

# TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

**TUESDAY, MARCH 31, 2020**

Re-organizational Meeting - 7:00 PM

Teleconference via Zoom

Meeting ID# 651 867 044

Public Call-In Lines

888-475-4499

877-853-5257

Technology Assistance

603-382-6541 x 3955

***Dr. Earl Metzler, II, Superintendent***

## AGENDA

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

Special meeting to immediately follow re-organizational session.

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

**ADMINISTRATOR'S REPORT**

**REORGANIZATIONAL MEETING – March 31, 2020**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Election Results and Election of Officers**

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

- a. Chair – nominations from the floor*

*Newly appointed chairman to call for nominations of the following:*

- b. Vice Chair – nominations from the floor*
- c. School District Clerk – Kaitlyn Hilbert is seeking re-appointment.*
- d. School Board Recording Secretary – Two candidates: Kayla Gonnevillle (SAU Staff member – see letter of interest) and Kat Lancaster (no letter of interest provided)*
- e. Treasurer – Kathleen Beattie is seeking reappointment.*
- f. Assistant Treasurer – Gloria Dodge is seeking reappointment.*
- g. School Counsel – Appoint DrummondWoodsum as District Legal Counsel.*
- h. Bonding – recommendation to bond the treasurer and assistant treasurer a required by statute and Department of Revenue Administration (policy DH).*
- i. Bank Depository – recommendation to appoint TD Bank as the District bank.*
- j. Policy DFA regarding investment is to be reviewed on an annual basis per district auditors and RSA's. No changes proposed.*
- k. Policy EI Risk Management requires an annual review and adoption. No changes proposed.*
- l. School Board Ethics Statement – to be reviewed and signed by all members on annual basis in accordance with Board policy BCA.*

**4. Meeting dates and times**

*Recommendation to hold school board meetings on the first and third Thursdays of the month at 7:00 pm at the Superintendent's office, waive the July meetings and the first meeting in August (unless needed) and reserve the right to amend the meeting schedule as needed.*

**5. Adjournment**

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

**INVESTMENT**

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

**OBJECTIVES**

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

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

**STANDARDS OF CARE**

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

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

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

The Board will review the investment policy annually.

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

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

## **RISK MANAGEMENT**

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

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

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

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

***Legal Reference:***

*RSA 194:3, III Powers of Districts*

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

<b>Timberlane Regional School Board</b>	<b>Procedure Code: BCA-X</b>
<b>Adopted: 04-02-09</b> <b>Revised: 09-05-13</b>	<b>Page 1 of 1</b>

## **SCHOOL BOARD MEMBER ETHICS/EXPECTATIONS**

AS A MEMBER OF MY LOCAL BOARD OF EDUCATION, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND, TO THAT END, I WILL STRIVE TO:

Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning the issues to be considered at those meetings.

Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings.

Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups.

Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.

Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent of Schools.

Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.

Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school board associations.

Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.

Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain.

Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law or is received in confidence or executive session.

Take no private action that will compromise the Board's actions or decisions, and respect and support such actions and decisions as made by the majority vote or consensus of the Board.

Not accept things of material value for personal use or gain from companies or organizations doing business with the school district. Exceptions to this policy are the acceptance of minor items (typically items valued less than \$25) which are generally distributed by the companies through public relations programs.

Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

\_\_\_\_\_  
School Board Member Signature

\_\_\_\_\_  
Date



## TIMBERLANE REGIONAL SCHOOL BOARD MEETING DATES FOR 2020-21

*Dr. Earl Metzler, Superintendent of Schools*

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	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>
	20	3 17	1 15
<b>NOVEMBER</b>	<b>DECEMBER</b>	<b>JANUARY</b>	<b>FEBRUARY</b>
5 19	3 17	7 21	4 18
<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
4 18	1 15	6 20	3 17

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

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The Timberlane Regional School Board reserves the right to amend these dates, location, or times as necessary. Log on to [www.timberlane.net](http://www.timberlane.net) for more information.

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Approved \_\_\_\_\_

# TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

TUESDAY, MARCH 31, 2020

Special Business Meeting - 7:15 PM  
Immediately following re-organizational meeting

Teleconference via Zoom  
Meeting ID# 651 867 044

Public Call-In Lines

888-475-4499

877-853-5257

Technology Assistance

603-382-6541 x 3955

**Dr. Earl Metzler, II, Superintendent**

## AGENDA

1. **Call to Order – Chair**
2. **Approval of Minutes**
3. **Current Business**
  - a. **7:15PM** Renominations – ACTION (30 minutes)
  - b. **7:45PM** District Clerk Compensation – ACTION (15 minutes)
  - c. **8:00PM** Remote Instruction – ACTION (45 minutes)
    - i. Chromebooks
    - ii. Update on each building level
    - iii. Federal Obligations (IEPs, 504s, etc)
    - iv. Food Services, Transportation, Out of District Placements
  - d. **8:45PM** Cleaning of Facilities – ACTION (15 minutes)
  - e. **9:00PM** Ratification of TTA MOU – ACTION (10 minutes)
  - f. **9:10PM** Policies – ACTION (10 minutes)
  - g. **9:20PM** DRA Forms Status – INFORMATION (5 minutes)
4. **9:25PM Administrator’s Report**
5. **9:30PM Personnel Report**
6. **9:35PM Committee Reports/Reports of the School Board**
7. **Correspondence Folder**
8. **Vendor and Payroll Registers**
9. **9:40PM Other Business**
10. **Non-public** (if needed)
11. **Future Dates**

DATE	MEETING TYPE	LOCATION	TIME
April 2	Regular Board Meeting	SAU	7:00PM
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

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# SPECIAL BUSINESS MEETING AGENDA

**1-2. OPEN MEETING** *Self-explanatory.*

**3. APPROVAL OF MINUTES** *(March 5<sup>th</sup> – one set – the sealed NP to be addressed when the board reconvenes in person)*

## **4. CURRENT BUSINESS**

### **a. Renominations – ACTION**

*Dr. Metzler to present recommendation for the renomination of professional staff for the 2020-21 school year.*

### **b. District Clerk – ACTION**

*The board to consider modifying the compensation for the district clerk.*

### **c. Remote Instruction – ACTION**

*Updates to be provided on remote instruction with recommended action on the purchase of Chromebooks (see executive summary), and on the status of food service, transportation and out-of-district placements.*

### **d. Cleaning of Facilities – ACTION**

*Updates to be provided on the recommendations for the cleaning of district buildings with regard to the coronavirus with a recommendation for specialized cleaning (see executive summary).*

### **e. Ratification of TTA MOU – ACTION**

*The board to ratify a memorandum of understanding with the TTA with regard to remote instruction.*

### **f. Policies – ACTION**

*The board to conduct a second read and adoption of policies BCA, BDA, BDB, BDC, BDD, BDE, BDF, BDG, BBBH, and first read (priority) of JIA.*

### **g. DRA Forms – ACTION**

*Update to be provided on preparation and filing of DRA forms.*

## **8. ADMINISTRATOR'S REPORT – Dr. Metzler to present**

*a. Update on District Activities*

**9. PERSONNEL REPORT** – *Dr. Metzler to present resignations of two staff members*

**10. COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD** – *Committee Chairs to update board on current initiatives (these topics were combined by the Chair).*

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

**12. VENDOR AND PAYROLL REGISTERS** – *being conducted electronically*

**13. OTHER BUSINESS** – *if needed.*

**14. NON-PUBLIC** – *if needed.*

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

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](mailto:districtclerk@timberlane.net)

March 26, 2020

## Executive Summary

### Distribution of Chromebooks for K-5 Remote Learning

The Covid-19 worldwide pandemic has forced schools to suddenly close for an extended amount of time. TRSD is set up well in grades 6-12 as the district has a dedicated device initiative Chromebook take home program in place. Grades K-5 use shared Chromebook carts throughout their schools and do not normally take them home. The purpose of this summary is to provide a solution to get K-5 students Chromebooks for remote learning during the time schools are closed.

TRSD has about 1,500 K-5 students district wide in the 5 elementary schools. We have about 925 Chromebooks we could send home after proper cleaning and sterilization. We would need to purchase 575 Chromebooks to supplement what we have and replace recently end of life Chromebooks to bring us to a 1:1 situation K-5 district wide. These are the steps that would be necessary to help accomplish getting a Chromebook in the hands of every K-5 student.

- 1.) Order 575 Chromebooks with the Google licenses to add into our centrally administrated TRSD Google domain. These new Chromebooks could be put towards the 6<sup>th</sup> and 9<sup>th</sup> grades dedicated device initiative program next year.
- 2.) Have American Bio come in and clean and sterilize all Chromebooks and place Chromebooks and chargers in large zip lock bags and then place inside clear carrying bags with a handle.
- 3.) Have a drive-up distribution event at each of the 5 elementary schools to pick up their Chromebooks which would be handed to them by a staff member wearing gloves and N95 masks. Parents wouldn't get out of their cars during this event.
- 4.) We would collect all Chromebooks when this period has ended. We would have American Bio again come in and clean and sterilize the Chromebooks before student use in the schools.

Costs:

575 Chromebooks with Google Licenses and shipping - \$130,545.30

American Bio Cleaning and Sterilizing Chromebooks and placing in bags - \$7,301.80

American Bio Cleaning and Sterilizing upon Chromebooks return - \$7,301.80

Total = \$145,148.90

Respectfully submitted by,

Ken Henderson

Director of Technology

# Executive Summary

## Facilities – Sanitizing and Cleaning Efforts

TRSD schools and buildings remain closed with strict instruction not to enter any building. Maintenance staff continues to assist with package and equipment deliveries, mail pickup, and overall security/property checks daily at each location. Facilities has received notice that Grounds staff and many of the Custodial staff can return to work for exterior projects only starting Monday March 23, until there is clearance to enter the buildings again.

To prepare for the return of students, faculty, staff and the public, it is my recommendation that we work with an outsourced agency that specializes in cleaning and sanitizing in response to contamination. I've obtained rough estimates from 3 reputable businesses on the basis that there are NO active known threat of COVID-19 contamination or exposure at this time. These companies specialize in proactively cleaning to minimize the transmission of emerging viral pathogens (including COVID-19, coronavirus). Here are the 3 estimates based on 9 buildings, approximately **650,000 square feet** (SF):

	Price per SF	Total Estimate
<b>AmericanBio</b> Atkinson, NH	\$ .2182	\$ 141,830.00
<b>ServiceMaster Elite</b> Merrimack, NH	\$ .25	\$ 162,000.00
<b>SERVPRO® of Salem/Plaistow</b> Windham, NH	\$ .50	\$ 325,000.00

NOTE: Estimates are dependent on various factors such as density, protocol requirements, and confirmed case versus precautionary cleaning. Each agency has submitted a more detailed scope of work.

To summarize, I strongly recommend decontamination and precautionary cleaning be done by an outsourced agency that can thoroughly handle this task. The cleaning and sanitizing will be done by properly trained staff, using Personal Protective Equipment (PPE) provided by the agency (N-95 respirator, nitrile gloves, safety glasses), as well as cleaning products that we do not have access to at this time. It is important to also note that many of TRSD Custodial staff is considered high risk due to age.

Respectfully submitted,

Gary Paradis, Director of Facilities

**TRSD Building Square Footage:**

TRHS	165,000
TRMS	135,000
Pollard School	73,000
Atkinson Academy	65,000
Sandown North	56,000
Danville School	46,000
Sandown Central	38,000
PAC	34,000
SAU	10,000
	<b>622,000</b>

# TIMBERLANE POLICY COMMITTEE RECOMMENDATIONS TO THE SCHOOL BOARD

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## SECOND READ/ADOPTION

- 1 **BCA/BCA-R** (PC recommends revising policy to reflect NHSBA language; related policy added; procedure updated with new language and BCA-X eliminated.)
- 2 **BDA ANNUAL ORGANIZATION MEETING OF THE SCHOOL BOARD** (PC recommends revisions to the opening of the annual organizational meeting, and presider over the election portion of the meeting)
- 3 **BDB BOARD OFFICERS** (PC recommends incorporating NHSBA language into the policy)
- 4 **BDC APPOINTED BOARD OFFICIALS** (PC recommends updating the legal references and re-affirming the body of the policy)
- 5 **BDD BOARD-SUPERINTENDENT RELATIONSHIP** (PC recommends re-affirming the policy as is mirrors NHSBA language)
- 6 **BBBH ORGANIZATION AND OPERATION OF THE SCHOOL ADMINISTRATIVE UNIT SAU SCHOOL BOARD** (PC recommends re-affirming for the purpose of including in the Timberlane policies)
- 7 **BDE BOARD/SUPERINTENDENT LEADERSHIP TEAM STANDING COMMITTEES** (Remanded back to PC to address the number of board and SLT members; PC added language relative to membership needed to vote)
- 8 **BDF ADVISORY COMMITTEE TO THE BOARD** (Same language as NHSBA: PC recommends reaffirming)
- 9 **BDG SCHOOL ATTORNEY** (PC recommends reaffirming)

## FIRST READ

- 10 **JIA STUDENT DUE PROCESS RIGHTS** (**PRIORITY**: Per recommendation of legal counsel, the PC proposes revisions to the policy to reference policy JICD for due process protocol eliminating any conflict of process between policies)

<b>Timberlane Regional School Board</b>	<b>Policy Code: BCA</b>
<b>Adopted: 04-21-83</b> <b>Reaffirmed: 11-01-90</b> <b>Revised: 09-20-01</b> <b>Reaffirmed: 06-04-15</b> <b>Revised:</b>	<b>Page 1 of 2</b>

## ETHICS POLICY STATEMENT

Related Policies: BCB

~~The Board will adopt a member code of ethics statement and annually each member will read, review and sign a copy of the statement to indicate agreement with the statement. In order to fulfill its duty under state law to provide education to pupils within the District, the Board adopts the following expectations for each of its members.~~

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

- ~~1. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning issues to be considered at those meetings.~~
- ~~2. Understand that the Board, as governing body, does not manage the District, but rather sets the broad goals and standards for the District by way of policies adopted by a quorum of the Board at proper meetings under the Right-to-Know law.~~
- ~~3. Be informed about current educational issues by individual study and through information, such as those sponsored by my state and national school board associations.~~
- ~~4. Make decisions and take votes based upon the available facts, the full deliberation of the Board, and my independent judgment, and refuse to surrender or subordinate that judgement to any individual or special interest group.~~
- ~~5. Work respectfully with other Board members by encouraging the free expression of differing opinions and ideas.~~
- ~~6. Seek opportunities for the Board to establish systematic communication channels with students, staff, and members of the community.~~
- ~~7. Recognize that as a general principle the District and its students benefit when Board decisions, which have been made following consideration of all sides and vote of a quorum, receive the subsequent support of the whole Board, whenever practicable.~~

<b>Timberlane Regional School Board</b>	<b>Policy Code:     BCA</b>
<b>Adopted:     04-21-83</b> <b>Reaffirmed:  11-01-90</b> <b>Revised:     09-20-01</b> <b>Reaffirmed:  06-04-15</b> <b>Revised:</b>	<b>Page 2 of 2</b>

8. Respect the confidentiality of information that is privileged under applicable law or is received in confidence or non-public session.
9. Recognize that individual Board members are without authority to act relative to School District business, and that I may not individually commit the Board to any action except as specifically designated to do so by Board action.
10. Understand the chain of command and refer problems or complaints to the proper administrative office per applicable School Board policies.
11. Work with the other Board members to establish effective Board policies, and foster a relationship with the District administration toward the effective implementation of those policies and management of the District operations, personnel and facilities.
12. Communicate to the Superintendent and to the Board (only as consistent with the Right-to-Know law) expressions of public reaction to Board programs, policies and other Board actions.
13. Present personal criticisms concerning District operations, staff, etc. to the Superintendent, not to District staff, the public, or unnecessarily at a Board meeting.
14. Establish policies and protocols for systematic communications with students, staff, and members of the community. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.

*Appendix BCA-R*

<b>Timberlane Regional School Board</b>	<b>Procedure Code: BCA-R</b>
<b>Adopted: 09-20-01</b> <b>Revised: 04-02-09</b> <b>Revised: 09-05-13</b> <b>Revised:</b>	<b>Page 1 of 3</b>

## SCHOOL BOARD MEMBER ETHICS/EXPECTATIONS

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

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

<b>Timberlane Regional School Board</b>	<b>Procedure Code: BCA-R</b>
<b>Adopted: 09-20-01</b> <b>Revised: 04-02-09</b> <b>Revised: 09-05-13</b> <b>Revised:</b>	<b>Page 2 of 3</b>

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

\_\_\_\_\_

School Board Member Signature Date

~~AS A MEMBER OF MY LOCAL BOARD OF EDUCATION, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND, TO THAT END, I WILL STRIVE TO:~~

~~Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning the issues to be considered at those meetings.~~

~~Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings.~~

~~Render all decisions based on the available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups.~~

~~Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.~~

~~Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent of Schools.~~

~~Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.~~

~~Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school board associations.~~

<b>Timberlane Regional School Board</b>	<b>Procedure Code: BCA-R</b>
<b>Adopted: 09-20-01</b> <b>Revised: 04-02-09</b> <b>Revised: 09-05-13</b> <b>Revised:</b>	<b>Page 3 of 3</b>

~~Support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff.~~

~~Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain.~~

~~Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law or is received in confidence or executive session.~~

~~Take no private action that will compromise the Board's actions or decisions, and respect and support such actions and decisions as made by the majority vote or consensus of the Board.~~

~~Not accept things of material value for personal use or gain from companies or organizations doing business with the school district. Exceptions to this policy are the acceptance of minor items (typically items valued less than \$25) which are generally distributed by the companies through public relations programs.~~

~~Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.~~

<b>Timberlane Regional School Board</b>	<b>Procedure Code: BCA-X</b>
<b>Adopted: 04-02-09</b> <b>Revised: 09-05-13</b>	<b><u>Page 1 of 1 REPEAL AND REPLACE WITH BCA-R</u></b>

## SCHOOL BOARD MEMBER ETHICS/EXPECTATIONS

~~AS A MEMBER OF MY LOCAL BOARD OF EDUCATION, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND, TO THAT END, I WILL STRIVE TO:~~

~~Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning the issues to be considered at those meetings.~~

~~Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings.~~

~~Render all decisions based on the available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups.~~

~~Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.~~

~~Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent of Schools.~~

~~Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.~~

~~Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school board associations.~~

~~Support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff.~~

~~Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain.~~

~~Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law or is received in confidence or executive session.~~

~~Take no private action that will compromise the Board's actions or decisions, and respect and support such actions and decisions as made by the majority vote or consensus of the Board.~~

~~Not accept things of material value for personal use or gain from companies or organizations doing business with the school district. Exceptions to this policy are the acceptance of minor items (typically items valued less than \$25) which are generally distributed by the companies through public relations programs.~~

~~Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.~~

\_\_\_\_\_  
School Board Member Signature \_\_\_\_\_ Date

<p><b>Timberlane Regional School Board</b></p>	<p><b>Policy Code: BDA</b></p>
<p><b>Adopted: 05-03-84</b>  <b>Revised: 11-01-90, 04-18-91</b>  <b>08-27-92, 10-17-96</b>  <b>12-03-98, 02-22-01</b>  <b>09-20-01, 02-24-05</b>  <b>06-20-13</b></p>	<p><b>Page 1 of 2</b></p>

**ANNUAL ORGANIZATION MEETING OF THE SCHOOL BOARD**

Related Policies: BBAB, BDB, BDC

The Board shall organize annually at its first meeting following the District elections. Every member shall be notified of the meeting for organization, in accordance with RSA 91-A:2. This meeting shall be called to order by the ~~Superintendent~~School Board Chair, who shall preside ~~during and until the election of a Chairperson~~until the election portion of the meeting.

The election of the Chairperson should be based on qualifications for the position. Other methods such as rotation should be discouraged.

Unless changed by a two-thirds vote of those present, the order of business for each annual organization meeting of the Timberlane Regional School Board shall be as follows:

- A. Opening of meeting by the ~~Superintendent or a member of his/her staff~~School Board Chair.
- B. Elections - to be presided over by the Superintendent
  - 1. Chairperson
  - 2. Vice Chairperson
  - 3. Others, if desired
- C. Appointments for the next school year - to be presided by the newly elected Chair
  - 1. School District Clerk and Board Recording Secretary
  - 2. School Treasurer and Deputy Treasurer (at expiration of term)
  - 3. School Counsel
  - 4. Attendance Officer
  - 5. Others, if desired
- D. Bonding (RSA 197:23-a)
  - 1. Treasurer
  - 2. Deputy Treasurer
- E. Designating Banks

<p><b>Timberlane Regional School Board</b></p>	<p><b>Policy Code: BDA</b></p>
<p><b>Adopted: 05-03-84</b>  <b>Revised: 11-01-90, 04-18-91</b>  <b>08-27-92, 10-17-96</b>  <b>12-03-98, 02-22-01</b>  <b>09-20-01, 02-24-05</b>  <b>06-20-13</b></p>	<p><b>Page 2 of 2</b></p>

- 1. Depository for District Funds
  - F. Designating dates and times for regular monthly meetings
  - G. Adjournment

With respect to B, C, and E: a plurality vote of the board shall be sufficient to elect school board officers, to appoint school board officials and to designate a depository for district funds.

After adjournment of this meeting, the Board shall reconvene in special meeting if it wishes to consider additional matters. The order of business for such special meeting shall be that established for regular meetings.

**Legal Reference:**

*RSA 91-A:2, Public Records and Meetings: Meetings Open to the Public)*

<p><b>Timberlane Regional School Board</b></p>	<p><b>Policy Code: BDB</b></p>
<p><b>Adopted: 01-01-83</b>  <b>Revised: 10-03-96</b>  <b>Revised: 12-03-98</b>  <b>Revised: 02-22-01</b>  <b>Revised: 09-20-01</b>  <b>Reaffirmed: 02-24-05</b>  <b>Revised: 06-06-13</b>  <b>Revised:</b></p>	<p><b>Page 1 of 1</b></p>

**BOARD OFFICERS**

Related Policies: BBAB, BDA

The officers of the School Board shall be a Chairperson and a Vice-Chairperson. The officers shall be elected at the annual organization meeting to serve until the next annual organization meeting or until a successor is elected. Any vacancy in any of such offices may be filled at any meeting of the Board provided that all members of the Board have been notified prior to the meeting that the vacancy will be filled at such meeting. The Superintendent is the chief executive officer and an ex-officio member of the Board and shall be the Executive Secretary ex-officio a non-voting member.

**CHAIRPERSON:**

The Chairperson shall have the right to vote on all matters before the Board. The chairperson shall consult with the Superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may from time to time determine.

**VICE-CHAIRPERSON:**

The Vice-Chairperson shall have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may from time to time determine.

If the chairperson resigns from the school board or resigns from the office of chair, the vice-chairperson will become chair of the board. If the chairperson loses his/her election or does not run for re-election, the vice-chair shall serve as chair during the organizational meeting. If the vice-chairperson or secretary resigns from the school board or from the respective office, the board will hold new elections for those offices.

**BDB - BOARD OFFICERS**

<b>Timberlane Regional School Board</b>	<b>Policy Code: BDC</b>
<b>Adopted: 04-21-83</b> <b>Revised: 11-01-90</b> <b>Revised: 09-07-95</b> <b>Revised: 12-03-98</b> <b>Revised: 11-18-10</b> <b>Revised:</b>	<b>Page 1 of 1</b>

## APPOINTED BOARD OFFICIALS

Related Policies: BBBC, BBBH, BDB, BID
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### CLERK OF THE DISTRICT

The Clerk of the District is appointed by the Board and the School Board will fix the salary of the District Clerk who shall not be a member of the School Board. The Clerk shall keep a true record of each District meeting and make any reports to the State of New Hampshire as may be required and shall carry out duties as required by law.

### TREASURER

The Treasurer of the School District shall be appointed by the Board and shall not be a member of the School Board. He/she shall receive such remuneration as the Board may determine and perform such duties pertaining to the fiscal affairs of the School District as outlined in the New Hampshire statutes relating to public schools.

A Deputy Treasurer shall be appointed by the Board.

### RECORDING SECRETARY

The Board Recording Secretary shall be appointed by the Board and shall be responsible for the taking and transcribing the minutes of the Board meetings and for Board correspondence.

**Statutory References:**

*RSA 195:5, Cooperative School District Officers: School Board Powers & Duties*

*RSA 197:20, School Meetings & Officers: Clerk Duties*

*RSA 197:22, School Meetings & Officers: Treasurers Bond*

*RSA 197:23-a, School Meetings & Officers: Treasurers Duties*

*RSA 671:23, School District Elections: Warrant*

*RSA 671:6, School District Elections: Other Officers*

*RSA 671:31, School District Elections: Reports by Clerk*

~~*RSA 195:5*~~

~~*RSA 197:20, 197:23-a*~~

~~*RSA 197:27*~~

~~*671:23, 671:6, 671:31*~~

<b>Timberlane Regional School Board</b>	<b>Policy Code: BDD</b>
<b>Adopted: 04-21-83</b> <b>Reaffirmed: 11-01-90</b> <b>Revised: 12-16-10</b> <b>Reaffirmed:</b>	<b>Page 1 of 1</b>

**BOARD-SUPERINTENDENT RELATIONSHIP**

Related policies: BG, BGA
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The Board believes that policy-making is the primary function of a School Board and that the execution of the policies is the primary function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board’s policies and frees the Board to devote its time to policy-making and appraisal functions.

The Superintendent is responsible for the administration of Board policies, the execution of Board decisions, the operation of school programs, for keeping the Board informed about school operations and issues, and for satisfactory fulfillment of the duties required by statute and regulations of the State Board of Education.

*Appendix BDD-R*

**BDD - BOARD-SUPERINTENDENT**

<b>Timberlane Regional School District</b>	<b>Policy Code: BBBH</b>
<b>Approved: 12-04-91</b> <b>Revised: 12-12-95</b> <b>Revised: 11-12-97</b> <b>Revised: 09-20-01</b> <b>Revised: 02-24-05</b> <b>Reaffirmed:</b>	<b>Page 1 of 3</b>

**ORGANIZATION AND OPERATION OF THE  
SCHOOL ADMINISTRATIVE UNIT (SAU) SCHOOL BOARD**

A. SAU SCHOOL DISTRICTS: The School Districts of Timberlane and Hampstead shall constitute SAU #55.

B. SAU BOARD: The combined school boards of the school districts.

C. VOTING RIGHTS:

RSA 194-C:7 Representation. Every school district maintaining one or more public schools shall be entitled to 3 votes on the joint board of school administrative units, plus additional votes as provided in RSA 194-C:8. Districts not maintaining schools shall have one representative on said joint board, who shall be entitled to one vote. Each school district board member present shall be entitled to have a proportionate share of the school district's votes provided that the total votes per district shall be equally divided among said district's board members present and cast as each member present decides on any issue.

RSA 194-C:8 Weighted Voting. In all votes regarding school administrative unit affairs, including organizing of such unit school board and selection of officers, each district shall be entitled to one additional vote for each 16 pupils residing in that district and enrolled in schools under the administrative unit. A balance of 8 or more students shall entitle that district to an additional vote. Less than 8 students would have no net effect on a district's vote. Enrollments shall be based on the average daily membership in residence of each district for the school year which ended in the preceding June. Weighted votes shall only be used upon the demand of a majority of the members of any board present and voting in the school administrative unit. The school board members present at a school administrative unit school board meeting shall be entitled to cast the entire number of votes assigned to their school districts, provided that each representative present shall be entitled to a proportionate share of the total to be cast as provided in RSA194-C:7.

1. Elect, when necessary, a Superintendent.
2. Act upon the Superintendent's nomination for SAU professional staff.
3. Fix the salaries of all SAU personnel.
4. Adopt a budget for the expenses of the SAU.
5. Adopt policies affecting the SAU.

D. VACANCY ON THE BOARD: Any vacancy on the SAU Board shall be filled in accordance with the statute governing the Board of the school district of the resigned member.

<b>Timberlane Regional School District</b>	<b>Policy Code:   BBBH</b>
<b>Approved: 12-04-91</b> <b>Revised: 12-12-95</b> <b>Revised: 11-12-97</b> <b>Revised: 09-20-01</b> <b>Revised: 02-24-05</b> <b>Reaffirmed:</b>	<b>Page 2 of 3</b>

- E. ELECTION OF SAU PROFESSIONAL STAFF: When a vacancy occurs in the SAU professional staff, the Chairman of The Board shall establish a screening committee consisting of one Board member from each of the school districts. The Chairman of the screening committee shall be appointed by the SAU Board Chairman and the Superintendent of Schools shall serve on the committee (except if the Superintendent’s position is being vacated).
- F. EMPLOYMENT OF OFFICE PERSONNEL: All other SAU personnel shall be recommended for employment by their immediate supervisor and approved by the Superintendent of Schools.
- G. MEETINGS:
  - 1. Annual: The SAU Board shall meet annually between April 1 and June 1 in each year, at a time and place fixed by the Chairman. The Board shall organize by electing the following officers: The Board shall elect the professional staff members for the next fiscal year and fix the salaries of all SAU personnel.
    - a. Chairman
    - b. Vice Chairman
    - c. Treasurer
    - d. Assistant Treasurer
  - 2. Semi-Annual: The SAU Board shall hold a meeting between October 15 and December 15 in each year for the purpose of preparing a recommended budget for the next fiscal year for the expenses of the SAU.
  - 3. Budget Hearing - Public: There shall be held, within the SAU at a time and place specified by the SAU Board Chairman, a public hearing upon the recommended budget. The SAU Board shall adopt a budget, following the public hearing, for the next fiscal year.
  - 4. Special Meetings: The SAU Board may hold special meetings at the call of the Chairman or at the request of any one of the member school boards.
  - 5. Notification of Meetings and Procedure:
    - a. Except in emergencies, written notice of each meeting is expected from the Superintendent’s office well in advance of the appointed time and legally posted in accordance with RSA 91-A:2.
    - b. The public budget hearing shall be held in an appropriate facility centrally located.

<b>Timberlane Regional School District</b>	<b>Policy Code: BBBH</b>
<b>Approved: 12-04-91</b> <b>Revised: 12-12-95</b> <b>Revised: 11-12-97</b> <b>Revised: 09-20-01</b> <b>Revised: 02-24-05</b> <b>Reaffirmed:</b>	<b>Page 3 of 3</b>

- c. An agenda shall be prepared by the Superintendent of Schools for each Board member prior to the meeting. Items will not be included for action of the SAU Board at a meeting unless submitted to the Superintendent of Schools four days prior to the day of the meeting.
  - d. The SAU Board may go into non-public session by a majority vote of the members, in accordance with RSA 91-A:3.
  - e. A caucus of reasonable duration may be called by any one of the member boards. The SAU School Board will recess while individual boards are holding a caucus.
- I. ANNUAL AUDIT: The SAU Board shall authorize an audit of the SAU accounts annually.
- J. NON-DISCRIMINATORY POLICY: The SAU Board does not discriminate on the basis of race, religion, color, gender, sexual orientation, age, marital status, disability, or nationality or ethnic origin, in the educational programs or activities which it operates and that are required by Titles VI and IX.
- K. ADMINISTRATIVE AUTHORITY: The Superintendent of Schools is the chief executive officer of the school districts and, in his absence, the Assistant Superintendent will act as deputy chief administrative officer with the same power and responsibilities as vested in the Superintendent.

Legal References:

RSA 194-C:5  
RSA 194-C:10  
RSA 194-C:9

REAFFIRMATION NOTE: Reaffirmation of this policy on \_\_\_\_\_ was for the sole purpose of clarifying that this policy is an SAU55 Board policy and its inclusion in the Timberlane policy repository is merely a courtesy to reference the SAU policy.

<b>Timberlane Regional School Board</b>	<b>Policy Code: BDE</b>
<b>Revised: 12-03-98</b> <b>Revised: 02-24-05</b> <b>Revised: 09-05-13</b> <b>Revised: 05-07-15</b> <b>Revised: 06-02-16</b> <b>Revised: 11-02-17</b> <b>Revised:</b>	<b>Page 1 of 1</b>

## **BOARD/SUPERINTENDENT LEADERSHIP TEAM STANDING COMMITTEES**

Related Policies: BDF
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The Board may have the following standing committees as deemed necessary:

1. Facilities
2. Curriculum and Assessment
3. Policy
4. Safety
5. Capital Improvement Plan
6. Wellness

Standing and ad hoc committees and delegations shall be appointed by the School Board Chair and approved by vote of a majority of the Board. Committees will meet as needed on challenges and opportunities pertaining to said committee.

The School Board Chair and the Superintendent will work together to appoint members to each committee from both the School Board and the Superintendent Leadership Team and to appoint co-chairs of each committee, one being a School Board member and the other being a member of the Superintendent Leadership Team.

Only members of the committee may vote on committee matters and at least two members of the committee from the School Board and two members of the committee from the Superintendent Leadership Team must be present to hold a **vote at a** meeting. Substitute members selected by the committee co-chairs may act and vote on behalf of the absent member(s).

All recommendations of the committees will be presented to the Superintendent's Leadership Team before presentation to the full board for action.\*\*

\*\*The Policy Committee is not required to present recommendations to the Superintendent Leadership Team.

<b>Timberlane Regional School Board</b>	<b>Policy Code: BDF</b>
<b>Adopted: 04-21-83</b> <b>Reaffirmed: 11-01-90</b> <b>Revised: 01-20-11</b> <b>Reaffirmed:</b>	<b>Page 1 of 2</b>

## **ADVISORY COMMITTEES TO THE BOARD**

Related Policies: BDE, BDH
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The Board may rely on advisory committees to counsel it as one means of discerning the needs and desires of the school district and its residents. The central purpose of all advisory committees is to contribute to the educational program by conducting studies, identifying problems, and developing recommendations that enhance the effectiveness of the decision-making process.

Any advisory committee shall have only those duties and powers as the Board determines. The ultimate authority to make decisions will continue to reside with the Board. No advisory committee's recommendation shall have any limiting effect on appropriations, unless all the procedures of RSA 32 have been followed.

Specific topics for study or activity shall be assigned to each committee. Upon completing its assignment, each committee either shall be given new problems or be dissolved. Advisory committees shall not be allowed to continue for prolonged periods without a definite assignment. Each committee shall be instructed as to the length of time each member is being asked to serve, the service the Board wishes it to render, the resources the Board intends to provide, the approximate dates on which the Board wishes it to submit reports, and the approximate date on which the Board wishes to dissolve the committee. The committee shall be instructed as to the relationship it has to the Board, to individual Board members, to the Board member(s) assigned to provide liaison, to the Superintendent, the committee assistant, and the remainder of the professional staff.

The Board shall have sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

The Board shall seek the advice of the Superintendent before establishing or dissolving any advisory committee.

The Board shall make all appointments of citizens to advisory committees. The Superintendent shall make all appointments of staff members to citizens advisory committees after approval of the Board.

The School Board shall see that the public is made aware of the services rendered by such committees of citizens as it may appoint and shall see that the public is informed of the major conclusions and recommendations made by such committees. All public announcements concerning the organization, membership, operation, recommendations and dissolution of such committees shall be made at such time and in such manner as the Board may choose.

**Legal Reference:**

<b>Timberlane Regional School Board</b>	<b>Policy Code: BDF</b>
<b>Adopted: 04-21-83</b> <b>Reaffirmed: 11-01-90</b> <b>Revised: 01-20-11</b> <b>Reaffirmed:</b>	<b>Page 2 of 2</b>

*RSA 32:24 Other Committees*

<b>Timberlane Regional School Board</b>	<b>Policy Code:     BDG</b>
<b>Adopted:    04-21-83</b> <b>Revised:    11-01-90</b> <b>Revised:    12-16-10</b> <b>Revised:    10-28-19</b> <b>Reaffirmed:</b>	<b>Page 1 of 1</b>

**SCHOOL ATTORNEY**

The Board recognizes that the increasing complexity of school district operations frequently requires procurement of professional legal services. Consequently, the Board shall retain a law firm or an attorney for that purpose.

A decision to seek legal advice or assistance on behalf of the School District shall normally be made by the Superintendent or by persons specifically authorized by the Superintendent. Such action shall occur as it is consistent with approved District policy or standard practice and meets an obvious need of the District. It may also take place as a consequence of formal Board direction.

Many types of instances of legal assistance to the District may be considered routine and not necessitating specific Board approval or prior vote. For example, the Superintendent may consult with the school attorney to interpret statutory requirements or regulations, prepare or review contracts and seek legal opinions regarding other District issues. However, when the administration concludes that unusual types or amounts of professional legal service may be required, Board authorization for such service shall be promptly requested.

**BDG - SCHOOL ATTORNEY**

<b>Timberlane Regional School District</b>	<b>Policy Code: JIA</b>
<b>Adopted: 07-21-83</b> <b>Revised: 10-02-97</b> <b>Revised: 02-24-05</b> <b>Revised: 04-03-08</b> <b>Revised: 07-25-19</b> <b>Revised:</b>	<b>Page 1 of 1</b>

## STUDENT DUE PROCESS RIGHTS

Related Policies: JI, JICD

Students facing discipline will be afforded all due process rights given by law. ~~The Superintendent or his/her written designee is authorized to suspend any student for ten days or less for violations of school rules or policies. Should the Superintendent desire to suspend a student for more than ten days, such student will be afforded a hearing before the school board.~~ In addition to the provisions of this policy, the Board recognizes the application of all pertinent provisions of RSA 193:13 and associated Department of Education rules.

Student due process rights shall be printed in the Parent-Student Handbook and will be made available in another language or presented orally upon request.

[Specific application can be found in Policy JICD.](#)

*Legal References:*

- RSA 189:15, Regulations
- NH Code of Administrative Rules, Section Ed 306.04(a)(3), Policy Development, Discipline
- NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline
- NH Code of Administrative Rules, Section Ed 317.04(b), Disciplinary Procedures

Appendix: JICD - R

**RECOMMENDATION FROM LEGAL COUNSEL:** To revoke/repeal the policy and clarify that policy JICD governs student disciplinary and due process rights.

DATE 3/31/2020

## Executive Summary

### **UPDATED: Building Access – Tuesday March 31<sup>st</sup>**

The voluntary pick up event that was scheduled for Tuesday, March 31<sup>st</sup> between the hours of 9:00am – 3:00pm (personal belongings, instructional materials, and medicine) yielded the following stats.

School	Staff Entries	Number of People picking up Medications	Musical Instruments Picked Up
Danville School	33	7	0
TLC at SC	11	0	0
Sandown North	37	5	0
Atkinson Academy	34	4	0
Pollard School	48	6	0
TRMS	60	15	0
TRHS	69	7	0
PAC	5	0	36
<b>Totals</b>	<b>297</b>	<b>44</b>	<b>36</b>

Respectfully submitted by,

Ken Henderson – Director of Technology

March 31, 2020

## Executive Summary

### Business Office Update

In the current Pandemic environment, a number of questions have come up. I will address them by category:

**Food Service:** 1) State and Federal Aid received by the District is tied to the number of meals the District serves. For those days which were our buildings were open and serving food, we receive reimbursement aid. 2) The District and the District food service vendor, Whitson's, continue to pay food service staff for their regular hours in order to maintain staff for re-opening.

**Transportation:** We continue to pay our bus companies under the terms of their contract, less the cost of fuel (8%) which are not incurred when the busses are not in operation. We are only paying for those busses under contract which are committed to the District on a daily basis.

**Facilities Staff:** Maintenance staff are conducting security checks at all buildings and addressing any needs. Custodians have limited access to the buildings, and are being utilized in light of those restrictions on largely an exterior project basis with appropriate social distancing. The District would provide appropriate gloves and masks for interior work, but supplies are limited and remain backordered. Facilities staff are being paid for their normal contracted working hours.

**Out of District Placements:** Out of District placements are reviewed on a case-by-case basis by the Director of Special Education.

**DRA Forms:** All forms associated with the Ballot such as the MS-27 (Budget as Posted), MS-DSB (Default Budget of the School), School Warrant, Deliberative Session Minutes, Sample Ballots, and Certified Results have all been filed with the Dept. of Revenue Administration (DRA). The MS-22 (Report of Appropriations Actually Voted) has been filed, however, the signed version will be filed once at least 5 board member signatures have been obtained. In light of the present pandemic, DRA has indicated they will accept a DocuSigned version.

The MS-22 (Report of Appropriations Actually Voted) shows what the voters approved and it carries over from the MS-27 (Budget as Posted). No adjustments to the form are made which deviate from the MS-27, however, any additional approved Warrant Articles are consolidated into the MS-22.

The DRA will complete the MS-22R (Voted Appropriations Revised) in September and the DRA will then adjust the budget to reflect the actual contribution made to the Capital Reserve so only actual amounts are factored into tax rate setting.

Respectfully Submitted By:  
Geoffrey Dowd, CFO/Business Administrator

March 31, 2020

## Executive Summary

### **Confirmed COVID-19 Case and Reporting - UPDATED**

On March 31<sup>st</sup>, the district received information that another staff member had been diagnosed with COVID-19 which had been reported to the Department of Health and Human Services. The timeline for the onset of the staff member's symptoms do not fall with a timeframe of concern for other staff members and students. The source of the exposure to this staff member was determined to be another family member within the medical field.

The district is currently working with legal counsel and other stake holders on district protocols for a safe return to work /school. In consultation with legal counsel, we are learning the guidelines for the risk of exposure continues to change as more is learned about this virus.

We are pleased to report the staff member in question has recovered from the virus.

Respectfully submitted,

Nancy Louiselle, Director of Human Resources

March 31, 2020

# Executive Summary

## Remote Learning

### Background and Overview

On Thursday, March 12th, the NH State Board of Education passed an emergency rule to allow NH school districts to provide remote instruction as each district sees fit. The following day, in an abundance of caution, the Timberlane Regional School District announced the temporary closure of all district schools and a 2-week period of remote learning. By executive order of Governor Sununu, the closure of all state schools was extended to at least April 3rd. In response to this state-wide order, Timberlane designated March 16th and March 17th as district-wide preparation days. Timberlane schools officially began remote learning at 9am on Wednesday, March 18th. On March 26th, Governor Sununu announced a state-wide stay at home status, as well as the extension of remote learning and the closure of all district schools through May 4th, 2020.

Remote learning in the Timberlane Regional School District was originally designed as a temporary two-week plan. In accordance with state-wide published best practices for remote learning, Timberlane educators were encouraged to focus on essential learning for students in an effort to provide ongoing and meaningful learning experiences for all students. Teachers prepared lessons and assignments for their students on a weekly model, not on a daily basis as with Online Learning / Blizzard Bag Days. During our first week of remote learning, teachers communicated weekly assignments to students, including expectations and details for submission, via parent email for grades pre-K-2 and Google Classroom for grades 3-12.

During this time of uncertainty and ongoing change, district and building leaders have encouraged flexibility and worked at the local and state levels to ensure an equitable level of instructional programming for students, while awaiting further state guidance on both educational and legal matters. The safety and well-being of all students and staff has remained a top district priority. To that end, we have maintained open, frequent, and collaborative communication with the leadership of the Timberlane Teachers Association (TTA) and the Timberlane Support Staff Union (TSSU). Through this ongoing collaboration and communication, the district has made every effort to consider staff feedback and concerns, to operate within the parameters of the Collective Bargaining Agreements for both unions, and to adapt our initial plan accordingly.

The district administrative team has also communicated with and monitored the models and practices of other districts around the state and across the country, while gathering feedback from our TRSD staff. Each week, we have adapted our original plan slightly to improve our practices in remote instruction and communication. We have also maintained an awareness of

issues that have arisen in other districts in an effort to proactively avoid potential breaches of student and staff privacy. Finally, we have remained mindful of concerns around the limited availability of technology and devices in many of our district homes, especially at the elementary level where we have not implemented a 1:1 technology initiative. Beginning in week 1 of remote learning, district leaders pursued options to provide Chromebooks to elementary students in need.

During our first two weeks of remote learning, all staff and student interaction has been conducted through email or through the Google Classroom platform. Many teachers have also created screencast recordings through a variety of digital programs or apps to deliver direct instruction remotely to students. During week 1 of remote learning, the district and TTA leadership began conversations around the potential use of a more interactive approach to learning, which could include the use of audio/video conferencing with students. As this approach constitutes a change in working conditions, during week two, the TTA leadership presented the district with a proposed Memorandum of Understanding, which includes guidelines around the use of video-conferencing as an optional method that teachers may use during our period of remote learning.

The district has since developed a parent permission form around the use of video-conferencing. Based on the good faith agreement between the TRSD School Board and the TTA, this permission slip was sent to district families on Monday, March 30. District leaders have also developed guidelines and a multitude of professional development resources for teachers around the optional use of video-conferencing. Video-conferencing in our district will be optional for both teachers and students. For this reason, this video-conferencing option is to be used only for discussion or question and answer sessions, not for direct instruction of new content, as all students may not be able to access or participate in the live session (s).

At the elementary level, classroom teachers will have the flexibility to schedule optional video-conferences as needed. At the secondary level, to avoid potential scheduling conflicts for students, all sessions will be scheduled during the normally scheduled meeting time for each class/course, based on the 4-period day and the A/B day calendar rotation, in accordance with a modified 2-hour delayed opening schedules for the middle and high schools (attached at the end of this document). This scheduling approach was agreed upon with the leadership of the TTA to ensure that no classes will begin prior to 9:20 am, and that secondary video-conferencing sessions will not overlap for students.

Additional details on remote learning at both the elementary and secondary levels are included below, along with a summary of the district's efforts to distribute Chromebooks to elementary students to ensure all families have access to technology during remote learning.

# Chromebooks

TRSD is set up well in grades 6-12, as the district has a dedicated device initiative for a 1:1 Chromebook take home program in place. Since the start of the remote learning period, TRSD staff have developed and disseminated a procedure for remote technical support, available district-wide for any student issues. If hardware is determined to be in need of replacement on district-owned Chromebooks or adapters, these items can be shipped directly to students' homes as needed.

Grades K-5 use shared Chromebook carts throughout their schools and students do not normally take these devices home. The district is not in a 1:1 Chromebook initiative for grades K-5 at this time. A district email went out to parents in grades K-5 in the five elementary schools late last week, in an effort to conduct a voluntary survey on students in need of a device at home. Those who completed the survey were sent an email, indicating a day and time period at their local school to pick up a Chromebook this week. The Chromebooks were cleaned and disinfected by our Facilities Department and placed in clear plastic bags with a corresponding number for inventory purposes.

The Chromebook pickup at each school will have signs directing the flow of traffic and parents have been asked to remain in their cars and not to exit. Staff members wearing masks and gloves will ask for the student's name and mark down on a sheet which Chromebook is assigned to each student. Only TRSD staff will handle the inventory sheet. A staff member will retrieve the Chromebook in its bag and hand it to the parent/guardian in their car. Parents have been informed that Chromebooks will be collected at the end of the remote learning period.

## Elementary

TRSD Elementary Schools entered Remote Learning with our current Blizzard Bag set up. In Week 1, teachers communicated assignments for Grades K-2 through parent email and via Google Classroom for Grades 3-5. Based on teacher feedback, we began to transition all K-2 teachers and Unified Arts teachers to their own Google Classrooms.

Week 2 followed the same format for the classroom teacher as week 1 at all levels, but we moved our Unified Arts teachers' assignments to links on school webpages in order to streamline communication to the necessary teacher. Professional development and technology support were given to all staff moving to Google Classrooms. At the end of week 2, parents received login information, as well as links to support them in joining classes. Now, in week 3, all teachers K-5 are utilizing Google Classrooms, as well as individualizing communication for any family without access. Additionally, there are links to every class/course on each school's home page.

## Moving Forward

As we move forward, we continue to communicate and collaborate on equal opportunities for students who have full access to work online, students who access Google Classroom to receive and submit assignments, and students who do not have access at all. With the distribution of Chromebooks to those with internet access, we will increase the number of students in the first or second categories. Teachers and administrators are striving to balance our weekly assignments by identifying essential knowledge and skills. This is an effort to increase the acquisition of new skills and move away from assignments that focus only on the reinforcement of skills, as students and families have now adjusted to this remote learning experience. Teachers have already begun to screencast lessons or read alouds of books and they have been reaching out to each other and administration to discuss opportunities for assessment. We are thinking about integration of subjects and content to increase skill practice, while being mindful to balance screen-based activities with more opportunities for hands-on learning.

## **Secondary**

### **Timberlane Regional Middle School (TRMS)**

At the start of the remote learning period, TRMS had just finished Trimester 2, so many Core class assignments in weeks one and two were connected to an introduction to a new unit of study. Middle school students began new Unified Arts classes on day one of remote learning. For this reason, students completed introductory assignments designed to introduce them to their unified arts teacher and class expectations. Conversations at the administrative and school counseling level are now revolving around placement decisions for math and world language. The TRMS Administrative team misses staff and students and wishes everyone well.

### **Timberlane Regional High School (TRHS)**

During week one of remote learning, TRHS teachers planned assignments designed to continue with the delivery of curriculum through an initial two-week closure. As we have moved into weeks two and three of the closure, educators have begun to discuss remote procedures for the closure of Quarter 3. The end of a quarter is typically a time to wrap up a unit, and/or administer summative or unit assessments. Many teachers have adapted their assessments to accommodate remote instruction and are making strides to support students in positively closing out Quarter 3 grades.

Since the first week of remote learning, Advanced Placement (AP) and Dual-Enrollment / Early College Credit teachers were asked to continue to hold students to the high levels of rigor and accountability necessary to meet the learning standards set by external organizations including The College Board and our college partners. The TRHS administrative team continues to work with The College Board and our Early College Credit partners to ensure that the TRHS students who are taking advantage of these rigorous programs will still be able to earn the advanced distinctions and/or credit.

## **Moving Forward**

Moving into week three and beyond, teachers at the middle and high schools will deliver remote instruction and assessments of the most critical competencies, content knowledge and skills for each course, content area, and grade level. Teachers will also prepare lessons with the goal to also prepare students for the next grade level/course. Teachers have become more comfortable in their ability to prepare pre-recorded screencasts and/or narrated presentations as a method to deliver direct instruction. They continue to seek more ways to directly connect with students to engage in deeper, more meaningful discussions of content, and many look forward to the optional use of video-conferencing. Students are rising to the challenge and working hard to stay engaged in academics and our teachers are working hard to ensure that students continue to have meaningful learning opportunities.

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

## Optional Video-Conferencing Schedule for TRMS & TRHS

The secondary schedules below have been developed in accordance with previously-established TRMS and TRHS building-level schedules for a 2-hour delay. Each day will operate in accordance with the Block A/B-Rotational District Calendar, as published on the TRSD website: <http://www.timberlane.net/wp-content/uploads/Calendar-2019-20-Block-A-B-Day.pdf>.

This A/B Block rotational calendar for the months of March through June has been included below: **Block A Day** / **Block B Day**

<b>March</b> (21)	2 9 16 23 30	3 10 17 24 31	4 11 18 PD	5 12 19 26	6 13 20 27	<b>May</b> (19)	4 11 18 X	5 12 19 26	6 13 20 27	7 14 21 28	X 8 15 ER 29
<b>April</b> (18)	6 13 20 X	7 14 21 X	1 8 15 X	2 9 16 23 X	3 10 17 24	<b>June</b> (12)	1 8 15 X	2 9 ER X	3 10 X X	4 11 X X	5 12 X X

### TRMS

Grade 6		Grade 7		Grade 8	
9:45-10:20	OB / WL	9:45-10:55	Core 1	9:45-10:20	UA 1
10:20-11:30	Core 1	10:55-11:30	UA 1	10:20-10:55	UA 2
11:30-11:55	Lunch Break	11:30-12:05	UA 2	10:55-12:05	Core 1
11:55-1:05	Core 2	12:05-12:40	OB / WL	12:05-12:30	Lunch
1:05-1:40	UA 1	12:40-1:05	Lunch Break	12:30-1:40	Core 2
1:40-2:15	UA 2	1:05-2:15	Core 2	1:40-2:15	OB / WL

### TRHS

9:20-10:20	Block 1
10:25-11:25	Block 2
11:30-12:00	Lunch Break
12:05-1:05	Block 3
1:10-2:10	Block 4

March 31, 2020

## Executive Summary

### Spring Sports Update

“Due to the Governor’s mandate to extend online learning through the beginning of May, the NHIAA Executive Council has modified the start date of spring sports. Should the pandemic cause the extension of online learning beyond the current May 4<sup>th</sup> guideline, we will once again modify the start date accordingly.”

The revised dates are as follows:

**May 4, 2020 - First date to practice**

**May 13, 2020 - First date to play**

The above information can be found on the NHIAA website ([nhiaa.org](http://nhiaa.org)). As changes have been made, the Athletic Department has maintained communications via email, to all parents and coaches. The same information is made readily available on all district sites, as well as the Middle School and High School websites.

Regarding the coaching certifications and the potential upcoming spring season, The Timberlane Spring Coaches have completed their required certification courses and are continuously being updated in the Athletic Department. The NH Athletic Directors’ Association has also set up weekly Zoom meetings for all NH Athletic Directors. The goal is to keep everyone updated and to create professional development opportunities for coaches, athletic administrators, and student-athletes.

This is a very difficult time for all families in all communities. We must continue to be diligent in following the safety protocols. We need to take care of each other. We are all in this together.

Angelo Fantasia  
Director of Athletics  
Timberlane Regional High School

## Executive Summary

### Pupil Personnel Services and Special Education

#### Federal Compliance as of March 31, 2020

Four resources used to provide this update to the Timberlane Regional School Board include the guidance from the New Hampshire Governor, the New Hampshire Commissioner of Education, the New Hampshire Director of Special Education and the federal office, Office of Special Education Programs, OSEP. This guidance is the most current information provided to Special Education Directors across the state of New Hampshire.

The Governor of New Hampshire, Chris Sununu along with the New Hampshire Commissioner of education, Frank Edelblut, requested that all students in the state be educated through remote learning. This decision created a new opportunity for all students including students with Individual Education Plans and 504 education plans. Their case managers or school counselors have contacted Special Education students and students with 504 plans during the initial weeks of remote learning. Related service providers have provided activities to students through the current platform of Google classroom. School counselors as well as special education case managers continue to evaluate the need for improved strategies to meet students' effective, positive outcomes.

The New Hampshire Director of Special Education provided an update to Special Education Directors across the state regarding a free and appropriate public education, FAPE. Rebecca Fredette encouraged Special Education Directors to align their new practice during Remote Learning to align with OSEP standards. The standard included a three- tiered safety net of support for students. The standards are below:

- Services may be of a nature that they can be provided in a remote instructional environment. This may include, for example, daily "check-ins" with a student, which may be able to be provided seamlessly in a remote instruction model.
- Another option may be to have a limited number of students (hence lower COVID-19 risk) continue to come to the school for those specific services. This might be OT/PT, or perhaps speech therapy or student counseling. You may determine that these students can come to the school building for these limited services only.
- When services cannot be provided, the child can expect to receive compensatory services (to make up for the special education and/or related services the child missed), or
- A combination of any of these options.

Rebecca Fredette has also requested a process for compliance with all evaluations. The Timberlane Regional School district is following the guidelines that closely align with the Office of Special Education programs. All building level teams are meeting with families to determine eligibility, write Individual Education Plans, and continue the efficient updates to the New Hampshire Special Education website.

At this writing, school counselors are reviewing the accommodations for over 133 students challenged by this new way of learning to develop Remote Learning strategies to support these students. Special Education case managers continue to guide special education students to use appropriate and effective new strategies. In both situations, consistent communication with teachers is taking place during the week. School counselors and teachers continually review the students' work during remote learning. Directors are meeting on a weekly basis to discuss students who are requiring varied, individual support as well as important social and emotional attention during this time of remote learning status. Beginning April 2, 2020, the Timberlane Regional High School Round Table virtual meetings will continue to monitor students who are involved with the court system. These meetings involve professionals from the community to further address individual students in need.

On March 30, 2020 a review of the New Hampshire State Special Education website provided an update on Timberlane Regional School District's Compliance. At this time, our Timberlane Learning Center is 96% compliant. The Timberlane Regional School District's Elementary Schools are 81%-84% compliant. The district's Middle School and High School are solidly 87% compliant. I expect that these percentages will improve. The state continues to support schools that are making a reasonable effort to meet students learning during remote learning status. At this time, team meetings continue to follow the suggested procedures and protocol for all reasonable effort standards.

The full financial impact to the Timberlane Regional School district is not yet clear. This status should become clear to us in the next thirty days. There are some reports that with the federal funding proposed Timberlane could realize 85% of the current Title 1 funding. This is not a definite number. In the coming weeks more information will be provided from the state as well as the federal government.

At this time, Out of District students placed in schools in Massachusetts continue be addressed as the Massachusetts determination of learning at home becomes established. The State Directors of Special Education in both New Hampshire and Massachusetts continue to discuss barriers to the different remote learning situations. The Director of Pupil Personnel Services and Special Education along with the Out of District Coordinator continue to meet on a weekly basis to determine appropriate services during this time. Students who are medically compromised at this time have their services on hold while teams meet to determine meaningful, safe, learning. There will be a need for compensatory services. The development of options for ESY programming is already under way. It is anticipated that ESY is one way to provide services to students who require on-site, face- to -face strategies. Another way suggested at this time is to look over a two-year period to make-up services. The state is looking at the reasonable effort that teams make to provide these services. The state has also indicated that a 1-1 compensatory rubric is not the standard. Teams are being encouraged to look at remote learning and then determine effective ways to meet positive learning outcomes.

The uncertainty presented by our current new way of educating students will require time to evolve. At this time, the necessary procedures and protocols are in place to keep the Timberlane Regional School District aligned with all state and federal guidelines.

Respectfully submitted by,

Susan E. Rasicot

Director of Pupil Personnel Services and Special Education

March 30, 2020

## Executive Summary

### Facilities – Sanitizing and Cleaning Efforts

As of today, Monday, March 30, 2020, all buildings are locked and unoccupied with the exception of district maintenance staff continuing to do daily building and property security checks.

Faculty and staff will be allowed access to the buildings on Tuesday, March 31<sup>st</sup>, by appointments only (made with the Principal of each building) to retrieve any necessary items that will assist with continuing online learning initiatives.

Authorization to begin deep cleaning remains in a pending approval status with the school board. Please refer to March 18, 2020 Executive Summary for quotes.

Overall, the Center for Disease Control (CDC) recommends a three step process to clean, disinfect and sanitize community buildings and facilities. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

1. WASH all areas with soap and water
2. DISINFECT with CDC recommended products
3. SANITIZE with CDC recommended products

To reiterate, I strongly recommend decontamination and precautionary cleaning be done by an outsourced agency that can thoroughly handle this task. The cleaning and sanitizing will be done by properly trained staff, using Personal Protective Equipment (PPE) provided by the agency (N-95 respirator, nitrile gloves, safety glasses), as well as cleaning products that we do not have access to at this time. It is important to also note that many of TRSD Custodial staff is considered high risk due to age.

Respectfully submitted,

Gary Paradis, Director of Facilities

## Executive Summary

### Confirmed COVID-19 Case and Reporting

On March 25, the district received a communication from a staff member's family member informing the district the staff member had been positively diagnosed with COVID-19, had been admitted to a Manchester hospital (discharged on March 24<sup>th</sup>), and would need to file Family Medical Leave Act (FMLA) papers with the central office.

Upon learning of the diagnosis as well as the date of the onset of symptoms, we conducted an examination of our attendance records to determine if any staff member or student could have been potentially exposed to the virus. Our examination of the evidence as well as the testimony collected resulted in our determination that the staff member:

- Last worked in a district school on Friday, March 6<sup>th</sup>
- Developed symptoms on Sunday, March 8<sup>th</sup>
- Tested positive for COVID-19 on March 14<sup>th</sup>
- Admitted to hospital on March 16<sup>th</sup>

Calls were immediately made to the NHDHHS Department of Infectious Disease, the NH Department of Public Health, and the Center for Disease Control. The purpose for these calls was to 1) report the case as a school district, 2) ascertain the protocol for notification of potential exposure, and 3) ascertain protocol for return to work.

Information garnered from these agencies included:

- Confirmation of a diagnosis and information about potential exposure is provided to the Department of Public Health by the treating physician and/or hospital.
- Notification for the possible exposure to COVID-19 is provided by the NH Department of Public Health only due to HIPPA laws.
- Determination for notification of possible exposure is made by the Department of Public Health based on specific criteria.
- The specific criteria includes exposure to the patient once there is an onset of symptoms and 14 days from the date of the onset of symptoms.
- The staff member will require a doctor's clearance to return to work per the guidelines for COVID-19 (symptom-free for seven days without the use of medication).

It is important to note that the basis for calling all three of the health agencies was to triangulate the information being provided as we felt the notification protocol provided by the first agency we contacted was insufficient due to the close proximity of the time the staff member first exhibited symptoms and last day the staff member had contact with students and staff members. The consensus between all three agencies was that the *date of the onset of symptoms* served as the determining factor for notifying members of the public about possible exposure. Therefore, in this particular case, the agencies agreed notification to the students and staff members was not warranted.

As a side note: the NH Department of Education was also contacted to validate the information received with respect to who notifies students and staff members of a potential exposure to the virus. The NHDOE confirmed all such notifications are provided by the Department of Public Health; not by school districts.

We are pleased to report the staff member in question is recovering from the virus and is expected to return to work soon.

Respectfully submitted,

Nancy Louiselle, Director of Human Resources

March 31, 2020

## Executive Summary

### **Confirmed COVID-19 Case and Reporting - UPDATED**

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Nancy Louiselle, Director of Human Resources