

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, SEPTEMBER 16, 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 [9/2]
5. Delegates and Individuals
6. Student Representative
7. Current Business
 - a. **7:10PM** School Re-Opening Update – INFORMATIONAL/ACTION
 - i. Covid Notification Protocols/quarantine for students – INFORMATIONAL
 - ii. Statement re accommodations @ public Meetings – INFORMATIONAL/ACTION
 - b. **7:30PM** Facilities Update – INFORMATIONAL/ACTION
 - c. **7:45PM** Athletic Department/Hall of Fame Ceremony Fall of '22 – INFORMATIONAL/ACTION
 - d. **8:00PM** Ad Hoc Committee on Athletics Grounds – INFORMATIONAL/ACTION
 - e. **8:10PM** Staffing Update (3 elementary school positions) – INFORMATIONAL
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. **8:45PM** Other Business
14. Nonpublic
15. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
October 7	Regular Meeting	PAC	7:00PM
October 21	Regular Meeting	PAC	7:00PM
November 4	Regular Meeting	PAC	7:00PM
November 18	Regular Meeting	PAC	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/Forms/AllItems.aspx?RootFolder=%2fsau%2ftrsb%2fShared%20Documents%2fSCH OOL%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2021%2d22%2f09%2002%202021%20Board%20Meeting&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

**TIMBERLANE REGIONAL SCHOOL BOARD
MEETING MINUTES**

**Regular Business Meeting
September 2, 2021
7:00PM**

**Performing Arts Center
40 Greenough Road
Plaistow, NH**

Call to Order

Chairman Farah called the September 2, 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 (exits 8:42PM), Kimberly Farah, Amy Gentile, Barbara Kiszka, Sheila Lowes, Shawn O’Neil and Kristin Savage (arrived 7:41PM).

Seated at the Board Table

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

APPROVAL OF MINUTES (00:00:56)

MOTION: Ms. Lowes motioned to accept the TRSB public meeting minutes of August 19, 2021; seconded by Mrs. Kiszka. The motion passed 7-0-0

DELEGATES & INDIVIDUALS (00:01:26)

MOTION: Ms. Gentile motioned to limit the Delegates and Individuals to 30 minutes at the start of the meeting and suggested that students should not speak at this venue; seconded by Mr. Boyle for discussion. (Motion Withdrawn; see below.)

Mr. O’Neil requested fairness in calling the delegates to the microphone, alternating sides, etc. Dr. Farah stated that they are taken in the order in which they are received. There is no information on the sheets relative to stance or topic to be discussed by the delegate. Mr. Boyle asked how many delegates had requested to speak tonight and Dr. Farah stated that she had received five thus far.

In light of so few delegates, Ms. Gentile withdrew her motion and Mr. Boyle withdrew his second.

Michael Boucher (Atkinson) spoke in favor of masking, increased mask breaks and a detailed contingency plan for remote learning, should it become necessary to close the schools.

Lorryn Kinkaid (Plaistow) asked if people should be wearing masks in the building, and she would like that dealt with prior to speaking. Mr. Kellan indicated that some members of the public had requested accommodations for their disabilities that required they not be masked. Dr. Farah pointed to a section of the audience where many sat unmasked and asked if all those people were claiming a disability. Dr. Farah also advised the audience that this is a public meeting, and they could be on camera, even if they sat in the audience.

Mrs. Kinkaid spoke in favor of masking. She discussed the number of child deaths in the country and advocated for people to work together.

Jen Bisson (Sandown) thanked the Board for taking a safe approach. She requested that both sides work to find common ground, especially more mask breaks. She also requested that the temperature come down. People are scared of the personal targeting and harassment.

Igoe Davis (Sandown) advocated for combining universal masking and testing in schools. She also stated that Covid vaccine mandates for teachers and staff should be required.

Due to conduct in the audience when Mrs. Davis was speaking, Ms. Lowes requested that Dr. Farah remind the audience what the rules of order are for the meeting. Dr. Farah read the rules that were also read at the last meeting.

David Kiley (of Atkinson) accused the Board of hiding behind the matrix and not listening to the science.

STUDENT REPRESENTATIVE (00:23:05)

Ms. Kaylie Sheffield gave a detailed update on the happenings at the elementary schools during the first week of school. The HS also had a successful opening. She described freshman orientation in full detail. The high school also has thirty-seven clubs and organizations up and running. Fall sports have begun and the high school and middle school levels. Ms. Sheffield also informed the Board of a petition making its way through the high school and middle school relative to the dress code.

SCHOOL RE-OPENING UPDATE: (00:26:37)

The Board reviewed an executive summary on the school re-opening plan. Numerous questions were reviewed relative to masking, hybrid & remote learning, and the feasibility of each to implement, blizzard bags vs. remote learning, availability of Chromebooks in a remote environment, ADA mask accommodations and the laws surrounding those accommodations via IEP or 504 plan. The Board also discussed community members creating accommodations for their participation and replacement masks being offered to children by teachers.

ATHLETICS UPDATE (00:01:21)

The Board reviewed the Executive summary. Mrs. Savage asked the Administration to set up a committee to preliminarily review the feasibility of a turf field, grants for it, etc. Dr. Cochrane stated he would meet with Angelo and Karl and see what a committee structure would look like and have it ready for the next school board meeting.

FACILITIES UPDATE (01:07:12)

The board reviewed the Facilities update. Mr. Ingoldsby, Plant Operations Director, indicated that Trane is on the last building and should be finished within the next two weeks. We have the machines to measure air flow, but we don't have someone with a certification in house. It would cost another \$80K to re-test again. The board felt it would be prudent to take measurements again with the in-house team to confirm that the changes we've been making are working. Temperature was also discussed as an ongoing issue. The water system has not been installed yet due to parts not having arrived. Ozone, UV lights, bipolar ionization were also discussed. Mr. Ingoldsby asked the board for another working leadership position. This individual would have six other positions working under him/her. The Board requested figures to include the approximate amount with benefits for review at the next meeting. Mrs. Watkins was asked to review the budget to determine where that line item could be funded. Dr. Cochrane stated that he felt the next step was to review the feasibility/cost benefit to staff up as opposed to continue to contract out.

BUDGET DEVELOPMENT (01:28:57)

The Board announced a joint tour of the High School next week with the budget committee. The Board is also looking to schedule a joint meeting with the budget committee in November. Mr. O'Neil requested that the Administration review the recent fraudulent situation that happened in the Town of Peterborough. He requested a review of the loss mitigation strategy to determine if it needs to be enhanced or expanded upon.

FOOD SERVICE CONTRACT (01:16:09)

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 assumption of regular operations. Now with the decision of providing free lunch to students and the national job market for cafeteria workers challenge, Whitsons has reached 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.

MOTION: Ms. Lowes motioned to accept the Food Service Contract update that Maria has proposed with Whitsons for year 21/22; seconded by Miss Bowes. The motion passed 8-0-0.

COMMITTEE MEMBERSHIP (01:39:35)

Due to the resignation of Miss Bowes, there are seats available on Curriculum & Assessment and Wellness. Mrs. Kiszka agreed to attend the next Curriculum committee on September 14, 2021. Wellness has not met but will be getting back up and running shortly.

ADMINISTRATORS REPORT (1:42:31)

Dr. Cochrane advised that all schools can accommodate three foot social distancing for lunches.

PERSONNEL REPORT (01:43:43)

MOTION: Mr. O'Neil motioned to accept the professional nomination of Lindsay Steranko (.5 Pre-K teacher, Danville); seconded by Ms. Lowes. The motion passed 7-0-0.

MOTION: Ms. Lowes motioned to accept the resignation of Karen Lovering (Special Educator, Danville Elementary); seconded by Mr. O'Neil. The motion passed 7-0-0.

Ms. Gentile inquired as to the status of the teachers that were approved for hire at the last meeting. Candidates were located and offers made but unfortunately, the candidates accepted offers with other districts. The position will be advertised again. Ms. Gentile again suggested they consider re-purposing existing staff and backfilling those positions. Dr. Farah requested this come back before the board for the next meeting.

COMMITTEE REPORTS: (01:50:36)

Ongoing union negotiations with five Collective Bargaining Units

Dr. Farah requested a moment of silence for the thirteen Marines killed in Afghanistan.

MOTION: Ms. Lowes motioned to go into non-public under 91-A:3, Paragraph II (C) matters which, if discussed in public, would likely affect adversely the reputation of any person; seconded by Mrs. Savage. The motion passed 7-0-0.

The Board was polled:

Bowes – Yes	Farah – Yes	Gentile - Yes
Kiszka – Yes	Lowes – Yes	O'Neil – Yes Savage - Yes

The motion carried 7-0-0 and the Board entered nonpublic session at 8:53PM.

MOTION: Ms. Lowes motioned to exit the non-public meeting; seconded by Miss Bowes. The motion passed 7-0-0.

The Board was polled:

Bowes – Yes Farah – Yes Gentile - Yes
Kiszka – Yes Lowes – Yes O’Neil – Yes Savage - Yes

The motion carried 7-0-0 and the board re-entered public session at 9:32PM.

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 Miss Bowes. The motion passed 7-0-0.

With no other business before the board, Chairman Farah adjourned the meeting at 9:33PM.

Respectfully submitted,

Kat Lancaster
Recording Secretary

Approved by the Board on _____.



EXECUTIVE SUMMARY

September 16, 2021

School Re-opening Update

Notifications/ Quarantine process

The TRSD has adopted some processes and protocols that are different from last year, for informing parents in regard to COVID-19 situations. Please see below for a brief overview of the process that will be used in terms of notifications.

- When informed of positive cases, school nurses and administrators investigate if that case impacts others in a building. If the individual case was in the building during their infectious period, any possible close contacts are identified.
- Families will be informed by their child's school if their child is identified as a close contact to a confirmed positive case in the school setting within the infectious period of the positive case. Documentation through a letter will be sent to close contacts. Per NH DPHS guidance, students identified as close contacts do not automatically need to quarantine. This is a change from last year.
- The state provides guidance for individuals to self-screen and identify next steps when symptoms or close contacts present. The district has adopted this as a daily screening tool. See algorithm below.
- Unlike last year, the district will no longer send letters to all families when there is a positive case in the school setting. The TRSD data dashboard will, however, provide the most up-to-date data connected to the number of positive cases in each school within the past 14 days. A link to this COVID dashboard is provided on all district websites.
- Beginning on September 17th, the district will also send (via school messenger) weekly updates to the entire Timberlane district community that include data summarizing positive cases in each school. This information will also be posted to all district social media outlets.

Remote Instruction

The district will continue to follow State of NH Department of Education guidance. At this time the directive from the Department of Education indicate that schools must offer in-person instruction five (5) days a week.

"A school is permitted to offer remote instruction to those students that cannot attend in-person instruction, including in cases where the student has contracted COVID-19, are a household contact of someone with COVID-19 required to quarantine, or have other family circumstances that prevent them from participating in in-person instruction. Non-in-person instruction in these circumstances should be on a temporary basis, only until the circumstances resolve (e.g., students recover from COVID-19)."

TRSD is prepared to move to remote learning should this guidance change, or in the event of inclement weather or other factors that would impede in-person education.



EXECUTIVE SUMMARY: Accommodations at School District Events

If a person has a disability, the Timberlane Regional School District will provide reasonable accommodations to allow participation in school district events. While there is a requirement to wear a face mask in our facilities, the Timberlane Regional School District will provide reasonable accommodations to a person with a disability that prevents the safe wearing of a mask while attending events. Please understand that we must make efforts to ensure the health and safety of all members of the community while participating at school district events. Therefore, it is important to observe and follow all other mitigation strategies including maximizing social distance and/or the use of alternative PPE when not wearing a face mask.

Respectfully Submitted,

Christopher K. Kellan
Assistant Superintendent



September 15, 2021

Executive Summary

Facilities Update

District Wide:

- **Performance Contract** – Mandatory walkthrough was conducted with 3 vendors; Qualifications are due September 28th at 12:00 at the SAU.
- **Lighting Upgrades**- This project is slowing down as school has started and work orders are being addressed. Electricians' hours are going to temporarily change to allow this project to continue.
- **Clean and repair HVAC units in entire district:**
 - Preventive Maintenance continues across the District.
 - Trane repairs have continued at the High School.
 - There are some items related to Air Conditioning that are broken and would be a significant cost to repair. These repairs are on hold so I can evaluate costs and consider replacement of the units next summer. The ventilation still working as designed on these units.
- **Staffing** – There are 3 positions currently open:
 - High School: 2 Full Time Positions started interviewing this week.
 - Current custodians are covering by staying late or coming in early.
 - Performing Arts Center: 1 Part Time Position, Interview Scheduled for today.
- **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.
- **Batting Cage Footing Replacement:** Waiting on vendor availability.

Atkinson Academy:

- **Repair/reline Exterior Basketball Court**- Completed, note: the court should be repaved.
- **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:

- **Rework Softball Baseball Field** – Scheduled for September.
- **Danville Boiler Replacement:** Bids were rejected, 14-week lead time, so a repair is necessary to get heating system up before November. Soliciting for quotes.



Sandown Central:

- **Install new swings** – Awaiting delivery
- **Remove swing set by cemetery**- Due to safety concerns

Sandown North:

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

TRHS:

- **Install new filtration system to remove arsenic** -Re-Scheduled to September 21st.
- **Loam and seed around inside of track** – When time allows.
- **Replace wall pads at the Mini Gym** – Awaiting delivery, now scheduled for mid-September
- **Install new TRHS Owls Signs**

Sandown North:

- **Room Divider Replacement-** Bids are due the 23rd of September.

TRMS:

- **Water bottle filler install** – Waiting for delivery
- **Install room numbers in exterior windows** – Complete
- **Install new exterior benches** – Waiting for delivery

PAC

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

SAU:

- **Paint Interior** – Scheduling around office hours.
- **Replace exterior sign to reflect the new SAU 106 with LOGO**– The new sign is on order.

Respectfully submitted,

Karl Ingoldsby



POSITION TITLE: BUILDING AND GROUNDS SUPERVISOR
POSITION REPORTS TO: PLANT OPERATIONS DIRECTOR
SUPERVISES: Supervises full and part-time grounds staff daily with instructions either detailed or summarized.

WORK YEAR: Full year; 260 days

QUALIFICATIONS /SKILLS

1. Applicants for this position must be a high school graduate or equivalent and possess vocational school education or equivalent training, including at least five (5) years prior work experience in grounds maintenance and other related trades that pertain to school campus facilities.
2. Knowledge of plantings, trees, shrubs, grass, and other vegetation.
3. Must demonstrate capability of pro-actively planning needs for workers, equipment, and materials.
4. Possess leadership and managerial skills to direct the work through either education or previous experiences.
5. Must possess the ability to recognize instances which are out of the ordinary and which do not fall within existing instructions that require consult with the Director of Plant Operations.
6. Ability to meet changing priorities as the situation demands, including collaborative skills in working with administration and outside contractors,
7. Must possess a valid motor vehicle operator's license
8. Sufficient technology skills to manage work orders, facility scheduling, and inventory and ordering of supplies and operation of building systems.
9. Upon hire must enroll and successfully complete the Primex Supervisor's Academy Working knowledge of maintenance and repairs to buildings and structures; carpentry, plumbing, electrical and painting trades; use of power and hand tools and in maintaining and performing minor service to motorized equipment. Extensive knowledge in groundskeeping, agronomics turfgrass management, athletic field care and maintenance, aesthetic plantings, and pertinent safety laws and regulations.

SUMMARY OF CORE RESPONSIBILITIES

The Building and Grounds Supervisor performs duties under the general supervision of the Director of Plant Operations. Most work is performed independently but the employee must consult with the director on any unusual or new work assignments. The Director will assign and evaluate work while in progress or upon completion. The Building and Grounds Supervisor is responsible for safety precautions for all staff and the safety of the groundskeepers. The Building and Grounds Supervisor is expected to work outside of normal business hours at times and to work on weekends as needed, and in response to emergency situations.



RESPONSIBILITIES

1. Selects trees, shrubs, plants, and seeds appropriate for sowing.
2. Instructs and assists in propagating and cultivating work required
3. Interprets plans, and sketches in carrying out landscape designs.
4. Recommends new hires to the Director of Plant Operations and provides input on evaluation of staff and disciplinary issue. These functions may be designated by the Director of Plant Operations to this position at any time.
5. Establishes personnel schedules and maintains such records as needed.
6. Collaborate with school principals, landscape architects, and other parties in making plans for landscaping, planning, and maintenance of various school grounds.
7. Work consists mainly of a variety of skilled groundskeeping tasks; most work is repetitive in nature and there are variations due to the type of overall work involved.
8. Required to perform building repairs in a variety of trade areas. Most work is standardized. In instances where it is not, the employee looks to the Director for guidance.
9. Daily contact with the Director for the purpose of receiving orders and exchanging information and views about departmental matters.
10. Prepares watering schedules and determines the need for spraying, fertilizing, and pruning.
11. Establishes personnel schedules and maintains such records as needed.

PHYSICAL AND MENTAL REQUIREMENTS Up to 1/3 of the time is spent sitting, standing, stooping, or smelling. More than 2/3 of the time is spent climbing or reaching with hands or arms, walking, talking, listening, or using hands to finger, handle, or feel. There is frequent lifting to 60 lbs., occasional lifting to 100 lbs. or more with an assist.



Timberlane Regional High School

36 Greenough Road • Plaistow, NH 03865 • Phone: 603-382-6541 • Fax: 603-382-8086 • www.timberlanehs.com

EXECUTIVE SUMMARY

September 10, 2021

The Timberlane Regional Athletic Department is preparing for the 2022 Hall of Fame Induction Ceremony. The event is scheduled for Thursday, September 29, 2022 at the Atkinson Country Club.

In 2017, the Athletic Department welcomed it's first induction class in over twenty years, recognizing past student-athletes and championship teams from Timberlane Regional High School. The event was a great success and proved to be an extremely positive community experience. Subsequently in 2019, individuals and teams were once again welcomed into the Hall of Fame as the second induction class. The process continues every other year as past nominees are once again honored, and a new class is inducted.

Due to the Covid-19 Pandemic, the scheduled 2021 Hall of Fame planning and induction ceremony were postponed, and rescheduled for the Fall of 2022.

The Timberlane Regional School district provided the Hall of Fame Committee district funding to reserve the venue and secure the meals, as well as pay for the awards for the very first 2017 induction. The District was then partially reimbursed with the funds from the events ticket sales.

In 2019, The Council for Timberlane Athletics sponsored the event and provided event funding. Due to the Covid-19 Pandemic, the Council is not able to sponsor the upcoming 2022 induction and ceremony, as the Council has not been able to generate revenue. As a result, the Timberlane Athletic Department is requesting the use of district funding in the amount of \$10,000 with the plan to partially reimburse the district with the events ticket sales.

Prepared by: Angelo Fantasia, CMAA. Director of Athletics.

Azulay, Michelle

From: Azulay, Michelle
Sent: Wednesday, September 15, 2021 8:25 AM
To: Chris Kellan (christopher.kellan@timberlane.net); Fantasia, Angelo; Karl Ingoldsby (karl.ingoldsby@timberlane.net); Watkins, Maria; Blaszk, Kenneth; Woodworth, Michael; Dionne, James; Fitzgerald, Kevin
Cc: Cochrane, Brian
Subject: Ad Hoc Athletic Facilities Committee

All,

You are being invited to participate in a newly-formed Ad Hoc Athletic Facilities Committee (“AFC”).

Briefly, I can tell you that the purpose of the AFC is to assess our current athletic facilities situation (outdoor facilities) to come up with long-term plans to address the needs of the district.

We will be inviting you to a meeting shortly to provide more detailed information.

Thank you!

Michelle Azulay
Chief Executive Assistant to the
Superintendent of Schools
Timberlane Regional School District
30 Greenough Road
Plaistow, NH 03865
T: 603-382-6119 x2217
F: 603-382-3334
michelle.azulay@timberlane.net



September 16, 2021

EXECUTIVE SUMMARY

Staffing Update (3 elementary school positions)

As previously reported, the Pollard School Grade 4 position was filled on 9/20/21. Both Atkinson Academy and Sandown North interviewed and identified candidates for hire but both people declined our job offer and chose positions in other districts.

Atkinson Academy's Grade 4 and Sandown North's Grade 5 positions have been added to several job-hunting sites to widen our search. Administration in both buildings have reviewed all applicants and have interviewed those who appear to be strong candidates. At this time, they have not found candidates to move forward for job offer. We remain committed to searching for candidates but are weighing all feedback received in our decisions, now that we are three weeks into school. Several parents from Atkinson Academy have reached out to voice their desire to leave classes as is now that school is in full swing. Both buildings feel classes are settled, and with students able to be at least 3 feet apart in each of these classes, we are considering adding a teacher and transitioning students to a new class only if we can secure a qualified teacher for these grades.

All our staff are fully scheduled and engaged in instruction and support of students. We do not have any positions to repurpose, without impact on students in some way. Therefore, we remain hopeful to find two qualified professionals to fill these positions based on our wider NH search. While we search, and if we do not secure additional teaching staff, we will continue to support these classrooms with our current staff for intervention or enrichment.

We continue to work with all staff to arrange classroom furniture in the most effective way to maximize spacing between students, not just meet 3 feet distancing, while working to keep each class in a single room. In these grade levels of concern, classes are not over maximum enrollment capacity per board policy, and there are ways to increase distancing between students. Administrators are working with teachers to store extra furniture in other school spaces.

Respectfully submitted,

Lucy Canotas

Director of Elementary Education