

*NOTE: When feasible, TRSB meetings are videotaped. These meeting minutes reflect only a basic summary of the meeting topics, discussion, and action. The Vimeo recording of this meeting can be viewed at: <https://vimeo.com/trsd>
Materials presented at the board meeting may be viewed at:
<https://public.timberlane.net/sau/trsb/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsau%2ftrsb%2fShared%20Documents%2fSCH%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2020%2d21%2f01%2007%202021%20Meeting&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Business Meeting
January 7, 2021
7:00PM

Teleconference via Webinar Link
<http://www.timberlane.net/zoomtrsb>
Technology Assistance: 603-382-6541, x3955

Call to Order (00:00:00)

Chairman Farah called the January 7, 2021 Regular Business Meeting of the Timberlane Regional School Board to order at 7:00pm at which time she read a prepared statement explaining the Governor's orders regarding the Covid-19 Pandemic that allows this meeting to take place electronically. This type of meeting also requires that roll call votes be taken on all motions and all meeting members must also state whether anyone is with them in the room where they are participating in the meeting electronically as required by the Right to Know Law.

Board Members Present (00:1:16)

Accordingly, the following roll call was taken:

Mr. Boyle was present. He was alone in the room with other family members in the residence.
Mr. Dubé was present. He was alone in the residence.
Dr. Farah was present. She was alone in the room with other family members in the residence.
Mrs. Kiszka was present. She was alone in the residence.
Ms. Lowes was present. She was alone in the residence.
Mrs. Machemer was present. She was alone in her office with other family members in the residence.
Mr. O'Neil was late, arriving at approximately 7:43PM.
Mrs. Savage was present. She was alone in the room with other family members in the residence.
Mrs. Silva was present. She was alone in the office with other family members in the residence.

Others Present via Videoconference

Dr. Brian Cochrane, Superintendent of Schools

Others Present via Teleconference

Sandy Allaire, Director of Curriculum, Assessment and Professional Learning
Lucy Canotas, Director of Elementary Curriculum (K-5)
Geoff Dowd, CFO/Business Administrator
Ken Henderson, Director of Technology
Mark Pedersen, Director of Secondary Curriculum (6-12)
Maria Watkins, Business Administrator

The Pledge of Allegiance followed roll call.

APPROVAL OF MINUTES (00:02:39)

The board reviewed the minutes from the December 17, 2020 meeting:

MOTION: Mrs. Kiszka motioned to accept the TRSB public meeting minutes of December 17, 2020; seconded by Ms. Lowes. The motion passed 7-0-0. (Mrs. Silva had stepped out.)

DELEGATES & INDIVIDUALS (00:03:49)

Nicole Vaccarezza, of Sandown is a member of the FLES team. She gave a description of the FLES program and how it is developing students. She spoke of Avant testing data showing the success of the FLES program and urged

the Board to review the data and benefits of the program.

John Vaccarezza, of Sandown, is the parent of three children in the District. He spoke about the benefits and advantages of young children learning a second language and questioned why it is being taken away. He said this is a Distinction that Timberlane should look to capitalize on.

Coral Hampe, of Danville and TTA President, read statements prepared by the FLES Teachers, the Middle School World Language Department and then ended with her statement. The statements explained the FLES program and its uses/benefits in the world today and beyond. They asked the Board to take the recommendation of the Budget Committee and keep the FLES program.

SCHOOL RE-OPENING UPDATE (00:17:20)

Dr. Farah directed the Board’s attention to the multiple Covid-19 dashboard documents that were in the agenda packet. Dr. Cochrane and Mrs. Canotas gave an update on the Grades 3-5 students. The Administration was using the first two weeks of the new year to evaluate how these students could be brought back to school on a four day per week basis. At this point, the third grade could be back in all schools at a five-to-six-foot distance. However, the problem is that if these students were added to the busses, the busses would then exceed capacity. There is a meeting scheduled to go over bussing and what options are available to bus these children to school. If fourth grade can be brought back, that will also be discussed. The Board asked about carpooling, the possibility of allowing High School students to attend smaller classes four days per week, and the logistics of getting as many kids into school four days as possible regardless of grade.

DISTRICT CLERK (00:34:09)

Dr. Farah put out another call for applicants for the District Clerk position. The Board discussed adding money to the stipend for the year to entice more people to apply.

MOTION: Mrs. Kiszka motioned to add an additional \$500 to the District Clerk stipend for this year; seconded by Mr. Boyle. The motion passed 8-0-0.
--

COLLECTIVE BARGAINING AGREEMENTS (00:36:33)

The Board is still negotiating with the four bargaining units and trying to finalize the agreements by January 12, 2021. Dr. Farah requested that the Board leave the Monday, January 11th, 2021 date open should the Board need to meet to move those agreements forward.

DEFAULT BUDGET (00:37:20)

The Board discussed the Default Budget presented by Mr. Dowd, the Business Administrator. Ms. Lowes asked about a vehicle that was purchased a vehicle last year and whether it was considered a one-time expense. Mr. Dowd said he would review the 2600-line items to make sure it was removed. Mrs. Machemer questioned the five items (on page 3) where the Business Office “disagrees or has uncertainty” about the Default Budget line calculations. Mr. Dowd explained the notes/variances to the Board. Dr. Farah explained that Legal Counsel is also been involved in advising how these changes should be handled. Questions remained as to what group’s (School Board or Budget Committee) proposed budget should be used to make the Default Budget. How can the Budget Committee fund positions that the Board voted to remove? The Board requested that Dr. Dowd contact legal counsel and prepare him for these questions at the Public Hearing.

MOTION: Mr. Boyle motioned to move to Public Hearing the Default Budget number of \$74,267,397; seconded by Ms. Lowes. The motion passed 8-1-0. (Mrs. Machemer opposed.)
--

WARRANT ARTICLES (00:55:17)

Dr. Farah discussed the Capital Reserve warrant article staying as funded with any surplus funds. If the Collective Bargaining Agreements come through, those will also be on the warrant.

PUBLIC HEARING PREP (00:57:32)

The Budget Committee Public Hearing will take place on January 14th, 2021 and it will take place virtually. The Board decided that Dr. Farah will present the Default Budget, the capital reserve and possibly the collective bargaining agreements. Mrs. Kiszka requested a Default Budget in Excel.

SAU WITHDRAWAL (00:59:25)

The Board discussed the benefits sheets for the SAU staff. These benefits would apply to the Superintendent, the Assistant Superintendent, the CFO, HR, and the Lead Accountant. There was a lengthy discussion of (2) medical insurance and the thought process behind capping the incentive amount to \$5,000 from 30%.

The old benefits sheet for (3) Retiree Medical Supplement, the District pays \$1650/year in perpetuity for their supplemental Medicare. The new benefit sheet removes that long term liability.

There was a change in the language for (6) Retirement/Annuity due to position changes that have taken place. In (10) Retirement/Sick Leave Redemption, there was a change from 50% per diem to \$100 per diem. Currently (12) Out of District mileage has a flat fee of \$1000-1600 and is being changed to reimburse at the IRS rate and the Board suggested it should read "Mileage Reimbursement".

There was a business expense account of \$1K that was shared between Administrators. The suggestion was made to remove this. The suggestion was also made to remove compensatory time. The Board asked for an explanation of Sabbatical Leave and ultimately decided it should also likely be removed.

The (18) Early Retirement Incentive drew a lot of conversation from the Board. Mrs. Savage will speak to counsel to determine how this affects the Superintendent contract. Mrs. Machemer advocated for a benefits package that, at a minimum, is industry standard but also competitive and progressive. Mrs. Savage will take the lead in revamping these benefit sheets.

Ms. Lowes pointed out that these benefit sheets are getting updated, but they are not coming before the Board. The Board needs some clarity on who/how these sheets get updated. The Board requested that Mrs. Savage consult with legal counsel on this as well.

POLICIES (01:50:13)

MOTION: Mrs. Kiszka motioned to approve policies DKD (Compensatory Time), BEDG (Minutes), BEDH (Public Participation at Board Meetings) and BFE (Administration in Policy Absence) as a second read; seconded by Mr. Boyle. The motion passed 9-0-0.

The Board discussed which Superintendent evaluation tool they prefer. Ultimately, a four-point scale was chosen. The procedure was not adopted at this meeting because the procedure does not exist yet. The Board requested notice of first read for the Superintendent's Evaluation Policy (CBI) for the last meeting in January.

ANNUAL REPORT ARTICLE (02:01:46)

The Board needs to appoint author of school board's 2020 annual report article and provide guidance as deemed necessary. The deadline for submission is Feb 4th or the 18th at the latest. Mr. O'Neil will write it. Dr. Farah and Mrs. Silva will assist.

MID YEAR BUDGET REVIEW (02:02:58)

Mr. Dowd requested that this be moved to the next meeting agenda. The Board agreed and requested a Cash Flow Analysis be provided to better understand how funds are coming in and how they are being spent. Mrs. Watkins will follow up on this.

MID YEAR GOALS REVIEW (02:05:09)

The Board briefly went over the goals. One of the goals is to invite all the union groups to attend a School Board meeting and provide updates. Dr. Farah asked Dr. Cochrane to speak to the unions and see if they are interested in coming to the Board with an update.

One of the goals was to “explore the development of a District funded full day Kindergarten program.” Dr. Farah felt like this is still something to explore but the Board does not have the manpower right now.

ADMINISTRATORS REPORT (02:06:46)

Dr. Cochrane has accepted a \$500 donation on behalf of the School District from St. Christopher’s Church for use in the High School’s Backpack Program. For several years, the nurse’s office has worked with high school students and staff to manage a food pantry for local families. St. Christopher’s has supported this endeavor annually with a donation. The Board thanked St. Christopher’s for the donation.

Dr. Cochrane gave an update from the Facilities Consultant. There has been a delay in the HVAC Air Exchange Testing and Equipment Evaluation due to the holidays and Covid-19. They hope to provide a new schedule by the middle of next week.

Facilities spoke with Rise Engineering on December 31st and set a new schedule for the audits. This project was delayed due to COVID-19. Energy audits will be conducted on Wednesdays (and other days when no students are in the buildings) beginning on January 13th and continuing until they are complete. The consultant will be onsite for these audits.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (02:08:49)

Energy Committee: The exterior LED lights are showing their savings. They are now looking at the interior lights in all the schools. It would cost \$250K - \$300K to convert all the schools. They are exploring rebates with Unutil and Rise Engineering.

Policy Committee: The policy committee met tonight and reviewed eight policies. The Board should expect to see them for the next meeting.

Curriculum & Assessment: The committee met earlier in the week. They approved some teacher identified additions and modifications to the ELA curriculum at the elementary school.

Superintendent Search Committee: The application process has ended, and the committee is going through them now. By next week, they hope to have a list of people to interview and get those interviews scheduled. There were twenty applicants.

Budget Committee: The budget committee found approximately \$2M. Mr. Dowd classified them as 1.) Budget Committee identified reductions, 2.) School Board identified vacant positions, 3.) Business Office identified reductions and 4.) two other groups of recommendations that came from the School Board.

The Board requested a Default Budget based on the Budget Committee’s proposal for eliminated positions or the next meeting. Dr. Farah also asked whether the default budget reflects the reductions made in utilities. Mr. Dowd said that he has not made those changes. Mr. Dowd stated that the District was able to max out the \$600K grant.

With no other business before the board, Chairman Farah adjourned the meeting at 9:24PM.

Respectfully submitted,
Kat Lancaster
Recording Secretary

Approved by the Board on January 21, 2021.