

*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%20L%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2020%2d21%2f01%2021%202021%20Meeting&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

## TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

**Regular Business Meeting**  
**January 21, 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 21, 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.  
Mr. O'Neil was present. He was alone in the residence.  
Mrs. Silva was present. She was alone in the office with other family members in the residence. (Left at 8:34PM)

### **Others Present via Videoconference**

Dr. Brian Cochrane, Superintendent of Schools  
Jenna Horan, Student Representative

### **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 January 7, 2020 meeting: Mrs. Kiszka asked for a date to amended from the first paragraph.

<b>MOTION:</b>	<b>Ms. Lowes motioned to accept the TRSB public meeting minutes of January 7, 2021 as amended; seconded by Mr. Boyle. The motion passed 7-0-0.</b>
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<b>MOTION:</b>	<b>Ms. Lowes motioned to accept the TRSB public meeting minutes of January 11, 2021; seconded by Mr. Boyle. The motion passed 6-0-1. (Mr. Dubé abstained.)</b>
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### **STUDENT REPRESENTATIVE (00:04:56)**

All the Elementary schools report that students are doing a fantastic job working as a team and being kind to one another. At Sandown North, second grade students are paired up with English Honor Society students to work together in a reading group and will also create presentations of their work.

The Middle School Student Senate is collecting toiletries, food, and new clothes to support the Holy Angels Food Pantry. Donations can be brought into advisory or dropped off in the front office for anyone interested in participating. Grades eight through eleven are in the process of choosing their classes for next year. High School students are also preparing for midterms and many have reached out to convey their extreme level of stress under the current conditions. The National Honor Society at the High School has a Chipotle fundraiser going on February 2nd from 5pm to 9pm in Haverhill. All information can be found by asking an NHS member or looking at their social media pages. The Spanish Honor Society has an usual fundraiser of Los Reyes. Although students couldn't do the usual festivities, they celebrated with a virtual Spanish trivia this week and they had students from all grades come in.

Lastly, I have a request from many students to ask about the prom. Although it may not seem significant to some, the prom is really the pinnacle of High School for a lot of kids and we're very worried about what the Board and Administration are thinking about it.

Dr. Farah asked Dr. Cochrane to work with the High School Administration to come with a plan or contingency plans for the prom.

#### **DELEGATES & INDIVIDUALS (00:08:53)**

**Sarah Scanlon, of Danville**, wanted to follow up on her last visit to the Board wherein she advocated on behalf of the FLES program. She indicated that the FLES program took the place of one Unified Arts class and one Early Literacy class that were forty-five minutes each. She has concerns about how the immediate cessation of the program will affect the children and asked that a phased approach be considered. She also indicated that she has 180+ signatures on a local petition to save the program. She will forward that information to the Board this evening.

**Billie Hester, of Danville**, also advocated on behalf of the FLES program. She questioned why there was zero parent and taxpayer input on whether the program should be terminated. She also requested that the Board consider something other than an abrupt end to the program and consider a phased approach so that the benefit to the children already in the program is not lost.

**Coral Hampe, also of Danville and TTA President**, advocated on behalf of a two week notice for children, parents, teachers and staff to prepare to return to the classroom four days per week. She also said that a phased-out approach for the ending of the FLES program would be best.

#### **SCHOOL RE-OPENING UPDATE (00:14:32)**

Dr. Farah directed the Board's attention to documents prepared by Mrs. Canotas regarding the planned return to four days of school for grades three through five. Mrs. Kiszka and Ms. Lowes both asked questions about the intended dates given Ms. Hampe's comments earlier in the evening. Dr. Farah asked that the summary document be sent out as soon as possible. Mrs. Canotas stated that the summary document can be sent via school messenger.

Mr. Pederson indicated that the counseling departments in both the middle and high schools are actively working on creating criteria for bringing students back. Each building is different, with different logistical issues, and class sizes, etc.

The state's rollout plan for the vaccine includes phased rollouts. All building nurses fell into Phase 1A and have been vaccinated. Most school employees will fall into Phase 2A, but some will fall under 1B which includes people

over 65 years old, the medically vulnerable or caregivers of those medically vulnerable. The Pfizer and Moderna vaccines have not been tested on kids under 16. The Johnson & Johnson vaccine is in trials for kids under 16.

The Board discussed requiring persons to have the vaccine vs. making it a personal choice. Dr. Farah wanted to consult legal counsel before going any further but did agree it is something they need to get in front of and asked that it come back before the Board once they have more information.

#### **DISTRICT CLERK (00:30:01)**

One candidate, Mrs. Sharon Boyle, sent a letter of interest in for the District Clerk position.

<b>MOTION:</b>	<b>Ms. Lowes motioned to appoint Mrs. Boyle as District Clerk; seconded by Mr. O’Neil. The motion passed 6-0-1. (Mr. Boyle abstained.)</b>
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#### **POLICIES (00:31:26)**

<b>MOTION:</b>	<b>Ms. Lowes motioned to approve policies CBB (Appointment of Superintendent), CBI (Evaluation of the Superintendent), CBI-R (New procedure for SAU 106), BGD (Board Review of Administrative Regulations), CHB (Board Review of Administrative Regulations and Procedures), BGE (Policy Dissemination), BHC (Board-Employee Communications) and BIA (New Board Member Orientation) for first read; seconded by Mrs. Kiszka. The motion passed 7-0-0.</b>
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Dr. Farah requested the Policy Committee review policy BHE (Board Use of Email) and come back with a completely new policy for first read.

#### **DEFAULT BUDGET (00:44:27)**

The Board discussed the Revised Default Budget which is reflective of the proposed budget put forth by the Budget Committee. Although legal counsel doesn’t agree with how the proposed budget was put together, because it did not take into consideration the recommendations of the School Board with respect to staffing, the Default Budget must be based off that proposed budget. Because of that, the dollar amount is now \$74,973,634. The number needs to be voted on tonight so it can be included in the revised warrant.

<b>MOTION:</b>	<b>Mr. Boyle motioned to revise the amount of the Default Budget to \$74,973,634; seconded by Ms. Lowes. The motion passed 5-2-0. (Mrs. Kiszka &amp; Mr. O’Neil opposed.)</b>
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#### **WARRANT ARTICLES (00:55:20)**

- Article 2: Motion to Recommend made by Brian Boyle; 2<sup>nd</sup> by Barbara Kiszka. 7-0-0 vote.
- Article 3: Motion to Recommend made by Sheila Lowes; 2<sup>nd</sup> by Jennifer Silva 7-0-0 vote.
- Article 4: Motion to Recommend made by Sheila Lowes; 2<sup>nd</sup> by Brian Boyle. 7-0-0 vote.
- Article 5: Motion to Recommend made by Sheila Lowes; 2<sup>nd</sup> by Jennifer Silva 7-0-0 vote.
- Article 6: Motion to Recommend made by Sheila Lowes; 2<sup>nd</sup> by Jennifer Silva 7-0-0 vote.
- Article 7: Motion to Recommend made by Sheila Lowes; 2<sup>nd</sup> by Jennifer Silva 7-0-0 vote.
- Article 8: Motion to Recommend made by Sheila Lowes; 2<sup>nd</sup> by Barbara Kiszka. 7-0-0 vote.
- Article 9: Motion to Recommend made by Sheila Lowes; 2<sup>nd</sup> by Jennifer Silva 7-0-0 vote.
- Article 10: Motion to Recommend made by Sheila Lowes; 2<sup>nd</sup> by Jennifer Silva 7-0-0 vote.

(Articles 3,5 & 7 will need to be changed at the Deliberative session to reflect insurance costs that were not factored into the original warrant articles.) Dr. Farah reminded the Board to sign the documents that Mr. Dowd will be sending electronically.

#### **DELIBERATIVE SESSION (01:07:35)**

Only four persons will be on stage this year. The voting public will be in the gymnasium. The Non-Voting members will be in surrounding classrooms. The Board will have to revoke the warrant. Dr. Farah has requested a zoom call be scheduled and posted for 9PM on February 4, 2021 so that the Board can revoke the warrant.

### **SAU BENEFITS SHEET (01:12:25)**

The Board discussed the benefits sheets for the SAU staff. These benefits would apply to the Superintendent, the Assistant Superintendent, the CFO/Business Administrator, HR Director, and the Lead Accountant. There was another lengthy discussion of medical insurance and the thought process behind capping the incentive amount to \$3,000 from 30%.

The Early Retirement Incentive drew a lot of conversation from the Board. Mr. Boyle suggested pulling it entirely saying that this benefit is not offered anywhere else.

**MOTION: Mr. O’Neil motioned to accept SAU 106 Administrators Benefits Sheet, with the following changes: That the maximum insurance buyout is \$3,000 and The Retirement Incentive is deleted; seconded by Mr. Boyle. The motion passed 6-1-0. (Dr. Farah opposed.)**

### **SUPERINTENDENT SEARCH UPDATE (01:31:07)**

Mrs. Allaire indicated that the committee has been working actively for the last month to prepare for the first round of interviews. There are six candidates that will have one-hour long interviews with the full committee either next Monday or next Tuesday. The first portion of the process entails a thirty-minute timed writing activity and those are all scheduled for tomorrow (1/22/21) afternoon. The committee expects to reconvene after the first round of interviews to debrief and they hope to have finalists to move forward to round two by the end of next week. Phase two would involve the final three candidates coming before the Board. Dr. Farah is hoping to have a candidate’s night that would last two hours. Public questions would be solicited prior to the event. There would then be a non-public meeting with the Board. Dr. Farah is hoping to do this the week of February 9, 2021.

### **MID YEAR BUDGET REVIEW (01:36:34)**

Mr. O’Neil asked for a cash flow analysis at the last meeting. Dr. Farah let him know that they are working on it. The current projected surplus is approximately \$2.38M. The Board said Mr. Dowd did a great job on the grants (\$790+K in grant money). Mr. Dowd also thanked Maria Watkins for all her help with the grant money.

Dr. Farah announced the following:

Incoming Preschool, Pre-K and Kindergarten families for the 21-22 school year can find information on each school’s Parent Information Night on the TRSD, or individual schools, websites. Additionally, there is information on enrolling new students to the district, an online process that opens February 1st. We ask that community members spread the word about registration opening soon. Under the Parent Information Night tab, you will also find newsletters for Grade 1 students. This newsletter will provide information to families on how to register those students who are currently homeschooled, not enrolled in a program, or those who chose a private option but plan to attend a Timberlane neighborhood school next year.

### **ADMINISTRATORS REPORT (01:40:30)**

Dr. Cochrane gave the highlights of the Facilities update that was provided by Mr. Fournier.

Trane Projects:

1. HVAC Equipment Assessment & Evaluation On site assessment began on Friday, 1/15/21. On site assessment at the Pollard School and Middle School complete. Trane staff are currently performing on site work at the High School.
2. Air Exchange Testing Trane is working with their staff to confirm the schedule for this project. We expect to begin work next week and expect to have a schedule by the end of this week.

Rise Engineering Building Energy Efficiency Assessments:

On site energy efficiency audits began on 1/13/21. As of today, energy efficiency audits have been completed at the High School, Middle School, Sanborn North, Sanborn Central, Danville, & Atkinson Academy. We will conduct the final energy audits at Pollard, the PAC, and SAU 55 on 1/27/21.

Staffing Study: We have received three responses to our staffing study survey. They are from Derry, Dover, & Concord. A summary is being compiled. We are trying to determine if we have the proper or similar staffing to that of other Districts our size.

Miscellaneous Projects:

1. Concrete block masonry wall moisture issue: On our tours I noticed a moisture problem on block walls on the walls of the High School. It is also evident in some of the other schools. The TRSD staff have been unable to diagnose the problem and develop a solution. I have taken pictures and sent them to a peer of mine who is an expert in the field and will report back on the situation.
2. Pruning Class for the Grounds Staff I am also a Massachusetts Certified Arborist and I held the class on 1/20/21 for some of the Grounds crew. The topic of the session was pruning. More training will be provided in the future.

Dr. Cochrane has accepted a \$500 donation on behalf of the School District from ExxonMobil for use in the Sandown North Elementary School's STEM program. Nominated by our local Hampstead Emerson Exxon station at 416 Emerson Ave. in Hampstead, NH, this contribution donated by Exxon Mobil's Educational Alliance Program in collaboration with Global Partners LP, the region's largest group of independent owners, suppliers and operators of gasoline stations and convenience stores. Their hope is to get tools and resources into the hands of students to help stimulate "Aha Moments" in young minds. Our technology and enrichment teachers are very excited to utilize these funds to spark curiosity in our students.

Dr. Cochrane also announced the Nomination of Lisa Oliver as the SAU Lead Accountant.

**MOTION: Ms. Lowes motioned to accept the nomination of Lisa Oliver as the Lead Accountant; seconded by Mr. Dubé. The motion passed 6-0-0. (Mrs. Silva had already left.)**

Dr. Cochrane also announced the retirement of Claire Haggerty-Woodward, Pollard School Occupational Therapist after 26 years of service. Dr. Cochrane thanked her for all her time and effort on behalf of the District and the kids and congratulated her on a job well done.

**MOTION: Ms. Lowes motioned to accept the retirement of Claire Haggerty-Woodward with gratitude and well wishes on her retirement; seconded by Mr. Boyle. The motion passed 6-0-0.**

With no other business before the board, Chairman Farah adjourned the meeting at 8:49M.

Respectfully submitted,

Kat Lancaster  
Recording Secretary

Approved by the Board on February 18, 2021.