

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/411392344>  
Materials presented at the board meeting may be viewed at: <https://public.timberlane.net/sau/trsb/Shared%20Documents/SCHOOL%20BOARD%20MEETING%20AGENDA%20MATERIALS/2019-20/04%2016%202020%20Meeting/Agenda%20Packet%2004%2016%2020.pdf>

## TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

**Regular Meeting**  
**April 23, 2020**  
**7:00PM**

**Teleconference via Webinar Link**  
<http://www.timberlane.net/zoomtrsb>  
**Technology Assistance: 603-382-6541, x3955**

### **Call to Order (00:0:02)**

Chairman Farah called the April 23rd, 2020 regular meeting of the Timberlane Regional School Board to order at 7:01pm 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 (00:1:45)**

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 residence.  
Ms. Lowes was present. She was alone in the residence.  
Mr. O'Neil was present. He was alone in the room. Other family members were in the residence.  
Mrs. Savage was present. She 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. Machemer had let the Chair know that she was unable to attend.

### **Others Present via Videoconference**

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

### **Other Present via Teleconference**

Sandy Allaire, Director of Curriculum, Assessment and Professional Learning  
Lucy Canotas, Director of Elementary Curriculum (K-5)  
Geoff Dowd, Business Administrator  
Ken Henderson, Director of Technology  
Nancy Louiselle, Director of Human Resources  
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 (00:3:57)**

The board reviewed the minutes from the April 16<sup>th</sup>, 2020 Regular Meeting:

<b>MOTION:</b> Mrs. Kiszka motioned to approve the TRSB meeting minutes of April 16 <sup>th</sup> , 2020 with changes; seconded by Mr. Boyle. The motion passed 8-0-0.
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### **STUDENT REPRESENTATIVE (00:05:52)**

Student representative Kyle Duffy stated that students and teachers are doing a great job working with the technology that's available. In week six, students have started to regain some of their cultural footing with the first-ever virtual Milkmen show, the student paper was released in an online version and the student council has introduced Linked, a type of online spirit week. He also stated that the senior class is appreciative of the efforts

to bring them graduation and senior activities.

### **DELEGATES AND INDIVIDUALS (00:7:52)**

There were none due to the online meeting format.

### **REMOTE INSTRUCTION (00:7:59)**

Sandra Allaire, Director of Curriculum, Assessment and Professional Learning, spoke to the use of Thought Exchange. During the Pandemic, the software has been opened to all for free. Most recently, it was used to gather information on the senior activities and graduation. Two hundred and four (204) seniors offered one hundred and eighty-nine (189) thoughts while one hundred and forty-six parents (146) offered one hundred and seventy-four (174) thoughts. The highest rated thoughts for both parents and students indicated that graduation is the most important for them and hoped that consideration would be given to holding it later in the year in the hope that restrictions would be lifted and a live graduation could be held. The Administration indicated that they would return to the May 7<sup>th</sup>, 2020 meeting with an update.

Mrs. Allaire also discussed SATs. All decisions are on hold pending decisions that will be made by other state and federal entities. On March 30<sup>th</sup>, 2020, the Governor announced the suspension of all standardized tests. The College Board has cancelled all testing through the spring; they hope to begin SAT administrations in August. If they are able to, they are committed to offering the SATs once a month on weekends from late summer through the fall. The College Board website indicated that priority would be given to students from the class of 2021. However, parents and students should expect to keep an eye out for the SATs to be offered and be prepared to register and pay on their own because the tests will not currently be offered during the school day.

Scott Pederson, Director of Secondary Curriculum (6-12), briefly discussed what the District is doing to prepare students for the SATs while students are in remote learning. The school curriculum is designed in such a way as to engage the students in "SAT prep" just by completing their regular assignments. Previously, students have also had writing assignments within their English, Social Studies and Science classes that incorporated essay documents released by the College Board. This traditional four-week block of coordinated writing assignments has proven difficult in a remote learning environment. Teachers are utilizing other methods (No Red Ink, Khan Academy, etc.) to continue to engage students in this type of essay writing using the SAT rubric.

Ken Henderson, the Director of Technology, went over the Executive Summary which detailed the items needed to continue in a remote learning environment should it become necessary into the fall. The Board was concerned that there could be a delay in receiving new Chromebooks since many schools will be ordering them and there will likely be a delay from China. Mr. Henderson was asked to investigate the extent of a possible delay. Also, he was asked to reach out to the families that were previously identified as not having internet access to confirm that they are now connected. Cell service/Wi-Fi hotspots were also discussed as options for those who do not have internet access.

Lucy Canotas, Director of Elementary Curriculum (K-5) spoke to attendance and participation at the elementary level. After week 5, only seventeen (17) students were not participating. Progress reports will be emailed to parents of elementary school students.

Mark Pederson, Director of Secondary Curriculum (6-12), spoke to the attendance and participation at the Middle School and High School levels. There were twenty-eight (28) students who had not participated in any of their classes which translates to 97% participation rate. At the High School, there were thirty (30) students who had not participated or 97.3% participation rate. Progress reports will be available in PowerSchool for middle and high school students.

Timberlane has CTE Students at both Salem HS and Pinkerton HS. Both schools are accounting for those students in their attendance, but they are in frequent contact with Timberlane about those students. About 95% of the Timberlane CTE students are participating in remote learning.

### **FOOD SERVICES (00:59:12)**

Mr. Dowd, CFO/Business Administrator, stated that the number of students expressing interest in the food services program had risen from three hundred fifty-eight (358) students to four hundred and fifty-five (455) students. He commended Mr. Fratiello for the excellent job that he and his staff are doing managing this service. He also pointed out that once a parent has expressed interest to the District, they are included in the count and should proceed to the designated location in their town. The NH DOE has reached out to USDA to extend the waivers into the summer months but as of now, this program will continue through the last day of school. The board requested that the Administration continue to keep them updated as to the summer schedule. There was discussion about meals on the weekends and it was stated that the Lions club has been providing Power Packs to students in Plaistow and Danville. Mr. Boyle was going to contact the Lions to see if this is happening in Atkinson and Sandown.

**SPECIAL EDUCATION (1:14:27)**

Susan Rasicot, Director of Pupil Personnel Services/Special Education, spoke to the various challenges associated with providing remote learning to students. Video conferencing is in use and is increasing. They are moving in a good direction but unfortunately, not all services can be provided, and some students are regressing. The frequency and duration of PT/OT/Speech is off because two licensed staff members are required. They are looking into the CARES act, outside vendors and grants to augment the services that are currently being provided. Private tuition students are still getting services. Dr. Farah mentioned that we need to look at compensatory services and whether or not we need to find money in the budget to cover it.

**WITHDRAWAL (1:44:54)**

Hampstead has indicated a willingness to negotiate using a mediator, a cost which will be split by both Districts. The paperwork fulfilling the statutory requirement to notify the DOE that it legally passed through the voters has gone to the state.

**SCHOOL BOARD GOALS (01:46:50):**

Dr. Farah reminded the board to put goal suggestions together. Withdrawal, support of remote learning and five-year facilities plan are priorities.

**ADMINISTRATOR’S REPORT (1:48:33)**

Federally funded programs which flow money through the DOE require each applicant to file certain assurances. Some apply to all programs and are therefore considered general assurances which require a form be filed. Usually this form is signed by the Chair on behalf of the Board.

**MOTION:** Mr. O’Neil motioned for the Board to grant the Chair authority to sign the certifications that are enclosed in the General Assurances Forms that are sent out by DOE for FY 20-21 ; seconded by Ms. Lowes. The motion passed 8-0-0.

Dr. Metzler stated that negotiations were under way with vendors to re-work some contracts. He indicated that he should have more to report at the May 7<sup>th</sup>, 2020 meeting. He also discussed that plans were in the works to allow students to collect their belongings prior to the end of the school year.

**PERSONNEL REPORT (01:53:40)**

None for this meeting, however, there will be some retirements, etc. for the May 7<sup>th</sup>, 2020 meeting.

**COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (01:53:59)**

While we await the Governor’s orders, there are no committee meetings. If this is to continue after May 4<sup>th</sup>, 2020, a process will be defined to have these meetings in a remote environment.

**VENDOR AND PAYROLL REGISTERS (1:54:42)**

The Board should be signing electronic documents for payroll, etc.

**OTHER BUSINESS (01:55:05)**

A slightly modified version of finals will take place from May 26, 2020 to May 29<sup>th</sup>, 2020. They will account for

10% of the student's grade. There was a letter that went out today that explained pertinent dates and finals. The Board requested a copy of the letter. There was discussion as to why the prom date was after graduation and whether there would be liability for the District.

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 May 7, 2020.