

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%20OOL%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2020%2d21%2f02%2018%202021%20Meeting&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Business Meeting
February 18, 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 February 18, 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 (00:1:23)

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 room with other family members in the residence. (Left at 8:40PM)
- Dr. Farah was present. She was alone in the residence.
- Mrs. Kiszka was present. She was alone in the in the room with other family members in the residence.
- 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. Silva was present. She was alone in the office with other family members in the residence.

Others Present via Videoconference

- Dr. Brian Cochrane, Superintendent of Schools
- Jenna Horan, Student Representative
- 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
- Mark Fournier, Facilities Consultant

The Pledge of Allegiance followed roll call.

APPROVAL OF MINUTES (00:02:50)

The board reviewed the minutes from the January 21, 2021 meeting, the February 4, 2021 special meeting and the February 10, 2021 nonpublic meeting:

MOTION:	Mrs. Kiszka motioned to accept the TRSB public meeting minutes of January 21, 2021; seconded by Mr. Boyle. The motion passed 7-0-1. (Mrs. Machemer abstained.)
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MOTION:	Mrs. Kiszka motioned to accept the TRSB special meeting minutes of February 4, 2021; seconded by Mr. Boyle. The motion passed 8-0-0.
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MOTION:	Mr. O’Neil motioned to accept the TRSB non-public meeting minutes of February 10, 2021; seconded by Mr. Boyle. The motion passed 7-0-1. (Mr. Dubé abstained.)
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STUDENT REPRESENTATIVE (00:06:10)

This is Ms. Horan's last official meeting with the Board. She will be here next week to introduce the new rep to the Board. Ms. Horan has graduated early and is taking two classes at UNH.

At Sandown north, the kids had a great Valentine's Day celebration where they all got to make their own personal crafts. This week they're having "healthy heart and mind week" where they have "mindful Monday," "take a break and read on Tuesday." They had a prerecorded Zumba class with Mrs. McKean yesterday. Today was "take a walk day" and tomorrow the students are encouraged to pick from a list of screen free activities to do. They have also collaborated with the High School Math Honor Society students. All the students are having a really great time together.

At Sandown TLC, the students are enjoying their month of kindness throughout the school by helping to clean up their classrooms, doing random acts of kindness for their peers and then also for their teachers. They're learning about expressing gratitude, which is really beautiful and needed right now in this world. They're very excited to welcome Steve Blunt who will be singing with the Kindergarten students about being kind to each other and promoting inclusivity for everyone.

Pollard School, Atkinson Academy and Danville Elementary have all created their own Valentine's Day celebrations inside of their school community. The Elementary Schools right now are getting ready to welcome in all of the new and rising students going into the next grade for next year.

At the Middle School, they have been working throughout this entire year, not only well but fantastically with one another. They really created an amazing community of students, teachers and parents. They are now selling merchandise that is going to have the school logo all over it and provide everyone with some school spirit.

At the High School, students are going above and beyond as well. During this really difficult year, they're finding ways to meet with their Honor Societies and Clubs. They just had another very successful trivia night on Zoom, that was put on by Student Council.

I saw on the agenda tonight that there's going to be discussion of prom, and senior activities so I would just like to express some things that I've heard from students. I've had students come to me with a desperate plea for a prom. They want a prom that feels almost normal and let me be clear that this means that we know there's going to be sacrifices, and that it's not going to be the same as it has been. But students, just like everyone else in the world right now, are looking for a light at the end of the tunnel to get them through these very difficult weeks that seem to drag on forever. Some of these lights at the end of the tunnel that students are chasing throughout their school week are, you know, the hope of a snow day or an acknowledgment at an award ceremony at the end of the year, or a senior prom. So, I implore anyone who could help in any way to show appreciation and celebration for these students who so desperately need and deserve the validation that this year has not been easy for anyone. But there are ways to make everyone feel appreciated and celebrated. Students really want a prom, but most importantly students want to recognition and appreciation just like everyone else in this world.

Thank you all very much for listening to this and the past several months, it has been really my pleasure. Thank you so much for making this a wonderful, a wonderful opportunity.

With that, the Board thanked Ms. Horan for her time on the Board and wished her well in all her future endeavors. Dr. Farah read the executive summary that was in the agenda packet relative to the prom. Dr. Farah encouraged students to get on the planning committees.

SCHOOL RE-OPENING UPDATE (00:11:35)

Dr. Farah requested update from Mrs. Canotas on whether all elementary students were in school and would a return to five days be possible. Another elementary survey closes tomorrow and the responses from that survey

will determine what will happen on March 22, 2021, which is the first day of the third trimester. As of yesterday, there were sixty-four students that indicated that they wanted to move from remote to in person learning.

DELEGATES & INDIVIDUALS (00:013:30)

Amanda Rousseau, of Atkinson, stated that Ms. Horan summed up a lot of what she had wanted to say. She has two high school students. Her children are able to do well remotely but she states they are missing so much socially and interactively. She stated that they really need to be in the classroom. If we can do it at the elementary level, why can't we do it at the high school level?

Nolan Pelletier, of Plaistow, spoke about the current school model leaving his daughter behind and it is taking a toll on her. He said she is not the same child. The child's complete well-being is not being taken into account. Why are sports happening but orchestra is not? He doesn't understand and if this is how it's going to continue, he will need to remove his daughter because she is struggling. Parents need to know what is happening.

Sanaz Anthony, of Plaistow, spoke about the Senior class and the difficult year they have been having. They've missed out on attending school with their friends, school sports with friends, no Senior events that kids partake in every year. She said they should have a proper prom, a proper graduation. Data and facts should be used to determine if and when a prom with food and a promenade can be had and not fear mongering. She has called venues and the Atkinson Country Club can accommodate 240 guests. Students should not be asked to come without dates. Are we going to deny these kids over and over? Ms. Anthony said the parents are happy to come in and come up with creative ways to give these kids something that they have spent twelve years working toward.

Dr. Farah requested to take this as an action item: to include parents in these year-end activity discussions.

SCHOOL RE-OPENING UPDATE (CON'T) (00:24:33)

Dr. Farah asked the pointed question of when are the middle and high school kids going to get back in the classroom? Mr. Pederson stated that kids could potentially come back in three stages:

- 1.) The week of March 8th, the Seniors could return.
- 2.) The week of March 15th, they could bring the freshman in.
- 3.) The week of March 22nd, in conjunction with the trimester change at the middle school, they could bring the middle school kids back and also grades 10 & 11.

This would mean grades 6-12 could be in four days per week as of March 22nd, 2021. Families who want to remain fully remote can continue to do so. Most classrooms would have four-to-six-foot distancing, but some would be down to three feet. They cannot bring all the kids in and still keep the six-foot distancing. The number of lunches that are offered will need to increase in order to maintain a six-foot distance while eating. Some students will have to eat in overflow classrooms. Another survey will have to go out in order to be sure the number of students is accurate. Dr. Farah asked if it could be moved up a week to March 1st, 2021. They have not yet discussed this with the bus company yet and there was some concern about the COVID numbers post February vacation. The middle school has specifically requested to change at the trimester change.

The Board had questions relative to staffing, and coverage for more kids being in the buildings. Ms. Lowes requested the COVID numbers in the District post-December break. The week of January 6th through January 13th, there were 20 students positive. February 3rd through February 10th, there were three positive students in the District, with zero staff positive. February 10th through February 17th, there were eight students positive and zero staff positive. The peak was in December.

Mr. O'Neil commented that it felt better to keep the A/B schedule days the way they are and not make too many changes at the same time. Mrs. Silva stated that students aren't able to do any labs. These need to happen. She was also concerned that students might have to have lunch earlier than 10:30am, as is currently scheduled. She stated that many students are choosing to access school remotely because it's very depressing to be in school right now. She said that Seniors are so checked out right now that she is not sure how many will even come back to the classroom. She is not sure why Wednesday needs to be a deep cleaning day if the cohorts are no longer

separated. She also suggested that the line to drop off students not taking the bus needs to be examined and planned for. Ms. Horan stated that Mrs. Silva's comments were 100% correct. She commented that its devastating to watch academically gifted students fall through the cracks because of the learning model not working for them. Ms. Horan herself chose to graduate early because she was sitting in a classroom by herself on Zoom. Mr. Boyle questioned the verbiage used to survey the three-to-six-foot distancing.

In summary, the Board would like to see the students back in school. They'd like the Seniors back on March 1, 2021 and if at all possible, to move to a five day a week model across the District. If not the entire District, then at least where it is feasible to do so. Dr. Farah requested that middle school parents understand that the March 22nd date is really at the request of the middle school administration. Mrs. Canotas stated that elementary could also work toward a five-day model, they would just need to shift a few strategies that are currently in use. Once the data from the survey is available, they will work toward this shift.

SCHOOL CALENDAR (00:53:12)

The Board asked about PD days and how they are decided upon. The Administration indicated that Wednesday, the skinny day, caused the least amount of disruption. The DOE suggested pushing back February vacation by one week. It was verified that Pinkerton and Salem were also going to change their calendar. This version of the calendar has also been run by the TTA and approved by their Executive Board.

MOTION: Mrs. Silva motioned to accept the calendar as is; seconded by Ms. Lowes. The motion passed 8-0-0.

IAQ Report (TRANE) (00:59:28)

Mr. Fournier reported that they are done with the first phase of the project which is assessment and evaluation, and they are almost done with the air exchange testing. He explained that TRANE had sent a report regarding the assessment and evaluation of all the air handling equipment: roof top units, some of the air handling units that are in the basements, and exhaust fans on the roof. They were on site doing this evaluation from January 15th to February 5th, 2021. They looked at approximately 191 pieces of equipment. They provided more information than we asked them to. He did an overview of their findings and categorized them into six categories:

- 1.) High Priority Repair, Replacement or Cleaning
- 2.) Basic Cleaning Required (as soon as possible)
- 3.) Review for Capital Funding and Incentives
- 4.) Repairs on Site - TRANE made some repairs while they were on site.
- 5.) Units In Good Condition (at the time of inspection)
- 6.) More Information Needed (from TRANE)

Concerningly, items 1 & 2 above accounted for 86% of the District's equipment. There is significant work that needs to be done to bring the District's equipment online in an appropriate manner. They are working with TRANE to figure out next steps on how to proceed with repair and maintenance work and will be coming back to the Board in two weeks with some proposals.

The Board was concerned that the report showed several systems were not on and could not be properly evaluated because they were turned off. Mr. Fournier indicated that those units are all in Category 1. He said some of those units could have been off because they were on a timer, or on a thermostatic control and not calling for that unit at that particular time or the unit could not be functional. There could be an issue with the thermostatic controller. They will need to go back and do a deeper dive on this equipment. Mr. Boyle questioned the price tag on this work. Mr. Fournier indicated that they are still working that out stating, "this is the kind of work that's really hard to price."

Ms. Lowes thanked Mr. Fournier, stating they've been trying to get this information for a very long time. She asked about the belts and the cleaning that is needed and if that is considered regular maintenance? Mr. Fournier stated that regular maintenance and service work would include cleaning, looking at filters and belts, greasing,

making sure the minor components are working in proper order. The Board expressed how disturbed they were to see the conditions detailed in this report. Mrs. Silva stated that she was looking at an executive summary from September 17, 2020 and it would appear that the information provided in that summary is not in line with what the TRANE report says. Mr. Dowd stated that most of the equipment is end of life and that the maintenance schedule in the District is far behind, but they are doing very good, very solid catch-up work. Mr. Dowd said some of the items in the report were also quite a surprise to him. There was further discussion on the previous report and what level of filters we should actually be using. The Board also found out that the air systems do not just pull fresh air from outside, they also recycling air within the building. Ms. Lowes questioned the prioritization on the CIP. Dr. Farah indicated it was further out and they pulled it up because of COVID. Board discussed end of life vs. dire need of maintenance and upkeep. Dr. Farah was concerned about continuing with the air exchange testing given that 90% of the system is in need of repair. Mr. Fournier indicated that we really need to see both sides of the problem to come up with the proper solution in the end.

CONSULTANTS CONTRACTS (01:24:09)

The Board discussed the need to extend the SPED Consultant contract of Beth Rincon as the District is still in need of her services and they are approaching the previously agreed to \$10K.

MOTION:	Mrs. Kiszka motioned to waive Policy DJE to allow for ongoing consultant services to exceed \$10K for Special Education Consultant Elizabeth Rincon, up to a maximum of \$7K in additional funds; seconded by Ms. Lowes. The motion passed 8-0-0.
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PLAISTOW OLD HOME DAY REQUEST (01:29:45)

The Town of Plaistow is requesting to use school facilities for Old Home Day in August. The committee is currently exploring venues looking for pricing and availability. The Board has no great objection so long as they coordinate with the Administration on a date and time that would work for the District.

STAFFING (01:33:02)

The Board discussed the staffing associated with the cuts that were approved a previous meeting. This is the beginning of the re-organization process. Both sides of the issue were discussed before voting.

MOTION:	Ms. Lowes motioned to accept the document "FY2022 RIF Detail BC 2.17.21" positions that are outlined in the document presented to the School Board to the grand total of \$1,247,465; seconded by Mr. O'Neil. The motion passed 6-1-0. (Mrs. Machermer opposed and Mr. Dubé had already left.)
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AUDITOR'S REPORT (01:41:10)

An SAU audit that needs to be done. There is also a Timberlane audit that needs to be done and Hampstead is behind two years in their audit. As withdraw from the SAU looms, the auditors will need to clear the books, not only for the SAU but the organizations under the SAU. Dr. Farah requested that Board members refrain from asking the Business Office for things and let them focus on completing the work necessary to complete the audits.

SUPERINTENDENT SEARCH UPDATE (01:43:22)

The Board has interviewed finalists but is not yet ready to make a formal announcement due to the fact that they are still in negotiations with finalists.

POLICIES (01:43:45)

MOTION:	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 second read; seconded by Mrs. Kiszka. The motion passed 6-0-1. (Mrs. Machermer abstained.)
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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 first read; seconded by Mrs. Kiszka. The motion passed 7-0-0.

ADMINISTRATORS REPORT (01:48:21)

Dr. Cochrane acknowledged that many are struggling, and everyone is trying to do the best they can. Admittedly, people are tired and stressed and he wanted to let folks know how thankful he is to have had the opportunity to work with everyone.

PERSONNEL REPORT (01:50:53)

Dr. Cochrane also announced the retirement of Lois Paul, TRSD Technology Integration Coordinator, after 37 years of service. The Board and Dr. Cochrane thanked her for all her time and effort on behalf of the District and congratulated her on a job well done.

MOTION: Ms. Lowes motioned to accept the retirement of Lois Paul with gratitude and well wishes on her retirement; seconded by Mrs. Silva. The motion passed 7-0-0.

Dr. Farah mentioned two other resignations that were accepted at a previous meeting: Patricia Fowler, Sandown Central Occupational Therapist, 3 years, with thanks for her service and Anthony DiBartolomeo, TRHS Director of Music, 34 years, with many thanks for his service and will be greatly missed.

MOTION: Mrs. Silva 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 Ms. Lowes.

The Board was polled:

Boyle – Yes Farah – Yes Kiszka – Yes Lowes- Yes
Machemer – Yes O’Neil – Yes Silva – Yes

The motion carried 7-0-0 and the Board entered nonpublic session at 8:57PM.

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

The Board was polled:

Boyle – Yes Farah – Yes Kiszka – Yes Lowes- Yes
Machemer - Yes O’Neil – Yes Silva – Yes

The motion carried 7-0-0 and the board re-entered public session at 10:15PM.

With no other business before the board, Chairman Farah adjourned the meeting at 10:16PM.

Respectfully submitted,

Kat Lancaster
Recording Secretary

Approved by the Board on March 4, 2021.