

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/426087807> Materials presented at the board meeting may be viewed at: <https://public.timberlane.net/sau/trsb/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsau%2ftrs%2fShared%20Documents%2fSCHOOL%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2019%2d20%2f06%2003%202020%20Meeting&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Meeting
June 3, 2020
7:03PM

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 3, 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 (00:1:27)

Mr. Boyle was present. He was alone in the room. Other family members were in the residence.
Mr. Dubé was unable to attend.
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 currently alone. Other family members were in the residence.
Mrs. Silva was present. She was alone in the residence but other family members were expected to return.

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)
Timothy Guanci, Academic Dean of STEM (Secondary 6-12)
Ken Henderson, Director of Technology
Nancy Louiselle, Director of Human Resources
Ms. Melissa MacDonald, Preschool Coordinator
Gary Paradis, Facilities Director
Mark Pedersen, Director of Secondary Curriculum (6-12)
Susan Rasicot, Director of Pupil Personnel Services/Special Education
Maria Watkins, Business Operations Coordinator

The Pledge of Allegiance followed roll call.

ACKNOWLEDGEMENT OF PETITION (00:03:23)

Dr. Farah acknowledged the Music Matters petition with approximately 2500 signatures on it. She wanted to let the public know that it has reached the Board and the Board would be addressing staffing later in the meeting.

APPROVAL OF MINUTES (00:03:56)

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

MOTION: Mr. O’Neil motioned to accept the TRSB meeting minutes of May 21, 2020; seconded by Mrs. Kiszka. The motion passed 8-0-0.

MOTION: Mrs. Kiszka motioned to accept the TRSB Non-Public meeting minutes of May 21, 2020; seconded by Ms. Lowes. The motion passed 8-0-0.

STUDENT REPRESENTATIVE (00:06:35)

Dr. Farah acknowledged that this would be their last meeting with Mr. Duffy. With many good wishes and virtual handshakes, the Board wished him a fond farewell. They appreciated his work and insights over the last year and look forward to hearing updates from him in the future.

Student representative Kyle Duffy expressed his congratulations and thanks to all students and staff for completing school year under these circumstances. Mr. Duffy reminded students and parents to check their email for important information coming out, for students to return their books in front of the school by June 12, 2020 and to check out the various online award presentations. He also affirmed that both students and the community would appreciate the Board’s expediency in replacing the strings teacher.

Mr. Duffy thanked the students who voted him into this position, thanked the Board for hearing the voices of the students and expressed his gratitude for the learning opportunity. It was his honor to be student representative. Mr. Duffy then introduced newly elected student representative Jenna Horan. She spoke to how excited she is to be a part of the process and thanked the Board for the opportunity. The Board welcomed Ms. Horan and offered congratulations, thanks and best wishes to Kyle in his future endeavors.

AP PHYSICS BOOK APPROVAL (00:12:50)

Sandra Allaire, Director of Curriculum, Assessment and Professional Learning, explained what has taken place since the last time they appeared before the Board. After explaining the current enrollment numbers, the thought process around the number of books that would be needed, she presented an updated quote for 125 textbooks and 50 extra digital licenses for a total of \$29,963.22.

MOTION: Ms. Lowes motioned to accept the AP Physics book as presented; seconded by Mr. O’Neil. The motion passed 8-0-0.

TECHNOLOGY PURCHASE PLAN (00:21:32)

Ken Henderson, Director of Technology, went over his Executive Summary with the Board. Specifically, he had questions around the \$160K that was approved at a previous meeting and whether the bid policy would need to be waived. The Board felt that it did go out to bid already and the District was merely looking to change the quantity of them.

The Board also inquired on the Learning Management System (LMS) that was discussed at the previous meeting and whether the teaching staff had been able to give any feedback yet. Mrs. Allaire stated that they are designing an opportunity for teachers to view informational videos/demonstration materials on new LMS platforms and then collecting feedback from the teaching staff. Teacher feedback should be available for the next Board meeting. Dr. Farah offered a reminder that parents and teacher learning curves need to be considered as well. Mrs. Allaire indicated that Professional Development days are selected by the staff related to their goals and development.

DATA GOVERNANCE PLAN ANNUAL REVIEW (00:36:39)

The Board tabled the discussion until the next meeting so they would have time to read the very lengthy document. Dr. Farah asked the Board to send any questions to her in advance of the meeting so that they could be given to Mr. Henderson.

CONTRACT UPDATES (00:39:32)

Maria Watkins, Business Operations Coordinator, discussed the most recent activity on District contracts. The regular transportation provider, First Student, has honored their 35% discount for the April and May contract price. First Student typically lays off their drivers after the last day of school and continues the drivers benefits throughout the summer. Since the last day of online learning was May 29, 2020, they made the decision to follow the regular practice and lay off the drivers after that day. Because of this, First Student has agreed to give the District a 45% discount for the month of June. This is a total savings of \$332K.

Special Education Transportation Provider is currently providing the District’s food transportation. They agreed to an 8% discount during remote learning. This is a total savings of \$85k. Between the two vendors, it’s a total cost savings of \$417K.

The District pays Whitson’s, our Food Service vendor, dollar for dollar, the amount they pay for labor, food and for supplies. The District has also continued to pay their administrative and management fees since they are still working the food assistance program. That program will continue until June 30, 2020. While we are experiencing significant cost savings in food and supplies, the District is also experiencing a loss in revenue resulting in a deficit. The anticipated deficit for the Whitson’s contract for April, May and June is \$85K. The total food service fund deficit is expected to be \$175K, which includes the District’s labor costs. This amount is also subject to the annual inventory adjustment. The reimbursement that we expect to receive from the state/federal government is not included in these figures.

Ms. Lowes requested that the surplus sheet be more refined by the next meeting. She would like to better understand where the revenue variances are coming from. Dr. Farah requested that it broken out by line item, in better detail.

Whitson’s furloughed their employees on 5/29/2020, except for the ones who are still working on making meals through June. The District is only paying those people for the hours worked.

TTA EVALUATION PLAN (00:56:23)

Mrs. Allaire stated that the Evaluation plan is a five-year plan that expires in 2020. The plan governs the way the evaluation process works in the District. It outlines differences in the plan for staff who are within one to five years of employment and then there are some slight variations for staff that are in year six or above. There is an Evaluation Committee that meets every year to discuss any necessary adjustments or edits. This year, knowing it was expiring, the committee focused on reviewing the entire plan and making some slight adjustments to it. This plan is referenced in the CBA so any changes to the plan do require a consensus by the Board and the TTA.

MOTION: Ms. Lowes motioned to accept the TTA Evaluation Plan; seconded by Mrs. Kiszka. The motion passed 8-0-0.

TTA EVALUTIONS MOU (01:03:04)

Due to the remote learning, there was an MOU drafted by Counsel along with TTA Attorney stating that there would not be any teaching evaluations done in the spring.

MOTION: Ms. Lowes motioned to authorize the Board Chair to sign the MOU so that it can then be signed by the TTA as an agreement; seconded by Mr. Boyle. The motion passed 8-0-0.

2020-21 STAFFING (01:04:41)

Mrs. Allaire stated that “staffing happens all year.” The District is working to take a very comprehensive look at the current staffing levels: the needs, the current enrollment across the District at all grade levels, the programs and trying to be really conservative on how we are using our positions to make sure that the District is adequately

staffed. Rather than coming to the Board with requests for new positions, the administration is looking comprehensively at a District level to be able to utilize any positions that may be vacated.

Dr. Metzler stated that in previous years, they have been carrying several open positions, generating a significant surplus. The plan is to just not do that anymore and all positions are being looked at to ensure the District is running in an effective and efficient manner. The Superintendent said he wanted to make it clear that this is not about cutting positions or programs.

The Board then had a very spirited conversation regarding the Strings teacher position, the petition, the rhetoric that took place during the week, the uniqueness of the position and the feeling that the position should not wait to be posted. The Board made it clear that there is no intention to shut down either the Strings program or the music program.

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| MOTION: Mrs. Macheimer motioned to request that the Strings position be reposted before the next meeting in compliance with policy GCF; seconded by Mr. Boyle. The motion failed 4-4-0 (Farah, Lowes, O’Neil and Savage opposed). |
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Dr. Metzler indicated that Mr. DiBartolomeo is looking at everything and he will provide direction on what he needs to be successful in his department. Dr. Metzler wants to give him the opportunity to present those needs. The opposed members of the Board also expressed that they would like to give the music department the opportunity to provide their recommendations.

PRE-K/KINDERGARTEN ENROLLMENT (01:39:54)

Melissa MacDonald, Preschool Coordinator and Lucy Canotas, Director of Elementary Curriculum presented their Executive Summary to the Board. The Board had several questions relative to class size and neighborhood schools, the number of employees needed to cover all the children who have been waitlisted, special ed student, ratios, etc. There has also been a decline in registrations this year, presumably because of the epidemic. Traditionally, we are turning away six to eight Pre-K students at Pollard.

TUITION RATES (01:54:00)

Maria Watkins presented the Tuition rates for the 2020-2021 school year.

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| MOTION: Ms. Lowes motioned to approve the 2020-2021 tuition rates; seconded by Mrs. Savage. The motion passed 8-0-0. |
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WITHDRAWAL UPDATE (01:55:56)

Dr. Farah presented the letter from the Chair of the TRSB Board, herself, to the Chair of the SAU Board, Brian Boyle, of Timberlane’s intent to claim total premises of the SAU 55 Office Building no later than June 30, 2021.

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| MOTION: Mr. O’Neil motioned to authorize TRSB Chair, Kim Farah, to sign the notice of termination and to send it to the SAU 55 Chair, Brian Boyle; seconded by Ms. Lowes. The motion passed 8-0-0. |
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Dr. Farah stated that all Board members should have received an invite to a non-meeting with counsel scheduled for June 9th, 2020. Also, there will be an all-day mediation with Hampstead on June 11th, 2020 in which Mrs. Savage and Dr. Farah have been chosen to mediate. It will also be via Zoom.

PERSONNEL REPORT (01:58:08)

Dr. Metzler brought forth the following:

Renominations: Laurie Bailey (TRHS Science Teacher)

Nominations: Nicole Beaulieu (TRMS Science Teacher), Sandra Peters (Sandown Central Teacher), Theresa Nevins (Pollard Math Specialist)

MOTION: Ms. Lowes motioned to approve the re-nominations and nominations; seconded by Mr. Boyle. The motion passed 8-0-0.

Dr. Metzler brought forth the following resignations:

Bethany McKilen (TRHS Science Teacher), Cathleen Ryan (Sandown Central PreK Teacher), Nicole Freligh (TRMS Math Teacher), Susan Dauer (TRMS Nurse), Alexandra David (Atkinson Academy FLES Teacher).

MOTION: Mr. Boyle motioned to accept the resignations of Bethany McKilen, Cathleen Ryan, Nicole Freligh, Susan Dauer and Alexandra David with regret and thank them for their service; seconded by Mrs. Kiszka. The motion passed 8-0-0.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (02:02:16)

Dr. Farah and Mrs. Kiszka would like to get the Energy Committee going. Mrs. Kiszka requested a Tuesday or Thursday meeting in the evenings. Mr. Paradis, Mr. Dowd or Ms. Watkins, the Superintendent and other designee's may be on the committee. Dr. Farah requested this be arranged in the next week or two.

OTHER BUSINESS (02:04:52)

Mr. Boyle wanted to compliment the people taking care of the Seniors through signage or the newspaper, etc.

ADMINISTRATORS REPORT (02:05:28)

MOTION: Ms. Lowes motioned to go into a non-public meeting under 91-A:3, Paragraph IIC; seconded by Mr. O'Neil. The motion passed 7-0-0.

The Board was polled:

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

The Board went out at 9:12PM and returned at 10:12PM.

MOTION: Ms. Lowes motioned to exit the non-public meeting under 91-A:3, Paragraph IIC; seconded by Mrs. Silva. The motion passed 8-0-0.

The Board was polled:

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

MOTION: Mr. O'Neil motioned to seal the non-public meeting minutes by reason that divulgence would likely affect adversely the reputation of someone other than a member of the board; seconded by Ms. Lowes. The motion passed 8-0-0.

The Board was polled:

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

With no other business before the board, Chairman Farah adjourned the meeting at 10:14pm.

Respectfully submitted,

Kat Lancaster
Recording Secretary

Approved by the Board on June 18, 2020.