture/Climate)*

Monday 4pm (As needed)

GENERAL ASSEMBLY DELEGATES

Shawn O'Neil

Attend January Assembly

WELLNESS

*Sheila Lowes
Open*

Thursday 4pm (quarterly)

WITHDRAWAL STUDY

Kim Farah

(As needed)

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

TIMBERLANE REGIONAL DISTRICT COMMITTEES

SCHOOL BOARD/SLT COMMITTEES

The following is a list of School Board/SLT Committees along with their respective mission statements. These committees are subject to the provisions of RSA 91-A and require posting notices of meetings dates as well as the transcription of minutes.

All Board committees are chaired by Board members and attendance by Board members is essential. Reporting back to the Board, with appropriate detail, the issues deliberated and decisions made are the responsibility of the Chair and are expected.

CAPITAL IMPROVEMENT PLAN

This committee was formed in 2014-15 and charged with drafting a new Capital Improvement Plan. Members consist of school board members, SLT, Selectmen of each town and community members at large. A CIP process as established in 2015 and the committee will now work to draft a 6-year plan.

MISSION

The mission of the Timberlane Regional School Board Capital Improvement Plan (CIP) Committee is to develop and continuously update the district's CIP in order to forecast the district's capital needs over a 10-plus year period.

CITIZEN ADVISORY

The mission of the Citizen's Advisory Committee is to conduct studies, identify problems and develop recommendations related to the district's current family, school and community engagement practices. This committee is comprised 12 voting members - 1 parent representative from each district school, 1 community representative from each of the district's 4 towns and 1 district staff member. In addition, the school board will appoint its own non-voting liaison to the committee. The Citizen's Advisory Committee will elect its own chairperson. This committee has since disbanded after goals were met and may be re-established at the will of the school board.

COMMUNITY RELATIONS & LIAISON

This committee was established to improve both conversation and relations between the school board and the local community leaders from the four district towns. There is a representative from each of the towns on the committee. This committee has since disbanded after goals were met and may be re-established at the will of the school board.

CURRICULUM & ASSESSMENT

All curriculum and assessment issues are brought to this committee for discussion and input. The committee usually has 2-3 board members, principals, guidance, the pupil personnel director, the curriculum directors, staff, parents, etc. Currently the committee meets on the first Tuesday of the month in the SAU board room at 4pm. It is a very active committee with lots of participation from many different members of our educational community.

MISSION

The mission of the Timberlane Regional School District Curriculum and Assessment Committee is to review and recommend all curriculum, curriculum support materials and related assessments to the Superintendent Leadership Team.

ENERGY

This is a subcommittee of the Facilities Committee that is focused on implementation of the Energy Conservation Plan and energy savings. Committee meets on an as-needed basis.

MISSION

The Timberlane Regional School District Energy Committee will review and make recommendation to the School Board for improved energy efficiency opportunities as it relates to replacing physical equipment, facility improvements and the use of alternative energy sources.

FACILITIES

A board member from each town usually serves on this committee. The purpose is to discuss facilities issues, oversee building projects and make recommendations to the full board about facilities issues. All of the building principals, facilities director, business administrator and a budget committee representative. It meets approximately four times a year. The meetings begin at 8:30 AM at the SAU and last for approximately 1 ½ hours. Members tour all the schools at the beginning of every school year – before the budget process begins to look at issues that may exist and to get an idea of short and long-term building and space needs.

MISSION

The Timberlane Regional School District Facilities Committee will work collaboratively to make recommendations in order to provide our schools with a physical environment that supports and enhances the delivery of educational services. This environment will be attractive, clean, comfortable, accessible and safe relative to the promotion of all school-related activities. In providing this physical environment, the Committee will consider:

- Maintenance of buildings and grounds.
- Projects for future budget consideration.
- Aesthetically pleasing and welcoming interior and exterior environment.
- Facilities management in the most efficient, economical and timely manner.
- Compliance with internal and external controls and regulations.

PERSONNEL – Negotiations

This committee is most active during a negotiation's year. The board directs this committee to meet if personnel issues arise outside of negotiations. (Members of this committee during TTA negotiations include: three board members, superintendent and/or assistant superintendent, HR director, other members of the SLT, attorney to represent the board, TTA President and representatives from each school in the district, attorney representing the TTA. All meetings are confidential under RSA 91-A. Since this is a charge of the board, no budget committee member sits on this committee. Members of this committee during TSSU negotiations include 3 board members, superintendent/assistant superintendent, HR director, other members of the SLT, attorney for both sides, TSSU members.)

MISSION

The Timberlane Regional School Board/SLT Personnel Committee will work collaboratively with the established staff unions of Timberlane. The priorities of this work will reflect:

- the mission and goals of Timberlane;
- academic excellence; and

- respect for the investment of the local tax payer.

POLICY

This committee meets to review and update school board policies. Review of board policies is an ongoing process. This committee meets the 1st Thursday of the month at the SAU from 6-7PM. No budget committee member sits on this committee.

MISSION

The TRSD Policy Committee maintains existing and creates new district policies. The Policy Committee recommends policies and revisions to the entire TRSD School Board for their approval.

SAFETY

The safety committee meets approximately four times a year to discuss district-wide safety issues, the district risk management plan (in conjunction with the District's insurance carrier, Primex) and any other safety related concerns. There is a representative from each school, the business manager, board members, facilities director, transportation coordinator, the Dean of Attendance, and a representative from Primex on the regular safety committee. A representative from the fire and police departments, emergency management, local health departments and Rockingham County have also been invited and attend whenever possible or as needed.

MISSION

The Timberlane Regional School District Safety Committee will work collaboratively to make recommendations in order to provide our schools with a safe and accessible environment for student and employees that supports and enhances the delivery of educational services. In providing this safe environment, the Committee will consider:

- Ensure the safety of all our students and employees by consistently monitoring the best available practices.
- Seek safety recommendations from each school's Principal, Facilities Director, Primex³ insurance and other qualified staff in order to maintain the best possible safety practices.
- Review and develop safety practices that help prevent the outbreak of any illness that can be transmitted within our facilities.
- Develop and maintain a current district safety plan. Work with local town governments to establish said district safety plan.
- Maintain a Safety Committee membership that meets the New Hampshire Department of Labor requirements.

STRATEGIC PLANNING / FUTURE PLANNING

The District implements a strategic plan that includes facilities as well as educational needs for the district. The superintendent and board chair establish a strategic planning committee that will include community members, board members, budget committee representation, administrators, students, teachers, etc, who will develop and monitor the plan. The committee currently meets on a monthly or quarterly basis.

WELLNESS

The Wellness Committee is comprised of board members, district administrators, nurses, food service managers, community health officials, and community members. There is no set schedule for this

committee; however, it meets in the fall to plan initiatives in the fall and then monthly in the spring to implement them; or as needed.

MISSION

The Timberlane Regional School District Wellness Committee will work collaboratively to make recommendations in order to promote healthy environment in our schools and communities. Recommendations, guidelines and opportunities for the implementation of healthy living fall in the categories of: 1. Food choice and nutrition; 2. Physical activity and play; and 3. Mindfulness The Wellness committee will review the existing policies and practices and develop and review consistent guidelines for students and staff in our schools and communities.

BUDGET / FINANCE (Budget Committee)

This is an elected board with one school board member serving as a liaison to the budget committee to share appropriate information related to budget issues. The budget committee meets on the 2nd and 4th Thursday during the months of *Sept – Mar* preparing the budget for the upcoming fiscal year to be submitted to the voters and ballot. The board member sitting on this committee represents the direction of the board, not the person's personal opinion.

NHSBA DELEGATE

There is a Delegate Assembly of NH School Boards to vote on resolutions once per year in January. It is a 1/2-day event that takes place on a Saturday. The Chair appoints a delegate and an alternate. The delegate is responsible to vote for the board on the resolutions. The board will give the delegate direction on how to vote but amendments may be made on the floor and the delegate would be responsible to vote for or against a change to a resolution.

Executive Summary

COVID-19 Protocol Update

Communications to Employees

- 1) Upon notification of a positive COVID -19 diagnosis, the district will document when an employee first experiences symptoms and count backward at least two days. CDC guidance indicates that a person is contagious up to two days prior to the onset of symptoms.
- 2) The district will contact DHHS/CDC to report the individual's illness and ask for guidance. The DHHS/CDC are working directly with patients to determine who they have been in contact with and they will notify potentially exposed individuals directly. The District does NOT notify individuals that they may have been potentially exposed.
- 3) The District may communicate with all staff on a broader basis (i.e. Dear TRHS Staff, we became aware this morning that a staff member tested positive for COVID 19. Staff member first began showing symptoms on X date. Staff member was present at TRHS the day before symptoms began. Out of an abundance of caution, we are letting you know so that you can self-monitor for symptoms. We are also performing additional cleaning in areas where the staff member may have been. Please understand that, due to privacy regulations, we cannot provide the name of the affected staff member).
- 4) At this time, the CDC does not see a need to communicate to students or families about staff members who have tested positive, as the students have been out of school for over two weeks. The incubation period for the virus is only two weeks and therefore, to the extent students get sick, it would not be from exposure in school.
- 5) No matter what type of communication is made, we CANNOT divulge the name the employee who has tested positive. That is protected health information.

Returning to work:

Since the district is engaged in remote learning until at least May 4, employees who test positive at this point are simply utilizing their sick days and returning to work when they feel better. A doctor's note is not required for them to begin teaching virtually again. That MAY change when we switch back to traditional learning models.

- The COVID-19 + employee will be notified that he or she may not be in any school building for any reason until they are fever free for a period of 72 hours without the use of fever reducing medication, in addition to the return date being 7 days from the onset of symptoms (this is based on latest CDC guidelines).
- During the remote instruction phase, the employee may return to work when they are ready. No doctor's note is required.

Guidance on this issue has been changing rapidly. Updates will be communicated as appropriate.

Respectfully submitted,

Nancy Louiselle, Director of Human Resources

April 9, 2020

Executive Summary

Audit Update

As previously discussed with the Board, fieldwork is largely complete for the District audit.

I have been in contact with our audit firm. They are working remotely for the most part, and are able to find work arounds to satisfy audit requests without needing to be in person. The audit firm is in their municipal audit season.

We are in an environment of unanticipated competing interests and numerous unanticipated demands, and my office continues to work to have the audit completed.

Respectfully Submitted By:
Geoffrey Dowd, CFO/Business Administrator