

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, SEPTEMBER 2, 2021

Regular Business Meeting – 7:00pm

Performing Arts Center*
40 Greenough Road, Plaistow

Dr. Kimberly Farah, Chair
Kristin Savage, Vice Chair

Dr. Brian Cochrane, Superintendent
Christopher Kellan, Assistant Superintendent

*The Board will meet in-person in the auditorium at the Performing Arts Center.
The meeting will be Livestreamed and is open to the public. Face coverings/masks are mandatory

AGENDA

1. **7:00PM** Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Approval of Minutes [8/19]
5. Delegates and Individuals
6. Student Representative
7. Current Business
 - a. **7:10PM** School Re-Opening Update – INFORMATIONAL
 - b. **7:25PM** TRHS Athletics Update – INFORMATIONAL
 - c. **7:30PM** Facilities Update – INFORMATIONAL/ACTION
 - d. **7:45PM** 2021-2022 Budget Development Update – INFORMATIONAL/ACTION
 - e. **8:00PM** Food Service Contract – INFORMATIONAL/ACTION
 - f. **8:10PM** Committee Membership – INFORMATIONAL/ACTION
8. **8:20PM** Administrator’s Report
9. **8:30PM** Personnel Report
10. **8:40PM** Committee Reports/Reports of the School Board
11. Correspondence Folder
12. Vendor and Payroll Registers
13. **9:00PM** Other Business
14. Nonpublic
15. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
September 16	Regular Meeting	TBD	7:00PM
October 7	Regular Meeting	TBD	7:00PM
October 21	Regular Meeting	TBD	7:00PM
November 4	Regular Meeting	TBD	7:00PM

The MISSION of the Timberlane Regional School District is to engage all students in challenging and relevant learning opportunities, emphasizing high aspirations and personal growth.

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/589925636>

Materials presented at the board meeting may be viewed at:

<https://public.timberlane.net/sau/trsb/Shared%20Documents/SCHOOL%20BOARD%20MEETING%20AGENDA%20MATERIALS/2021-22/08%2019%202021%20School%20Board%20Meeting/Agenda%20Packet%208%2019%202021.pdf>

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TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Business Meeting
August 19, 2021
7:00PM

Performing Arts Center
40 Greenough Road
Plaistow, NH

Call to Order

Chairman Farah called the August 19, 2021 meeting of the Timberlane Regional School Board to order at 7:00PM, took roll call and then led the assembly in the Pledge of Allegiance.

Board Members Present

Kelly Bowes, Brian Boyle, Kimberly Farah (left at 10:10PM), Steven Finnegan, Amy Gentile, Barbara Kiszka, Sheila Lowes, Shawn O’Neil and Kristin Savage.

Seated at the Board Table

Dr. Brian Cochrane, Superintendent of Schools
Christopher Kellan, Assistant Superintendent of Schools

Dr. Farah informed the audience that she had spoken to counsel and wanted to address the rules of order for the board meeting.

“First, these meetings are meetings specifically for the board to conduct its business. As a board we have duties and responsibilities that we have to address for the district to continue to operate. While our board meetings are open to the public, except non meetings and non- public meetings, our board meetings are not public hearings where the public has the right to speak out. In other words, board meetings are not public meetings, but meetings held in public.

Second, while the board welcomes participation of all interested citizens, all attendees are expected to conduct themselves in a civil and respectful manner, and the board will not tolerate interruptions, harassment, discrimination, threats, or other conduct that interferes with these meetings. There's an appropriate time and a specific manner for citizens to be heard at board meetings. This is during the delegate session. Board Policy BEDH governs the process for citizen participation in board meetings”, and she read it into the record.

“Third, because some members of the public in attendance of our meeting have not followed the rules of order, I do want to put everybody on notice that the Board intends to strictly comply with policy BEDH. It requires that all citizens do the same while attending our board meetings. Interruptions, name calling, booing, and speaking/making intimidating and bigoted remarks during the meeting will result in removal from the meeting. Violations of policy BEDH, shall also result in immediate removal from the meeting. Thus, please only speak during your allotted time, limit yourself to three minutes and refrain from speaking about employees, or students, and conduct yourself in a civil manner.

Finally, failure to abide by these rules of order will, at a minimum, result in your loss of speaking privileges. If,

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after losing your speaking privileges or receiving a warning, your conduct continues to interfere with the meeting or otherwise violates the rules of order, law enforcement will be asked to physically remove you from the meeting. As you may be aware, once detained by law enforcement, you may be subject to criminal charges.”

Officer Pat, the School Resource Officer, reiterated to those in attendance, that the police were there to keep the peace. He stated that he understood the sensitive nature of the topics at the meeting but asked people to abide by the rules as they have just been explained to them.

APPROVAL OF MINUTES (00:07:11)

MOTION: Ms. Lowes motioned to accept the TRSB public meeting minutes of August 5, 2021; seconded by Miss Bowes. The motion passed 7-0-2 (Ms. Gentile and Mrs. Savage abstained.)

DELEGATES & INDIVIDUALS (00:07:56)

Dr. Farah advised the Board that there were thirty -three forms of individuals wishing to speak during this session.

MOTION: Mrs. Kiszka motioned to limit the Delegates and Individuals to 30 minutes at the start of the meeting and to finish them at the end of the meeting; seconded by Ms. Lowes.

AMENDED MOTION: Mr. Finnegan motioned to limit the Delegates and Individuals to 60 minutes at the start of the meeting and to finish them at the end of the meeting; seconded by Mr. Boyle. The motion to amend passed 9-0-0.

MOTION: Mr. Finnegan motioned to limit the Delegates and Individuals to 60 minutes at the start of the meeting and to finish them at the end of the meeting; seconded by Mr. Boyle. The motion passed 9-0-0.

The following individuals spoke in favor of masking/employing advanced safety measures when the schools reopen: Alexander Gray (Sandown), Daniel Quimby (Plaistow), Brad Shaw (Plaistow), Terri Walsh (Sandown), Deirdre Steinfort-Rivas (Sandown), Ellen Moore (Danville), Parker Davis (Sandown), Jen Bisson (Sandown), Jennifer Seavey (Sandown), Laura Kinkaid (Plaistow), Anthony Weeks (Sandown).

Steve Cronin also spoke to the water systems/arsenic remediation, the bus contract and agreed with mask wearing.

The following individuals spoke in favor of parental choice and the district remaining mask optional: Tia Ann Travers (Sandown), Melissa Marr (Plaistow), Sophia Loik (Atkinson), Jaqueline Wydola, Bonnie Bowley, Grace Valley, Haeyoon Jacobus (Danville), Nolan Pelletier (Plaistow), Peter Terosian (Atkinson), David Kiley (Atkinson), Liz Sierpien & Daughter (Plaistow), Jim Sierpien (Plaistow), Gracie Griffiths (Danville), Dennis Griffiths (Danville),

SCHOOL RE-OPENING UPDATE: (01:13:48)

The Board reviewed an executive summary on the school re-opening plan. Each Board member had questions relative to the documents and there was lengthy conversation on various logistics of/in classrooms, the cafeterias, etc. Mr. Pederson (and Mrs. Canotas to a lesser level) answered numerous questions from the board. This year is very different in terms of logistics and the Administration feels that having a few weeks to monitor the application of the matrix model is prudent. The Administration feels this is a relatively short-term compromise. ADA exemptions were also discussed. Kindergarten camps were briefly discussed. Masking on buses is mandatory. Once the below motion was made, there was more lengthy discussion.

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MOTION: Mrs. Savage motioned for the board to approve the school re-opening plan based on the NH DPHS NH DOE recommendations as presented on 8/11/2021 with the terms and statements as contained in that document with the understanding that it be reviewing on a daily basis and if the levels change, that will be communicated with parents. It will be reviewed on 9/16/2021 at which time all the data available to us, including data from our own school, neighboring schools and communities as well as the county numbers and whether or not that still continues to apply to us or we want to make adjustments will be discussed at that time; seconded by Ms. Lowes. The motion passed 7-2-0. (Mr. Boyle and Mr. O'Neil opposed.)

ATHLETICS UPDATE (02:23:22)

THE NHIAA members have agreed that the visiting team will adopt the mask requirements of the home team.

FACILITIES UPDATE (02:24:32)

Mr. Ingoldsby, Plant Operations Director, provided the Board with an explanation of a performance contract. Essentially a contracted company would come in and review everything that potentially impacts energy usage. They then make recommendations for changes and once the recommended upgrades are made, the cost savings over time creates a cost neutral situation. Mr. Ingoldsby is in the process of forming the RFP for the evaluation.

He also stated that the electricity and water could be removed from the Modular classrooms by existing staff at no extra cost to the district. They could also be removed at no cost. He did mention, however, that if substantial work was going to be done in the HS, perhaps it would be prudent to keep the Modulares for now.

FINAL BUDGET & ANTICIPATED SURPLUS (02:34:30)

The Board reviewed the summary provided by Mrs. Watkins, CFO/Business Administrator. Mr. O'Neil thanked her for the great work she did in developing the document. Mrs. Watkins reminded the Board that the District is set to lose approximately \$500K in advocacy aid this year. The Budget Committee has reached out and wishes to set up a meeting for both boards in September to begin the budget process.

MOTION: Mrs. Kiszka motioned to renew the fund balance retention amount of \$500K; seconded by Mr. O'Neil. The motion passed 9-0-0.

FALL ENROLLMENT CLASS SIZE UPDATE (02:47:35)

The Board the numbers as provided by the Administration. These numbers continue to fluctuate due to the on-going student enrollment and withdrawal process. Conversation centered around three classrooms that have a large number of students in them and the need for three new teachers. Ms. Gentile suggested that the enrichment teachers could be pulled in to teach these three classes and that Library could become a special.

MOTION: Mrs. Kiszka motioned to hire three teachers for the fourth and fifth grades for the classes that are highlighted; seconded by Ms. Gentile. The motion passed 7-2-0. (Mr. Boyle and Mr. O'Neil opposed.)

Ms. Lowes requested that Mrs. Cantos provide new TLC early education numbers in December.

ADMINISTRATORS REPORT (03:09:39)

Dr. Cochrane advised the board that the SAU 55 sign is being changed to a new SAU 106 sign at a total cost of \$1400. Students were involved in the design.

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PERSONNEL REPORT (03:11:10)

MOTION: Ms. Lowes motioned to accept the professional nominations of Cheryl Clark (Speech Language Pathologist TRSD/Danville Elementary), Kansas Ferguson (Grade 1, Sandown North Elementary) Denise Georgoudis (Grade 1, Danville), Cheryl Goodman (Pre-School Teacher, Sandown Central), Brian Nicoll (Social Studies, TRHS), Laurie Runions (Grade 6, ELA, TRMS) and Lisa Vadala (Special Ed Case manager, Danville Elementary); seconded by Miss Bowes. The motion passed 8-0-0.

MOTION: Ms. Lowes motioned to accept the resignations of) Mia Brennan, (School Nurse, TRHS), Karen Milone (Reading Specialist, TRMS) and Kristin Soltis (Language Arts, TRMS) with thanks and gratitude; seconded by Mr. Finnegan. The motion passed 8-0-0.

COMMITTEE REPORTS: (03:12:54)

None.

OTHER BUSINESS (03:13:39)

Returning to Delegates and Individuals.

The following individuals spoke in favor of parental choice and the district remaining mask optional: Laura Roy, Stefanie Dube, Kevin Dube, and Emily Hammay.

Kate Bossi came to the microphone and disrupted the end of the meeting.

With no other business before the board, Vice-Chairman Savage adjourned the meeting in haste at 10:27PM.

Respectfully submitted,

Kat Lancaster
Recording Secretary

Approved by the Board on _____.



August 29th, 2021

Frequently Asked Questions regarding TRSD mask requirements

How do TRSD students and staff know if they are supposed to wear a mask in school buildings?

As of 8/20, TRSD has adopted the NH DPHS facemask guidance matrix, which is part of the "STATE OF NEW HAMPSHIRE CORONAVIRUS DISEASE 2019 (COVID-19) SCHOOL & CHILDCARE TOOLKIT 2021-2022 SCHOOL YEAR" produced by NH DPHS.

Since that time, the decision matrix has indicated that facemasks are required on all school buses per federal mandate and inside school buildings when six foot social distancing cannot be achieved.

TRSD recently informed families of the current mask status via email and will also make that information available by posting the mask status on the District website at: <https://www.timberlane.net/>. The indoor mask status will be communicated as "until further notice", meaning that further communication will come out when the status changes.

What types of masks can be used?

CDC's general guidance recommends cloth masks consisting of, "multiple layers of tightly woven, breathable fabric" and "the mask should block light when held up to a bright light source". Disposable medical masks may also be used. There should be no gaps between the mask and your face, and your nose and mouth should be covered.

What is the NH DPHS Face mask guidance matrix?

The Facemask decision matrix was released by NH DPHS as a means to help schools decide when face masks should be used as a mitigation strategy. The metrics used in the matrix are NH DPHS research based and supported by state epidemiologists and medical professionals. The use of mitigation strategies such as this are supported by the district's insurance carrier and legal counsel.

How does the facemask decision matrix work?

The matrix takes into account both Local (county) "level of community Transmission" and number of cases within the facility or school. The level of community transmission is based on the RATE of new cases per 100,000 population and the percentage of PCR test positivity. Those data points and the determination of "level of Community transmission" are communicated by the state Monday- Friday and can be found at: <https://www.covid19.nh.gov/dashboard/map>. This data is monitored daily and communicated to stakeholders as appropriate.

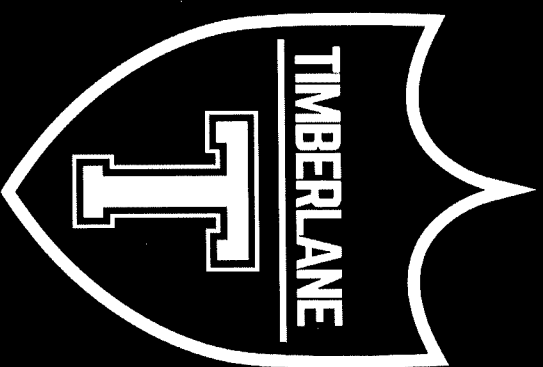
The number of cases within the facility is determined by school nurses and administration based on self reporting from families, and/ or information supplied to the district by NH DPHS/ NH DHHS.

Why use a decision matrix?

A research based, legally supported decision matrix allows non-medical professionals (school board members, school administrators, etc.) the ability to implement unbiased, science based, mitigation strategies to ensure the health and safety of all students and staff. The face mask decision matrix allows the decision to be made on COVID-19 metrics that are supplied to the district by NH DPHS and medical professionals. These metrics will be made available to the public, so that all stakeholders are aware of the data that is used in the decision matrix.

TIMBERLANE ATHLETICS

COVID-19 Athletic Protocols
FALL 2021-2022



General Best Practice: Hygiene

1) *Per the National Federation of State High Schools, continue to practice good hygiene.*

- ✔ Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
 - ✔ Avoid touching your face.
 - ✔ Sneeze or cough into a tissue, or the inside of your elbow.
 - ✔ Disinfect frequently used items and surfaces as much as possible.
 - ✔ Strongly consider using face coverings while in public, and particularly when using mass transit
- 2) Athletes are encouraged to shower prior to arrival, and after the training session.
- 3) Alcohol based sanitizer of at least 60% alcohol will be on hand and readily available.

Please stay home if you are sick or not feeling well.

MITIGATION STRATEGIES

- Coaches should continue to practice proper hygiene and social distancing strategies where possible
- Continue to utilize practice strategies that encourage social distancing during warm-up routines/practice
- Locker rooms must be supervised
 - Masks and social distancing rules apply at all times.

**** ALL INFORMATION IS SUBJECT TO CHANGE BASED ON THE CURRENT METRICS ****

PERSONAL PROTECTIVE EQUIPMENT

- Athletes and coaches should continue to bring:
 - Masks
 - Hand Sanitizer
 - Water (water bottles are not to be shared)

TRANSPORTATION

- Teams will be transported via bus to away games
- Students may sit two (2) per seat
- Masks must be worn at all times per Federal Mandate

INDOOR PROTOCOLS For Volleyball Games [HOME]

- Currently the “Level of Community Transmission” is in the Substantial Category:
 - result: masks are to be worn indoors
 - Athletes do not need to wear masks while actively engaged
 - masks must be worn while on the bench and during team meetings
 - Chairs for games will be placed 3ft apart for home/away teams
- Locker rooms must be supervised to ensure social distancing

**** ALL INFORMATION IS SUBJECT TO CHANGE BASED ON THE CURRENT METRICS ****

INDOOR PROTOCOLS For Volleyball Games [AWAY]

- If opponent rules are more (or less) stringent, their rules will be followed
- Example: If Opponent's Home Rule is that you wear masks during game play, then the outcome is that all players wear masks while in play; or
- If Opponent's Home Rule is that masks are not required during game play, then the outcome is that players will not be required to wear masks

SPECTATORS

- Masks are optional at all outdoor competitions on school grounds
- Spectators at indoor events must wear a mask at all times and practice social distancing

**** ALL INFORMATION IS SUBJECT TO CHANGE BASED ON THE CURRENT METRICS ****



EXECUTIVE SUMMARY

September 2, 2021

Facilities Update

District Wide:

- **Performance Contract** – Request for Qualifications have gone out. A mandatory Walkthrough took place on Wednesday September 1st. Qualifications are due September 28th. Selection of companies for recommendation of an interview will be made and brought to the School Board to hold interview for selection of a vendor.
- **Clean and repair HVAC units in entire district:**
 - Preventive Maintenance continues across the District.
 - Trane repairs have continued at the High School.
- **Staffing** – hiring custodian for the PAC and 2 custodians at the high school. Positions have been posted for over a month with zero interested applicants.
- **Paving**- There are several areas of concern across the district that I am looking into to upgrade, repair, and enhance, safe vehicular traffic flow and parking. This project will be brought forward for approval in the future.
- **Grounds Improvement Plan**- In the future I will be working on a plan to improve the playability and safety of the athletic fields as well as improving the aesthetics of the areas around our facilities.

Atkinson Academy:

- **Repair/reline Exterior Basketball Court**- Scheduled for September
- **Install door access control readers at door 10 and 19.** Waiting to see if we are upgrading our system as the current system runs on very old hardware.

Danville Elementary:

- **Paint interior door trim around classroom doors** – In progress
- **Rework Softball Baseball Field** – Scheduled for September.

Sandown Central:

- **Install new swings** – Awaiting delivery
- **Repaint various classrooms** – In Progress

Sandown North:

- **Room Divider Replacement**-
 - Request for Bids have gone out.
 - Mandatory Walkthrough took place this afternoon.





NH School Administrative Unit 106 | Timberlane Regional School District

30 Greenough Road, Plaistow, NH 03865 Voice: (603) 382-6119 Fax: (603) 382-3334

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TRHS:

- **Install new filtration system to remove arsenic Scheduled for September 1st.**
- **Loam and seed around inside of track** – waiting for new groundskeeper
- **Repair cracks on tennis courts** – Complete.
- **Painting classroom doors** – This will be an ongoing task.
- **Replace wall pads at the Mini Gym** – Awaiting delivery, now scheduled for September
- **Install new TRHS Owls Signs**

Sandown North:

- **Room Divider Replacement-**
 - Request for Bids have gone out.
 - Mandatory Walkthrough took place this afternoon.

TRMS:

- **Water bottle filler install** – Waiting for delivery
- **Install room numbers in exterior windows** – ½ completed
- **Install new exterior benches** – Waiting for delivery
- **Install new floor in nurse's office-** Complete
- **Fire Panel requires new Power Supply-** Complete

PAC

- **Fire Panel has an Intermittent Ground Fault** – It was not in fault when vendor came to troubleshoot.

SAU:

- **Paint Interior** – New request I will assess projects and schedule as available
- **Replace exterior sign to reflect the new SAU 106 with LOGO**– The new sign is on order.

Respectfully submitted,
Karl Ingoldsby
Director of Plant Operations



EXECUTIVE SUMMARY

September 2, 2021

Budget Development Update

Below please find the budget schedule that the Budget Committee will be following for the development of our FY2023 proposed budget.

Date	TRSD Budget Committee Proposed Schedule			
	Department Head / Location Presenters			
9/9/21	Tour of the HS and MS			
9/30/21	SAU / School Board	Transportation	Budget Committee	
10/14/21	Atkinson Academy	Sandown North Sandown Central	Danville Elementary	Pollard Elementary
10/28/21	Athletics & Music	CIP	TRMS	Technology
11/10/21	Curriculum & Professional Learning	TRHS	Student Services & Special Education	Maintenance & Facilities
11/23/21	Discussion on total budget, Determine if additional information is needed, Presentation of additional information as requested by the Budget Committee			
12/9/21	As needed: Department Heads to address the Budget Committee regarding additional funding			
12/23/21	Review of, motions to adjust and/or accept the Budget Committee's proposed department budgets			
1/13/22	DATE TO BE CONFIRMED; As needed pending Public Hearing meeting to adjust recommendation			

Respectfully Submitted,
 Maria Watkins, CFO/Business Administrator



EXECUTIVE SUMMARY

Food Service Contract Update

The School Board approved the contract for food service in March of 2021. At that time, we did not know that the State was going to extend the free lunch option, so the agreement was created under the regular operations assumption.

Now with the decision of providing free lunch to students and the national job market for cafeteria workers challenge, Whitsons has reach out to us with a new proposal that reflects the new Federal and State reimbursement rates for free meals, an increase in their employee's hourly rate and the addition of an Assistant General Manager to assist with the gap in workforce and arising personnel challenges.

If this new proposal meets with your approval, kindly accept the same by Motion and Vote.

Respectfully Submitted,
Maria Watkins, CFO/Business Administrator



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FY2022 Whitsons Contract Budget Comparison

	FY 2022 Current Budget	FY 2022 Free Meals with Labor Increase	Variance
Enrollment	3,225	3,225	-
Breakfast Meals	33,313	33,313	-
Lunch Meals	253,183	253,183	-
Converted Meals	103,056	103,056	-
Total Meals	389,552	389,552	-

Revenue

Type A Breakfast Sales	\$ 35,026	\$ -	(35,026)
Type A Lunch Sales	\$ 649,308	\$ -	(649,308)
A La Carte Sales ¹	\$ 297,893	\$ 297,893	-
Adult Sales	\$ 42,499	\$ 42,499	-
Federal & State Reimbursement ²	\$ 276,051	\$ 1,175,151	899,100
Catering Sales	\$ 15,159	\$ 15,159	-
Total Revenue	\$1,315,936	\$ 1,530,702	214,766

Cost of Goods Sold

Food	\$ 397,829	\$ 397,829	-
Paper & Sanitizing Supplies	\$ 30,860	\$ 30,860	-
Whitsons Payroll ³	\$ 450,233	\$ 522,474	72,241
TRSD Payroll	\$ 307,385	\$ 307,385	-
Other Operating	\$ 48,381	\$ 48,381	-
Admin Fee	\$ 64,165	\$ 64,165	-
Management Fee	\$ 32,083	\$ 32,083	-

Total Cost of Goods Sold

\$1,330,935 **\$ 1,403,176** **\$ 72,241**

Program Profit (Loss)

(\$15,000) **\$ 127,525** **142,525**

Notes

1. A la carte and adult sales projection consistent with FY 2019

2. Federal and State reimbursement rates based on SSO for FY 2022 per USDA. \$2.46 for breakfast and \$4.32 for lunch.

3. Whitsons labor increase includes \$1.09/hr rate increase for 12 TMs plus the addition of an Asst. General Manager

The mission of the Timberlane Regional School District is to engage all students in challenging and relevant opportunities, emphasizing high aspirations and personal growth.



EXECUTIVE SUMMARY

APPOINT BOARD MEMBERS TO COMMITTEES

Following the resignation of Kelley Brooks, we have 2 seats available on the following Committees:

Curriculum & Assessment
Wellness

We need 1 (or 2) Board Members to join 1 (or both) Committees