

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/402925994>

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%2fSCHOOL%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2019%2d20%2f03%2031%202020%20Meeting&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Special Business Meeting

March 31, 2020

7:15PM

Teleconference via Zoom

Meeting ID# 651 867 044

Public Call In: 888-475-4499/877-853-5257

Call to Order (00:27:06)

Chairman Farah called the March 31st, 2020 Special Business meeting of the Timberlane Regional School Board to order at 7:30pm 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 (00:29:04)

Mr. Brian Boyle was present. He was alone in the room. Spouse was in the residence.

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

Dr. Farah was present and alone in the room. Other family members were in the residence.

Mrs. Kiszka was present and alone in the room but expected family members to arrive during the meeting.

Ms. Lowes was present and by herself in the residence.

Mrs. Machemer was present and alone in the room. Other family members were in the residence.

Mr. O'Neil was present and in the room by himself. Other family members were in the residence.

Mrs. Savage was present and alone in the room. Other family members were in the residence.

Mrs. Silva was present and alone in the room. Other family members were in the residence.

Others Present via Videoconference

Dr. Earl Metzler, Superintendent of Schools

Kyle Duffy, Student Representative

Other Present via Teleconference

Sandra Allaire, Director of Curriculum

Ken Henderson, Director of Technology

Geoff Dowd, Business Administrator

Susan Rasicot, Director of Pupil Personnel Services/Special Education

Gary Paradis, Facilities Director

Nancy Louiselle, Director of Human Resources

Lucy Canotas, Director of Elementary Curriculum (K-5)

APPROVAL OF MINUTES (00:30:35)

The board reviewed one set of board minutes and took the following action:

MOTION:	Mrs. Silva motioned to approve the TRSB public meeting minutes of March 5, 2020; seconded by Mr. O'Neil. The motion passed with revisions 7-0-2 (Mrs. Kiszka and Mrs. Machemer abstained).
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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:

Mrs. Savage motioned to direct Sulloway and Hollis to work with DrummondWoodsum to provide documentation the NHDOE regarding student hearings; seconded by Ms. Lowes. The motion passed 7-0-0.

STUDENT REPRESENTATIVE (00:37:16)

Student representative Kyle Duffy congratulated board members on their elections/re-elections to the board. Students have expressed they are having difficulty without teacher contact, but Mr. Duffy expressed that he is confident the board can resolve that issue tonight with the acceptance of a memorandum of understanding with the teachers' union.

RENOMINATIONS (00:41:04)

Dr. Metzler stated that additional renominations will be brought forward as licenses and certifications are solidified amongst the staff. Staff that were not being invited back were sent letters via registered mail on either 3/26/2020 or 3/27/2020. Together with Mrs. Sandra Allaire, Director of Curriculum, Dr. Metzler spoke to the renomination review process, future needs and addressed specific board questions. Ms. Lowes requested that Mr. Paradis tenure be adjusted to reflect his actual tenure.

MOTION: Ms. Lowes motioned to approve the 2021 Renomination List; seconded by Mrs. Macheemer. The motion passed 9-0-0.

REMOTE INSTRUCTION (01:01:40)

Ken Henderson, the Director of Technology, spoke to the current distribution of Chromebooks, with one to one rollout in grades 6-12. Remote support has been set up for both general assistance and hardware. Information on support is available on the School District website. Grades K-5 utilize shared Chromebooks. Surveys were sent to determine student device needs; staff have cleaned, prepared and packaged devices for drive up distribution programs at the schools.

Mrs. Allaire, Director of Curriculum, Instruction and Professional Learning, discussed the remote learning timeline from the original two-week mandate and the various processes that have taken place through today. Remote instruction must be safe and equitable for all students so therefore video conferencing will not be used for instruction of new material. Discussion ensued on scheduling, safety, how teachers can choose to use video conferencing, other options that are available for rollout of new material and the efforts to move students forward. Staff is expected to access and respond to emails within a timely manner. Mrs. Lucy Canotas, Director of Elementary Curriculum K-5, joined the discussion relative to the elementary schools, their new use of Google classroom, how to increase rigor and introduce new concepts within the new model. The board also requested turn in rates for last week.

FEDERAL OBLIGATIONS (01:52:04)

Mrs. Susan Rasicot, Director of Pupil Personnel Services, spoke to the obligations of the District regarding students with 504 plans, IEP and other special education concerns. Remote learning has really pushed NH to start to align with Federal Regulations. Evaluations are a challenge because the Federal Government has not changed any of the requirements. There are challenges between the states of MA and NH as MA is in an enrichment model and NH is focused on remote learning. Support staff is working with students and families attempting to meet the environment that they are in. She also discussed the challenges involved with out of district placements.

FOOD SERVICES (02:10:38)

Mr. Dowd, CFO/Business Administrator, indicated that the District only receives aid when meals are served. The District's food service staff continues to be paid during the school closure as does Whitson's, the District food service vendor. Dr. Farah requested that vendor contracts be reviewed by legal counsel relative to short- and long-term planning. Negotiations appear to be happening in other districts. Dr. Farah also requested an executive summary for the board relative to the costs associated with services not being rendered at this time.

She stated that services for free and reduced lunch students are taxing local food pantries. The board requested that the District reach out to all parents to determine food assistance needs and provide a plan to address that need for presentation/discussion as soon as possible. Mr. Dowd noted the federal lunch program will not

reimburse the District because TRSD does not qualify. The Board requested that Mr. Dowd review other options for reimbursement.

CLEANING OF FACILITIES (02:37:00)

Dr. Farah suggested that this discussion be tabled until the April 9th, 2020 meeting. Mr. Gary Paradis, Facilities Director, updated the board on the work relative to school grounds as well as progress on the PAC wall. He indicated there may be some delay on product arrival. Dr. Farah suggested that the capital accounts be reviewed for this fiscal year and start to line up projects. The board requested a summary of funding, capital projects completed or encumbered and those that are anticipated. The board also requested that the District begin the process for repairing the middle school roof (quotes, bids, etc.).

RATIFICATION OF THE TIMBERLANE TEACHERS ASSOCIATION MEMORANDUM OF UNDERSTANDING (02:45:27)

Dr. Metzler indicated that videoconferencing is outside the scope of the current Collective Bargaining Agreement. Information on videoconferencing is ready to send to parents. At the suggestion to include students in communications about videoconferencing initiatives, Mrs. Allaire indicated that a student email is not prepared but would be easy to put together.

MOTION:	Ms. Lowes motioned to accept the TTA MOU regarding videoconferencing and remote learning; seconded by Mrs. Kiszka. The motion passed 9-0-0.
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MOTION:	Mr. O’Neil motioned to have the board give authority to the CBA negotiating team for any MOUs coming forward through the end of the academic year; seconded by Mr. Dubé. The motion passed 9-0-0.
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Dr. Metzler suggested that the above motion be revisited at the annual reorganizational meeting.

POLICIES (02:57:25)

MOTION:	Ms. Lowes motioned to accept policies BCA/BCA-R, BDA, BDB, BDC, BDD, BBBH, BDE, BDF and BDG for second read, seconded by Mrs. Kiszka. The motion passed 9-0-0.
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Mrs. Silva spoke to policy JIA as a first read with legal counsel recommending the revocation of JIA in an effort to clarify conflicting policies. The policy committee was concerned about not having this policy at all so the effort was made to keep this policy and revise it to have it better align with other policies. The board agreed to table discussion of Policy JIA until a future meeting.

DRA FORMS STATUS (03:03:57)

Mr. Dowd indicated the DRA is willing to accept DocuSigned forms. Vouchers are currently a concern because they are not being signed. There is another check run tomorrow and he is still holding checks from the last check run. It was agreed that the vouchers from the last check run and tomorrow’s check run will be sent to the board via DocuSign. Dr. Farah reminded the board to sign the MS-22 that was provided to board members electronically.

ADMINISTRATOR’S REPORT (03:09:41)

Dr. Metzler spoke to the executive summaries on facilities, cleaning efforts, special education updates, remote learning, spring sports, pick up stats at schools, Covid-19 diagnosis update and updates on other obligations as requested by the School Board Chair.

He reported the TLC at Sandown Central has snow removal damage to the front drop-off loop. The damage includes top of the storm drain cover, a portion of the sidewalk curbing/pavement and the top of an underground storm water cistern. Estimate by Busby is a little over \$8K but a claim has been filed with Primex. No action of the board is required.

PERSONNEL REPORT (03:14:32)

Dr. Metzler requested that the board accept the resignation of Atkinson Academy teacher Kasey Arthur effective April 3rd, 2020.

MOTION:	Ms. Lowes motioned to accept the resignation of Kasey Arthur as of April 3rd, 2020; seconded by Mr. O'Neil. The motion passed 9-0-0.
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Dr. Metzler also requested that the board accept the resignation of TRHS Assistant Principal Heather Cronan, effective 7/1/2020.

MOTION:	Ms. Lowes motioned to accept the resignation of Heather Cronan, TRHS Assistant Principal, with deep regret and best wishes effective July 1st, 2020; seconded by Mr. Dubé. The motion passed 9-0-0.
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COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (03:19:15)

Dr. Metzler is hoping to use Zoom to continue the committee meetings. Mrs. Kiszka expressed concern about not being able to mute out background noise and suggested a webinar format wherein members could mute and unmute themselves. Mr. Dubé suggested utilizing a mutable headset.

CORRESPONDENCE FOLDER

No correspondence.

OTHER BUSINESS (03:22:30)

Ms. Nancy Louiselle, Director of Human Resources, stated that the District was first notified in late March that there was an individual who was diagnosed with Covid-19 in the District. Upon learning of the diagnosis as well as the date of the onset of the symptoms, the District contacted the NH Dept. of Health and Human Services, the Dept. of Infectious Disease and Public Health as well as the Center for Disease Control. The purpose of those calls was to report the case as a school district and to ascertain the protocols for the notification of potential exposure and the protocol for a return to work. Those agencies indicated that any reporting of the exposure would be done by the Dept. of Health only due to HIPAA laws. Today's guidance on potential return to work is seven (7) days from the onset of symptoms and 72 hours no symptoms and no medication including aspirin. A primary care physician note is not required at this time but that could change.

Mrs. Savage expressed concern over the social and emotional wellbeing of students, families and teachers. Dr. Metzler indicated discussions are ongoing to address this in a remote environment.

Dr. Farah brought up the fact that the board will need the ability to go into non-public eventually and asked Dr. Metzler to develop a means to address that.

Mrs. Silva questioned if daily assessments and attendance are being measured by completion of assignments. Mrs. Allaire responded there is no current attendance being taken and that the District is hoping to track the means by which students are remote learning to quantify some numbers for the board.

With no other business before the board, Chairman Farah adjourned the meeting at 10:40pm.

Respectfully submitted,

Kat Lancaster
Recording Secretary

Approved by the Board on April 9, 2020.