

*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%2f12%2003%202020%20Meeting&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

## TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

**Regular Business Meeting**  
**December 3, 2020**  
**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 December 3, 2020 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 (00:1:24)**

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 not present.  
Dr. Farah was present. She was alone in the room with other family members 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 her office with other family members in the residence.  
Mr. O'Neil arrived at 7:04PM. He was alone 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 arrived at 7:04PM. She was alone in the office with other family members in the residence.

### **Others Present via Videoconference**

Dr. Brian Cochrane, Superintendent of Schools, was alone in his office with other family members in the residence.  
Jenna Horan, Student Representative, was also alone in the room with other family members in the residence.

### **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  
Ken Henderson, Director of Technology  
Nancy Louiselle, Director of Human Resources  
Mark Pedersen, Director of Secondary Curriculum (6-12)

The Pledge of Allegiance followed roll call.

### **APPROVAL OF MINUTES (00:03:04)**

The board reviewed the minutes from the November 19, 2020 Public and Non-Public meetings:

<b>MOTION:</b>	<b>Ms. Lowes motioned to accept the TRSB public meeting minutes of November 19, 2020; seconded by Mr. Boyle. The motion passed 6-0-2. (Mrs. Kiszka and Mr. O'Neil abstained.)</b>
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Dr. Farah and Mrs. Lowes requested that the Non-Public meeting minutes be changed to reflect that Mr. Boyle made the motion to end the non-public meeting.

**MOTION: Mr. O’Neil motioned to accept the TRSB non-public meeting minutes of November 19, 2020 as amended; seconded by Ms. Lowes. The motion passed 7-0-1. (Mrs. Kiszka abstained.)**

**STUDENT REPRESENTATIVE (00:05:54)**

- At Sandown TLC they are having Polar Express days next week that they're very excited about complete with a pajama day, golden tickets, and a story time from a virtual conductor.
- At Sandown North, Mrs. O'Sullivan's first grade class and Mrs. St. Hilaire's remote class of third and fourth graders, recently met virtually for their first session of reading together as reading buddies. In Mrs. DiBenedetto's second grade class, students wrote persuasive essays prior to Thanksgiving, from the point of view of the turkey. They were convincing us not to eat them because they aren't really turkeys. Students had a lot of fun creating these incognito turkeys.
- At Danville Elementary School, they recently finished their kindness spirit week and students and teachers all looked amazing.
- In all four of the elementary schools first graders are in all four days, and second graders are soon to follow, and the students and teachers are very excited about this!
- At the middle school they are selling masks in gray or black as a great way to show and spread school spirit. There's a Google Doc on the Middle School's Facebook page for anyone interested.
- At the High School, Congratulations to all the Project Hope members and the winners of the virtual 5K that was very successful. And to all the Honor Society members that are finally feeling like things are going back to normal with regular meetings and clubs.
- At the last meeting, I discussed, a sense of community that seems to be failing in students across the District. I spoke to students and some teachers in the high school and across the board, a lot of them said, Yes, I know that there's an issue, but I don't really know how to fix it. Some students said that they want more mask breaks because they feel that that makes them feel like more of a community and more connected to one another. Teachers, across the board said, I can't feel like I'm connected to my students if they all keep their cameras off. So, I really think that this is a joint effort. To any students watching right now, to any teachers watching, to any parents watching: We all need to work together! Students put your cameras on even if you feel uncomfortable with it and teachers take a couple of extra minutes just to help your students feel more acclimated to this very strange climate that we're in right now that's constantly changing. But overall, I got really positive remarks from students and teachers in this last week of talking to everyone and it was really nice to connect to everyone, and have everyone kind of realized that a sense of community is really needed here, and people want it to work towards it.

**DELEGATES & INDIVIDUALS (00:09:02)**

**Coral Hampe, Danville, TTA President:**

‘Twas three weeks before Christmas, when all through the schools,  
student work was displayed, making the walls look cool.  
In one class the kids are on a bear hunt expedition,  
maps and math lead to gingerbread, snow, and traditions.  
World kindness day was happily received,  
cardigan and kindness quote shirts, to be believed.  
The sights, sounds and tastes of France and Spain delight,  
students learn about language and culture, without taking a flight.  
School counselors are busy with committees supporting students,  
or buried in logistics of new cohort elements.

Teachers and staff have not been excluded, food trucks, pies, coffee, tea, and hot chocolate, we are supporting each other, wherever needed. Integrating new strategies like never before, we offer instructional videos for the kids to explore. Positive and negative fractions, simplifying algebraic expressions, when the competency is met, we offer congratulations! So many great actions I can't possibly share, so much good stuff we all deserve fanfare.

To be continued, next meeting. Thank you. Good night.

### **SCHOOL RE-OPENING PLAN (00:10:43)**

Dr. Farah brought the Board's attention to all the Covid documents in the agenda packet and on the website. She addressed a question from a Board member relative to a truth table demonstrating when the schools would have to go remote. Dr. Farah stressed that it is not one number, it is based on a variety of factors. Although the Board cannot address staffing issues in a public meeting, the Board tries to keep the public informed, as much as they can, as to the status of things so they are not caught unaware that the schools may have to go remote.

Currently, the in-school status is as follows:

- Pre-School, Pre-K, Kindergarten & Grade 1 are in school four days a week. They will continue.
- Grade 2 will move to four days on Monday, 12/7/2020.
- Holding until mid -January to determine if other elementary grades can be phased in.
- The Middle and High schools are still in the cohort model and there is no plan to move to four days at this time due to increased Covid numbers.

Staffing remains an issue. All schools are running in a very strained capacity. Timberlane has been impacted by the number of staff members who are on quarantine themselves. The number of positive cases are posted each week but beyond that, there are also increases in the numbers of staff and students who must quarantine due to close contact or exposure to positive cases or suspected positive cases.

At the Elementary level, absent teachers require full coverage for/of students. At the Secondary level, students are required to have supervision. In some cases, affected teachers can teach remotely. However, some cannot, and the District is juggling the need for coverage of the actual classroom and the need for substitute teachers. The Administration has started to track through the online staff attendance portal the numbers of substitute teacher requests that are filled and unfilled to look at our daily rates, our percentages that we are able to meet so that we are adequately assessing the strain and the increased strain on our staffing levels at the building level and across the District.

There are challenges at each building and the Administration is attempting try to get ahead of them. Principals are calling substitute teachers who are on our roster proactively themselves daily to get as many people in to help as possible. It's an ongoing process and a district wide effort. Teachers are still volunteering to help during their prep periods to cover as needed.

The Administration is happy with what appears to be virtually no transmission within the building. The flip to that is we had 124 students in the last report, who were quarantining; the highest before that was 80. We have 33 teachers who were on our staff rather who were on quarantine in this last report; the highest before that was 20. If the staffing issues continue to be so strained with quarantining, it is likely that at some point, we may have to go remote. It may only have to be for a short period of time or perhaps it's one building.

With regard to the Nursing staff, the District has had nurses that have had to quarantine. The other nurses around the district have done a phenomenal job, stepping up and switching buildings and covering for each

other. We do have one sub nurse that we've been able to get to bring in. In this time of Covid, it's not wise to open a building without a nurse. "Just like with staffing, we're on the knife edge with nursing as well."

### **PROGRAM OF STUDIES (00:24:20)**

Mr. Pederson went over the following proposed changes to the program of studies:

1. Remove Latin: Pages 28, 70

2. AP Statistics: change to the prerequisite. page 51

Proposed- Prerequisite: Completion of Algebra II Accelerated with a final grade of B or higher, or completion of introduction to Probability and Statistics with a final grade of B or higher, or Department Approval. Previous: Prerequisite: Successful completion of Pre-Calculus or Introduction to Probability and Statistics or Department Approval.

3. Minor wording changes- "Guidance" → "School Counseling"; "Half" → "Full"; "Technology" → "Digital Literacy"

4. Class name changes page 65 TEP English II → TEP World Literature TEP English III → TEP American Literature TEP Foundations of College Math → TEP Algebra II Part I

### **REMINDERS:**

- 2021/2022 will be the first year that electives in Science and Social Studies will begin to alternate being offered.
- The online version of the Program of Studies is really the most up to date and really the most official.
- Salem and Pinkerton CTE have not sent us any proposed changes in their offerings.
- This year's cover was designed by Senior Genevieve Harnois in Graphic Design class.

<b>MOTION:</b> Ms. Lowes motioned to accept the 2021-2022 Program of Studies for first read; seconded by Mrs. Kiszka. The motion passed 8-0-0.
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### **BUDGET DEVELOPMENT (00:32:19)**

The District is looking at 4% increase in the operating budget. Even with \$250K being saved with the SAU withdrawal, Special Education costs continue to rise, Transportation is contractually rising, there are voted salary increases, and about \$1.6 million in Retirement benefits that have been pushed down to the District by the state. Board members are concerned that, it's likely that we're going to continue to see large increases in retirement benefits being pushed back down to the districts. There's a general feeling that the Board needs to do something to address such a large increase in the budget.

The amount we generally maintain in the budget for open positions/unfilled positions is somewhere around \$1-\$2 million. Dr. Farah thought it prudent to look at the changes in student population, as well as the organizational structure of the District, and review what changes can be made that may favorably impact the budget without having any negative impact to the District itself. Ms. Lowes stated that she is very concerned about the property tax impact for the residents in Sandown.

Dr. Farah has spoken with the Superintendent about how to approach this budget and the potential impact. She also spoke with legal counsel.

<b>MOTION:</b> Mr. O'Neil motioned to direct the Superintendent to bring forward a report containing recommended reductions in staff and programs that will reduce the FY22 budget between \$1.5 million and \$2.0 million for the Board to review at the next meeting; seconded by Ms. Lowes. The motion passed 7-1-0. (Mrs. Machemer opposed.)
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Mrs. Machemer explained why she would be voting against this motion. Although she felt that some changes should be explored, she felt that it ultimately went against the mission. Dr. Farah respectfully disagreed. She

felt that as a Board member, she has an obligation both to the educational aspects of the District, but also to the taxpayers. She stated that they need to be looking at options as we continue to see taxes rise throughout these communities, while at the same time, continuing to have a strong and excellent education and offer the students the programs that they need. Mrs. Silva stated that although it sounds like a big number, when she reviewed the salary line detail that was in the packet, there were several vacant/unfilled positions in there. She felt it is responsible to have the Superintendent look at it. Ms. Lowes stated there are “numerous” open positions, many of which have been open for more than a year.

Mrs. Macheimer stated that her primary concern was the language of the motion that states, a reduction in staff and programs. Eliminating unfilled staffing positions that have remained vacant is different than examining programs that are going to get removed or discontinued. Mrs. Savage stated that this was a request for Dr. Cochrane to gather information and bring it back to the Board for discussion. The Board will talk through everything, so all understand the history and the goals. She saw no harm in the motion and believed it fiscally responsible to do so. Mr. Boyle felt this really is the job of the School Board to do this kind of bottom-line review on an annual basis. He felt it made sense to ask the Superintendent to get the feedback versus the Board trying to decide without any input from the Administration.

### **FACILITIES UPDATE (00:45:25)**

Dr. Farah went over the Executive Summary provided by Gary Paradis, Facilities Director.

Regarding the HVAC air testing and exchange RFP: A public bid opening was conducted via Zoom on Wednesday, November 25, 2020 at 12:00 pm for the Indoor Air Quality HVAC assessment. Two bids were presented 1) Trane Company (Bedford, NH) and 2) American Test and Balance (Norwell, MA) in amounts of \$140,000.00 and \$305,500.00, respectively. District Consultant Marc Fournier and Mr. Paradis met with Luke Llewellyn of Trane to obtain clarification on a few follow up items. On Monday, November 30, 2020, the District awarded the contract to Trane. Mr. Llewellyn is drafting a contract and detailed schedule.

As previously noted, the bid for the Sandown North roof replacement was awarded to Lane Roofing and contracted for \$190,400.00. They have provided the following schedule:

11/24 Work was scheduled to begin; however, material delivery has been delayed to 12/9

12/2 Josh Lane and Gary Paradis met on site to review timeline and staging locations

12/9 Material delivery on site

12/12 Work begins on site (Wednesdays, Saturdays, and Sundays only)

12/21 Tentative completion date, pending weather

Trane will assess all the HVAC systems within the District and will provide information which systems are most in need of replacement with this year’s capital funds. It will also aid in determining the capital needed for next year’s proposed budget.

There was discussion about the \$600K grant and how the work could be done by 12/30/2020. Mr. Dowd explained that he is hoping to be able to apply the entire \$140K for Trane against the grant. He does not think that the goal of purchasing and installing the equipment is achievable given the District will have to go through its own internal process or bidding and RFP’s and it also must comply with Federal Guidelines where everything must be sent out to bid over a certain threshold. That would make it impossible to complete before the end of the year. He explained that there are other items we can put against this grant and he is hoping to maximize the amount. The CARES grant extends into the new year so he may have to juggle some expenses from one grant to another.

### **POLICIES (00:54:05)**

<b>MOTION:</b>	<b>Ms. Lowes motioned to accept policies BEDB (Agenda Preparation and Dissemination), BEDC (Quorum), and BEDD (Rules of Order) as a second read; seconded by Mrs. Savage. The motion passed 8-0-0.</b>
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The Policy Committee looked at Policy JLDBB (Suicide Prevention and Response) tonight and she requested that the rest of the Board review the policy to waive the first read and adopt the policy at the next meeting due to deadlines within the policy.

#### **WARRANT ARTICLES (01:00:18)**

- Article XX – Authorization to Lease District Property for Solar Panels: if the District chooses to move forward with solar, the District needs a Power Purchase Agreement. If not on the warrant, we District will not be able to do anything further with solar. (This has been sent to Counsel for review and may change.)
- Trust Fund Reimbursement of the Danville kitchen has been approved by the Plaistow Trustees and is in process of being wired. This must go into Capital.
- Capital Reserve Fund by Surplus: Ms. Lowes requested the fund balance for the next meeting. Given there has been very little surplus, the Capital Reserve account has not been receiving any funds. Dr. Farah suggested the Board consider a warrant article for Capital Reserve by Appropriation.

#### **ADMINISTRATORS REPORT (01:14:20)**

Dr. Cochrane noticed Mr. Pederson and Nurse Kate for going above and beyond during the Covid crisis.

**MOTION:** Ms. Lowes motioned to accept the retirements of Cindy Wood (Danville Elementary, 32 years), Vincent Lombard (TRMS Social Studies, 21 years) and Paula Polito (Sandown North Grade 5, 11 years) with gratitude and thanks for their service; seconded by Mrs. Savage. The motion passed 8-0-0.

#### **COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (01:19:00)**

Mr. Boyle: Budget Committee met last Monday. They are still on the receiving end of presentations. There was a brief conversation about the Special Education budget. As a committee, there has been discussion of the total budget.

Mrs. Silva stated that Policy will be bringing five policies before the Board, one of which is one of the SAU policies that the District will need to incorporate. (Timberlane will be SAU 106.)

Mrs. Savage stated that the Superintendent Search Committee has been chosen. Those on the committee are:

Kristen Savage  
Sandra Allaire  
Julie Hammond (Timberlane Budget Committee)  
Scott Strainge (TRHS)  
Lou Broad (TRHS)  
Maegan Koelker (TRMS)  
Kelley Binette (TRMS)  
Dr. Russell Marino (Danville Elementary)  
Lisa Cartwright (Pollard)  
Jean Marie Ward (Atkinson)  
Steven Finnegan (Sandown)  
Suzanne Hughes (Danville)  
Katie Knutson (Plaistow)  
TBA (Alternate)

Mrs. Machemer indicated the Curriculum and Assessment committee met to prep for the Program of Studies presentation tonight.

Dr. Farah mentioned that we need to continue to work on the SAU Withdrawal and that probably sometime in January, Timberlane will need to meet with Hampstead and work on negotiating out the long-term liabilities for the District.

The Union Negotiating Team continues to meet every Tuesday, working with the CBA's to move those collective bargaining agreements forward as we are approaching the time when warrant articles need to be drafted.

**MOTION: Ms. Lowes motioned to go into non-public under 91-A:3, Paragraph II (A) (The dismissal, promotion or compensation or disciplining of any public employee) and (C) (Matters which, if discussed in public, would likely affect adversely the reputation of any person); seconded by Mr. O'Neil. The motion passed 8-0-0.**

**The Board was polled:**

Boyle – Yes	Farah – Yes	Kiszka - Yes	Lowes- Yes
Machemer – Yes	O'Neil – Yes	Savage – Yes	Silva – Yes

The motion carried 8-0-0 and the Board entered nonpublic session at 8:26PM.

**MOTION: Mr. O'Neil motioned to exit the non-public meeting; seconded by Ms. Lowes. The motion passed 8-0-0.**

**The Board was polled:**

Boyle – Yes	Farah – Yes	Kiszka - Yes	Lowes- Yes
Machemer – Yes	O'Neil – Yes	Savage – Yes	Silva – Yes

The motion carried 8-0-0 and the board re-entered public session at 9:16PM.

**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. Silva. The motion passed 8-0-0.**

**The Board was polled:**

Boyle – Yes	Farah – Yes	Kiszka – Yes	Lowes – Yes
Machemer – Yes	O'Neil – Yes	Savage – Yes	Silva - Yes

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 December 17, 2020.