

*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%2f07%2023%202020%20Summer%20Meeting&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Summer Business Meeting
July 23, 2020
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 July 23, 2020 Summer 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 (00:1:28)

Accordingly, the following roll call was taken:

Mr. Boyle was present. He was alone in the room. Other family members were in the residence.
Mr. Dubé was present. He was alone in the room.
Dr. Farah was present. She was alone in the room. Other family members were in the residence.
Mrs. Kiszka was present. She was alone in the residence.
Ms. Lowes was present. She was alone in the residence.
Mrs. Machemer was present. She was alone in the room. Other family members were in the residence.
Mr. O'Neil was present. He was alone in the room. Other family members were in the residence.

Others Present via Videoconference

Jenna Horan, Student Representative

Others Present via Teleconference

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
Gary Paradis, Facilities Director
Mark Pedersen, Director of Secondary Curriculum (6-12)
Susan Rasicot, Director of Pupil Personnel Services/Special Education

The Pledge of Allegiance followed roll call.

STATEMENT FROM THE BOARD (00:02:58)

Dr. Farah made a brief statement on behalf of the Board regarding the resignation of Dr. Metzler and plans for an interim Superintendent. She also addressed the status of the plans for the 2020-2021 school year and addressed future dates of meetings that will continue to address these issues.

APPROVAL OF MINUTES (00:05:04)

The board reviewed the minutes from the June 18, 2020 Meetings:

MOTION:	Ms. Lowes motioned to accept the TRSB meeting minutes of June 18, 2020; seconded by Mrs. Kiszka. The motion passed 7-0-0.
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STUDENT REPRESENTATIVE (00:04:20)

Miss Horan congratulated the seniors that graduated in the midst of a global pandemic. She also congratulated the Kindergarten kids, the fifth and eighth grade students that are also moving on their educational journey.

Ms. Horan stated that she has been approached by several students and their families hoping that she would advocate on their behalf. She said people are evenly split between continuing in remote learning and those wishing to return to a normal school routine. The students empathize with the Board, the administration and teachers who are making plans for the upcoming school year. She offered thanks for taking the time and consideration to make this decision and for looking out for mental and educational wellbeing of students. She reminded everyone that the Timberlane community will need to come together, regardless of the ultimate decision, to have a successful year.

OPENING OF SCHOOL PLANNING (00:09:32)

Sandra Allaire, (Director of Curriculum, Assessment and Professional Learning), Lucy Canotas, (Director of Elementary Curriculum, K-5) and Mark Pederson, (Director of Secondary Curriculum), presented a slide show detailing the work done thus far by the administration. Mrs. Allaire was clear that what they would present would not be a fully flushed out plan but rather it reflects the process that has been undertaken thus far. Planning has been intentionally conservative to prioritize the safety and well-being of all stakeholders. Mrs. Canotas spoke to Phase One of the Planning Process. Mr. Pederson spoke to the levels of risk, possible scenarios (fully remote, reduced capacity/rotating cohorts or a full return to schools). The situation is ever evolving and any one of these scenarios could be used at any point in the year.

With two phases of planning done, next steps would include the creation of two task force groups, one to look at all pieces of remote learning 2.0 and the other to review what would be necessary to enact in person instruction. Surveys will be sent to students, parents, and staff. The next check point date before the school board will be August 6, 2020. Currently, the administration plans to start the 2020-2021 school year on time beginning with at least two weeks of remote instruction. August 20th and September 14th refer to ongoing check point dates.

There were several questions from the Board and there was a lengthy discussion relative to: the taskforce and who parents should reach out to volunteer, the status of fall sports, the impetus of the two week remote start, CTE programs at both Salem and Pinkerton, sanitization, cleaning supplies, PPE provisions (gloves, masks, etc.), custodial staff training, transportation, bus company protocols, whether or not the criteria will be the same for elementary students vs. older students, space issues, desks vs. tables, class sizes, family members in the same rotations, what remote learning 2.0 might look like, technology purchases, appropriate methods for all ages, predictability of schedules, added costs, etc.

FACILITIES UPDATE (01:07:54)

Gary Paradis, Facilities Director, took questions from the Board. Relative the PAC, he stated that the completion of the restoration project was supposed to be next week. However, there was a delay in the receipt of metal materials. The siding is nearly 100% complete but the canopy in the front and the overhang in the back is awaiting the materials arrival which is currently scheduled for next Wednesday.

Summer cleaning of the schools is ahead of schedule. The SAU carpet install is completed and being continually sanitized. Mr. Paradis also expects all summer projects to be completed by September 13, 2020. The new boiler units being installed at the middle school should help with new air flow. Mr. O'Neil stated that he believes any useable space should be considered for use (gym, etc.) and also stated that if the task force runs into roadblocks that the Board could assist in rectifying, to please make sure to bring it to the Board. Dr. Farah stated that the NSBA suggested that instead of changing policies to fit this pandemic, that a school's opening plans can become the policy just by adopting the plan. Mr. Dowd stated that some school boards are giving permission to the Superintendent to change policies as needed during this event.

SPECIAL EDUCATION STAFFING NEEDS (01:15:01)

Susan Rasicot, Director of Pupil Personnel Services/Special Education, brought three open positions before the

Board that were previously approved and budgeted for. She requested to be able to post those positions immediately. The Board agreed they should be posted.

POLLARD SCHOOL FACILITIES USE REQUEST (01:16:30)

The town of Plaistow usually uses the Pollard School for voting purposes. There is a primary in September and the national election in November. During the discussion, it was brought up that the Town of Sandown may also want to use Sandown Central for elections. The Board consensus was that they would like to allow the towns to continue to use the schools, provided they are able to clean the sites to the same level that they were before the election and at the town's expense. The November primary is likely to be a significantly larger group and the Board will revisit the November election issue after the September election.

FOOD SERVICE FUND TRANSFR (01:26:30)

Geoff Dowd, CFO/Business Administrator, stated that the in-school food service program was shortened due to remote learning, and consequently, the Food Service Fund has experienced a loss which will need to be covered by the General Fund. He requested that the Board authorize a transfer of up to \$212,337 from the General Fund to the Food Service Fund. Mr. Dowd said that the revenue number reflected the amount the District expected to receive from the state and federal government (in the area of \$80K).

MOTION: Mr. O'Neil motioned to authorize a transfer \$212, 337 from the General Fund to the Food Service Fund; seconded by Mrs. Kiszka. The motion passed 7-0-0.

AUDIT UPDATE (01:32:29)

Mr. Dowd indicated that they are in the final stages of last year's audit and doesn't think it will be very long at all until they get the legal confirmations back which is the second to last step in the audit. Mrs. Kiszka questioned Mr. Dowd about the timing and whether he thought this year's audit could be completed by January of 2021. Mr. Dowd stated that he thinks they are in a better position this year and he is hoping that Mrs. Watkins previous proficiency in shortening the audit cycle at her previous work location will also take place here.

Mr. O'Neil inquired as to the grants that were available and what monies the District has applied for. He requested that a summary be provided to the Chair on what has been applied for thus far.

ACCESS SPORTS MEDICINE ATHLETIC TRAINING CONTRACT (01:37:26)

Angelo Fantasia, Director of Athletics, updated the Board on recent contract negotiations. In the event of a transition to remote services, Access Sports Medicine would agree to prorating the average daily cost for services from \$96.13 per day to \$48.07 per day. For each day of remote services, they would deduct \$48.07 off the total contract cost of \$29,320.00. This structure would give Access Sports Medicine the ability to continue to provide vital services while allowing the flexibility to return to traditional services at our usual cost of \$96.13 per day. These services would be assigned to the TRHS Athletic Trainer to account for the payroll commitments incurred by Access Sports Medicine during periods of remote services. Access would use the TRMS Athletic Trainer in whatever role they deem necessary and would be prepared to fulfill the contractual obligations should there be a restart of sports. Access has also offered to complete free physicals for students.

END OF YEAR FINANCIALS (01:40:19)

Mr. Dowd stated that although typical monthly projections are posted by the 10th of the next month, the year-end closing process is more involved and takes longer. He anticipates that preliminary financials will be available by the next Board meeting. The School Board will need to consider the amount to set aside in the Retained Fund Balance. The maximum amount allowed is 2.5% of the current year net assessment, with such 2.5% exceeding \$1.1M for Timberlane. The amount in this fund is to be used for emergencies, and only when essentially all funds of the District are spent or are committed to be spent. Fiscal Year 2019-20 Fund Balance Retained is \$500,000. Mrs. Kiszka asked if he anticipated budgetary challenges due to Covid 19 expenses. He said that yes, there could be challenges as the year develops.

CONSULTANT HIRING (01:48:00)

MOTION: Ms. Lowes motioned to authorize the Board Chair to enter into a contract for an educational consultant for two years (7/2021 – 6/2023) as detailed in the email that was sent to the Board; seconded by Mr. Dube. The motion passed 6-1-0 (Machemer opposed).

ADMINISTRATORS REPORT (01:50:59)

Mrs. Allaire indicated that there were a series of Executive Summaries in the agenda packet that have largely been discussed by the Board already and if there were no questions on those, she did not have anything further.

PERSONNEL REPORT (01:51:26)

Three candidates were brought forward for hire. The Board cannot fully move the candidates forward at this time without a Superintendent. The Board did not receive the normal dossier on the candidates and inquired as to when that would be received and when the announcement would be made surrounding these candidates.

MOTION: Mrs. Kiszka motioned to tentatively accept the tentative list of new teachers, pending formal recommendation by the superintendent and election at its next meeting or by way of the summer hiring process; seconded by Mr. O’Neil. The motion passed 6-0-1 (Dube abstaining).

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (01:57:14)

Mrs. Kiszka said that the Energy Committee would be meeting next Tuesday.

Dr. Farah stated that the Curriculum and Assessment Committee needs to meet, per Mrs. Allaire. Mrs. Machemer is chairing that committee and will schedule a meeting.

The Policy Committee also needs to move forward. Dr. Farah requested that Mr. Dube work with the administration to schedule a meeting. There are things that need to be updated on these two committees for the upcoming academic year.

Four Collective Bargaining agreements need to be negotiated this year. Mr. Boyle, Mrs. Machemer and Dr. Farah are on the negotiating committee. Dr. Farah suggested that Ms. Lowes join the committee as she, Dr. Farah, may be overcommitted at this time.

Withdrawal is also on the horizon. The Board needs to pull together a committee to work on what the new SAU will look like. The mediation with Hampstead and Timberlane did not result in a signed agreement. Given recent personnel changes and a new fiscal year, Dr. Farah feels like they will be returning to the negotiating table with Hampstead. Also, she would like to be able to give the current employees some insight as to what the new landscape will look like at either SAU.

Dr. Farah would like to try and set up a public forum or Q&A for next Thursday. She will need to work out the details of how to do that with the administration.

With no other business before the board, Chairman Farah adjourned the meeting at 9:09pm.

Respectfully submitted,

Kat Lancaster
Recording Secretary

Approved by the Board on August 6, 2020.