

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/406190357>
Materials presented at the board meeting may be viewed at:
<https://public.timberlane.net/sau/trsb/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsau%2ftrs%2fShared%20Documents%2fSCHOOL%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2019%2d20%2f04%2009%202020%20Meeting&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Meeting
April 9, 2020
7:00PM

Teleconference via Webinar Link

<https://zoom.us/j/701806384?pwd=SD0aDjHMUFSUjVnQ1d6Nm00TRKZz09>

Call to Order (00:1:48)

Chairman Farah called the April 9th, 2020 regular meeting of the Timberlane Regional School Board to order at 7:03pm at which time she read a prepared statement explaining the Governor's orders with regard to 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 (00:3:39)

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. Other family members were in the residence.
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 room. Other family members were in the residence.
Ms. Lowes was present. She was alone in the residence.
Mrs. Machermer 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.
Mrs. Silva was present. She was alone in the room. Other family members were in the residence.

Mrs. Savage joined the meeting later, at approximately 7:11pm.

Others Present via Videoconference

Dr. Earl Metzler, Superintendent of Schools, alone in the room. Other family members in the residence.
Kyle Duffy, Student Representative, alone in the room. Other family members in the residence.

Other Present via Teleconference

Lucy Canotas, Director of Elementary Curriculum (K-5)
Geoff Dowd, Business Administrator
Angelo Fantasia, Director of Athletics
Ken Henderson, Director of Technology
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.

APPROVAL OF MINUTES (00:6:36)

The board reviewed two sets of board minutes and took the following actions:

MOTION:	Ms. Lowes motioned to approve the TRSB Re-organizational meeting minutes of March 31, 2020; seconded by Mrs. Kiszka. The motion passed with revisions 8-0-0.
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Ms. Lowes indicated that a motion made at the last meeting was omitted on the video and she requested to read it into this meetings minutes. It reads:

“On March 5th, 2020, Mrs. Savage motioned to direct Sulloway and Hollis to work with Drummond Woodsum to provide documentation the NH Department of Education regarding student hearings; seconded by Ms. Lowes. The motion passed 7-0-0.”

MOTION: Mrs. Kioszka motioned to approve the TRSB Special meeting minutes of March 31, 2020; seconded by Mr. Dubé. The motion passed with revisions 8-0-0.
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STUDENT REPRESENTATIVE (00:10:49)

Student representative Kyle Duffy stated that video conferencing has the students excited and more positive of late, with one student expressing to him that “it’s more clear now than ever before how much the teachers really care about their students”. He congratulated the board and administration on getting the “meals on wheels” program up and running so quickly after the last meeting.

DELEGATES AND INDIVIDUALS (00:13:15)

There were none, due to the online meeting format.

ATHLETIC TRAINER CONTRACT RENEWAL (00:36:46)

Mr. Fantasia indicated that the District’s relationship with Access Sports Medicine was one that they would want to renew. When Mr. Fantasia approached Access for a new contract, they indicated that due to the Covid-19 pandemic, they did not have the contract ready at this time and requested that the date be extended. The board requested that Mr. Fantasia come back and present the contract once received.

FACILITIES PROJECTS (00:14:53)

Mr. Dowd, the CFO/Business Administrator and Mr. Gary Paradis, the Facilities Director, presented current year budget numbers, the projects that have been completed or encumbered as well as next year’s budget figures and a list of projects that could be considered for next year. Conversation ensued relative to the fact that there was no CIP for last year, the need for the CIP committee to meet, reprioritize the projects and come up with a five-year facilities plan. The board requested an executive summary for each building in the District, the number and age of boilers in each. Dr. Farah suggested that the \$62K LED lighting project be considered for this year given the savings they would provide. The board asked that the lighting specifications be provided for review.

REMOTE INSTRUCTION (00:38:18)

Ken Henderson, the Director of Technology, discussed the rollout of video conferencing to both teachers and students. After establishing guidelines and reviewing best practices, approximately 275 staff members have received training since the last board meeting. Conversation ensued regarding video conferencing being optional and how it might be affecting students. The board requested information on Zoom usage by the District, in an effort to determine utilization by both teachers and students.

Lucy Canotas, Director of Elementary Curriculum (K-5) spoke to the fact that the state of NH has indicated that participation is being considered attendance. She indicated that the District is reaching out to any student that has not been participating. The board was extremely concerned that students could be falling through the cracks (internet access, lack of a device, lack of participation, etc.). The board was also concerned about grading and timely updates to PowerSchool. The board also requested that teachers respond to emails within 24 hours. The board also felt it was important to let parents know that they can request access to their student’s Google classroom account.

SPECIAL EDUCATION (01:25:15)

Mrs. Susan Rasicot, Director of Pupil Personnel Services, stated that the state of MA lifted their enrichment status so TRSD students are now receiving their services. During this time of remote learning, “reasonable effort” (email, phone, mailed letter) is the manner in which compensatory services will be measured. She also stated that some vendors are no longer providing services, so they are not charging the District. Other vendors are looking into what services they might be able to provide in this new environment. TRSD is looking to combine services for

students using video conferencing and combining professionals.

FOOD SERVICES (01:34:13)

Mr. Dowd, CFO/Business Administrator, stated that the District’s request for food need information had identified approximately 260 families. A USDA Summer Serving Waiver coupled with other waivers will allow the District to receive compensation for the meals that are served. Mr. Paradis indicated that the HS kitchen was cleaned prior to the first meals being made this week. On Mondays, a three-day breakfast and lunch option is available and on Thursday, a two-day breakfast and lunch option is available. The kitchen will be sanitized on Monday’s following the food making. It will be sanitized again on Friday after the Thursday food making. Although the meals are currently being delivered to one location in each town, more delivery points are being considered as it is still a challenge for parents to get to the designated locations. The board requested information on what the District’s usual number of students receiving free/reduced lunch to compare to the number identifying a need at this time. However, they also wanted it made clear that this program is not limited to those currently receiving free or reduced lunches. It is available to any child in the District.

CONTRACTUAL OBLIGATIONS (01:47:53)

Dr. Farah indicated that council had sent an email to both the board and Superintendent relative to contracts. She stated that this would likely be discussed in Non-Public at another time. Dr. Metzler and she shared an understanding that the current ask from council would come from his office.

DISTRICT CLERK COMPENSATION (1:48:56)

After a short discussion on the information by Mrs. Hilbert, the board took the following action:

MOTION: Ms. Lowes motioned to increase the stipend for the District Clerk to \$500; seconded by Mr. Dubé. The motion passed 8-0-1, with Mr. Boyle abstaining.

ADMINISTRATOR’S REPORT (1:52:59)

Dr. Metzler briefly spoke to the many executive summaries that had been posted before the meeting.

He also read a prepared statement relative to the student trips that have been cancelled as a result of the Covid-19 pandemic. Parents were advised that the District was doing what it could to contact the third-party providers but that those providers are under zero obligation to assist. Parents were advised that it might be prudent to hire their own legal counsel and/or to pursue consumer protection complaints. Mr. Dubé also stated that the MA Attorney General’s office was taking complaints as well.

PERSONNEL REPORT (01:56:44)

No report.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (01:56:52)

The board added the following people to the listed committees:

- A. Mrs. Silva to Curriculum and Assessment
- B. Mr. Boyle to Wellness
- C. Mr. Boyle to work with Mr. Dowd to get CIP Committee up and running.
- D. Dr. Farah requested that the Withdrawal “Study” be changed to “Committee” and she and Mrs. Savage will sit on that committee.

The board had a quick discussion relative to the termination date of the Hampstead lease and how to best convey that information. It was tabled to discuss with council.

CORRESPONDENCE FOLDER (2:02:05)

No correspondence.

OTHER BUSINESS (02:02:18)

A Union Leader article that states the NH DOE has instituted a color-coded rating for schools was discussed. Dr. Metzler indicated that he had not seen the article but would inquire of the DOE as to the District's rating.

With no other business before the board, Chairman Farah adjourned the meeting at 9:06pm.

Respectfully submitted,

Kat Lancaster
Recording Secretary

Approved by the Board on 4/16/2020.