

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, AUGUST 5, 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 optional.

AGENDA

1. **7:00PM** Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Approval of Minutes [6/24 Corrected; 7/5]
5. Delegates and Individuals
6. Student Representative
7. Current Business
 - a. **7:10PM** School Re-Opening Update – INFORMATIONAL
 - b. **7:20PM** Facilities Update – INFORMATIONAL/ACTION
 - c. **7:25PM** Status Updates: bus & food service contracts that need to be negotiated – INFORMATIONAL
 - d. **7:50PM** Athletics: Soccer Booster Club Sign Sponsorships – ACTION
 - e. **7:55PM** Athletics: Soccer Booster Club Accept Donation of Trace Tracking Camera – ACTION
 - f. **8:00PM** Athletics: End Zone Camera Replacement – ACTION
 - g. **8:05PM** Modular Classrooms – INFORMATIONAL & ACTION
 - h. **8:20PM** CIA Specialists: Vote to approve positions and funding – INFORMATIONAL & ACTION
 - i. **8:35PM** Waiver of Bid Policy (Pennichuck) – ACTION
8. **8:40PM** Administrator’s Report
9. **8:45PM** Personnel Report
10. **8:55PM** 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
August 19	Regular Meeting	TBD	7:00PM
September 2	Regular Meeting	TBD	7:00PM
September 16	Regular Meeting	TBD	7:00PM
October 7	Regular Meeting	TBD	7:00PM
October 21	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/trsd>
Materials presented at the board meeting may be viewed at:
<https://public.timberlane.net/sau/trsb/Shared%20Documents/SCHOOL%20BOARD%20MEETING%20AGENDA%20MATERIALS/2020-21/06%2024%202021%20Meeting/Agenda%20Packet%2006%2024%2021.pdf>*

DRAFT – NOT YET APPROVED

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Business Meeting
June 24, 2021
7:00PM

Performing Arts Center
40 Greenough Road
Plaistow, NH

Call to Order

Chairman Farah called the June 24, 2021 meeting of the Timberlane Regional School Board to order at 7:00PM and then led the assembly in the Pledge of Allegiance.

Board Members Present

Kelly Bowes, Brian Boyle, Kimberly Farah, Steven Finnegan, Amy Gentile, Barbara Kiszka, and Shawn O’Neil, and Kristin Savage (arrived late).

Seated at the Board Table

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

Others Present

Lucy Canotas, Director of Elementary Curriculum (K-5)
Mark Pedersen, Director of Secondary Curriculum (6-12)
Maria Watkins, CFO/Business Administrator, Timberlane

APPROVAL OF MINUTES (00:00:)

The board reviewed the public minutes of the June 3, 2021 regular business meeting:

MOTION: Mrs. Kiszka motioned to accept the June 3, 2021 minutes as written; seconded by Miss Bowes. The motion passed 7-0-0.

The board reviewed the minutes of the April 15, 2021 non-public meeting:

MOTION: Miss Bowes motioned to accept the April 15, 2021 non-public minutes as written; seconded by Ms. Gentile. The motion passed 7-0-0.

The board reviewed the minutes of the May 6, 2021 non-public meeting:

MOTION: Mr. Finnegan motioned to accept the May 6, 2021 non-public minutes as written; seconded by Mr. O’Neil. The motion passed 7-0-0.

The board reviewed the minutes of the June 3, 2021 non-public meeting:

MOTION: Mr. Finnegan motioned to accept the June 3, 2021 non-public minutes as written; seconded by Miss Bowes. The motion passed 7-0-0.

The board reviewed the minutes of the June 17, 2021 non-public meeting:

MOTION: Mr. Finnegan motioned to accept the June 17, 2021 non-public minutes as written; seconded by Mr. O’Neil. The motion passed 6-0-1 (Boyle abstaining).

DRAFT – NOT YET APPROVED

DELEGATES & INDIVIDUALS (00:01:27)

Emily Hammay, of Plaistow, spoke about masking and how it should be optional moving forward.

Jim Sierpien, of Plaistow, also spoke about masking and small children. He asked that the Board let kids be kids and to drop any further mask mandates.

Rose Love, of Danville, re-explained her personal reasons for moving into the area and urged the Board to consider the values of the parents. She said she wouldn't enroll her students in the district because she doesn't feel listened to or respected.

SCHOOL RE-OPENING UPDATE: (00:11:50)

The Board briefly discussed the current masking policy is no masks inside or outside so long as the number of active cases in Rockingham County is below 50. Mr. Pederson stated that NH DHHS is not reporting in Green, Yellow or Red and that the Administration determined that Green would be 0-50 active cases, with no masks and no social distancing. Yellow would be 51-100 cases and that would be masks OR three-foot distancing. Red would be over 100 active cases in Rockingham County and that would be masks OR six-foot distancing.

FACILITIES UPDATE (00:13:40)

Mrs. Watkins stated that there was only one bid for the HVAC systems. The Administration plans to meet with the company who bid the job on 6/28/2021, to go through the equipment and to review the requirements for the ESSR Funds.

DESIGNATION OF UNENCUMBERED FUNDS (00:15:12)

The Board reviewed an Executive Summary dated June 17, 2021, for FY 2021-2022 Encumbrances in the amount of \$271, 500.

MOTION: Mr. O'Neil motioned to encumber \$271,500, seconded by Mr. Boyle.

AMENDED MOTION: Mr. O'Neil motioned to encumber \$271,500 and to encumber \$225,000 for the boilers that were encumbered in FY2021; seconded by Mr. Boyle. The motion passed 8-0-0.

SAU 106 ORGANIZATIONAL CHART (00:17:00)

The Board reviewed the new organizational chart dated 6/24/2021.

MOTION: Mr. O'Neil motioned to approve the SAU 106 Organizational chart as presented on June 24th by the Superintendent; seconded by Mrs. Savage. The motion passed 8-0-0.

BUSINESS CURRICULUM (00:19:30)

MOTION: Mrs. Savage motioned to accept HR Unit 1 (Behavior, Collaboration and Performance), HR Unit 2 (Communication, Collaboration and Conflict), HR Unit 3 (Leading an Organization), Intro Bus Unit 1 (Entrepreneurship and the Economy), Intro Bus Unit 2 (Management Resources), PMM Unit 1 (Money), PMM Unit 2 (Banking and Other Financial Institutions) for second read; seconded by Mrs. Kiszka. The motion passed 8-0-0.

DRAFT – NOT YET APPROVED

SUSPENSION AUTHORIZATION (00:19:54)

MOTION: Mrs. Savage motioned to authorize the Superintendent and his designee to continue the suspension of a student for a period in excess of ten school days as provided for in RSA 193:13(b); seconded by Mr. Finnegan. The motion was not voted on.

The motion was tabled until such time as more recent policies could be reviewed for possible conflicts. Mr. Finnegan will review and come back to the Board in July.

FEDERAL FUNDING AUTHORIZATION (00:22:30)

MOTION: Mrs. Savage motioned to authorize the Superintendent, Assistant Superintendent, and Business Administrator to apply for and receive on behalf of the district federal and state grants and funding and to file such authorization with the NH Department of Education; seconded by Mr. O’Neil. The motion passed 8-0-0.

SUMMER HIRING PROCESS (00:23:15)

MOTION: Mr. Boyle motioned that, for the summer, three board signatures will be required through PandaDoc; seconded by Mrs. Kiszka. The motion passed 8-0-0.

MOTION: Mrs. Kiszka motioned to approve the Timberlane plan for the Safe Return to In-Person Instruction and Continuity of Services; seconded by Mr. Finnegan. The motion passed 6-0-2 (Boyle & O’Neil abstaining).

MOTION: Mr. O’Neil motioned to authorize the Board to sign the application of membership agreement for SAU 106 for Health Trust; seconded by Mrs. Savage. The motion passed 8-0-0.

POLICIES (00:35:11)

MOTION: Mrs. Kiszka motioned to accept policies CF (School Building Administration), CFA (Individual School Administrative Personnel), CFA-R (Duties of the Principal), CFB (Evaluation of Building Principals), CH (Policy Implementation), CHCA (Approval of Handbooks and Directives), CLA (Treatment of Outside Reports) and CM (School District Annual Report) for first read; seconded by Mr. O’Neil. The motion passed 8-0-0.

SUPERINTENDENT’S GOALS (00:36:14)

Mrs. Kiszka asked for the following to be added:

Improved communication with three items –

1. Cadence: weekly or monthly communication so that not every communication is urgent or bad news.
2. Accountability: all communication from the Superintendent’s office is signed by an individual with contact info.
3. Connection with Students: offering student spotlights or congratulations.

Mr. Finnegan requested that “Work with Assistant Superintendent to develop goals for the school year.” Be added to Goal 2.

MOTION: Miss Bowes motioned to approve the Superintendent’s Goals with the changes that were discussed; seconded by Mr. Finnegan. The motion passed 8-0-0.

DRAFT – NOT YET APPROVED

SCHOOL BOARD MEETING LOCATION (00:42:51)

The next meeting will be at the PAC on July 15, 2021.

ADMINISTRATORS REPORT (00:44:33)

The Board briefly discussed an annual enrollment update and then discussed committee updates. The Energy Committee is looking for a roof report. Dr. Cochrane believes that Mr. Fournier is looking into that. Mrs. Savage spoke about the Middle and High School graduations. Kudos given to all staff and students involved! Dr. Cochrane also gave an overview of the year and spoke very highly of the staff for all they did throughout the year to pull it all together during a very difficult time. Mrs. Savage thanked Mr. Zanello and Mr. Rugeletti and all who memorialized all the events on film. Mr. Finnegan thanked the parents for all their hard work in making this a successful year. Dr. Farah thanked the bus drivers, substitute teachers, pandemic floaters, administrative assistants, facilities, food service workers, TTA & TTSU.

The Board also welcomed Mr. Kellan as the new Assistant Superintendent. This is the last meeting as SAU 55.

Dr. Farah announced the professional nominations previously voted on by the Board:

Megan Melendy (TRMS Math Enrichment Teacher), Angela Kinson (TRMS Math Teacher), Isabelle Carter (TRHS English Teacher), Joanne Hamor (Pollard Special Education Teacher), Suzanne Thibault (Pollard Elementary Art Teacher), McKenna Reese (Occupational Therapist), Shelby Hall (STEAM, TRMS), and Lauren Beliveau (ELA, TRMS).

Administrative Nominations:

Patrice Liff for Principal, Early Learning Center, Sandown Central

Administrative Re-Nominations:

Jennifer Puchlopek (Curriculum Coordinator), Jennifer Mitchison (Assistant Principal, TRHS), Timothy Guanci (Assistant Principal, TRMS) & Laurie Bailey (Science Teacher, TRHS)

MOTION: Mrs. Kiszka motioned to accept the nomination of Stephanie Riese (.5 Pre-K Teacher, Atkinson Academy) and Judith Winters (School Counselor, TRHS); seconded by Mr. O'Neil. The motion passed 8-0-0.

MOTION: Miss Bowes motioned to accept the nomination of Michael Feeley (Custodial and Facilities Supervisor TRSD); seconded by Mr. Finnegan. The motion passed 8-0-0.

The Board previously accepted the resignations of Paula Marini (Intensive Needs teacher, TRHS), David Niemaszyk (Life Science Teacher, TRHS), Larissa Smith (Math Teacher TRHS), and Zachary Champion (School Counselor).

MOTION: Mr. Finnegan motioned to go into non-public under 91-A:3, Paragraph II (A) The dismissal, promotion or compensation or disciplining of any public employee and (C) matters which, if discussed in public, would likely affect adversely the reputation of any person; seconded by Mrs. Savage. The motion passed 8-0-0.

The Board was polled:

Bowes – Yes	Boyle – Yes	Farah – Yes	Finnegan – Yes
Gentile – Yes	Kiszka – Yes	O'Neil – Yes	Savage - Yes

The motion carried 8-0-0 and the Board entered nonpublic session at 8:15PM.

DRAFT – NOT YET APPROVED

MOTION: Ms. Bowes motioned to exit the non-public meeting; seconded by Mrs. Savage. The motion passed 7-0-0. (Mr. Finnegan had left earlier.)

The Board was polled:

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

The motion carried 7-0-0 and the board re-entered public session at 9:55PM.

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 6-0-0. (Mr. Boyle had left earlier.)

Dr. Farah announced that the Board approved the nomination of Dan Woodworth for Assistant Principal of TRMS.

With no other business before the board, Chairman Farah adjourned the meeting at 10:08PM.

Respectfully submitted,

Kat Lancaster
Recording Secretary

Approved by the Board on _____.

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Materials presented at the board meeting may be viewed at:*

DRAFT – NOT YET APPROVED

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Business Meeting
July 15, 2021
7:06PM

Performing Arts Center
40 Greenough Road
Plaistow, NH

Call to Order

Chairman Farah called the July 15, 2021 meeting of the Timberlane Regional School Board to order at 7:06PM and Mr. Boyle then led the assembly in the Pledge of Allegiance.

Board Members Present

Kelly Bowes, Brian Boyle, Kimberly Farah, Steven Finnegan, Barbara Kiszka, Sheila Lowes and Shawn O'Neil.

Seated at the Board Table

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

Others Present

Sandra Allaire, Director of Curriculum
Lucy Canotas, Director of Elementary Curriculum (K-5)
Maria Watkins, CFO/Business Administrator, Timberlane

APPROVAL OF MINUTES (00:01:31)

There weren't any minutes in the Board packets so the minutes will have to be reviewed at the next meeting.

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. The motion passed 6-1-0. (Mr. O'Neil opposed.)
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DELEGATES & INDIVIDUALS (00:02:36)

Dr. Farah stated that Delegates and Individuals would end at 7:38PM. She also reminded participants that their comments should be limited to three minutes and that participants would be limited to residents of the four towns in the district.

Stephanie Apitz of Danville read excerpts from some books that elementary students are being exposed to at school. She stated they were anti-police, first responder, and sexual content materials.

Jim Sierpein of Plaistow stated it was sneaky, manipulative and appeared to be with a political purpose. In the spring of this year, approximately twenty fifth graders across three classes were selected to participate in this instruction. Parents were not notified, and the kids were not told why. Parents found out from their children. He stated the books discuss human sexuality, hatred for police and emergency services. He stated that the books pass the line of HB2. He wanted to know the district's plan & guidelines for HB2 and what the repercussions are if HB2 is violated.

DRAFT – NOT YET APPROVED

Liz Sierpien of Plaistow stated that her daughter was a part of a book review group. The school librarian read and discussed these books in detail with the children. She stated that her daughter was in a live Zoom meeting with the author, without parental notification or permission. She asked that greater care be taken when deciding on subject matter for children.

Bonnie Bowley of Danville stated that the district is due to receive \$1.2m in Federal Rescue Plan Funds designed to support the school in safely reopening and continued operations. She said it sounds like good incentive for the Board to continue to play it safe. She that the Board has stated they will continue to follow state and federal guidelines which is counterproductive since board members do not serve the state and are not federal representatives. Guidelines are not regulation nor law and the guidelines the Board should be following are those requested by the parents of this district. She said, "If your new plan has anything resembling this year, tear it up and throw it away."

Lisa Barr of Danville stated she was appalled by the curriculum. Sexuality & CRT have no place in the district. She reiterated that parents should decide for their children, and they should not be taught hate. She urged them to please be more careful and make sure the parents are informed.

Peter Torosian of Atkinson (State Representative) was asked by parents to speak about the mask policy. He said that of the top 11 causes of death to children & adolescents, Covid is at the bottom of the list (133). He noted he was pleased not to see a police presence and urged the board to listen to their constituents and drop the mask policy.

David Kiley of Atkinson discussed the motions made on 6/3 and 6/24/2021 and reiterated that he wanted the mask mandate eliminated completely and told the Board to stop pointing to a higher authority. He believes parents should make all decisions for the district.

Emily Hammay of Plaistow discussed the importance of letting parents and students choose whether to wear masks or not. She said that children under 10 years of age are not transmitters.

Laura Roy of Plaistow requested that masking be a choice no matter what. She wanted to know why the board was favoring mask use. She said Timberlane students should not be putting on masks because there is an outbreak in Portsmouth. She asked that the board hear what the state of NH says are and not the CDC and not force controversial policies.

STUDENT REPRESENTATIVE: (00:33:05)

Dr. Farah read a brief school update provided by Ms. Sheffield.

POINT OF ORDER:

MOTION:	Mr. O'Neil motioned to have the Superintendent develop a complete and detailed report of the book review program where twenty-two fifth graders were selected and participated in the review of the book that was discussed by the first two delegates this evening; seconded by Mr. Finnegan The motion passed 7-0-0.
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There was a lot of discussion regarding the motion. There was discussion as to whether the motion would violate the rule that the Board does not involve themselves in Curriculum. Dr. Cochrane felt that an investigation was warranted and should be done by the Superintendent/Administration. Dr. Farah reiterated that the Board does not get involved in personnel matters. Unfortunately, the crowd was very involved in the board discussion, yelling things from the audience and were asked to stop on multiple occasions by various members of the board.

DRAFT – NOT YET APPROVED

SCHOOL RE-OPENING UPDATE: (00:44:33)

The Administration is hoping to open in pre-pandemic mode with masks optional however, they will continue to monitor the Covid statistics and make the final decision on the re-opening plan in August. The Superintendent and Chair have also discussed the possibility and viability of district wide multigrade fully remote elementary instructional model with no more than two grade levels per class and it would require a commitment for the entire school year. Because students under 12 cannot be vaccinated, other districts are allowing for a similar model of instruction.

VLACS is likely already full or close to full and the district would like to offer parents a viable option. Both Ms. Lowes and Mr. Boyle stated they were against any remote instruction unless things drastically change to require it.

MOTION: Mr. Finnegan motioned to form an ad-hoc committee including board members and the administration to re-look at the metrics for the school re-opening plan which would then need to be presented no later than August 19, 2021. There was no second; the motion failed.

MOTION: Mr. O'Neil motioned to remove the mask mandate; seconded by Mr. Boyle. Motion & second withdrawn.

MOTION: Ms. Lowes motioned that in the year 2021/2022, the Timberlane Regional School District will be mask optional until further notice; seconded by Mr. Finnegan. The motion passed 5-2-0. (Miss Bowes and Dr. Farah opposed.)

The Board had significant discussion and many iterations of this motion. Ms. Bowes and Dr. Farah were concerned that the Administration had not been available to weigh in on this prior to the vote.

FACILITIES UPDATE (01:04:37)

The new Director of Plant Operations, Karl Ingoldsby, had started and submitted the summer project list for the Board's review.

BUDGET TRANSFER REQUEST (01:05:34)

MOTION: Ms. Lowes motioned to accept those budget transfers in the amounts and in the accounts specified in the CFO/Business Administrator's memo dated July 14, 2021; seconded by Mrs. Kiszka. The motion passed 7-0-0.

PERSONNEL STATUS (01:06:51)

The Board reviewed the Executive Summary provided relative to open positions within SAU 106.

POLICIES (01:07:40)

MOTION: Ms. Lowes motioned to accept policies CF (School Building Administration), CFA (Individual School Administrative Personnel), CFA-R (Duties of the Principal), CFB (Evaluation of Building Principals), CH (Policy Implementation), CHCA (Approval of Handbooks and Directives), CLA (Treatment of Outside Reports) and CM (School District Annual Report) for second read; seconded by Mr. Boyle. The motion passed 7-0-0.

2021-22 PAC SCHEDULE (01:08:15)

MOTION: Ms. Lowes motioned to accept the proposed 2021-22 Music & Drama Schedule of Events; seconded by Mr. O'Neil. The motion passed 7-0-0.

DRAFT – NOT YET APPROVED

PERSONNEL REPORT (01:09:20)

MOTION: Ms. Lowes motioned to accept the professional nominations of Michelle Azulay (Chief Executive Secretary to the Superintendent), Sarah Campbell (Elementary Technology Teacher, Pollard), Kathleen Farley (District Float Nurse), Kerry Gamble (.5 Pre-K Teacher, Pollard), Allison Hutchings (Grade 7 ELA, TRMS), Daniel Larson-Clark (English Teacher, TRHS), Joseph Ruane (Pre-Engineering Teacher, TRHS), Ashley Smith (FT Pre-School, Sandown Central), Adam Sullivan (Special Ed Teacher, TRMS); seconded by Mr. Finnegan. The motion passed 7-0-0.

MOTION: Ms. Lowes motioned to accept the renomination of Jennifer Escobar (World Language Teacher, TRMS); seconded by Mr. Finnegan. The motion passed 7-0-0.

MOTION: Ms. Lowes motioned to accept the resignations of Amy Champion (Grade 6 Social Studies, TRMS), Joanne Hamor (Special Ed, Pollard), Sarah LaCroix (Pre-K Special Ed, Sandown Central), Michaela LaRoche (World Language Teacher, TRMS); seconded by Mr. Finnegan. The motion passed 7-0-0.

SCHOOL BOARD MEETING LOCATION: (01:11:21)

The Board will continue to meet at the PAC. The next meeting will be August 5th, 2021.

COMMITTEE REPORTS: (01:12:10)

The Energy Committee met last night, and they were joined by the new Plant Operations Director, Mr. Ingoldsby. The LED Light replacement project is going well and is going to save the district a lot of money. Steve Paradis has been changing all the light bulbs himself. The Solar Project is ongoing.

The Board has entered into negotiations with the TTA. Negotiations continue with the Administrator's CBA. They will also be entering negotiations with the other three bargaining units as well. The Board is continuing to negotiate with Hampstead on the MOU regarding SAU 55.

MOTION: Mr. O'Neil 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 Mr. Finnegan. The motion passed 7-0-0.

The Board was polled:

Bowes – Yes	Boyle – Yes	Farah – Yes	Finnegan – Yes
Kiszka – Yes	Lowes – Yes	O'Neil – Yes	

The motion carried 7-0-0 and the Board entered nonpublic session at 8:21PM.

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

The Board was polled:

Bowes – Yes	Boyle – Yes	Farah – Yes	Finnegan – Yes
Kiszka – Yes	Lowes – Yes	O'Neil – Yes	

The motion carried 7-0-0 and the board re-entered public session at 8:50PM.

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 6-1-0. (Mrs. Kiszka opposed.)

DRAFT – NOT YET APPROVED

MOTION: Ms. Lowes motioned to appoint Kurt Schweiss as Interim Director of Music; seconded by Miss Bowes. The motion passed 7-0-0.

MOTION: Ms. Lowes motioned to appoint Sarah Galligher as Assistant Principal of Atkinson Academy; seconded by Miss Bowes. The motion passed 7-0-0.

MOTION: Ms. Lowes motioned to accept the resignation of Jennifer Michitson with gratitude and best wishes; seconded by Miss Bowes. The motion passed 7-0-0.

DELEGATES & INDIVIDUALS (01:19:40)

Stefanie Dube of Danville was called but was not present.

With no other business before the board, Chairman Farah adjourned the meeting at 8:57PM.

Respectfully submitted,

Kat Lancaster
Recording Secretary

Approved by the Board on _____.

Executive Summary

Update to School Reopening Plan

8/05/2021

July 21, 2021 NH DPHS presented in regard to 2021/2022 school reopening

Here are numerous bullet points from that presentation that will impact the TRSD reopening plan:

- NH DPHS is NOT planning on releasing NH specific guidance for k-12 schools.
- Although schools cannot mandate that individuals receive vaccinations, it is recommended that schools help communicate the importance of vaccinations.
- NH DPHS RECOMMENDS face mask use based on a local assessment of risk from COVID-19 in the community(BUT the state is NOT giving guidance as to when to switch to face mask use or go fully remote) .
- Face masks will still be REQUIRED on school busses as per federal mandate.
- NH DPHS recommends to “maximize physical distanc[ing]to the extent possible... with an ideal goal of at least 3 feet of separation.”
- Although screening/testing was mentioned, I personally do not think that the benefits of this outweighs the potential pitfalls (who is responsible for screening/ testing, the possibility of false positives, the invasive/ personal nature of testing, etc.) .
- “IF schools are not going to implement other mitigation measures especially when community transmission increases, then schools can/ should consider implementation screening testing as an added layer of protection (especially when the surrounding community hits at ‘substantial’ level of community transmission”.
- Increase indoor air ventilation should be prioritized .
- Continue to encourage those who are sick/ symptomatic, to remain home.
- People who are diagnosed with COVID-19 must still isolate at home.
- Close household contacts of someone diagnosed with COVID-19 will be required to quarantine.
- “Quarantine of an entire classroom (or similar group) will NO longer be required”.
- “Cleaning once a day is usually enough.”
- “As community transmission increases we suggest starting with a strong RECOMMENDATION for face mask use with good clear communication outlining the reasons, the purpose of face mask use, and even suggesting an end point”

Given the above bullet points I suggest the following:

- The district (Mark P) continues to track and release metrics weekly. The document will now be provided each Monday morning, based on the data released on the state's website every Friday.
 - Rockingham County
 - Level of transmission (Minimal, Moderate, Substantial) as determined by the state.
 - New cases per 100K population over 14 days
 - Percent of Vaccinations
 - Town by town
 - New cases per 100K population over 14 days
 - Percent of Vaccinations
- At this point, it is suggested that TRSD continue to follow NH DPHS guidance as far as a decision matrix, but the board can make local decisions based on local metrics.

Criteria	Level of Community Transmission		
	Minimal	Moderate	Substantial
COVID-19 PCR test positivity as a 7 day average	<5%	5 – 10%	>10%
Number of new infections per 100,000 population over prior 14 days	<50	50-100	>100

Criteria	Level of School Impact		
	Low	Medium	High
Transmission within the school facility	Zero or sporadic cases with no evidence of transmission within the school setting	One cluster* in the school	Two or more unrelated clusters* in the school with onset (based on source case symptom onset dates) within 14 days of each other
Student absenteeism due to illness	<15%	15-30%	>30%
Staff capacity to conduct classes and school operations [†]	Normal	Strained	Critical

* A cluster is defined as 3 or more individuals confirmed with COVID-19 who are part of a related group of individuals (e.g., classroom) who had the potential to transmit infection to each other through close contact.

† This subjective assessment should factor in a school's ability to maintain adequate staff for facility operations, transportation, teaching, and administrative functions.

		Level of Community Transmission		
		Minimal	Moderate	Substantial
Level of School Impact	Low	In-Person	In-Person	In-Person
	Medium	In-Person	Hybrid	Hybrid [†]
	High	Hybrid [*]	Remote	Remote

** Depending on the level of COVID-19 transmission within the school facility and outbreak status, public health may recommend temporary closure of school and remote learning for a short period of time to control transmission before re-opening in a hybrid instructional model.*

† For limited COVID-19 transmission within the school facility (e.g., contained cluster in a classroom), the school can choose to move selected classrooms or sections of the school to temporary remote learning while maintaining other normal school operations.

August 5, 2021

Executive Summary

Facilities Update

District Wide:

- **Performance Contract** – Looking into the possibility of using a combination of different funding avenues to include ESSER III, Performance Contracting, Energy Savings, Rebates and other avenues to update, repair, and replace HVAC systems and controls, boilers, windows, roofs and other items in needs of being addressed.
- **Lighting Upgrades-** Steve Paradis is continuing to install LED lighting in the HS and will move to the Middle School and Performing Arts Center.
 - This week he is working on the high bay lights in the elementary schools, before we return the rental lift.
- **Detailed Cleaning continues at all schools.**
- **Gymnasium Floor Re-coating:** is complete at all schools.
- **Return furniture to buildings:**
 - TRMS furniture has been moved back in
 - Awaiting decision on social distancing before we empty storage trailers.
- **Repair/replace window screens-** Work is in progress
- **Replace HVAC units previously identified that need to be replaced** – The updated quote from Palmer and Sicard is in.
 - ESSER application is being addressed.
 - Fire Marshals Review will be submitted.
 - Historic reviews need to be completed.
 - Contract with Palmer and Sicard must have Davis Bacon Wage rules mentioned in it.
- **Clean and repair HVAC units in entire district:**
 - MS Complete - Trane
 - Elementary schools complete – In House, these were completed in April and are now due another round of preventive maintenance.
 - Trane PO has been updated to allow them to continue with cleaning and repairs at the High School
- **Facility Condition Assessment** – It is being requested to contract with Dude Solutions to complete a district-wide facility condition assessment, preventive maintenance population, and capital forecast population to update information and inventories of equipment and assets for the Timberlane Regional School District. This will be invaluable in developing future maintenance plans and capital forecasts.
- **Staffing** – hiring custodian for the PAC and groundskeeper for the district.

Atkinson Academy:

- **Repair/reline Exterior Basketball Court-** Scheduled for August
- **Install new Bathroom stall dividers in boys gang bathroom** – Complete

Danville Elementary:

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

Pollard Elementary:

- **Water bottle filler install** – Complete

Sandown Central:

- **Remove backstop near playground** – Complete
- **Install new swings** – Awaiting delivery
- **Water bottle filler install** – Complete
- **Increase size of sandbox** – Complete
- **Repaint various classrooms** – Scheduled for August after cleaning is completed

Sandown North:

- **Currently no projects scheduled**

TRHS:

- **Install new filtration system to remove arsenic**
- **Loam and seed around inside of track** – waiting for new groundskeeper
- **Repair cracks on tennis courts** – 2 complete, 2 on hold due to rain
- **Painting classroom doors** – Scheduled for after cleaning is complete
- **Replace wall pads at the Mini Gym** – Awaiting delivery, now scheduled for September
- **Rebuild decks on Mods 3 and 4** – Complete
- **Install new TRHS Owls Signs**

TRMS:

- **Water bottle filler install** – Waiting for delivery
- **Install room numbers in exterior windows** – ½ completed
- **Install new exterior benches** – Waiting for delivery
- **Carpet replacement for room 1400** – Complete.
- **Paint nurse's office-** complete
- **Install new floor in nurse's office**
- **Fire Panel requires new Power Supply-** Scheduled for this week
- **Duct Smoke detector needs to be replaced** – Complete

PAC

- **Fire Panel has an Intermittent Ground Fault** – Waiting for Pulsar to schedule a repair

SAU:

- **Paint Interior** – New request I will assess projects and schedule as I can
- **Replace exterior sign to reflect the new SAU 106 with LOGO**– Quotes have been received between \$1150 and \$1400 depending on the size and thickness.

Respectfully submitted,

Karl Ingoldsby

Director of Plant Operations

Executive Summary

Athletics

08/05/2021

Soccer Booster Club Sign Sponsorships:

The Soccer Boosters would like to be on the agenda for sign sponsorships. They would charge \$400.00 for a 3x5 sign. They hope to hang the signs on the fence behind the team bench areas. They would like to leave them up for the season. Their goal is to raise approximately \$2000.00. Some of this money would go to upgrading their technology capabilities.

Soccer Booster Club Donation of Trace Tracking Camera:

Please note that the cost of the Trace Cameras for Soccer would be an annual subscription of \$4600.00. The Soccer Boosters would be funding that. [Slide Attached]

Football Boosters End Zone Camera Replacement:

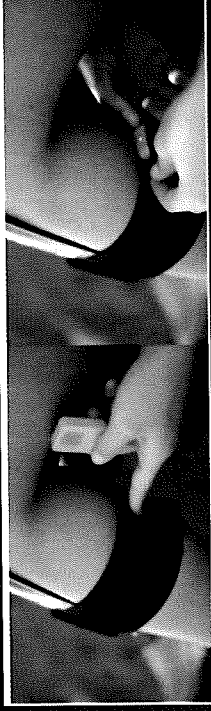
Request the approval of the FB Boosters to purchase a new endzone camera (\$1098). [Slides Attached]

Trace Camera Request for Timberlane Soccer

What is it?

Trace is a soccer camera and game film system that uses AI to capture game footage for the entire game and individual players. The system includes:

- TraceCam – Records up to three 90 minutes matches
- Tripod – Portable Tripod
- Tracers - Players wear a 4oz Tracer Tracers are jam-packed with gizmos and gadgets that help TRACE_BOT understand the finer details of a match so it can automatically edit and provide performance metrics.



Some of the benefits include:

- Captures match footage
- Generates tactical playlists
- Automatically generates highlight reels for individual players
- Can email footage to Inbox

Who will it be used for?

Girls and Boys JV and Varsity Soccer Players

Pricing:

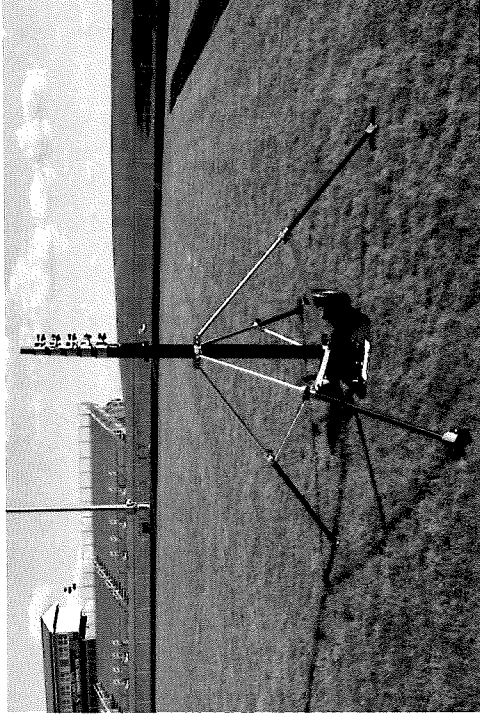
\$4600 for 1 Trace Subscription (software/hardware)

- Includes Girls and Boys Varsity Rosters
- 1 Additional JV Roster is included for free (this will include boys and girls)

**REPLACING OUR END ZONE
CAMERA**

CURRENT CAMERA

- Our current end zone camera is a base model and less than optimal for current technology and teaching needs.
- The camera was originally purchased in 2018.
- Warranty is up and camera is in need of reconditioning.



NEW CAMERA

- The new camera is a Sony FDR-AX53 4K Ultra HD Handycam Camcorder
- Cost is \$1098 plus extended 4 year warranty (approx. \$200).
- Staying with Sony brand allows us to keep all of the current hardware.
- Camera is used to film game footage and used for teaching/coaching purposes.



WHY A NEW CAMERA?

- This model is an upgrade from what we currently have.
- Gets us in line with most current technology.
- Increased clarity of picture will enhance teaching and learning.

Executive Summary

CIA SPECIALISTS

8/5/2021

In an effort to continue to support teachers k-12 in the absence of these administrative deans, the district is looking to create 12 stipends called "CIA (Curriculum, Instruction and Assessment) Content Specialists" who will come from the ranks of the secondary schools and perform some functions at the high school and middle school, but will also provide content specific support for all teachers grades k-12. The school board has directed me to reach out to the union to ensure that the union is both aware and see no issue in these stipends. Please see below that covers the key points and let me know if you see any issues with these stipends:

- 6 stipend positions at the HS at \$5,000 to do things such as support teachers, run meetings, attend district wide k-12 content meetings, help to support content for k-12 teachers, coordinate syllabi, midterm exams, and final exams, larger hand in helping in developing and spending the budget, and help facilitate all things C.I.A.

- 6 Stipend positions at the MS at \$3,000 to do things such as support teachers, run meetings, attend district wide k-12 content meetings, help to support content for k-12 teachers, help in developing and spending the budget, and help facilitate all things C.I.A.

- 'applicants' will come from the current teachers and anyone interested will be asked to apply through a google form.

- Teachers in this position will NOT evaluate other teachers, they will simply help to mentor.

- Teachers in this position will be expected to attend 2 work days in the summer, as well as additional monthly meetings.

- Teachers in this position will still be expected to teach a "Full Load", but will NOT be expected to have a duty. Schedules for the 2021/2022 school year are already set, and the majority of the work can be done outside of school hours.

Timberlane Regional School District

Plaistow, New Hampshire

Job Description

TITLE Middle School 6-8 Curriculum, Instruction and Assessment Specialists (Department Instructional Leaders)

QUALIFICATIONS

1. Valid New Hampshire Teaching Certificate in associated discipline at the secondary level.
2. At least five successful years of teaching experience
3. Experience in developing curriculum, instructional practices and assessments preferred
4. Alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

TERM OF EMPLOYMENT Teacher plus- 187 days plus 2 extra days

REPORTS TO Secondary Curriculum Coordinator, Director of Secondary Education

SUPERVISES- NONE

PERFORMANCE RESPONSIBILITIES

1. Supports the mission, vision, goals, expectations, and policies of the district, secondary schools, and specific disciplines 6-8
2. Functions as a curriculum specialist by coordinating the development and implementation of competency based curriculum, instructional strategies and assessments.
3. Helps to develop, organize, administer, and explain the curriculum, instructional strategies and assessments to align with District, State, and National requirements
4. Works with administrative team to collect, organize, interpret, and share out data.
5. Works cooperatively with Secondary Curriculum Coordinator and Director of Secondary Education and building principal in determining the alignment and validity of Extended Learning Opportunities.
6. Collaborates with Secondary Curriculum Coordinator and Director of Secondary Education to identify and seek necessary resources for successful implementation of curriculum and instructional strategies

7. Collaborates with Secondary Curriculum Coordinator and Director of Secondary Education in implementing staff development, i.e., new pedagogy, modeling, differentiated instruction, to support the teaching and learning process
8. Collaborates with Secondary Curriculum Coordinator and Director of Secondary Education in developing, implementing, and integrating curriculum, instructional practices and assessments
9. Acts as a mentor to teachers in improving instruction
10. Promotes secondary schools positively throughout the Timberlane community by assisting in the public relations
11. Represents secondary schools on the district K-12 curriculum committees and other committees as assigned
12. Maintains open communications with parents, community agencies and other organizations, as well as members of the Administrative Team
13. Communicates and promotes high expectations for staff and student performance and supports programs and activities that contribute to a positive learning environment

Timberlane Regional School District

Plaistow, New Hampshire

Job Description

TITLE High School 9-12 Curriculum, Instruction and Assessment Specialists (Department Instructional Leaders)

QUALIFICATIONS

1. Valid New Hampshire Teaching Certificate in and discipline at the secondary level.
2. At least five successful years of teaching experience
3. Experience in developing curriculum, instructional practices and assessments preferred
4. Alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

TERM OF EMPLOYMENT Teacher plus- 187 days plus 2 extra days

REPORTS TO Secondary Curriculum Coordinator, Director of Secondary Education

SUPERVISES- NONE

PERFORMANCE RESPONSIBILITIES

1. Supports the mission, vision, goals, expectations, and policies of the district, secondary schools, and specific disciplines 9-12
2. Functions as a curriculum specialist by coordinating the development and implementation of competency based curriculum, instructional strategies and assessments.
3. Helps to develop, organize, administer, and explain the curriculum, instructional strategies and assessments to align with District, State, and National requirements
4. Works with administrative team to collect, organize, interpret, and share out data.
5. Works cooperatively with Secondary Curriculum Coordinator and Director of Secondary Education and building principal in determining the alignment and validity of Extended Learning Opportunities.
6. Collaborates with Secondary Curriculum Coordinator and Director of Secondary Education to identify and seek necessary resources for successful implementation of curriculum and instructional strategies

7. Collaborates with Secondary Curriculum Coordinator and Director of Secondary Education in implementing staff development, i.e., new pedagogy, modeling, differentiated instruction, to support the teaching and learning process
8. Collaborates with Secondary Curriculum Coordinator and Director of Secondary Education in developing, implementing, and integrating curriculum, instructional practices and assessments
9. Acts as a mentor to teachers in improving instruction
10. Promotes secondary schools positively throughout the Timberlane community by assisting in the public relations
11. Represents secondary schools on the district K-12 curriculum committees and other committees as assigned
12. Maintains open communications with parents, community agencies and other organizations, as well as members of the Administrative Team
13. Communicates and promotes high expectations for staff and student performance and supports programs and activities that contribute to a positive learning environment
14. Works with administrative team in developing, organizing, and justifying annual budgets.
15. Organizes and approves course syllabi, Midterm and Final Exams.



August 5, 2021

Budget Transfer Request

Two budget transfers are being requested which exceed the \$25,000 transfer amount pursuant to policy DBJ 'Transfer of Appropriations' and will require School Board approval. A copy of said policy is attached for your convenience.

1. From account: 100.1100.112.25.10.1 (Attrition savings)
To account: 100.2620.410.12.33.4 (water tanks operation & maintenance)
Amount: \$23,000
Reason: Transfer funds to add additional water filtration system
2. From account: 100.1100.112.40.50.2 (Attrition savings)
To account: 100.9000.880.01.33.4 (Food Service Allowance)
Amount: \$46,000
Reason: Transfer funds to food service allowance for uncollectible balance

If these transfers meet with your approval, kindly accept the same by Motion and Vote. Should it be easier, feel free to motion to accept "those budget transfers in the amounts and accounts specified in the CFO/BA's budget transfer request dated August 5th, 2021".

I am happy to address any questions you may have.

Respectfully Submitted By:
Maria Watkins, CFO/Business Administrator

Timberlane Regional School District	Policy Code: DBJ
Adopted: 10-07-99 Revised: 04-16-09 Revised: 11-06-14	Page 1 of 1

TRANSFER OF APPROPRIATION (FUNDS)

Although it is the intent of the School Board to limit its spending to the amount specified for each account, in the event it becomes necessary to expend an amount greater than what was appropriated for a specific purpose, the Board is authorized to transfer funds from an unexpended balance of one appropriation to a different appropriation. All transfers of appropriations will be made consistent with the provisions of RSA 32.

The Board authorizes the Superintendent or Business Administrator to transfer funds between function object codes (7-digit code) up to \$25,000. Any transfer in excess of \$25,000 shall first require Board approval and authorization. Any transfer of funds between line items by the Superintendent shall be done so only to achieve purposes set forth the goals or aims to be accomplished through the expenditure of public funds.

Excess funds may not be transferred from the Unemployment Compensation line item.

The Superintendent is authorized to develop administrative rules or regulations to accompany this Policy.

Statutory Reference:

RSA 32
 RSA 282-A:71, III

DBJ - TRANSFER OF APPROPRIATION



August 5, 2021

Executive Summary

Request to Waive Bid Policy

Pursuant to Policy DJE "Bidding Requirement", expenditures exceeding \$10,000 "...will require written competitive bids". A copy of Policy DJE is attached.

Pennichuck Water is the company that provides monitoring and testing services for our water systems. The company is very effective and responsive and has served the District for several years. Recent test results revealed the need for additional filtration systems in order to comply with the Department of Environmental Services standards.

Administration is requesting a waiver of School Board Policy DJE to allow Pennichuck Water to install the required filtration systems that exceed the \$10,000 threshold. We do have room in the budget to cover this expense and a budget transfer is attached.

If the School Board is so inclined to do so, the cleanest way to handle this would be by a motion to waive School Board Policy DJE to allow for the Pennichuck Water services to exceed \$10,000 for the installation of required filtration systems.

Respectfully Submitted,

Maria Watkins
CFO / Business Administrator

<p>Timberlane Regional School District</p>	<p>Policy Code: DJE</p>
<p>Adopted: 01-03-91 Revised: 06-19-08 Revised: 05-08-14 Revised: 10-04-18</p>	<p>Page 1 of 1</p>

BIDDING REQUIREMENTS

The Superintendent is required to get written competitive bids on purchases of supplies, materials, equipment, and contractual services in the amount of \$10,000 or more. Purchases of \$5,000 or more will require at least three competitive documented quotes for the open market. All purchases made in the open market shall be consummated after careful evaluation.

When bidding procedures are used, bids shall be advertised appropriately, including on the district website. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Superintendent, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The School Board with input from the Superintendent reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district. The School Board with input from the Superintendent also reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified, shall not be considered. The School Board with input from the Superintendent also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the district with appropriate bonding. Contractors shall be required to provide a certificate of insurance.

Specialized educational and related services are exempt from this policy when the interests of children so dictate (i.e. textbook purchases, psychological services, etc.).

Existing services that continue to meet the needs of the district shall be subject to an annual review by the board and may not need to go out to bid.

Legal References:

RSA 194-C:4 II (a), Superintendent Services

NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards

DJE - BIDDING REQUIREMENTS