

*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/408858725>
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 16, 2020
7:00PM

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

Dr. Earl Metzler, Superintendent of Schools

Dr. Kimberly Farah, Chair
Kristin Savage, Vice Chair

Call to Order (00:0:05)

Chairman Farah called the April 16th, 2020 regular meeting of the Timberlane Regional School Board to order at 7:06pm 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 (00:2:00)

Mr. Boyle was present. He was alone in the room. Other family members were in the residence.
Mr. Dubé was present. He was in transit, alone in his car. Once he arrived at home, he would be 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. 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.
Mrs. Savage was present. She was alone in the room. Other family members would be arriving home shortly.
Mrs. Silva was present. She was alone in the room. Other family members were in the residence.

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

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 (00:6:16)

The board reviewed the minutes from the April 9th, 2020 Regular Meeting:

MOTION:	Mrs. Kiszka motioned to approve the TRSB meeting minutes of April 9th; seconded by Mrs. Silva. The motion passed 9-0-0.
----------------	---

STUDENT REPRESENTATIVE (00:08:03)

Student representative Kyle Duffy stated that he's heard a lot of good things about the online learning program as it continues to develop. Students are sad about the most recent announcement that school is out for the remainder of the year. Thank you's to students, staff and administration who are working hard to keep moral up during this very difficult time.

The Board acknowledged how difficult this is for students, especially graduating seniors. The board, administration and teachers expressed a willingness to do what they can, within the environment that we are in, to celebrate the student's achievements, transitional grades, senior activities and graduation.

DELEGATES AND INDIVIDUALS (00:12:35)

There were none, due to the online meeting format.

REMOTE INSTRUCTION (00:12:40)

Sandra Allaire, Director of Curriculum, Assessment and Professional Learning, spoke to the Timberlane Remote Instruction Readiness rating that was requested by the board last week. On the March 15th, 2020 heat map, Timberlane received a Category 2 score (not currently conducting remote learning, however, may be possible to implement within a month). On the heat map that was produced on March 22nd, 2020 Timberlane had a Category 5 score (fully implemented). This information on remote learning was derived from a short survey that the DOE requested the District reply to. This did not evaluate synchronous learning.

In accordance with the MOU, video conferencing is both voluntary and non-evaluative for the teaching staff. The District is also looking to use Google Meet, formerly known as Google Hangouts, as a secondary tool. Forty-three parents have declined to give permission to use these learning platforms. However, three hundred and sixteen (316) parents have yet to reply. Over one hundred fifty plus (150+) staff provided feedback that was largely positive, but they did express some concerns relative to privacy, online security, mixed participation and feeling some pressure from the community. Staff are also speaking to their own household challenges to balance work and home.

Ken Henderson, the Director of Technology, discussed the Chromebook drive up events. In total, they have given out two hundred eighty-five (285) Chromebooks and shipped another thirteen (13). Only five (5) families that have expressed a need District wide have not picked up a Chromebook. They have also worked with families that did not have internet services. Last week the Board requested that an effort be made to let parents know that they can access their student's Google Classroom. This information was added to the District's Covid-19 resource page and a communication was also sent.

Lucy Canotas, Director of Elementary Curriculum (K-5) spoke to attendance and participation at the elementary level. After device distribution, there is a 97-100% participation rate. Plans have been created with families to ensure engagement moving forward.

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-four (24) students who had not participated in any of their classes which translates to 97% participation rate. At the High School, there were thirty-eight (38) students who had not participated or 96.5% participation rate. Reach out is happening by teachers, counselors, etc. The board requested information of the CTE Students and their attendance and participation rates at the next meeting.

FOOD SERVICES (00:49:30)

Mr. Dowd, CFO/Business Administrator, stated that the number of students expressing interest in the food services program had risen from two hundred sixty (260) students to three hundred and fifty-eight (358) students. 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 Danville location has been changed to the Elementary School, located at 23 School St in Danville. Parents are encouraged to reach out to if you need assistance. The Board requested that Mr. Dowd investigate what will happen during the summer

months, given that the needs are not expected to decrease over the summer. This should come back before the Board within the next month.

THIRD PARTY VENDOR CONTRACTS (00:57:48)

Following the last meeting, Dr. Metzler stated that he'd met with counsel and they stand ready to execute as soon as the authority to do so is granted by the Board.

MOTION: Mrs. Kiszka motioned for the Board to grant the Superintendent authority to negotiate with Board Counsel in regard to third party vendor contracts; seconded by Mr. O'Neil. The motion passed 9-0-0.

Dr. Farah indicated that these contracts are now very complicated due to what's going on at the Federal level and there are likely to be legal expenses associated trying to navigate through something that no one had anticipated when negotiating the contracts.

GRADUATION/END OF SCHOOL YEAR (01:01:30)

Dr. Metzler indicated that they were working on identifying year end events and he would come back to the Board with what they think they can offer and how they can offer it. He briefly explained the Executive Summary provided in the agenda packet of hours vs days and how they arrived at the proposed date of May 29th, 2020.

MOTION: Ms. Lowes motioned to keep April vacation and to move the end date of school to May 29th, 2020; seconded by Mrs. Savage. The motion passed 9-0-0.

Dr. Metzler indicated that the teacher's last day would remain as it is on the calendar today. The Seniors would not get out any earlier than the other students in this scenario. It does not appear that the SATs will be offered by the State for this school year. Dr. Metzler indicated that the Commissioners calls in the coming days will likely shine some light on the answers to all these questions that are currently up in the air. He also stated that they are working to develop plans for the students to be able to get their belongings.

POLICY JIA (01:14:42):

Mrs. Silva stated that this policy really needs to come before the Board for direction. Essentially, Legal Counsel has suggested that JIA be revoked. However, there are a lot of documents out there that reference Policy JIA so all of them would have to be changed. The Board was divided about whether to strike the noted verbiage. A lot of discussion ensued, ultimately culminating in Mrs. Savage suggesting this be tabled. Dr. Farah indicated that she would work with Mrs. Silva and Mr. Dube to get this back before the Board.

SCHOOL BOARD GOALS (01:31:15):

Dr. Farah requested that, within two weeks, the other members of the board send her goals for this year. There is a five-year strategic plan and the goals should be in line with that plan.

FINANCIALS (1:32:50)

Mr. Dowd stated that now that a determination has been made about the rest of the school year, adjustments can start being made such as canceling POs, savings due to contract negotiations, other monies not spent as a result of school being closed. The board expressed concern that the towns may experience short falls as a result of Covid-19. The board requested information on the audit, as it was slated to be completed in March and it remains open. Mr. Dowd was asked to return during the May 7th, 2020 meeting to give an update on both the financials and completion of the audit.

ADMINISTRATOR'S REPORT (1:39:50)

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

Dr. Metzler indicated that a donation of \$7,769.20 from the Jeremy Graczyk Memorial Scholarship Fund for the TRHS Valedictorian. Donations of over \$5K require a public hearing. The Administration has reached out to Legal Counsel to determine how this donation could be accepted because a public hearing cannot be done at this time.

Congratulations and a hearty welcome back to Susan Sherman who has been selected to fill the open Plaistow seat on the Budget Committee.

PERSONNEL REPORT (01:42:15)

Dr. Metzler put forth two renominations: One from the High School and one rescinded retirement from Pollard School.

MOTION: Mr. O’Neil motioned to accept the renominations as presented by Dr. Metzler; seconded by Mr. Boyle. The motion passed 9-0-0.

Dr. Metzler also put forth two retirements:

Congratulations and well wishes for Sandown Central School Nurse, Mary Hatten, who wishes to retire after nine years of service to the District.

MOTION: Ms. Lowes motioned to accept the retirement of Mary Hatten with gratitude for her service; seconded by Mrs. Kiszka. The motion passed 9-0-0.

Congratulations and sincerest best wishes to Kathie Dayotis, Principal of Atkinson Academy, who wishes to retire after forty-six years of dedicated service to the District.

MOTION: Mr. Boyle motioned to accept the retirement of Kathie Dayotis with sincere regret and gratitude for her service; seconded by Mrs. Silva. The motion passed 9-0-0.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (01:47:12)

Dr. Farah reports that she, Mrs. Savage and Dr. Metzler have had some conversation relative to committee meetings in a virtual environment. Given a decision is to be made by the State of NH within the next few days, they are currently delaying a decision as to how to proceed.

VENDOR AND PAYROLL REGISTERS (1:51:10):

There are vouchers that need to be signed electronically. Also, the administration is working on a process for the Board to sign contracts electronically.

OTHER BUSINESS (01:51:26)

Thank you to Mr. Paradis for the boiler summary and the LED information. The board also requested an Executive Summary on the roofs in the District. To the extent feasible, the administration confirmed that the heat and electricity have been turned off.

The Timberlane Board and the Hampstead Board will be looking to work together as we move forward in this transition year to ensure that both boards can come to a mutual agreement regarding the withdrawal of Timberlane from the SAU.

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 April 23, 2020.