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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%2015%202021%20Meeting&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Business Meeting
April 15, 2021
7:06PM

Performing Arts Center
40 Greenough Road
Plaistow, NH

Call to Order (00:00:00)

Chairman Farah called the April 15, 2021 meeting of the Timberlane Regional School Board to order at 7:06PM and then led the assembly in the Pledge of Allegiance.

Board Members Present

Kelly Bowes, Brian Boyle, Kimberly Farah, Steven Finnegan, Amy Gentile, Barbara Kiszka, and Shawn O'Neil.
Absent: Sheila Lowes and Kristin Savage.

Seated at the Board Table

Dr. Brian Cochrane, Interim Superintendent of Schools

Others Present

Sandy Allaire, Director of Curriculum, Assessment and Professional Learning
Lucy Canotas, Director of Elementary Curriculum (K-5)
Geoff Dowd, CFO/Business Administrator
Nancy Louiselle, Director of Human Resources
Mark Pedersen, Director of Secondary Curriculum (6-12)
Maria Watkins, CFO/Business Administrator, Timberlane

APPROVAL OF MINUTES (00:01:19)

The board reviewed the public minutes of the April 1, 2021 regular business meeting:

MOTION: Mr. O'Neil motioned to accept the April 1, 2021 minutes as written; seconded by Miss Bowes. The motion passed 7-0-0.

The board reviewed the sealed non-public minutes of the December 3, 2020 meeting:

MOTION: Mr. O'Neil motioned to accept the December 3, 2020 sealed non-public minutes as written; seconded by Mrs. Kiszka. The motion passed 4-0-3 (Bowes, Finnegan & Gentile abstaining).

The board reviewed the sealed non-public minutes of the February 15, 2021 meeting:

MOTION: Mr. O'Neil motioned to accept the February 15, 2021 sealed non-public minutes as written; seconded by Mrs. Kiszka. The motion passed 4-0-3 (Bowes, Finnegan & Gentile abstaining).

The board reviewed the sealed non-public minutes of the March 4, 2021 meeting:

MOTION: Mr. O'Neil motioned to accept the March 4, 2021 sealed non-public minutes as written; seconded by Mrs. Kiszka. The motion passed 4-0-3 (Bowes, Finnegan & Gentile abstaining).

The board reviewed the sealed non-public minutes of the March 18, 2021 meeting:

MOTION: Mr. O'Neil motioned to accept March 18, 2021 sealed non-public minutes as written; seconded by Mr. Finnegan. The motion passed 7-0-0.

The board reviewed the sealed non-public minutes of the April 1, 2021 meeting:

MOTION: Mr. Finnegan motioned to accept April 1, 2021 sealed non-public minutes as written; seconded by Miss Bowes. The motion passed 7-0-0.

PUBLIC HEARING ON DONATION (00:04:45)

Dr. Farah opened the Public Hearing at 7:10PM. Pursuant to RSA 198:20-b and policy KCD, the board needs to hold a public hearing on donations greater than \$5k. Wal-Mart Distribution Center is donating 20k plus disposable facemasks to nonprofit organizations. The total value of this donation is \$15k. Special thanks to Paul LeCain and Walmart. This Public Hearing was closed at 7:12PM.

MOTION: Mr. O’Neil motioned to accept \$15K Donation from Walmart; seconded by Miss Bowes. The motion passed 7-0-0.

PUBLIC HEARING ON ESSR II FUNDS (00:06:18)

Dr. Farah opened the Public Hearing at 7:12PM. Pursuant to RSA 198:20-b, the board needs to hold a public hearing on unanticipated funds in excess of \$5k. These funds may be used to address learning loss, prepare schools for reopening, and inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and non-mechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement. TRSD is in receipt of \$543,896. This Public Hearing was closed at 7:14PM.

MOTION: Mr. O’Neil motioned to accept \$543,896 in ESSR II Funds, seconded by Mrs. Kiszka. The motion passed 7-0-0.

DELEGATES & INDIVIDUALS (00:08:30)

Debbie Lincoln, of **Danville**, is a former Music Teacher who spoke on behalf of the music program and keeping the Music Director’s position.

Phil Sherwood, of **Atkinson**, spoke in support of reposting the Music Director’s position. He said that music taught him to think out of the box. He said that the community strongly supports this position and program.

Melissa Theberge, of **Plaistow**, spoke about how much Timberlane Music students are exposed to because of the music program. She urged the Board to please repost the Music Director’s position as soon as possible.

Sarah Machemer, of **Plaistow**, questioned why the position was taken down. She was very unhappy with the answers coming from the Board as to why. She also advocated for the Music Program and the reposting of the Music Director’s position.

Louise Pajak, of **Sandown**, stated that she is deeply concerned that the Director position has been taken down. She discussed the accolades of students that have gone through the program and those who have gone on to careers in music. She said the success of the program has been decades in the making and please repost the position.

SCHOOL RE-OPENING (00:22:45)

Schools are back in session five days.

VACCINE UPDATE (00:23:05)

On Friday March 26th, three hundred and sixty (360) people were vaccinated. Some of those vaccinated were not TRSD employees, as the state took some additional childcare workers into the POD. Ultimately, seven hundred seventy-two (772) TRSD employees had the opportunity to receive the vaccine. Some staff had already received the vaccine through other means. The second dose of the vaccine is scheduled for Friday April 23, 2021. This has already been declared a day off of school for students to ensure that staff are available to get the vaccine. At this time, TRSD is not requiring students nor staff to get vaccinated. If staff or students are fully vaccinated though, they can avoid the need to quarantine if they are identified as a close contact when the school nurses, school

administration and NH DHHS perform contact tracing for COVID cases. In those cases, the school nurses may need to verify the person's COVID-19 vaccination record.

HVAC Update (00:24:41)

Mr. Fournier is currently using the Trane assessment and evaluation report (April 7, 2021) and the most recent CIP information to develop a more detailed list of proposed equipment replacements and estimated costs. The hope is to have the completed list by April 23, 2021. There is a Pollard rooftop unit needing to be replaced at a cost of \$95,000.

Trane Projects

1. Original RFP: Trane invoice for \$140,000- the work is now completed. The last item we needed was their initial list of recommended HVAC capital equipment replacements which we have now received.
2. Trane invoice for \$8,200- this invoice is for the Trane controls labor required during the RFP process that was not included in the bid price. We agreed that either CTI or Trane controls personnel would perform the necessary work and would bill for this work separately. It was more advantageous and efficient for Trane personnel to perform some of this work, but we didn't know what the cost would be in advance so didn't request a purchase order in advance. The work covered by this invoice is complete and can be paid. Please issue a Purchase Order for this work to Trane so they can send us an invoice.
3. HVAC general maintenance and repair work- Trane was not able to commence this work on April 12. They are beginning work in the Middle School on Thursday, April 15. They will provide weekly progress reports.

LED LIGHTING FUNDING (00:27:40)

It was decided in the TRSD Energy Committee they will perform the balance of the LED re-lamping work inhouse due to the low incentives provided by the utility companies. Steve Paradis is working with TRSD Administration to create an RFP for the materials he needs for this project.

FACILITIES DIRECTOR POSITION (00:30:08)

The current Facilities Director will not be returning next year. The Administration and HR have rewritten the job description and retitled the position to the Director of Plant Operations, which is typical in a multi-facility environment. The new position will also require a bachelor's degree and five years progressive experience. This job description is significantly changed from the previous version. There is some speculation as to whether or not the CFO can manage this position based upon workload.

MOTION: Mr. O'Neil motioned to approve the new job description and title for what will become the Director of Plant Operations, seconded by Mrs. Kiszka. The motion passed 7-0-0.

MUSIC DIRECTOR POSITION (00:36:00)

Included in the Board's packets was a job description, teaching schedule, current compensation, including longevity. From a budgetary point of view, this position is being listed as both Administrator and teacher. Dr. Farah asked for a legal opinion as to whether this job description can continue to exist in this form given the position seems to straddle two different bargaining agreements.

This is a new job description was written to reflect the work that is being done today by Mr. DiBartolomeo. This is not the same job description that was recently posted and taken down.

Dr. Farah questioned why there are two instructors listed for classes with only ten students. Mrs. Allaire indicated that it depends on enrollments and gender specific group needs (i.e. male/female chorus). There are also concerns that enrollments will not come back up after the pandemic. Ms. Gentile pointed out that the position is listed as Administration, but the job description doesn't require the necessary Administrative certification. A teacher cannot evaluate another teacher. Ms. Gentile requested a District organizational chart for the music

program.

The Board had several open issues that they would like answered prior to taking action on this job description:

- a. Is it possible for this position to be both Administrative and Teaching with the new CBAs? (Legal)
- b. If Administrative, does it need a NH State Admin Certification?
- c. If someone is in Administration, how are they also receiving a stipend?
- d. A better understanding of enrollments and why there are two teachers in some classes with very few students.

NO BULLY UPDATE (00:56:17)

Essentially, the program was not renewed. It is under the job responsibility of a position that has not been filled this year, the Director of Student Services. The Board wanted to know if this could be reimplemented next year and requested an executive summary for the next meeting.

STAFFING RIF (00:59:48)

Mrs. Allaire explained the documents provided in the agenda packet. The specific positions have been identified for the second half of the staffing RIF. The Board needs to take action on the second part of the RIF.

MOTION: Mr. O’Neil motioned to remove those nine positions listed on page 2 of the RIF document, thereby removing them from the subsequent year budget, seconded by Mr. Boyle. The motion passed 7-0-0.

POLICIES (01:05:20)

MOTION: Mr. Boyle motioned to accept 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 second read; seconded by Mr. Finnegan. The motion passed 7-0-0.

SCHOOL BOARD GOALS (01:07:08)

Dr. Farah will send out some draft goals in the next few days. She requested that this item comes back on the next agenda.

GENERAL ASSURANCES (01:08:03)

The “General Assurances” document was presented to the Board. Dr. Farah indicated that the Chair needs to sign the document to return to the NHD OE. She did so before the other Board Members.

ADMINISTRATORS REPORT (01:09:21)

MOTION: Mr. Boyle motioned to provide a one-step increase to employees in the Timberlane Administrative Assistant and Maintenance Union (TAAM), Timberlane Custodians Union (TCU), and Timberlane Cafeteria Workers Union (TCWU). The step increase will apply to employees who are not at top step and shall be retroactive to July 1, 2020 with the monetary increase to be evenly divided over the remainder of the pay periods in 2020-2021; seconded by Mr. O’Neil. The motion passed 7-0-0.

Baseball & Softball Boosters:

After reviewing the information provided in their agenda packets relative to the request,

MOTION: Mr. Boyle motioned to approve the Baseball & Softball Boosters Sponsorship Program for two years beginning in the 2021 season; seconded by Mrs. Kiszka. The motion passed 7-0-0.

Based on the Board's last vote to extend the Retirement incentive until April 15, 2021, Dr. Cochrane presented the Board with MOU's for both the TSSU and TTA.

The Board is working with Legal on the all gender bathroom. Policies and Procedures will need to be updated.

PERSONNEL REPORT (01:16:23)

MOTION: Miss Bowes motioned to accept the retirement of Nancy Heffernan, TRMS Speech language Pathologist (33 Years) with thanks and gratitude for her service; seconded by Mr. O'Neil. The motion passed 7-0-0.

MOTION: Mrs. Kiszka motioned to accept the resignations of Alyson Norman (Social Worker at Pollard School) and Veronica Ackerman (TRHS English Teacher); seconded by Mr. Finnegan. The motion passed 7-0-0.

MOTION: Miss Bowes motioned to accept the renominations of Ronald Turcotte (TRHS Tech ED/Computer Teacher) and Stacy Merriam (Atkinson Academy Interventionist); seconded by Mrs. Kiszka. The motion passed 7-0-0.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (01:18:34)

Energy Committee discussed the LED re-lamping which is going along well. They will begin to review the solar panel Power Purchase Agreement in a month or two.

Nothing from the Budget Committee.

The Safety Committee met and are working with police departments from all towns to develop protocols that are consistent throughout the District.

Curriculum & Assessment met. Ms. Gentile is the co-chair.

Dr. Farah needs to get with Legal about wrapping up the negotiations with Hampstead. Dr. Farah will also be looking to legal to give some guidance about putting out to SAU55 that once Timberlane withdraws, that we will not be responsible for any legal actions that may result from them taking actions at SAU55.

MOTION: Mr. O'Neil motioned to go into non-public under 91-A:3, Paragraph II (B) The hiring of any person as a public employee and (C) matters which, if discussed in public, would likely affect adversely the reputation of any person; seconded by Mrs. Kiszka. The motion passed 7-0-0.

The Board was polled:

Bowes – Yes	Boyle – Yes	Farah – Yes	Finnegan – Yes
Gentile – Yes	Kiszka – Yes	O'Neil – Yes	

The motion carried 7-0-0 and the Board entered nonpublic session at 8:30PM.

MOTION: Ms. Bowes motioned to exit the non-public meeting; seconded by Mrs. Kiszka. The motion passed 7-0-0.

The Board was polled:

Bowes – Yes	Boyle – Yes	Farah – Yes	Finnegan – Yes
Gentile – Yes	Kiszka – Yes	O'Neil – Yes	

The motion carried 7-0-0 and the board re-entered public session at 9:15PM.

MOTION: Miss Bowes 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. Finnegan. The motion passed 7-0-0.
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With no other business before the board, Chairman Farah adjourned the meeting at 9:17PM.

Respectfully submitted,

Kat Lancaster
Recording Secretary

Approved by the Board on May 6, 2021.