

*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%2fSCHOOL%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2020%2d21%2f04%2001%202021%20Meeting&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

## TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

**Regular Business Meeting**  
**April 1, 2021**  
**7:01PM**

**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 April 1, 2021 Regular Business Meeting of the Timberlane Regional School Board to order at 7:01pm 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 (00:1:15)**

Accordingly, the following roll call was taken:

Miss Bowes was present. She was alone in the residence.

Mr. Boyle was present. He was alone in the room with other family members in the residence.

Dr. Farah was present. She was alone in the residence.

Mr. Finnegan was present. He was alone in the room with other family members in the residence.

Ms. Gentile 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 room with other family members in the residence.

Mrs. Savage was present. She was alone in the room with other family members in the residence.

### **Others Present via Videoconference**

Dr. Brian Cochrane, Superintendent of Schools

Kaylie Sheffield, incoming Student Representative

Sandy Allaire, Director of Curriculum, Assessment and Professional Learning

Lucy Canotas, Director of Elementary Curriculum (K-5)

Geoff Dowd, CFO/Business Administrator

Angelo Fantasia, Director of Athletics

Ken Henderson, Director of Technology

Nancy Louiselle, Director of Human Resources

Mark Pedersen, Director of Secondary Curriculum (6-12)

Don Woodworth, Principal of TRHS

### **APPROVAL OF MINUTES (00:02:43)**

The board reviewed the public minutes of both the March 18, 2021 reorganizational meeting and the regular business meeting:

<b>MOTION:</b>	<b>Mr. O'Neil motioned to accept the both the TRSB Reorganizational Meeting minutes and the TRSB public meeting minutes of March 18, 2021; seconded by Mr. Finnegan. The motion passed 9-0-0.</b>
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The Pledge of Allegiance followed the vote on the minutes.

### **STUDENT REPRESENTATIVE (00:4:42)**

Ms. Sheffield gave an update on the goings on at each of the schools. Now that students have returned full time,

there are more and more opportunities for students to be involved. Athletics and Fundraisers are in full swing across the District. More students have returned to in-person learning with the start of the third trimester.

### **SCHOOL RE-OPENING (00:09:47)**

The return to 5 days a week in-person learning at TRHS and TRMS started on Monday March 22, 2021. Families were given the opportunity to return their children to in-person learning 5 days a week (TRHS 77%, TRMS 71%), while still having the option of accessing all of their scheduled classes and teachers in the remote model (TRHS 23%, TRMS 29%).

The timing of this return to in-person learning coincided with new CDC guidance that suggested that, with proper mask protocols, students may be seated at 3-foot social distancing in classrooms, while still maintaining 6-foot distancing when masks are off to eat. TRHS and TRMS administration worked hard to rearrange some class locations as well as the lunch schedules to attempt as much social distancing as possible can be achieved while having more students in the buildings per day.

Some new attendance codes allow for a more accurate accounting of students who are fully remote and/ or verified as remote versus those that are absent or those that are choosing to be remote on a more sporadic and maybe unverified basis.

There was also discussion as to whether or not remote students are required to have their cameras on or not. Teachers are engaging in conversations with online students so although they may not be able to see them, they know they are there.

### **VACCINE UPDATE (00:14:02)**

The vaccine clinic on Friday March 26th, was a success with 360 people being vaccinated. We would like to thank the following people for helping to make this day a success: Dennise Horrocks (Plaistow Health Officer); Colleen Monks (Regional Public Health Network Coordinator); South –Central MRC; Plaistow Fire Rescue; Plaistow CERT; TRSD Health Office Nurses and Staff and TRSD School Board for their support of this day.

The second dose for the vaccine is booked for Friday April 23rd. The logistics for this day will be similar; students will not have a school day and those staff receiving the vaccine will schedule their appointments in advance.

For the next meeting, the Board would like numbers on the total number of employees that were eligible for the vaccine and how many actually got it. The Board also requested that any necessary changes to the school calendar be brought before them at the next meeting to approve. Further, The Board also requested that notification be sent again to parents to inform again of 4/23/2021 vaccination date/no school.

### **HVAC Update (00:19:23)**

Original TRANE RFP Response dated 11/24/20: Trane will be providing written recommendations for the equipment that should be replaced based on their initial assessment & evaluation by Friday, April 2nd.

RFQ dated 3/1/21: HVAC Air Handling Equipment Maintenance & Repair Work A purchase order for \$50,000 has been issued to allow Trane to begin the next phase of the project. Work will begin early in the week of April 5th.

Director of Plant Operations Position Description: Mr. Fournier is working with Nancy Louiselle and Dr. Cochrane on a new draft Director of Plant Operations Position Description.

Dr. Farah requested that at the next meeting, she would like to review the list from Trane on the initial assessment and evaluation so The Board can move forward capital expenditures/equipment purchases.

### **SUICIDE PREVENTION PLAN (0020:52)**

**MOTION: Mrs. Kiszka motioned to approve the Suicide Prevention Plan/Policy as presented in the 4/1/2021 meeting materials; seconded by Miss Bowes. The motion passed 9-0-0.**

**ATHLETIC TRAINING CONTRACT (00:22:07)**

The Timberlane Regional School District has been partnering with Access Sports Medicine for its Athletic Training services since 2013. Recently, another provider has expressed an interest in providing athletic trainer services. Although the relationship between Timberlane Regional School District and Access Sports Medicine has been very positive, the Timberlane Regional School District has drafted an RFP for the purposes of creating a Bid Process for the Athletic Training Services of the Timberlane Athletic Department for the 2021- 2022 school year. It is recommended that the Bid Process be open to any and all companies, and that the deadline for proposals to be received by the SAU is May 1st, 2021.

**EARLY CHILDHOOD EDUCATION PLAN (00:23:40)**

For the 2021-2022 school year, TRSD proposes a change to the schedule of our early childhood programs. Typically, our neighborhood schools run programs Monday through Thursday AM but our Learning Center at Sandown Central runs Monday through Thursday AM and Tuesday through Friday PM. It is our intention to run all programs Tuesday through Friday with Mondays as the day we hold meetings. This is first to align all programs so that should a neighborhood program fill up, parents have the choice of TLC with the same schedule. Secondly, having one full day for meetings allows staff to be more flexible to parent schedules. Lastly, but most importantly, to give families more consistency we want to offer the program on consecutive days unlike this year. As more holidays/days off fall on Monday than Friday, we suggest a Monday meeting day.

Preschool (3-year old's) will attend school for two half day sessions a week, either Tuesday/Thursday or Wednesday/Friday with Peer Partners attending full days on Tuesday/Thursday. Pre-Kindergarten (4-year old's) will attend school four half days a week Tuesday-Friday either AM or PM, and Peer Partners (at TLC only) will have four full days instead of a program comprising three full days and two half days.

**MOTION: Mrs. Kiszka motioned to accept the change to Tuesday through Friday for the Pre-K and Pre-School Programs; seconded by Mr. Finnegan. The motion passed 9-0-0.**

**GRADUATION DATE (00:32:08)**

The high school has scheduled the graduation ceremony for the Class of 2021 on Saturday, June 12 at 10:00 a.m. on the high school game field.

Rain dates: If the weather is prohibitive, the start time on Saturday may be delayed. If the date needs to be adjusted, the first rain date will be Sunday, June 13, and the time will be set based on the weather forecast.

**MOTION: Mrs. Savage motioned to approve June 12, 2021 as the graduation date for TRHS; seconded by Ms. Lowes. The motion passed 9-0-0.**

**ESSER UPDATE (00:35:00)**

TRSD has received \$544K funding for the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) which is also referred to as "ESSER II." In addition to the ESSER I uses of funds, the ESSER II highlights three categories of allowable activities:

- Addressing learning loss
- Preparing schools for reopening
- Testing, repairing, and upgrading projects to improve air quality in buildings.

This grant has a focus on large dollar construction projects, and it mandates stricter guidelines compared to other federal grants the District has accessed in the past. For example, it requires compliance with federal regulations including but not limited to The Davis-Bacon and Related Acts (DBRA) which will involve large amounts of time

and effort from the business department. If it is the District's intent is to spend these funds on projects that involve construction, like the replacement of our HVAC systems, a robust plan that includes a detailed timeline must be developed in order to be able to use the funds and comply with federal regulations before September of 2023. Other suggested uses for these funds include: Addressing learning loss among students, providing mental health services and support, activities to address the unique needs of low-income students, purchasing educational technology (including hardware, software, and connectivity), new or expanded drop off/ pick up locations, additional parking, traffic signs, mechanical and non-mechanical heating, air conditioning systems, window and door repair and replacement.

Dr. Farah requested that Mr. Henderson be put on the agenda for the next meeting to speak about Chromebooks for next fall. The Board would also like to schedule a Public Hearing for these funds at the next meeting.

#### **ADMINISTRATIVE RENOMINATIONS (00:45:00)**

Deferred until later in Non-Public.

#### **RETIREMENT NOTIFICATION PERIOD (00:45:20)**

Typically, persons who wish to retire need to notify the Administration by January 1<sup>st</sup> of that year to receive the retirement incentive. Given some of the uncertainty surrounding COVID, Dr. Farah suggested a two-week opening period of anyone now considering retiring before the fall.

**MOTION: Ms. Lowes motioned to extend the Retirement Incentive filing period until April 15, 2021; seconded by Mrs. Savage. The motion passed 9-0-0.**

The Board requested that the staff be notified of this ASAP.

#### **POLICIES (00:51:40)**

**MOTION: Ms. Lowes motioned to approve policies CE (Administrative Councils, Cabinets & Committees), BIB (Board Member Development Opportunities), BHE (School Board Use of Electronic Communications), BIE (Board Member Indemnification), BJ (School Board Legislative Program), BK (School Board Memberships), BKA (Liaison with School Board Association), CA (Administration Goals), CB (School Superintendent), CBG (Superintendent's Development Opportunities), CCA (Administrative Succession Plan) for first read; seconded by Mr. Finnegan. The motion passed 9-0-0.**

#### **COMMITTEE ASSIGNMENTS (00:56:13)**

The Board is in need of a Sandown Rep for Capital Improvement Plan. This will be Ms. Lowes.

Check Registers is in need of a second.

All committees are staffed, and members will be notified of upcoming meetings. Safety Committee Meeting is April 7, 2021 at 11am. Curriculum and Assessment has a meeting on April 6<sup>th</sup> at 4pm.

#### **SCHOOL BOARD GOALS (00:58:55)**

Dr. Farah asked that Board members send their goals to her and that the Board plan to discuss at the next meeting. The Board also requested an update on the No Bullying Initiative for the next meeting.

#### **ADMINISTRATORS REPORT (01:03:37)**

Dr. Cochrane went over three items:

The estimate at the beginning of the year of what the guaranteed maximum rate will be for Healthcare. It was

thought to be a 4.9% increase. The District actually came in with an increase of only 1.9% which would represent a \$300K difference.

The 2021-2022 voted budget is in the Board packet.

A public hearing has been scheduled to accept donations of facemasks valued at approximately \$15K. The Administration is also looking into a hand sanitizer donation opportunity, more to come on that.

**PERSONNEL REPORT (01:04:44)**

**MOTION:** Ms. Lowes motioned to accept the resignation of Alyson Norman (Social Worker at Pollard School) and Michelle Desmond (Art Teacher TRMS); seconded by Mr. Finnegan. The motion passed 9-0-0.

**MOTION:** Ms. Lowes motioned to accept the renomination of Stephanie Pomykato, Behavior Specialist District wide; seconded by Mr. O'Neil. The motion passed 9-0-0.

**COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (01:06:49)**

The Policy Committee met and have moved a few policies forward that the Board will see at the next meeting and next month.

The Budget Committee has agreed to have a joint meeting in the November timeframe.

Project Hope has been rescheduled to Sunday April 11, 2021.

Ms. Lowes requested that the committees get updated on the websites.

**MOTION:** Ms. Lowes motioned to go into non-public under 91-A:3, Paragraph II (C) matters which, if discussed in public, would likely affect adversely the reputation of any person; seconded by Mr. O'Neil. The motion passed 9-0-0.

**The Board was polled:**

Bowes – Yes	Boyle – Yes	Farah – Yes	Finnegan – Yes	
Gentile – Yes	Kiszka – Yes	Lowes – Yes	O'Neil – Yes	Savage - Yes

**The motion carried 9-0-0 and the Board entered nonpublic session at 8:14PM.**

**MOTION:** Ms. Lowes motioned to exit the non-public meeting; seconded by Miss Bowes. The motion passed 9-0-0.

**The Board was polled:**

Bowes – Yes	Boyle – Yes	Farah – Yes	Finnegan – Yes	
Gentile – Yes	Kiszka – Yes	Lowes – Yes	O'Neil – Yes	Savage - Yes

**The motion carried 9-0-0 and the board re-entered public session at 9:52PM.**

**MOTION:** Mr. O'Neil motioned to seal the non-public meeting minutes by reason that divulgence would likely affect adversely the reputation of someone other than a member of the board; seconded by Ms. Lowes. The motion passed 9-0-0.

**MOTION:** Miss Bowes motioned to approve the Administrator Renomination List; seconded by Mr. Finnegan. The motion passed 9-0-0.

With no other business before the board, Chairman Farah adjourned the meeting at 9:55PM.

Respectfully submitted,

Kat Lancaster  
Recording Secretary

Approved by the Board on April 15, 2021.