

*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%2f2019%2d20%2f06%2018%202020%20Meeting&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Meeting
June 18, 2020
7:30PM

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 June 18, 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 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 (00:1:20)

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 home.
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. 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 currently alone. Other family members were in the residence.
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 were in the residence.
Jenna Horan, Student Representative, alone in the room. 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)
Tony DiBartolomeo, Director of Performing Arts
Geoff Dowd, CFO/Business Administrator
Angelo Fantasia, Director of Athletics
Ken Henderson, Director of Technology
Jennifer Marino, Principal of TLC at Sandown Central
Gary Paradis, Facilities Director
Mark Pedersen, Director of Secondary Curriculum (6-12)
Nancy Stafford, Principal at Sandown North Elementary
Susan Rasicot, Director of Pupil Personnel Services/Special Education
Maria Watkins, Business Operations Coordinator

The Pledge of Allegiance followed roll call.

APPROVAL OF MINUTES (00:03:23)

The board reviewed the minutes from the May 21, 2020 Meetings:

MOTION:	Mr. O'Neil motioned to accept the TRSB meeting minutes of June 3, 2020; seconded by Mrs. Kiszka. The motion passed 7-0-1 (Mr. Dube abstaining; Mrs. Savage missed the vote.)
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STUDENT REPRESENTATIVE (00:04:20)

Miss Horan spoke to how the elementary schools of all four towns as well as Sandown TLC held parades to celebrate the end of a very unconventional school year. The fifth graders were recognized with yard signs, gifts and a staff surprise at Pollard, gifts from the PTA and principal as well as goody bags and certificates at Atkinson Academy, a special zoom call and slide show as well as the recognition of fifth graders Julia Johnson, Eliya Gitterman, Cole Doloff in Sandown and the creation of a special video for Danville graduating fifth graders.

The middle school sadly bid farewell to their eighth graders. Both the MS and Sandown North also bid farewell to several retirees. The high school has begun preparations for next years AP courses while holding many celebrations for student athletes, academic awards night, and music awards night.

Miss Horan also stated that there is a topic on tonight’s agenda that resonates with her and many students. She fully intended to honor her commitment to make sure their voices are heard and that their concerns are acknowledged and appreciated by everyone.

Dr. Farah did acknowledge that the Board had received a letter sent from students in support of the Timberlane music program and that the topic would be discussed later that evening.

ATHLETIC TRAINER CONTRACT (00:06:24)

Angelo Fantasia, Director of Athletic discussed the new contract that had been received from Access Sports Medicine. The contract is the same in that there is no cost increase however, there are two new pieces to it. Access Sports Medicine will be offering free EKG screenings to anyone that is interested and they have added the pay scale with definitive dates for payment.

The Board questioned whether there were any clauses in the contract that would address the level of obligation to the contract/Access Sports Medicine if there is no sports season and no services are rendered. Ms. Lowes request that the topic be tabled until such time as that question could be answered. Mr. Fantasia expressed concern that a delay might delay the impact concussion testing scheduled for July. Mr. Dowd stated that Access Sports Medicine billed the District for the final payment on the current contract recently. Mr. Dowd sent that bill to Attorney O’Shaughnessy for review. The Board felt they would be remiss if they did not put in language addressing a pandemic in future contracts. Mr. Fantasia agreed to come to the next meeting with an update.

DATA GOVERNANCE PLAN ANNUAL REVIEW (00:15:45)

Mrs. Kiszka indicated that Mr. Henderson had sent the updated plan. She reviewed the changes that were made, a few small changes were added. She said there are some points to ponder surrounding disaster planning.

MOTION: Mrs. Kiszka motioned to accept the Data Governance Plan for the upcoming year; seconded by Mrs. Silva. The motion passed 8-0-0 (Mrs. Savage missed the vote.)

STAFFING NEEDS PROJECTIONS (00:17:59)

Sandra Allaire, Director of Curriculum, Assessment and Professional Learning, indicated that the District has been assessing the staffing needs against projected student enrollment. She indicated that positions have been moved and repurposed, enabling them to meet the needs without asking for more positions. To date, nine positions have been filled through the hiring of five new staff members and the internal transfer of four current staff members. There are currently 22 (21 FTE) open positions in the District. Based on the projected fall enrollment, the Administration does not intend to fill three position (2.5 FTE) but will likely need to repurpose those positions elsewhere.

Policy IIB, requires the Administration to “present preliminary September enrollment numbers to the School Board with specific reference to enrollment pressure points” at the second school board meeting in June. In accordance with this policy, the Board was provided a table detailing current TRSD preliminary student enrollment

numbers for the 2020-2021 school year. These enrollment numbers were broken out by the number of sections in each building for grades K-5 and by the number of teams for grades 6-8 at the middle school. This information was used to generate average class / team sizes. These enrollment numbers will continue to fluctuate this summer, due to ongoing student registration process. The highlighted pressure points included three elementary classrooms that are at or nearing maximum enrollment capacity and have one grade level at Atkinson Academy that has already exceeded maximum class size. For these reasons, the Administration recommended that all current open and vacant positions were retained, if a repurposing of positions needed to occur.

The Board expressed concern that there are currently three third grade classes in Atkinson Academy for forty-four students. The projected enrollment is for incoming third grade class is forty-seven students, but the Administration's proposal is to downsize to two third grade classes. This would result in class sizes of twenty-three and twenty-four students which would require a waiver of policy from the Board.

World Language (Latin)

Mrs. Allaire stated that the study of a world language is not currently a graduation requirement for all students. However, the New Hampshire Scholars program requires two years of world language study. Students who are inducted into the world language honor societies must study language through their 12th grade year and meet other requirements and standards set by the national organizations that govern these honor societies. Students pursuing a Scholastic diploma need three years of a language in High School.

The District offers three world language options for students: French, Spanish and Latin. Mrs. Allaire went over the history of the Latin program and the current enrollment numbers for each class. The Administration is recommending a full-time employee be hired that would teach all the Latin 1, 2 & 3 (both ACC & CCP) classes, Mythology in the Classical World, and introductory sessions at the middle school. Ms. Lowes requested to know what the enrollments are for Latin in October 2020. The Board felt that the current enrollments did not support a full-time employee. VLACS was also proposed an option for students. The Curriculum & Assessment Committee has not met since the District went into remote learning. Mr. O'Neil asked what the contingency plan is if a qualified Latin teacher cannot be found in time to start the school year. Mrs. Allaire said that they would likely have to route students toward other classes. Dr. Farah suggested that the position be posted as both full time and part time, but Mrs. Allaire said she was not sure if that could be done. Dr. Farah stated that the Board does not post positions, but should this come to them as a full time position to be approved, there will need to a justification as to why its full time based on the information provided.

Music Department

Antony DiBartolomeo, Director of Performing Arts, addressed the current vacancies within the Music Department. He requested that the open Strings position, the Choral position and the Administrative Secretary position all be filled as requested. He indicated that these positions have been in existence for eighteen (18) years. He also presented spreadsheets and job descriptions detailing the classes taught, the frequency of those classes, the number of students enrolled in each one, the ratio of students to staff, adjunct teaching assignments, etc. One thousand eighty students (1080) are currently enrolled in music classes in grades 6-12. The teacher to student ratio is 154:1. Mrs. Kiszka stated that that was relatively low indicating that she had reviewed similar school programs and found an average ratio of 240-260:1. Mrs. Silva asked for an explanation of adjunct students. Adjunct teachers are teachers who share teaching duties with large groups of students. Adjunct students are the students that are shared. There was heavy discussion around adjunct teachers and students and why they only exist inside of the music department. Mrs. Allaire indicated that there are para-educators in some math classes, other team teaching models for courses such as World Studies, and team teaching in 9th grade Algebra courses where there may be two certified teachers in the room at once (a special educator and a regular educator) but those are different models from the music program. Mr. DiBartolomeo felt this comparison was unfair in that the classes being referenced did not have 60+ students in them.

Mrs. Lowes asked how the Choral teacher role (P5) was dealt with throughout the school year. Mr. DiBartolomeo

indicated that all the remaining teachers stepped up to cover those classes but that, in the long run, that model was not sustainable. He used the analogy that you would not ask the baseball coach to go teach gymnastics. He also stated that he needed to use an outside substitute approximately 10-12 times. The only current staffer with any strings experience is currently teaching the elementary strings program. Mr. DiBartolomeo said he had not been in front of the board for eighteen years because this model works, and he was here to advocate on behalf of the students. Dr. Farah stated that the Board is also here to advocate on behalf of the students and did not want that point to get lost.

Dr. Farah asked about a band teacher that is split as an FTE in the budget across five different schools, with .2 FTE also at TLC. She asked for clarification of who that is/how that works. She also asked about a PAC theater technician, that was supposed to be 40% teaching and 60% PAC. She asked if Audio/Lighting Production support and Stage Craft courses are being taught? Mr. DiBartolomeo indicated that because of the certifications that were required and the inability to have anyone in those courses (there was no enrollment), it was decided to make the position into a support position in the tech department associated and assigned to the Performing Arts Center. The Theatrical Production Instructor was a full-time position at its inception (2016), making \$20K less than it is today. At some point, the title changed to Technical Director. It is budgeted for under a para-educational assistant line. Instead of graded courses, students instead volunteer their time to work events and are being mentored in lighting, sound, video, editing, etc. Ms. Lowes expressed frustration with the fact that when the Board asked for assistance with live streaming, they were told the students could not touch the equipment, it was too technical and too expensive but now are hearing they are doing it with regularity. She would like to know from students if there is any interest in the two classes that were supposed to be offered.

Dr. Farah stated that the Board is taking a holistic approach to staffing. She is wondering how come there are no adjunct teachers for math students or mentoring programs for the top students who wish to go on to elite colleges. Knowing where Timberlane stands in math and science, this Board must look at the entire student body and allocate resources as appropriate. The fact is that enrollments are declining. No one is being targeted. The Board is not looking to cut positions for the sake of cutting positions. The Board is trying to manage the District, as the Board is required to do, and do it on a way that provides for the most students and in the best way that they can. Mr. DiBartolomeo said that the music department enrollment has not diminished as quickly or as sharply as the District's overall enrollments have declined.

Dr. Metzler indicated that he supports Mr. DiBartolomeo's recommendation for the music department. He also indicated that perhaps the topic of production courses could come back before the board in the fall. Dr. Farah reiterated that the Board does not post positions, merely approves the nominations.

FOOD SERVICE UPDATE (2:06:10)

Geoff Dowd, CFO/Business Administrator, indicated that he did not expect the food waivers to continue past June 30, 2020. He also stated that this had been the lowest week to date in food disbursements. He believes the last distribution date would be June 29, 2020.

Dr. Farah had previously asked for a breakout of food service employees. There are fifteen Timberlane employees and 18 Whitson's employees.

PROJECTS LIST FOR SURPLUS CONSIDERATION (02:09:59)

Dr. Farah had requested that the Administration pick out some projects that they felt were high priority. Mr. Dowd stated that he thought the selected projects would be deemed maintenance and repair.

Mr. Paradis, Facilities Director, indicated that the middle school has two heating/AC units. One has been down for about three years. The remaining unit is also aging and there is no AC in that gym as of now. This roof is only thirteen years old and does not need replacing.

Currently, at the HS, there are a total of eight boilers. Two of them run the domestic hot water, six run the heating. The two new ones are used to run the heating and on very cold days they fire two more boilers. That system also runs the PAC heating. The life expectancy of these boilers has passed. One boiler has been raided for parts because it takes about a month to get parts in for it. With Covid-19, fresh air coming into the buildings also might be a consideration. Unless additional funds are made available, these would be more than what we could be reimbursed for in Covid-19 expenses.

MOTION: Mr. O’Neil motioned to move forward with a repair and maintenance purchase of two roof top heating & AC units for the middle school in the amount of \$160K; seconded by Mrs. Savage. The motion passed 9-0-0.

MOTION: Mr. Boyle motioned to move forward with a repair and maintenance purchase of boilers up to \$225K; seconded by Mr. O’Neil. The motion passed 7-2-0 (Kiszka and Lowes opposed).

Dr. Farah stated at the recent Energy Committee meeting, it came to light that people were not aware of the bidding police DJE. She requested that Mr. Dowd make people aware that this policy requires bids for anything over \$10K.

FEDERAL FUNDING AUTHORIZATION (02:30:48)

Each year the board must authorize the Superintendent and Business Administrator to apply for and receive, on behalf of the District, federal and state grants/funding.

MOTION: Mrs. Kiszka motioned to authorize Dr. Metzler and Geoff Dowd to apply for and receive on behalf of the District federal and state grants and funding and to file such authorization with the NH Department of Education as appropriate; seconded by Shawn O’Neil. The motion passed 8-0-0 (Mr. Dube had left the meeting).

SUMMER HIRING PROCESS (02:32:07)

Typically, the Board authorizes three members to sign contracts however, because of Covid-19, there will be July meeting dates. Dr. Farah proposed July 16, 2020 as the next meeting date.

WITHDRAWAL UPDATE (02:34:36)

The Timberlane Board has hired consultants to help the Board. The Board needs to determine what the new SAU will look like as they prepare the budget for the upcoming season. There have been two mediation sessions between Hampstead and Timberlane. Dr. Farah would like to schedule a work session with the consultant who has already come up with some tentative staffing for the Board to review.

YMCA BEFORE AND AFTER CARE (02:35:28)

Jennifer Marino, Principal of Timberlane Learning Center at Sandown Central, Nancy Stafford, Principal at Sandown North Elementary and Tracy Fuller presented to the Board. As the enrollment at Sandown Central has increased, so has the inquiry for a school-based childcare option for families outside of regular school hours. School begins at Central at 8:50 and 9:00 for Kindergarten and Preschool and families who work earlier need other options for childcare in the morning as well as afternoons. Knowing that families of older students may also have the need, Sandown North students were included in the planning. Mrs. Marino surveyed people both in November 2019 and again in May 2020 and the responses were positive. She also presented the details of proposed program to the Board.

Mrs. Lowes stated that she is in support of the program but not at TLC. She believes it should be at Sandown North. Mrs. Marino stated that one of the concerns at North was the after-school clubs. There were concerns over bussing, over size of playground for the older children, etc. The Licensor has already been to TLC and liked what she saw. A Licensor would also have to come and check out Sandown North. Ms. Lowes feels like there are

logistical issues that have not been addressed.

MOTION: Ms. Lowes motioned to approve YMCA Before & After Care program for Sandown students and the final location will be brought before the Board for approval; seconded by Mrs. Savage. The motion passed 8-0-0. (Mr. Dube had left the meeting.)

ADMINISTRATORS REPORT (02:57:26)

Dr. Metzler indicated that there were several Executive Summaries for the Board’s review. He did want to bring their attention to the letter from First Student. The Commissioner’s letter is due sometime in July. Dr. Metzler Indicated that they would need a re-opening steering committee. He also requested that the board accept a donation from NHIAA.

MOTION: Mrs. Kiszka motioned to approve the \$750 donation form the NHIAA Life of an Athlete program; seconded by Mr. O’Neil. The motion passed 7-0-0 (Mrs. Silva missed the vote.)

Dr. Farah stated she had requested the current wages vs. the budgeted wages for these labor groups because once a group enters into the collective bargaining agreement, those wages need to stay steady until there’s an approved agreement that goes to the voters.

PERSONNEL REPORT (03:00:45)

Dr. Metzler brought forth the following:

Renominations: Sarah Chooljian (TRMS Family Consumer Science)

Nominations: Sharon Sughrue (Danville Elementary Nurse)

MOTION: Ms. Lowes motioned to approve the re-nominations and nominations; seconded by Mr. Boyle. The motion passed 8-0-0. (Mr. Dube had left the meeting.)

Dr. Metzler brought forth the following resignations:

Sean Cashman (TRHS Special Education Teacher), Gretchen Scruton (TRMA Math Enrichment Teacher) and Carole Donovan (SC -Kindergarten Special Ed Teacher)

MOTION: Ms. Lowes motioned to accept the resignations of Sean Cashman, Gretchen Scruton and Carole Donovan with gratitude for their service; seconded by Mr. Boyle. The motion passed 8-0-0. (Mr. Dube had left the meeting.)

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (03:04:02)

Mrs. Kiszka said that the Energy Committee met for the first time in several years. The LED lighting conversion is well under way thanks to the Paradis brothers. The committee is also starting to invite some solar companies in for information on solar panels and where they might be able to place them.

With no other business before the board, Chairman Farah adjourned the meeting at 10:35pm.

Respectfully submitted,

Kat Lancaster
Recording Secretary

Approved by the Board on July 24, 2020.