

*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/SCHOOL%20BOARD%20MEETING%20AGENDA%20MATERIALS/2019-20/05%2007%202020%20Meeting/Agenda%20Packet%2005%2007%2020.pdf>*

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Meeting
May 7, 2020
7:10PM

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

Call to Order

Chairman Farah called the May 7, 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.
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 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.
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
Gary Paradis, Facilities Director
Mark Pedersen, Director of Secondary Curriculum (6-12)
Susan Rasicot, Director of Pupil Personnel Services/Special Education
Scott Strainge, Associate Principal at TRHS
Don Woodworth, Principal at TRHS

The Pledge of Allegiance followed roll call.

PUBLIC HEARING ON THE DONATION (00:3:55) (via separate video conference - <https://vimeo.com/416411817>)

Dr. Metzler was in receipt of a donation in the amount of \$7,769.20 from the Major Jeremy J. Graczyk USMC Memorial Scholarship Fund to be awarded to the TRHS Valedictorian regardless of that individual's choice of school, field of study or other financial aid awards.

Public comment was allowed via conference call. There was no public comment.

MOTION: Mr. O'Neil motioned to accept the donation with gratitude and to thank the family for putting this forward; seconded by Mr. Boyle. The motion passed 9-0-0.

The Board is extremely grateful for the donation and looks forward to presenting it to this year's Valedictorian.

APPROVAL OF MINUTES (00:00:01)

The board reviewed the minutes from the April 23rd regular meeting:

MOTION: Mrs. Kiszka motioned to approve the TRSB meeting minutes of April 23rd, 2020; seconded by Mr. Dube. The motion passed 8-0-0. (Mr. Boyle was not present.)

STUDENT REPRESENTATIVE (00:01:20)

Student representative Kyle Duffy welcomed everyone back from a well-deserved break. He spoke of being in the home stretch and of the student activities that are still ongoing.

REMOTE INSTRUCTION (00:02:49)

Sandra Allaire, Director of Curriculum, Assessment and Professional Learning, presented the recent DOE/College Board updates on the SATs. The NH DOE has announced two date choices for the fall SAT School Day: September 23 or October 14, 2020. A date has not been selected yet, but this will allow students to test for no fee. Scores will be available in mid-October or early November. These will be a paper/pencil version of the test, as the digital version of the SAT School Day will not be available for schools to use in the fall. The College Board has also announced that it will offer several Saturday sessions for the SAT, the first of which is scheduled for August 24, 2020. Preference will be given to the Class of 2021.

In preparation for the fall SAT School Day, TRHS staff have been working on opportunities for the current Junior class to engage in SAT Preparation during remote learning and over the summer. On May 19th and 21st, preparatory Zoom meetings will be held for both the reading/writing and math sections of the exam. Over the summer, the same teachers will hold SAT prep Zoom meetings for an hour each week.

Ken Henderson, Director of Technology, provided an update on the eight families that were without internet access. One family still does not have internet, but it's because that family chooses not to have internet connectivity. The student is an elementary level student. Paper and other accommodations have been made for this student.

As was expected, there will be some issues with acquiring Chromebooks or any technology this summer. Three vendors were contacted. All three acknowledged supply issues with heavy demand from schools and recommended that Timberlane place orders as soon as is possible in order to secure inventory. RFP bids were posted that require the vendors secure the equipment for early July. The bids were for 600 regular Chromebooks (incoming 6th & 9th graders and will backfill elementary), 25 touch screen Chromebooks and 25 student laptops. Google has changed their policy and will only support updates on Chromebooks for five years. If remote learning continues, we will remain in a similar situation. We currently have about 1200 K-5 students using home devices. The Board, by June, will hopefully have a good idea of what teachers and staff need to plan to assist remote learning.

Lucy Canotas, Director of Elementary Curriculum (K-5), spoke to attendance and participation at the elementary level. After week 6, only twelve (12) students were not participating. Most of those students have participated in the past and the district has reached out to those twelve families and made plans to move forward. Progress reports will be emailed to elementary school parents.

Mark Pedersen, Director of Secondary Curriculum (6-12), spoke to the attendance and participation at the Middle School and High School levels. There were twenty-five (25) students who had not participated in any of their

classes which translates to 96.9% participation rate. At the High School, there were thirty-four (34) students who had not participated or 96.9% participation rate. Progress reports will be available in PowerSchool for middle and high school students.

Summer work will be forthcoming, as per policy. The Board also questioned whether summer work need be given to students taking half year courses at the high school. Schedules are often not finalized until late in the summer and the student doesn't know if they have the class in the first or second semester. The Board is also looking for feedback from the teachers about what they need from the board to help them be successful in the fall.

SPECIAL EDUCATION (00:38:13)

Susan Rasicot, Director of Pupil Personnel Services/Special Education, spoke to the extended school year that starts in March and goes through the end of June. This year, the team is taking a strong look at their forms and having teams determine what students need as a focus for our extended school year program. The pupil personnel team is going to meet next week to review all the current proposals and use the draft proposal to really iron out what we need for staff and how we are going to move forward.

Video presentations are still a part of the remote learning experience. Some parents are waiting on some services, but we are moving forward to take a look at vendors and what they are able to do. None of them are willing to do small group instruction. As we move into Phase two, vendors are looking to provide one on one services. It is likely missed services will need to be looked at over a two-year period and not just one ESY.

CONTRACT UPDATE (00:49:43)

Geoff Dowd, CFO/Business Administrator, discussed the contracts that the District was attempting to renegotiate. The District's Regular Education Transportation provider has agreed to reduce our monthly obligations by 35%. This is also contingent upon the vendor continuing to pay the drivers. There will be more cost savings for other contracted services that are not being used as well.

The District's Special Education transportation vendor is providing a discount of 8% on the current contract and are providing the buses we use for Remote Learning Food Assistance for the District included in that cost. Mr. Dowd felt there was more review that might be done on this contract.

The District's food service vendor, Whitsons, has few fixed costs in the contract, which are their administrative and management fees. These costs do not change based on their volume. Mr. Dowd stated that the district's food costs are pay-as-you go for food and paper inventory so there has been a substantial cost savings in that area. Whitsons is preparing our Remote Learning Food Assistance program, which is providing some revenue to the District. Whitson's has not laid off any of the staff.

FOOD SERVICE UPDATE (01:00:40)

Mr. Dowd stated that the number of students expressing interest in the food services program has risen to five hundred eleven students. From the start of the program, at 80 meals served to the most recent figures of three hundred and nine (309) meals served on Monday and three hundred and seven (307) today, the program has potentially reached the leveling off point. The current system of waivers will carry these meals through June 30, 2020. Another waiver would need to become available to serve food after that date. Mr. Dowd provided information on meals relative to the Memorial Day holiday.

SENIOR ACTIVITIES/GRADUATION (01:03:55)

Dr. Metzler shared a calendar of year end events. Ms. Lowes expressed concern that the transitioning students (5th and 8th grade) really need to physically transition in addition to the virtual events that have been planned. Dr. Metzler agreed that there may be a need to review plans all the way through this process.

Mr. Woodworth, TRHS Principal, indicated that the Senior Prom has been moved to July 14, 2020 in the hopes

that it is safe to do so. If it is not able to do so, perhaps this can become a different event later in the year or next year. Mr. Strange, TRHS Associate Principal, spoke to the Junior/Senior Awards night and letters that will go out to students. Those events will be virtual. Graduation is scheduled for 7/18/2020.

FINANCIAL UPDATE (01:13:40)

Mr. Dowd, CFO/Business Administrator, stated that the District will qualify for a number of grants, including funding from the CARES act. He is scheduled to be on a call with the DOE on Monday to better understand what activities and costs will be allowed under the grant. Some expenditures should also be retroactive.

CIP/FACILITIES UPDATE (01:15:07)

Gary Paradis, Facilities Director, provided a five-year facilities plan and an organizational chart. The Board did not review the five-year plan in detail because the CIP committee has not met yet. Dr. Farah also requested that the CIP be updated with supporting documentation as the list will not be sufficient as supporting documentation for these projects. The excel spreadsheet will also need to be updated. Some members of the Board were concerned with the Facilities Supervisor position and asked to revisit the conversation at a later date.

SCHOOL BOARD GOALS (01:30:06)

Dr. Farah stated that there are several goals but there are a few primary undertakings, such as:

- 1.) Developing the organizational structure for the new SAU, incorporating current Timberlane staff.
- 2.) Committed to ensuring that teachers and staff have what they need to support remote learning should it continue.
- 3.) Financials: The Board is trying to determine the impact the Pandemic may have on the current budget and look at encumbering funds no later than June 1, 2020.
- 4.) Still working toward developing a five-year facilities plan.
- 5.) Trying to get the budget sooner.
- 6.) Continue to offer to all union group to attend School Board meetings and update them.

Mediation with Hampstead (as it relates to withdrawal) is scheduled for June 11, 2020.

ADMINISTRATOR'S REPORT (1:36:35)

Dr. Metzler wished all the Nurses in SAU 55 a Happy Nurses Day. He also thanked the teachers for their great work before, during and after Teacher Appreciation week.

PERSONNEL REPORT (01:37:52)

Dr. Metzler indicated there were two resignations to accept:

- 1.) Alexander Brown, a TRMS Science Teacher
- 2.) Matthew Lafond, a teacher at Sandown Central

MOTION: Mrs. Silva motioned to accept the resignations of Mr. Brown and Mr. Lafond for the end of this school year; seconded by Mr. Boyle. The motion passed 9-0-0.

Dr. Metzler indicated there are two retirements:

- 1.) Lorraine Goodman, Nurse from Danville Elementary
- 2.) Bonnie Christian, Nurse at the High School

MOTION: Mr. O'Neil motioned to accept the retirements of Mrs. Goodman and Mrs. Christian; seconded by Mrs. Macheimer. The motion passed 9-0-0.

Dr. Metzler indicated that there are two Nominations:

- 1.) Dr. Russell Marino, Danville Elementary School Principal
- 2.) Amanda Hackney, Sandown Central .5 K Case Manager

MOTION: Mrs. Kiszka motioned to enter into non-public session under 91-A:3, paragraph III (c), matters which, if discussed in public, would likely affect adversely the reputation of any person; seconded by Ms. Lowes.

The board was polled: Boyle – yes Kiszka – yes O’Neil – yes
Dubé – yes Lowes – yes Savage – yes
Farah – yes Macheimer – unavailable Silva – yes

The Board entered non-public session at 9:01PM.

Mr. Boyle left the meeting during nonpublic session. The Board returned to public session at 9:36PM.

MOTION: Ms. Lowes motioned to seal the non-public meeting minutes, as their divulgence would likely affect adversely the reputation of someone other than a member of the board; seconded by Mrs. Kiszka.

The board was polled: Dubé – yes Kiszka – yes O’Neil – yes
Farah – yes Lowes – yes Savage – yes
Macheimer – yes Silva – yes

The motion to seal passed 8-0-0.

MOTION: Ms. Lowes motioned to nominate Amanda Hackney for the Sandown Central .5 K Case Manager; seconded by Mrs. Kiszka. The motion passed 8-0-0.

MOTION: Ms. Lowes motioned to nominate Dr. Russell Marino for Danville Elementary School Principal for one-year contract; seconded by Mr. O’Neil. The motion passed 7-0-1 (Mr. Dubé abstained).

OTHER BUSINESS (01:54:03)

The Board requested an update on the Audit at the next meeting scheduled for May 21, 2020.

Mr. Dube stated that he has been in contact with the MA Attorney General’s office. He has filed a consumer complaint with them relative to EF Tours and their stance on the cancelled trips. The AG has begun discussions with EF Tours. They expect an announcement soon. Parents should file a consumer complaint with the MA AG if they have not already done so.

With no other business before the board, Chairman Farah adjourned the meeting at 9:43pm.

Respectfully submitted,

Kat Lancaster
Recording Secretary

Approved by the Board on May 21,2020.