

## TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

**Regular Meeting**  
**May 21, 2020 - 7:02PM**

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

**Dr. Kimberly Farah, Chair**  
**Kristin Savage, Vice Chair**  
**Dr. Earl Metzler, Superintendent**

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

Chairman Farah called the May 20, 2020 regular meeting of the Timberlane Regional School Board to order at 7:02pm 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 (00:1:27)**

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. 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 would be returning 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 were in the residence.  
Kyle Duffy, 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)  
Geoff Dowd, Business Administrator  
Angelo Fantasia, Director of Athletics  
Timothy Guanci, Academic Dean of STEM (Secondary 6-12)  
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  
Don Woodworth, Principal at TRHS

The Pledge of Allegiance followed roll call.

### **APPROVAL OF MINUTES (00:03:30)**

The board reviewed the minutes from the May 7, 2020 Regular Meeting:

**MOTION: Ms. Lowes motioned to approve the TRSB meeting minutes of May 7, 2020; seconded by Mr. O'Neil. The motion passed 9-0-0.**

**STUDENT REPRESENTATIVE (00:04:27)**

Student representative Kyle Duffy spoke about the Student Council LINKED challenges that are still going on. This week's theme is the Olympics. He wished everyone good luck on their finals that are coming up this week. This was the last week of AP testing. He wanted to thank the teachers, the administration staff, and the School Board for working to keep the District learning over the past ten weeks. As we end the year, he hoped everyone would stay safe, stay proud and stay incredible.

**FOOTBALL BOOSTERS RENEWAL OF SPONSORSHIP PROGRAM (00:06:18)**

Jaclyn Kelley, the President of the TRHS Football Boosters, submitted a letter to the Board asking to renew their "Sponsorship Banner" Fundraiser. The money raised from this fundraiser supports many different parts of the Football program. There was a brief discussion of the transportation costs described in the Booster's letter to the Board. The main costs of transporting the team is paid in the operating budget however there are times when a game is a significant distance away, the Boosters would pay to upgrade the bus.

**MOTION: Ms. Lowes motioned to accept the renewal of the Sponsorship Banner Fundraiser; seconded by Mr. O'Neil. The motion passed 9-0-0.**

**AP PHYSICS BOOK APPROVAL (00:11:13)**

Sandra Allaire, Director of Curriculum, Assessment and Professional Learning, Tim Guanci, Academic Dean of STEM (Secondary 6-12), and Mark Pedersen, Director of Secondary Curriculum (6-12) worked together to explain the process taken to put this book before the Board for approval. This process begins with teachers and departments looking to replace outdated materials. The Science teachers investigated various books for over a year and proposed this book, largely because it comes with a digital edition and because it can be used at all levels: CCP, ACC & AP. Students can also access this via PowerSchool. Mr. Pedersen and Mr. Guanci presented this book to the District Curriculum and Assessment Committee back in November. The book was approved unanimously by the CNA Committee. This book has also been vetted by SNHU for the dual enrollment program. There is money in the budget to pay for this request.

The Board had several questions largely centered around the quotes, the number of books to order, the price, mastering, licensing and enough money in the budget to increase the number, if necessary. The Board is concerned that only buying one hundred and fifty books would not provide enough licenses for all the students. The licensing is good for six years. There was confusion in the quotes in pricing and name of book, etc. The Board requested to table this subject until the June 4, 2020 meeting when these details could be worked out.

**REMOTE INSTRUCTION (00:36:50)**

At the May 7, 2020 meeting, Mrs. Silva requested that the Administration investigate summer learning for classes that are designated as half year classes. Often, schedules don't come out until late August. Students who have the class in the first half of the year have summer work but those students who have the class in the second half of the year do not.

Mrs. Allaire, Director of Curriculum, Assessment and Professional Learning, spoke to TRHS Policy IHCA that says all students in the Timberlane District "will be expected to complete summer activities that support student learning". This policy also states, "there will be required summer work". Procedure IHCA-R requires that summer work be assigned in all year-long and Semester 1 classes in English, Math, Science, and some AP classes. Mrs. Allaire stated that the elimination of summer work for Semester 1 courses would create a significant inequity in the summer work requirements for all students at the high school, as students in grades 9-11 generally take year-long classes in English, Math, and Science and complete a minimum of three summer work assignments each year. This approach would also result in students who complete no summer work at all, which would be in violation of

TRSD Policy IHCA. For these reasons, the District has decided to maintain summer work requirements for both Semester 1 and year-long classes in the departments of English, Math, and Science for the fall of 2020.

Mrs. Silva still felt strongly that there are still significant inequalities and should be addressed. Dr. Farah thought this might require a policy change and Mrs. Silva stated it would be a procedural change. Dr. Farah said it was too late to address this as summer work is about to be given out and suggested that if it is to be addressed, perhaps a summer work session would be best.

#### **SENIOR DUES (00:53:48)**

Senior dues are collected each year to offset the cost of senior events including prom and senior cruise. Mrs. Allaire stated that due to the postponement and cancellation of many senior events, all members of the class of 2020 will receive a full refund of their senior dues.

#### **TECHNOLOGY PURCHASE EXPECTATIONS - FALL 2020 (00:57:05)**

Ken Henderson, Director of Technology, went over his Executive Summary with the board and then opened things up for questions. Zoom for Education is quite costly. Google Meets is free; however, it lacks many of the options and capabilities that Zoom has. There is new technology on the list that the Board had a good amount of questions about. Screencastify is a way for teachers to do voice overs of materials or prerecorded presentations. Currently, Screencastify is free during the Covid-19 pandemic but its not likely to be free in the fall. The free version allows a five-minute recording whereas the paid version allows for unlimited recordings. Schoology is an LMS (Learning Management System). Mr. Henderson likened it to Google Classroom on steroids. It is owned and operated by PowerSchool. Schoology integrates with applications. Assignments can be combined with assessments. It integrates fully with PowerSchool. Seesaw in an LMS for younger students. This would cut down on the duplication of efforts by the teachers. Email and Google Drive would remain the same. There were also questions about cost versus budget. There is not enough budget in the IT budget to cover these asks. The Board also expressed some trepidation over giving devices to Pre-School and Kindergarten aged children.

Dr. Farah requested the following for the June 4, 2020 meeting: When we start to look at where we are in the budget, what money could be pulled from the current year budget to fund some of this. Also, the Board would like to know what the teachers think about changing to a different LMS. Do they want this? Do they need this? What is learning curve for both teachers and parents?

<b>MOTION:</b>	<b>Mrs. Kiszka motioned to authorize the Business Administrator to use \$160K from the 2019/2020 operating budget for the purchase of Chromebooks and tablets in anticipation of remote learning into next year; seconded by Mrs. Silva. The motion passed 9-0-0.</b>
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Dr. Metzler and Mr. Dowd thought that this purchase might also be reimbursable in Covid-19 funds. Dr. Metzler also indicated that they would discuss the Learning Platforms with the teachers and get back to the Board with an Executive Summary.

#### **FACILITIES UPDATE (01:35:19):**

Mr. Paradis, Facilities Director, presented a new organizational chart and job description for the Supervisor's position. The Board questioned whether Mr. Paradis only had one Direct Report, the Facilities Supervisor. Mr. Paradis explained that for daily issues, each employee reported to the Supervisor who would then relay it to Mr. Paradis. For a weekly or monthly sit down, or review, the employee reports to Mr. Paradis. He said he does the annual review of each employee, but she prepares them. The Board stated they would like to table the rest of the discussion for a non-public meeting.

Mr. Paradis also discussed the planned summer projects. Some projects are already started but several must wait until the teachers clean out their classrooms. In the first phase, the hallways and cafeterias in both the Middle School and the High School have been converted to LED. The library in the Middle School has also been converted.

They also plan to update all the exterior lighting throughout the District on this year's budget. On next years budget, they are assessing what can be done for the Middle and High School classrooms, or do they continue in the hallways. The hallways and gymnasiums were done first for cost saving purposes. The classrooms are being evaluated for smart lighting technology.

Mr. Paradis was also asked about the gym floors that are being refinished again. He explained that all the gym floors have the topcoat refinished on an annual basis to remove scuffs, etc. He also explained that the high school science cabinets were a one to one replacement for heavily damaged cabinets.

**AUDITOR'S REPORT UPDATE (01:46:33)**

Mr. Dowd explained that he has been working with the Business Operations Coordinator to get the auditor's requests completed. There are some retirement related incentives and liabilities associated sick leaves and vacation leaves that are being treated differently this year. The goal is to have this wrapped up as soon as possible, likely around second or third week in June. Dr. Farah requested this topic be placed on the agenda for the third week in June meeting. The Board also questioned why there is such a delay in the audit this year. Mr. Dowd also discussed the projected year end financials as they stand today. The Board requested that by June 18, 2020 meeting, there be a solid number and a list of critical projects that might potentially be done based upon the budget numbers.

**WITHDRAWAL PLAN UPDATE (02:01:36)**

We are still anticipating a mediation with Hampstead on June 11, 2020. The Board has engaged in discussions with counsel and has decided to engage a consultant.

**MOTION: Mr. O'Neil motioned to authorize District legal counsel to engage consultants to assist with withdrawal and to assess financial status in preparation for SAU withdrawal mediation; seconded by Ms. Lowes. Vote tabled to after nonpublic session.**

Mrs. Machemer stated that she has questions relative to the consultant that has been selected and asked how those questions should be handled. Mrs. Silva stated she would like to clarify for the public why Timberlane might engage a consultant. Timberlane is looking for help from the consultants with the financial aspects of withdrawal because Hampstead has brought to light what they consider to be some issues regarding long term liabilities. Help is also needed in setting up a central office by 7/2021 and because mediation with Hampstead has not taken place yet, the Board doesn't know what employees may stay with SAU 55 or TRSD might be able to offer positions to. Also, the Board needs to figure out the organizational structure of the new SAU to determine budgets, etc.

**MOTION: Mrs. Machemer motioned to go into a non-public meeting under 91-A:3, Paragraph II, (c); seconded by Mrs. Kiszka. The motion passed 9-0-0.**

**The Board was polled:**

Boyle – Yes	Dube – Yes	Farah – Yes	Kiszka – Yes
Lowes – Yes	Machemer – Yes	O'Neil – Yes	Savage – Yes
Silva - Yes			

The Board went out at 9:13PM and returned at 10:20PM.

**VOTE: The motion to authorize District legal counsel to engage consultants to assist with withdrawal and to assess financial status in preparation for SAU withdrawal mediation passed 9-0-0.**

**MOTION: Mr. O'Neil motioned to direct the Superintendent and SAU staff to provide the District's consultant with a new and functional District issued laptop computer, access to a secure District email account, and access to Timberlane School District information related to students, employees, and district finances, as well as any other information that said consultant needs to**

provide professional assistance to the Timberlane School Board; seconded by Mrs. Kiszka. The motion passed 8-0-1 (Mrs. Macheimer abstaining).

**MOTION:** Ms. Lowes motioned to authorize the Board Chair and legal counsel to engage an outside party to conduct an investigation into concerns related to student discipline and due process as recommended by the NH DOE; seconded by Mr. O'Neil. The motion passed 9-0-0.

**SCHOOL BOARD GOALS (02:15:43):**

**MOTION:** Mr. O'Neil motioned to accept the goals for the 2020/2021 year; seconded by Mrs. Kiszka. The motion passed 9-0-0.

**ADMINISTRATOR'S REPORT (02:18:12)**

Dr. Metzler indicated that there was a letter in their agenda packets from NEASC (New England Association of Schools and Colleges) that the Board might wish to review in conjunction with goals for next year. He also mentioned a confidential letter from the DOE that he wanted to bring to the Board's attention. Further, the High School received a donation in the amount of \$1000. Jennifer Hughes received a \$2500 Equitable Excellence Scholarship. As part of the scholarship, her school receives \$1000 for use in leadership activities, in service training, field trips, etc. Congratulations to Ms. Hughes!

**MOTION:** Ms. Lowes motioned to accept the \$1K donation with congratulations to Ms. Hughes; seconded by Mrs. Silva. The motion passed 9-0-0.

**PERSONNEL REPORT (02:20:16)**

Dr. Metzler brought forth the following nominations:

Megan Carter (Pollard Elementary Psychologist), Kristen Roy (TRHS Guidance Counselor) and Sean Hogan (TRMS Physical Education/Health Teacher).

Renominations: Rachel Riley (Danville Elementary Special Ed ASD)

**MOTION:** Mr. O'Neil motioned to approve the nominations and renominations; seconded by Mr. Boyle. The motion passed 7-0-2 (Ms. Lowes & Mrs. Savage abstaining).

Dr. Metzler brought forth the following resignations: Mike McKilen (TRHS Latin Teacher), Amanda Jennison-Sousa (TRMS Spanish Teacher) & Amanda Huyler (TRMS Guidance Counselor).

**MOTION:** Ms. Lowes motioned to accept the resignations of Mr. McKilen, Mrs. Jennison-Sousa and Ms. Huyler; seconded by Mr. O'Neil. The motion passed 8-0-0. (Mr. Dube had left the meeting.)

Dr. Metzler indicated that TRHS Music Teacher Louise Pajak had requested to retire after 41 years of dedicated service to the District.

**MOTION:** Mrs. Macheimer motioned to accept the retirement of Mrs. Pajak with regret, extreme gratitude, many well wishes, many thanks and conveying all longevity benefits earned; seconded by Ms. Lowes with extreme gratitude and well wishes. The motion passed 8-0-0.

Every member of the Board, including Mr. Duffy on behalf of the students, expressed their extreme gratitude, well wishes, and congratulations. Nobody does it better. Mrs. Pajak, you will be missed.

**OTHER BUSINESS (02:30:53)**

Dr. Farah inquired as to whether there has been any update from the Governor as to when the SAU office might open. Dr. Metzler has indicated that not much has changed at this time, stating that there are ongoing discussions about how buildings can open but the rules make it almost impossible to open them.

Ms. Lowes indicated that she would send an agenda item to the Chair for the next meeting.

With no other business before the board, Chairman Farah adjourned the meeting at 10:43pm.

Respectfully submitted,

Kat Lancaster  
Recording Secretary

Approved by the Board on June 3, 2020.