

*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/SCHOOL%20BOARD%20MEETING%20AGENDA%20MATERIALS/2020-21/05%2006%202021%20Meeting/Agenda%20Packet%2005%2006%2021.pdf>*

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Business Meeting

May 6, 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 May 6, 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 (00:1:15)

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 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 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 arrived at 7:45PM.

Others Present via Videoconference

Dr. Brian Cochrane, Interim Superintendent of Schools

Kaylie Sheffield, Student Representative

Sandy Allaire, Director of Curriculum, Assessment and Professional Learning

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

Geoff Dowd, CFO/Business Administrator

Dana O'Gara, Director of Human Resources – TRSD

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

Don Woodworth, Principal of TRHS

The Pledge of Allegiance followed the vote on the minutes.

APPROVAL OF MINUTES (00:03:09)

The board reviewed the public minutes of the April 15, 2021 Regular Business Meeting:

MOTION: Mrs. Kiszka motioned to accept the TRSB public meeting minutes of April 15, 2021; seconded by Ms. Lowes. The motion passed 7-0-1 (Ms. Lowes abstained.)
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STUDENT REPRESENTATIVE (00:4:00)

Ms. Sheffield gave an update on various schools:

Sandown North recently celebrated National Humor Month to advocate for student mental health. Three students were selected each morning to read off jokes to the school to start each day off with smiles. Sandown North also hosted a spirit week before April vacation, which consisted of Magical Monday, Tidy Tuesday, Wacky Wednesday, and Sandown North Pride.

Sandown Central students were recently working on Earth Day projects in which students worked on ways to support conserving energy and keeping the Earth clean. Pre-K students celebrated the culmination of their fairy tale unit of study with a socially distanced ball.

Atkinson Academy Grade Five students completed the New Hampshire State Science Assessment. Atkinson Academy also celebrated National Poetry Month. Each morning students were taught a different form of poetry over the announcements. Students are also engaging in writing poetry during classroom writing times. Each month students participate in a healthy food challenge. April's healthy food challenge color was green; students plan their snacks around healthy green food and the class that has the healthiest snacks each month was an extra gym class.

The High School Spirit week was the week before April vacation which went very well. SATs were recently offered for juniors. National Honor Society hosted a grateful week in which students got to write things that they were thankful for and hang them up around TRHS. Applications have recently been opened for 2021-2022 Honor societies. TRHS t-shirt raffles are going on weekly for students. Spring games have begun for athletes. Practice has begun for the spring musical which will be showcased next week. Three seniors are winning parking spots, where students get to park in front of the building in principal spots. The Milkman are continuing their improv performances and student government elections are underway.

The Board asked questions regarding student feelings on vaccines and mask wearing. Dr. Farah then introduced Dana O'Gara as the new HR Director for SAU 106.

DELEGATES & INDIVIDUALS (00:07:35)

Louise Pajak of Sandown reiterated her previous request to repost the Music Director position. She urged the public to write to their representatives about this issue.

Keira MacDonald of Atkinson stated that children are suffering and urged the Board to drop the "just in case measures" that have been adopted by the Board. She would like the Board to reconsider the masks and social distancing rules.

Sarah Scanlon of Danville also requested that the Board repost the Music Director position. She reminded the Board that the District is known for its music program and any delay could bring lesser candidates. She asked if the Job Description had been updated and what the status is.

Stefanie Dube of Danville asked why the School Board was meeting via Zoom while the kids are in school. She also asked about masks and if the school's insurance policy will cover mask related medical or psychological problems that may result from prolonged mask wearing.

Coral Hampe of Danville TTA President wanted the Board to know that the TTA members stand in support of the Music Program.

Joseph Rozmus of Sandown questioned the first survey sent to parents and felt it was presented as an ultimatum. He felt it was insulting. Masks are not required in NH and he wondered why the District was still wearing them. Parochial Schools are not wearing masks. Dr. Cochrane stated that the Administration needs to plan for the worst and hope for the best. They are trying to plan staff and classes for students.

SCHOOL RE-OPENING (00:26:06)

The Board discussed the current CDC Guidelines are on mask wearing outside for both Elementary and Secondary schools. Both the CDC and NH DHHS recommends mask wearing when indoors and when outdoors except if people can social distance outside.

Substitute teachers were also discussed. Ms. O’Gara explained the fill rate, building subs and pandemic subs. Dr. Cochrane stated that substitute availability is down substantially this year.

HVAC Update (00:39:35)

Dr. Cochrane reported Mr. Fournier is still waiting for a list from Trane of proposed modern equipment replacements and estimated costs for the seven units listed in the spreadsheet dated 4/14/21 and provided to the Board on 4/15/21. We hope to have this information soon to enable us to spec and bid out these pieces of equipment. Trane has confirmed they are qualified to work with us through the CRRSA ESSER II program. We need to determine the unit ID for the equipment listed in the CIP for replacement as FACB-0038 in Pollard School at a cost of \$95,000. We are currently working to determine the available amount of capital funds for this purpose and the projects to be addressed in the remainder of the fiscal year.

Rise Engineering LED Re-Lamping Proposals: It was decided in the TRSD Energy Committee that will perform the balance of the LED re-lamping work inhouse due to the low incentives provided by the utility companies. Mr. Fournier and the TRSD Facilities staff created an RFP for the materials Steve needs for this project. 5 bids were received and opened on 5/3/21. An award to Northeast Electrical Distributors in the amount of \$215,337.68 is being processed.

CPower Demand Response Project: The agreement has been signed and the meters have been installed by CPower.

Director of Plant Operations Position Description: The position of Director of Plant Operations has been advertised and we have received several applications. The screening and interview process will begin shortly.

Solar Energy Project: Mr. Fournier has reviewed the Solar Energy proposal from Revision Energy and has reached out to the Nashua School District (SAU 42) to speak with them about the numerous projects they have worked on with Revision Energy. He has scheduled a meeting for Friday, May 7 and will report back soon.

ATHLETIC TRAINING CONTRACT (00:44:29)

On Thursday, April 29th, 2021, bids were reviewed for the Athletic Training Services contract for the 2021-2022 school year. Exeter Hospital and Core Physicians proposed to provide Athletic Training Services at no monetary cost. In consideration, Exeter Hospital seeks various promotional opportunities such as:

- Exeter Hospital and Core Physicians be designated the school’s “Official Sports Medicine Provider”
- Banners and other postings bearing Exeter Hospital and Core Physician branding be posted on campus
- Place links to their website on the District website
- Place notices/advertisements in school publications.
- Collaborate in joint promotions

MOTION:	Mr. O’Neil motioned to designate Exeter Hospital and Core Physicians as the official Sports Medicine provider for the 2021-22 school year; seconded by Mr. Boyle. The motion passed 9-0-0.
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LEGAL COUNSEL OF RECORD (00:52:08)

The Board tabled the appointment of legal counsel at their re-org meeting. Dr. Farah recommended the Board seek legal counsel when necessary and with appropriate legal firms, and further requests the board’s authorization to engage with such legal firms as needed.

MOTION:	Mr. O’Neil motioned to seek legal counsel when necessary and with appropriate legal firms, and further to authorize the Chair to engage with such legal firms as needed; seconded by Mrs. Kiszka. The motion passed 9-0-0.
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ADMINISTRATIVE HIRING UPDATE (00:53:22)

Dr. Cochrane announced the hiring High School Principal John Vaccarezza, Atkinson Academy Principal Stephen HARRISES and Dana O’Gara, HR Director. The Director of Plant Operations, Assistant Principal at the Middle School and Director of Student Services/Pupil personnel searches are ongoing.

AUDIT UPDATE (00:55:35)

The SAU55 audit is in its final stages. The management’s discussion and analysis and the legal letter have been drafted and are ready to be submitted to Plodzik & Sanderson. The annual financial report should be received soon. The Timberlane audit is also in progress, however the auditors are currently working on completing three audits. We have been working hard to be able to complete requests for documentation from our internal records and reporting systems.

ANTICIPATED SURPLUS (00:56:48)

The estimated surplus is \$2.1 million plus \$500K in fund retention for a total of \$2.6M. This includes \$450K of the ESSR funds.

SCHOOL BOARD GOALS (01:00:26)

Dr. Farah sent out draft goals that afternoon. She asked that the Board look at them and make suggestions/make amendments so that she can then share them with the Superintendent, the new HR Director and CFO before the next meeting.

Dr. Farah also brought the Board’s attention the “intent to Negotiate” CBA letters included in the agenda packet. Dr. Farah also stated that she did invite the TTA/TSSU to a meeting with the Board and they declined that invitation.

ADMINISTRATORS REPORT (01:04:06)

Dr. Cochrane presented the following:

The request for a new professional position: The District has had a PT School Psychologist for the last several years. With a PT position, the hourly rate is higher, and they determined that the costs for a PT person were more than what they were paying their FT people. This is designed to be an increase in service and a cost saving measure at the same time. The Board questioned whether this included benefits and asked for a summary sheet with specific numbers at the next meeting. They also asked for where this would specifically go in the budget lines.

Copier Contract: The district recently completed the RFP process with a company called SPC. To obtain the best prices on copiers, supplies, and service. SPC uses economies of scale by combining bids from multiple government agencies. The response was positive, and we got a proposal that allows us to replace all the copiers in the district including equipment, B&W and color copies, service, and software for the same annual fee that we currently have.

Currently we spend approximately \$185K per year. The current situation in the district is that we have replaced models piece meal and we now have older copiers and printers from 6 different manufactures that include 63 different models. This equipment is now out of warranty and are starting to experience issues.

The new proposal is to replace all the copiers in the district with a couple of standard models (one for B&W and one for Color) to provide consistency. The proposal will be over a 5-year term and will provide consistent and predictable pricing as opposed to replacing copiers as they breakdown. which would lead to inconsistent and unexpected expenditures as we need to replace them. The proposal also includes district wide printing accounting software called Papercut. Papercut can monitor and analyze printing per user and enforce best practices. It will also provide print to anywhere technology that will enable staff to print to a queue in the cloud and be able to release their print jobs at any copier district wide using their security fob or a username/password. This will cut down on print jobs that get printed and never picked up as well as help secure sensitive printouts as staff members

would have to be physically at the copier to release their print jobs. Print jobs that were not printed out within 24 hours would be deleted which would also help reduce paper and toner waste. Instead of leasing copiers through the manufacturer, we will finance through MST Government Leasing using a tax-except program which will provide us with an interest rate of not more than 3.29% per year through August 1, 2025.

MOTION: Ms. Lowes motioned to adopt the proposed agreement between TRSD & MST Government Leasing; seconded by Mrs. Kiszka. The motion passed 9-0-0.

Dr. Cochrane thanked Mrs. Belcher for the press release on the new Principals and brought the Board’s attention to an executive summary on the year end events.

PERSONNEL REPORT (01:15:04)

MOTION: Ms. Lowes motioned to accept the nominations of Brooke Belmont (Occupational Therapist), Jason Cucolo (Pollard School Counselor) and Clyde Perezcastaneda (High School Special Education Teacher); seconded by Mr. Finnegan. The motion passed 9-0-0.

MOTION: Ms. Lowes motioned to accept the retirement of Rebecca Lightizer, Art Teacher at Pollard, with nine years of service with thanks and gratitude for her service; seconded by Mrs. Savage. The motion passed 9-0-0.

MOTION: Ms. Lowes motioned to accept the resignations of Jennifer Marino (Sandown Central Principal) and Elizabeth Bisbing (Atkinson Academy Special Education Teacher); seconded by Mrs. Savage. The motion passed 9-0-0.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (01:18:44)

The Energy Committee did receive five responses to their RFP, and they accepted the bid of Northeastern Electric. In addition to the LED re-lamping, they are also working on replacing the aerators in the hand sinks which will reduce water usage by about 75% in the hand sinks.

Mrs. Savage spoke about Athletics, live streaming of games, and the Run of the Savages.

The Curriculum Committee will be bringing a revised HS Business Course documents to the Board for approval.

The Policy Committee met and there are five new policies coming to the Board for review.

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 8:28PM.

MOTION: Mr. O’Neil motioned to exit the non-public meeting; seconded by Mr. Boyle.

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 10:12PM.

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 Mr. Boyle. 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

With no other business before the board, Chairman Farah adjourned the meeting at 10:13PM.
Respectfully submitted,

Kat Lancaster
Recording Secretary
2021.

Approved by the Board on May 20,