

*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/2020-21/03%2004%202021%20Meeting/Agenda%20Packet%2003%2004%2021.pdf>*

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Business Meeting
March 4, 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 March 4, 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:

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

Mr. Dubé was present. Other family members were present in the room.

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

Mrs. Kiszka was present. Other family members were present in the room.

Ms. Lowes was present. She was alone in the residence.

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

Mr. O'Neil was present. He was 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.

Mrs. Silva 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

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

Nancy Louiselle, Director of Human Resources

Gary Paradis, Facilities Director

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

Maria Watkins, Business Administrator

Mark Fournier, Facilities Consultant

The Pledge of Allegiance followed roll call.

APPROVAL OF MINUTES (00:03:00)

The board reviewed the minutes from the February 18, 2021 non-public meeting and the February 18, 2021 public meeting:

MOTION:	Mrs. Kiszka motioned to accept the TRSB public meeting minutes of February 18, 2021; seconded by Ms. Lowes The motion passed 7-0-2. (Mr. Dubé and Mrs. Savage abstained.)
----------------	--

MOTION:	Ms. Lowes motioned to accept the TRSB non-public meeting minutes of February 18, 2021 as amended; seconded by Mr. Boyle. The motion passed 7-0-2. (Mr. Dubé and Mrs. Savage abstained.)
----------------	--

DELEGATES & INDIVIDUALS (00:05:47)

Coral Hampe, of Danville, and TTA President: As President, I represent about 300 staff members with various points of view. There's one thing we all agree on, and that is having students in the classrooms is the best way to educate them. But as we have been saying for the last year, it needs to be done safely. Representatives from TTA, TSSU, the District and lawyers have been meeting since June to discuss the safety issues like PPE, cleaning and how bad the HVAC systems are. Then last week Trane delivered the report about the HVAC systems in our District and you seem flabbergasted. Now I'm not saying we don't want the kids back. What I'm saying is we told you so.

We have been telling you for a year, how these systems have not worked well and how it affects our health. I was incredulous listening to your reactions from the report as if you've never heard this information before. Let me remind you, this was one of the biggest issues facing us for any return to school. The MOU, written over the summer and signed in September, states: TRSD will take all reasonable steps to ensure that the HVAC system and air circulation requirements conform to the recommendations of the CDC and ASHRAE before students arrived back at school. Specifically, the District will take the following steps to maximize indoor air quality to reduce occupant exposure to infectious aerosols. Steps like hire an independent HVAC consultant to assess current HVAC systems, (we did with the Lawson report in September), provide fresh air to the school buildings to the greatest extent possible with the current system, improve filtration in current HVAC systems to the highest level the system will allow to run efficiently and add new clean air technology (air purifiers, etc.) where necessary. As a note, I am on an inside classroom in the middle school. I have no windows, no air purifiers. Then we were told in an email: Use of at least Merv 13 rated filters is recommended if it does not adversely impact system operation. Therefore, following ASHRAE guidance, using a Merv 13 filter would negatively impact the most important factor, airflow. We will use a filter that allows us to maximize fresh air flow and therefore, safety.

Interestingly, the first recommendation from Trane is to replace filters to Merv 13. The installation of Merv 13 filters and all air handling units that recirculate air. All this to be done before students return to school. Hmph. Now that we know that the HVAC systems don't work as well as they should, we're pushing forward with bringing all kids to school five days a week and losing the deep cleaning day between cohorts. Really? More kids, less cleaning. It will be impossible for the custodians to clean every classroom every night. It will completely overburden them.

Sure, our statistics show we have been pretty lucky this year but does that mean that we have to push our luck five days a week?

After some back and forth comments by a Board Member and Ms. Hampe, Dr. Farah reminded everyone that the Board has in fact spent close to \$200K hiring HVAC Consultants and workers to come in and look at these systems. Merv 13 filters are recommended when air is being recirculated. The majority of TRSD systems are pulling in fresh air and not recirculating air. There is improved air filtration, and the District has kept air handling units running. Dr. Farah asked Mr. Paradis to speak.

Mr. Paradis stated that they have changed the filters monthly since July. The November filter change was held because Trane was supposed to be coming in to do the testing. They were delayed and as a result, the filters were a bit older upon inspection by Trane. As Trane inspected each unit, the filters were changed. They have reviewed the Trane report and began by addressing any emergency issues. To date, twenty different units have been worked on. They have found that the units have been functioning the way they should, and belts do not need to be replaced in all cases. All schools are taking in 100% outside air. The only building recirculating air is the SAU building. That building has residential units and is currently using a Merv 11 filter as what was recommended at the time. Merv 13's have been ordered for that building. Mr. Paradis stated that all units are functioning and that will be seen in the next Trane air flow report. He expects the report to recommend what units should be prioritized for replacement. Mr. Paradis indicated that there are 174/175 units in the District but some have more than one motor or belt so that is part of the difference in the report numbers. There are also some abandoned units that

were counted in the report as well.

Dr. Farah requested that Mr. Paradis explain the Preventative Maintenance schedule. Mr. Paradis indicated these are issued as jobs by School Dude. The ten-page document that was compiled in response to a Right to Know Request was from School Dude and it was anything to do with HVAC. Dr. Farah advised the Board that there is an Executive Summary included in the agenda packets relative to some procedures that have been set up as we move forward to correct these issues.

Dr. Cochrane and Mr. Fournier gave information on windows and how it isn't advised to open them. Opening them allows entry of dirt particles, pollen and unconditioned/filtered air. If its colder outside than inside, it will also increase the heat load and affect the balance of the system.

The Board discussed the C-Power Contract and the revenue that the District will gain from it. Energy audits have been done on each building and the reports are being compiled now and will be presented to the Board next month. Mrs. Kiszka indicated that the District has already converted the outside lights, the cafeterias and libraries in both the HS & MS. The next step is to convert the classrooms to LED which should save about \$10K per year per school. Mr. Fournier indicated that circulating systems and heat pumps will also be reviewed for energy savings at a later date.

SCHOOL RE-OPENING UPDATE (CON'T) (00:40:30)

Mrs. Allaire opened the Present but Remote discussion stating that following the last meeting, the Administrative Team at the HS met and made minor changes to the codes they use in the Present but Remote category. Mr. Pederson focused the explanation on verified vs. not verified distinctions for parents. The new coding will allow parents more information on their students.

The Board briefly discussed turnaround times on the RFQ and vaccinations for school staff.

FOOD SERVICE ANNUAL REVIEW (00:50:54)

MOTION: Mrs. Silva motioned to engage Whitson's for the fourth extension of their contract; seconded by Mrs. Kiszka. The motion passed 9-0-0.
--

Mrs. Kiszka complimented Whitson's performance during the Pandemic and getting the food out. Mr. Dowd and Ms. Watkins both praised John Fratiello and what an outstanding job he has done.

Dr. Farah stated that there would be a short fall in food service revenue. It's currently at \$191K but is anticipated to grow to \$250K.

PROJECTED UNENCUMBERED FUNDS (00:54:30)

Currently, there is about \$180K remaining and this will likely go to replacement of HVAC systems.

POLICIES (00:55:20)

MOTION: Ms. Lowes motioned to accept policies BDH (Consultants), BIBA (School Board Conferences, Conventions, and Workshops), and BID (Payment for Services Rendered by School District Officers) for second read; seconded by Mr. Boyle. The motion passed 9-0-0.

Mrs. Silva wanted to notice the Board of the intent to waive Policy IHCA, Summer Learning, at the next meeting.

MOTION: Mr. O'Neil 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 Mrs. Silva. The motion passed 9-0-0.

The Board was polled:

Boyle – Yes Dubé – Yes Farah – Yes Kiszka – Yes
Lowe- Yes Machermer – Yes O’Neil – Yes Savage – Yes Silva – Yes

The motion carried 9-0-0 and the Board entered nonpublic session at 8:01PM.

MOTION: Mrs. Silva motioned to exit the non-public meeting; seconded by Mr. O’Neil. The motion passed 9-0-0.

The Board was polled:

Boyle – Yes Dubé – Yes Farah – Yes Kiszka – Yes
Lowe- Yes Machermer – Yes O’Neil – Yes Savage – Yes Silva – Yes

The motion carried 9-0-0 and the board re-entered public session at 9:14PM.

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 Mrs. Savage. The motion passed 9-0-0.

The Board was polled:

Boyle – Yes Dubé – Yes Farah – Yes Kiszka – Yes
Lowe- Yes Machermer – Yes O’Neil – Yes Savage – Yes Silva – Yes

SAU 106 STAFFING (01:01:07)

Mrs. Savage stated that the Board had some ongoing personnel matters that need to be addressed. Therefore, it’s not something that can be addressed tonight and will be put back on the agenda for two weeks from now.

ADMINISTRATORS REPORT (01:01:34)

Dr. Cochrane accepted two \$500 Donations from HealthTrust.

The HealthTrust \$500.00 Donation for High School Wellness Committee: Each year Health Trust trains District employees in order to bring Wellness activities to high school staff. The donation is put towards activities such as, Heart Health Month, Hydration Month and other similar activities and informational opportunities for staff to learn about and participate in health-related activities. Funds are sometimes used for promotion of health activities and supplies for staff, such as water bottles and masks. We also inform staff of all Health Trust opportunities to log on to the Health Trust website and encourage participation in the programs, such as Slice of Life, in order to promote personal health and to take advantage of monetary incentives.

The HealthTrust \$500.00 Donation for Use in Sandown North’s Wellness Program: NH HealthTrust is the district’s “nonprofit provider of high quality, cost-effective medical, dental, prescription drug and ancillary benefit plans exclusively to public sector employees and their families in New Hampshire. As a nonprofit, public risk pool, HealthTrust has the primary goal to serve their members, New Hampshire’s schools, towns, cities, counties and other public entities, and keep costs down.” In order to encourage healthy behaviors, they enlist Wellness Coordinators on site to “serve as advocates for HealthTrust, promoting the Slice of Life program, and directing staff to the tools and resources available to help motivate the co-workers to make healthy choices and to incorporate a culture of health in their work environments.” They provide \$500 per year to Timberlane schools that have a coordinator to provide fun, motivating incentives for staff to engage in health education or healthy behaviors.

Both donations were accepted by Dr. Cochrane on behalf of the school district consistent with policy KCD.

PERSONNEL REPORT (01:50:53)

Dr. Cochrane also announced the resignation of Bridget Sheehan, MS Nurse, effective June 30, 2021.

MOTION: Ms. Lowes motioned to accept the resignation of Bridget Sheehan, Middle School Nurse; at the end of the school year; seconded by Mrs. Kiszka. The motion passed 9-0-0.
--

COMMITTEE REPORTS (01:03:57)

Curriculum & Assessment: Mrs. Machemer stated there were some proposed changes to units in the Personal Money Management class that C&A voted to accept and move forward to the Board for first read.

Dr. Farah thanked all the departing Board members for their service on the Board. Ms. Lowes thanked Mr. Dubé for his service and wished him well. Mr. Boyle thanked Mrs. Silva for her service to the Board as well. Mrs. Savage thanked the Superintendent Search Committee for their service. She also thanked Mrs. Machemer for service on the Board.

With no other business before the board, Chairman Farah adjourned the meeting at 9:27PM.

Respectfully submitted,

Kat Lancaster
Recording Secretary

Approved by the Board on March 18, 2021.