

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, May 6, 2021

Regular Business Meeting – 7:00pm

Dr. Kimberly Farah, Chair
Kristin Savage, Vice Chair
Dr. Brian Cochrane, Interim Superintendent

Webinar Link
<http://www.timberlane.net/zoomtrsb>
Technology Assistance
603-382-6541 x 3955

[In accordance with Emergency Order #12 pursuant to Executive Order 2020-04, the School Board is authorized to meet electronically.] Log on Instructions: When logging on, members of the public will be prompted to provide their email address and name. (Note: the participation option has been disabled consistent with state provisions for board videoconferencing except as noted below for delegates and individuals.)

AGENDA

1. **7:00PM** Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Approval of Minutes
5. Student Representative
6. Delegates and Individuals

Individuals wishing to speak during delegates and individuals are asked to fill out the request form (link below) by 5pm of the day of the meeting. Due to time constraints, only the first 20 persons completing this form will be allowed to speak up to 3 minutes each. They will be notified via district email by 6pm that they were among the first 20 selected to speak during this portion of the meeting. Link to Request Form: <https://forms.gle/kWvzNs8rhaRHnRH97>

7. **Current Business**
 - a. **7:10PM** Re-Opening Update – INFORMATIONAL/ACTION (10 minutes)
 - b. **7:20PM** HVAC Update – INFORMATIONAL/ACTION (10 minutes)
 - c. **7:30PM** Athletic Trainer Contract – INFORMATIONAL/ACTION (10)
 - d. **7:40PM** Legal Counsel of Record – ACTION (5)
 - e. **7:45PM** Administrative Hiring Update – INFORMATIONAL (5)
 - f. **7:50PM** Audit Update – INFORMATIONAL (5)
 - g. **7:55PM** Anticipated Surplus – INFORMATIONAL/ACTION (5)
 - h. **8:00PM** School Board Goals – INFORMATIONAL/ACTION (15)
8. **8:15PM** Administrator’s Report
9. **8:20PM** Personnel Report
10. **8:25PM** Committee Reports/Reports of the School Board
11. Correspondence Folder
12. Vendor and Payroll Registers
13. **8:30PM** Other Business
14. Nonpublic (If needed)
15. Future Dates

| DATE | MEETING TYPE | LOCATION | TIME |
|---------|-----------------|----------|--------|
| May 20 | Regular Meeting | PAC | 7:00PM |
| June 3 | Regular Meeting | Zoom | 7:00PM |
| June 17 | 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.

ADMINISTRATOR'S REPORT

Administrator's Report for May 6, 2021 School Board Meeting

1-3. OPEN MEETING – *self-explanatory.*

4. APPROVAL OF MINUTES (1 set – 4/15 public session (the sealed minutes will be presented when the board meets in person).

5. DELEGATES AND INDIVIDUALS

6. STUDENT REP

7. CURRENT BUSINESS

a. Re-Opening Update – INFORMATIONAL/ACTION

Presentation on the number of staff still working remotely, the number of floaters and subs still working and initial discussion on fall reopening numbers. The board is looking to survey parents to get an idea of students who may remain "homeschooled" for the 2021-22 school year.

b. HVAC Update – INFORMATIONAL/ACTION

Continued reporting on improvements to the HVAC systems. Dr. Cochrane to present an executive summary from the Facilities Consultant.

c. Athletic Trainer Contract – INFORMATIONAL /ACTION

Angelo Fantasia to provide an executive summary on the bidding process (bids due by 5/1) as well as recommendation for securing an athletic trainer contract for the 2021-22 school year.

d. Legal Counsel of Record – ACTION

The board tabled the appointment of legal counsel at their re-org meeting. Dr. Farah is recommending the board seek legal counsel when necessary and with appropriate legal firms, and further requests the board's authorization to engage with such legal firms as needed.

e. Administrative Hiring Update – INFORMATIONAL

An update on hiring for SPED Director/Plant Operations Director/AP/Principals to be presented.

f. Audit Update – INFORMATIONAL

An update on the status of the audits to be presented.

g. Anticipated Surplus – INFORMATIONAL/ACTION

Anticipated surplus to be presented. Discussion/action may be taken with respect to designating these funds.

h. School Board Goals – INFORMATIONAL

Board members to discuss goals for 2021-22 school year.

8. ADMINISTRATOR'S REPORT (To include Music Director position, No Bully Program, Intent to Negotiate notifications)

9. PERSONNEL REPORT

Dr. Cochrane to present.

10. COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD – *Committee Chairs to update board on current initiatives.*

11. CORRESPONDENCE – *All correspondence now forwarded to board members as it comes in.*

12. VENDOR AND PAYROLL REGISTERS – *please be sure to review and sign electronically vendor and payroll registers.*

13. OTHER BUSINESS – *Board members to provide agenda items for future meeting consideration.*

14. NONPUBLIC SESSION.

15. FUTURE DATES – *As indicated.*

UPCOMING REGULAR MEETING AGENDAS

*This information is provided for informational purposes only. Agenda items are subject to change.
The official agenda will be available one week prior to its scheduled meeting.*

| May 20, 2021 at the PAC | |
|--------------------------|-------------------|
| School Re-opening Update | |
| Policies | <i>First read</i> |
| | |
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| June 3, 2021 via Webinar | |
|------------------------------|----------------------|
| Policies | <i>Second read</i> |
| Tuition Rates for 2021-22 SY | |
| Summer Hiring Process | |
| Summer Facilities Projects | |
| Data Governance Plan | <i>Annual review</i> |
| Staffing Needs | <i>Policy IIB</i> |
| | |
| | |

| June 17, 2021 at the PAC | |
|-------------------------------|-------------------|
| Policies | <i>First read</i> |
| Federal Funding Authorization | |
| Summer Hiring Process | |
| Suspension Authorization | |
| | |
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| Presentation Schedule | | | |
|-----------------------------------------|-------------------------------------------------------------|--------------------|----------------------|
| Item | Detail | Timeline/By | Done |
| Develop 5-Year Facilities Plan | Continued from 2019-20 | TBD | |
| Create proposal for Solar Panels | Continued from 2019-20 | TBD | Postponed to 2021-22 |
| Treasurer's Report | Quarterly (Aug/Nov/Feb/May) | 8/20/2020 | |
| School Financial Report (DOE-25) | To DRA | 9/1/2020 | ✓ |
| School Financial Report (MS-25) | To DRA | 9/1/2020 | ✓ |
| Revised Est'd Revenues (MS-24) | #'s needed from DRA/DOE approved MS-25 | 9/1/2020 | ✓ |
| Signed Revised Est. Rev (MS-24S) | Signed Revised Est. Revenues (MS-24S) | 9/1/2020 | ✓ |
| NHSBA Resolutions | September of each year | 9/3/2020 | ✓ |
| Strategic Plan Update | Biannual report (Sep/Mar) | 9/17/2020 | ✓ |
| School Action Plans | September of each year – Elementary | 9/20/2020 | Hold |
| Budget /Default Budget | First Draft | 10/1/2020 | ✓ |
| Enrollment/NESDEC | After October 1 enrollment numbers finalized | 10/15/2020 | ✓ |
| School Action Plans | October of each year – Secondary | 10/15/2020 | Hold |
| Program of Studies | First Read | 12/3/2020 | ✓ |
| Treasurer's Report | Quarterly (Aug/Nov/Feb/May) | 11/19/2020 | |
| Program of Studies | Second Read | 12/17/2020 | ✓ |
| Ratify CBAs | Finalize CBAs for warrant (by 2 nd Tues in Jan.) | 1/7/2021 | ✓ |
| Finalize Warrant | For Deliberative Session (by last Tuesday in Jan.) | 1/21/2021 | ✓ |
| School Calendar | For the upcoming school year | 2/18/2021 | ✓ |
| Treasurer's Report | Quarterly (Aug/Nov/Feb/May) | 2/18/2021 | |
| Projected unencumbered funds | To inform on end of year funds to address needs | 3/4/2021 | ✓ |
| Food Service Annual Review | Renewal Year 4 of 4 | 3/4/2021 | ✓ |
| Prof. Staff Renominations | Notification of nonrenewal by April 15 th | 3/18/2021 | ✓ |
| MOUs/LOUs Authorization | Authorize Personnel Com to approve MOUs | 3/18/2021 | ✓ |
| Report of Appropriations Voted (MS-22) | Due to DRA | 3/30/2021 | ✓ |
| Budget as Posted with Warrant (MS-27) | Due to DRA | 3/30/2021 | ✓ |
| DRA Approved Appropriations (MS-22R) | To DRA Pending DRA Approval | 3/30/2021 | ✓ |
| Signed Appropriations As Voted (MS-22) | To DRA Within 20 days of vote | 3/30/2021 | ✓ |
| Signed Default Budget (MS-DS) | As posted with the warrant – due to DRA | 3/30/2021 | ✓ |
| Athletic Trainer Contract Annual Review | Annual review/renewal for 2021-22 school year | 4/15/2021 | |
| Treasurer's Report | Quarterly (Aug/Nov/Feb/May) | 5/20/2021 | |
| Data Governance Plan | Annual review by 1 st meeting in June | 6/3/2021 | |
| Auditor Option & Schedule (MS-60A) | To DRA | 6/30/2021 | |
| MS-60 or CPA Financial Audit | To DRA | 6/30/2021 | |

School Reopening Update

Elementary Staff working remotely

The chart below provides a breakdown of current staff working remotely in each school, both teachers and paraeducators.

While some remote classes have transitioned to a model where the teacher instructs both in person and remote students, as is the secondary model, a few classes districtwide continue to be fully remote. These teachers remain remote with their class and are not needed in buildings at this time, and so do not appear in the counts below. Currently there are 9 teachers districtwide in this model.

| | | |
|------------------|---------|------------------------------------------------------------------------------|
| Atkinson Academy | 0 staff | -- |
| Danville School | 2 staff | One returning 5/17, HR is working on the return date for the second teacher. |
| Pollard School | 4 staff | Staff remaining remote |
| Sandown North | 2 staff | One remaining remote, another "late May" |
| TLC | 1 staff | HR is working on the return date for this teacher. |

Additionally, our FLES program is being delivered remotely as the current teachers are teaching students in multiple buildings due to the vacancy of FLES at Atkinson Academy. Four teachers remain remote in this model.

Secondary Staff working remotely

The chart below provides a breakdown of current remote teachers and paraeducators at both the middle and high schools.

All secondary classes continue to follow the same model of having both the 'in-person' and fully remote students assigned to the same class. Teachers are still expected to plan for both 'in-person' and remote students, and students who are fully remote are expected to participate in class.

Currently, there are a few teachers who are fully remote and are teaching their classes remotely. The secondary schools continue to utilize pandemic proctors and internal paid coverage to monitor students in classrooms in which the teacher is fully remote. There are 7

proctors at TRMS and 4 at TRHS. As teachers return to the buildings, the number of proctors has decreased.

| | | |
|------|----------|------------------------------------------------------------------------------------|
| TRMS | 8 staff | One returning on 5/10, one returning "this week" and another returning "late May." |
| TRHS | 10 staff | 7 of those being classroom teachers |

Respectfully Submitted By:

Lucy Canotas, Director of Elementary Curriculum

Mark Pedersen, Director of Secondary Curriculum

DATE: May 6, 2021

Executive Summary

Student Vaccinations

The state of NH continues to offer vaccinations to all individuals aged 16+ at numerous regional sites and health officials recommend that eligible students get vaccinated. For those students who are younger than 16, TRSD administration has been in direct contact with local and regional health officials to determine the potential of a vaccine becoming available for students aged 12+. NH's plan to offer the Pfizer vaccine to students aged 12+, is first contingent on the vaccine officially being approved by the FDA (which is expected within a week), then NH must assess the availability of vaccine allocations. If both the vaccine is approved, and enough doses are allocated to this health region, state and local health officials may work with school administration to organize and potentially run a local clinic.

TRSD recently surveyed parents of students aged 12+, with only one third of those surveyed actually responding. Based on that non-committal feedback from parents, roughly 52% of parents who responded, would choose to get their child vaccinated if a local vaccine clinic was offered. This number may change depending on numerous factors, but it would appear as though a slight majority of eligible students would most likely be vaccinated by the 2021/2022 school year.

Respectfully submitted by,

Mark Pedersen

May 5, 2021

Executive Summary

Human Resources Substitute Status

At this time, we have 218 active substitutes and 361 inactive substitutes in Frontline.

| Substitute Fill Rates- Teacher Absences | | | | | | | |
|------------------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | | | | 1st week | 1st week | 1st week | 1st week |
| April_2018 | April_2019 | April_2020 | April_2021 | May_2018 | May_2019 | May_2020 | May_2021 |
| ABSENT | ABSENT | ABSENT | ABSENT | ABSENT | ABSENT | ABSENT | ABSENT |
| 410 | 517 | no data | 304 | 85 | 90 | no data | 66 |
| FILL RATE % | FILL RATE % | FILL RATE % | FILL RATE % | FILL RATE % | FILL RATE % | FILL RATE % | FILL RATE % |
| 64% | 70% | | 43% | 73% | 67% | | 39% |

Executive Summary

Facilities Projects Report

5/6/21. Projects Update from Marc Fournier, Facilities Consultant

HVAC Capital Equipment Replacements Recommendations

We are still waiting for a list from Trane of proposed modern equipment replacements and estimated costs for the 7 units listed in the spreadsheet dated 4/14/21 and provided to the Board on 4/15/21. We hope to have this information soon to enable us to spec and bid out these pieces of equipment. Trane has confirmed they are qualified to work with us through the CRRSA ESSER II program.

We need to determine the unit ID for the equipment listed in the CIP for replacement as FACB-0038 in Pollard School at a cost of \$95,000.

We are currently working to determine the available amount of capital funds for this purpose and the projects to be addressed in the remainder of the fiscal year.

Trane Projects

1. Original RFP: Trane invoice for \$140,000- the work is now complete and this can be paid. The last item we needed was their initial list of recommended HVAC capital equipment replacements which we have now received.
2. Trane invoice for \$8,200: This invoice is for the Trane controls labor required during the RFP process that was not included in the bid price. We agreed that either CTI or Trane controls personnel would perform the necessary work and would bill for this work separately. It was more advantageous and efficient for Trane personnel to perform some of this work. The work covered by this invoice is complete and can be paid. The payment is being processed now by Sarah, Gary, and the business office staff.
3. HVAC general maintenance and repair work: Trane began work in the Middle School on Thursday, April 15th and continues to work there. They are providing detailed weekly progress reports listing the work performed and before and after pictures.

Rise Engineering LED Re-Lamping Proposals

It was decided in the TRSD Energy Committee that will perform the balance of the LED re-lamping work inhouse due to the low incentives provided by the utility companies. Marc and the TRSD Facilities staff created an RFP for the materials Steve

needs for this project. 5 bids were received and opened on 5/3/21. An award to Northeast Electrical Distributors in the amount of \$215,337.68 is being processed.

CPower Demand Response Project

The agreement has been signed and the meters have been installed by CPower.

Director of Plant Operations Position Description

The position of Director of Plant Operations has been advertised and we have received a number of applications. The screening and interview process will begin shortly.

Solar Energy Project

Marc has reviewed the Solar Energy proposal from Revision Energy and has reached out to the Nashua School District (SAU 42) to speak with them about the numerous projects they have worked on with Revision Energy. He has scheduled a meeting for Friday, May 7 and will report back soon.



Timberlane Regional High School

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

Executive Summary

April 29, 2021

On Thursday April 29th, bids were opened via Zoom meeting for the Athletic Training Services for the 2021-2022 School Year.

Exeter Hospital and Core Physicians proposed the following:

Exeter Hospital and Core Physicians will provide Athletic Training services at no monetary cost (\$0.00) for the 2021-2022 academic year and years following, as applicable.

In consideration, Exeter Hospital seeks various promotional opportunities which we understand must be approved by Timberlane Regional School District leadership. Promotional opportunities may consist of the following.

- Designate *Exeter Hospital and Core Physicians* as the School's "Official Sports Medicine Provider".
- Designate and if necessary, assist in the placement of banners and other postings bearing *Exeter Hospital and Core Physician* branding, information and messaging in mutually agreeable locations on the school's campus.
- Place links to *Exeter Hospital and Core Physician's* website on the school's website with the above designations.
- Place notices or advertisements in school publications in coordination with Exeter Hospital and Core Physicians.
- Collaborate with Exeter Hospital and Core Physicians in other joint promotions and occasions such as community education events.

As a result, the recommendation is for the Timberlane Regional School District to acquire the services of *Exeter Hospital and Core Physicians* for the 2021-2022 School Year.

Prepared by: Angelo Fantasia, Director of Athletics, Timberlane Regional School District

May 6, 2021

Executive Summary

Audit Update

The SAU55 audit is in its final stage, the management's discussion and analysis and the legal letter have been drafted and are ready to be submitted to Plodzik & Sanderson and the annual financial report should be received soon. The Timberlane audit is also in progress, however the auditors are currently working on completing three audits. We have been working hard to be able to complete requests for documentation from our internal records and reporting systems.

I look forward to completion of the audit as soon as possible and appreciate the Board's patience as we both navigate through the resource consuming challenges presented in the current year and training new staff.

Respectfully Submitted By:

Maria Watkins, CFO/Business Administrator

Timberlane Regional School District

FY2021 Projection

as of May 6, 2021

| | <u>Variance</u> <u>Fav / (Unfav)</u> |
|--------------------------------|-------------------------------------------------------|
| Salaries | 750,000 |
| Benefits | 3,600 |
| Books/Info. Resources/Software | 70,000 |
| Professional Improvement | 70,000 |
| Legal fees | (95,000) |
| Supplies | 120,000 |
| Utilities | 80,000 |
| Transportation | 200,000 |
| Other Expenses | 61,400 |
| Food Service Fund Contribution | (360,000) |
| Expense Variance | <u>900,000</u> |
| Grant Revenue | 450,000 |
| HealthTrust Refund | 430,000 |
| Catastrophic Aid | 200,000 |
| Local Revenue | 120,000 |
| Revenue Variance | <u>1,200,000</u> |
| Projected Surplus | <u>2,100,000</u> |

Current Fund Retention = \$500,000

TIMBERLANE REGIONAL SCHOOL BOARD GOALS FOR 2021-22

ACADEMICS /ADMINISTRATION

1. Implement organizational structure for new SAU incorporating current Timberlane staff.
2. The board will continue to support the SLT and instructional staff in the pursuit of academic excellence by timely approval of curriculum changes, supporting recommendations for educational tools and support of resources including those needed for remote learning.
3. Advance the work of the district focused on providing students with career pathways, extended learning opportunities, vocational experiences, dual enrollment, and non-traditional courses.
4. Identify needs for PreK-12 resulting from remote learning and support district personnel in addressing those needs.
5. Identify needs for PreK-12 STEAM opportunities to be expanded in the district prior to budget development.
6. Review data on preparedness for college, workplace, and career, and on success post college gathered via survey for TRSD line of STEAM resources and materials available in classrooms with an explanation of utilization by staff.
7. Develop job descriptions for all positions and organizational charts for each department/section etc.

FINANCIAL

1. Review impact of COVID-19 pandemic on 2020-2022 budget year including possible encumbrances that must be made prior to the end of the budget year no later than June 1, 2021.
2. Evaluate the current budget and look at how to best allocate funds to address any concerns/gaps identified in above academic goal.
3. Audit for TRSD to be free of significant deficiencies and material weaknesses, and to the board no later than February 2022.

FACILITIES

1. Remove modular classes from behind PAC, convert to storage containers, and increase parking.
2. Develop a comprehensive Preventative Maintenance Schedule for district equipment.
3. The Superintendent's Leadership Team, CIP Committee, and the School Board shall collaboratively prioritize projects through a predefined process based on safety, educational need, and life cycle.
4. Develop a 5-year Facilities Plan with a spend rate of \$2 million per year for facilities improvements.
5. Create a proposal for solar engineering on district buildings.

BUDGET – FIRST BOARD MEETING IN OCTOBER

1. Receive first draft of CFO's proposed/recommended Operating Budget for FY 21-22 with an executive summary for any major budget drivers by Oct 1.
2. Receive first draft of CFO's proposed Default Budget for FY 21-22 and be provided explanations of justifications for any increases or decreases by line item as is required by statute.

CULTURE CLIMATE – JANUARY 1, 2021

1. Work with Superintendent to incorporate aspects of the strategic plan related to culture and climate into district schools.
2. Monitor the No Bullying initiative

Adopted by the School Board on _____

Dr. Kimberly Farah, Chair

Kristin Savage, Vice Chair

Timberlane Regional School Board

CHAUFFEURS, TEAMSTERS AND HELPERS

LOCAL UNION NO. 633 OF MANCHESTER, NEW HAMPSHIRE

Affiliated with the
International Brotherhood of Teamsters

MAIN OFFICES AND HALL: 53 GOFFSTOWN ROAD, SUITE A — MANCHESTER, NH 03102 — TEL. (603) 625-9731
MAILING ADDRESS: P.O. BOX 870 — MANCHESTER, NH 03105 — FAX (603) 625-6767

JEFFREY PADELLARO
Secretary Treasurer

PRESIDENT &
FIELD REPRESENTATIVE
KEVIN P. FOLEY

April 15, 2021

BUSINESS AGENT/
ORGANIZER
RICHARD J. LAUGHTON, JR.

Dr. Brian Cochrane
Superintendent of Schools
Timberlane Regional School Board
30 Greenough Road
Plaistow, NH 03865

BUSINESS AGENTS
KEITH JUDGE
WILLIAM R. CAHILL, JR., ESQUIRE

FIELD REPRESENTATIVE
JAMES PETRILLO

RE: Letter of Expiration

Dear Dr. Cochrane:

Please be advised that the present working agreement between the Timberlane Regional School Board (Administrative Assistance/Secretaries and Skilled Maintenance Employees) and Teamsters Local Union No. 633 of Manchester, NH is due to expire on June 30, 2022.

Kindly accept this letter as due and proper notice of our intent to negotiate a new Collective Bargaining Agreement.

Be advised that agencies required by law have been properly notified.

Sincerely,

 ^{APD}

Jeffrey Padellaro, Secretary-Treasurer
Teamsters Local Union No. 633 of Manchester, NH

Sent: Certified, Return Receipt Requested: 7015 0640 0007 9043 9991

Cc: Douglas L. Ingersoll, Esq., PELRB/Ret. Rec. Req: 7015 0640 0007 9043 5498
Jason Rabinowitz, Director, Public Service Division: Ret. Rec. Req: 7015 0640 0007 9043 5504
Thomas M. Closson, Attorney

JP:blr

CHAUFFEURS, TEAMSTERS AND HELPERS

LOCAL UNION NO. 633 OF MANCHESTER, NEW HAMPSHIRE

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JEFFREY PADELLARO
Secretary Treasurer

PRESIDENT &
FIELD REPRESENTATIVE
KEVIN P. FOLEY

April 15, 2021

BUSINESS AGENT/
ORGANIZER
RICHARD J. LAUGHTON, JR.

Dr. Brian Cochrane
Superintendent of Schools
Timberlane Regional School Board
30 Greenough Road
Plaistow, NH 03865

BUSINESS AGENTS
KEITH JUDGE
WILLIAM R. CAHILL, JR., ESQUIRE

FIELD REPRESENTATIVE
JAMES PETRILLO

RE: Letter of Expiration

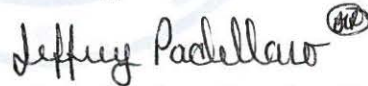
Dear Dr. Cochrane:

Please be advised that the present working agreement between the Timberlane Regional School Board (Custodians) and Teamsters Local Union No. 633 of Manchester, NH is due to expire on June 30, 2022.

Kindly accept this letter as due and proper notice of our intent to negotiate a new Collective Bargaining Agreement.

Be advised that agencies required by law have been properly notified.

Sincerely,



Jeffrey Padellaro, Secretary-Treasurer
Teamsters Local Union No. 633 of Manchester, NH

Sent: Certified, Return Receipt Requested: 7015 0640 0007 9043 5535

Cc: Douglas L. Ingersoll, Esq., PELRB/Ret. Rec. Req: 7015 0640 0007 9043 5542
Jason Rabinowitz, Director, Public Service Division: Ret. Rec. Req: 7015 0640 0007 9044 0003
Thomas M. Closson, Attorney

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CHAUFFEURS, TEAMSTERS AND HELPERS

LOCAL UNION NO. 633 OF MANCHESTER, NEW HAMPSHIRE

Affiliated with the
International Brotherhood of Teamsters

MAIN OFFICES AND HALL: 53 GOFFSTOWN ROAD, SUITE A — MANCHESTER, NH 03102 — TEL. (603) 625-9731
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JEFFREY PADELLARO
Secretary Treasurer

PRESIDENT &
FIELD REPRESENTATIVE
KEVIN P. FOLEY

April 15, 2021

BUSINESS AGENT/
ORGANIZER
RICHARD J. LAUGHTON, JR.

Dr. Brian Cochrane
Superintendent of Schools
Timberlane Regional School Board
30 Greenough Road
Plaistow, NH 03865

BUSINESS AGENTS
KEITH JUDGE
WILLIAM R. CAHILL, JR., ESQUIRE

FIELD REPRESENTATIVE
JAMES PETRILLO

RE: Letter of Expiration


Dear Dr. Cochrane:

Please be advised that the present working agreement between the Timberlane Regional School Board (Cafeteria Workers) and Teamsters Local Union No. 633 of Manchester, NH is due to expire on June 30, 2022.

Kindly accept this letter as due and proper notice of our intent to negotiate a new Collective Bargaining Agreement.

Be advised that agencies required by law have been properly notified.

Sincerely,



Jeffrey Padellaro, Secretary-Treasurer
Teamsters Local Union No. 633 of Manchester, NH

Sent: Certified, Return Receipt Requested: 7015 0640 0007 9043 5511

Cc: Douglas L. Ingersoll, Esq., PELRB/Ret. Rec. Req: 7015 0640 0007 9043 5559
Jason Rabinowitz, Director, Public Service Division: Ret. Rec. Req: 7015 0640 0007 9043 5528
Thomas M. Closson, Attorney

JP:blr

May 6, 2021

Executive Summary

TRSD Copier/Printer Proposal Update

The purpose of this executive summary is to give an update on the copier proposal that has been discussed in previous board meetings. The district recently completed the RFP process with a company called SPC in order to obtain the best prices on copiers, supplies, and service. SPC uses economies of scale by combining bids from multiple government agencies. The response was positive, and we got a proposal that allows us to replace all the copiers in the district including equipment, B&W and color copies, service, and software for the same annual fee that we currently have. Currently we spend approximately \$185K per year.

The current situation in the district is that we have replaced models piece meal and we now have older copiers and printers from 6 different manufactures that include 63 different models. This equipment is now out of warranty and are starting to experience issues. The new proposal is to replace all the copiers in the district with a couple of standard models (one for B&W and one for Color) to provide consistency. The proposal will be over a 5-year term and will provide consistent and predicible pricing as opposed to replacing copiers as they breakdown. which would lead to inconsistent and unexpected expenditures as we need to replace them.

The proposal also includes district wide printing accounting software called Papercut. Papercut has the ability to monitor and analyze printing per user and enforce best practices. It will also provide print to anywhere technology that will enable staff to print to a queue in the cloud and be able to release their print jobs at any copier district wide using their security fob or a username/password. This will cut down on print jobs that get printed and never picked up as well as help secure sensitive printouts as staff members would have to be physically at the copier to release their print jobs. Print jobs that were not printed out within 24 hours would be deleted which would also help reduce paper and toner waste.

Instead of leasing copiers through the manufacturer, we will finance through MST Government Leasing using a tax-except program which will provide us with an interest rate of not more than 3.29% per year through August 1, 2025.

A motion is attached which will give the District the ability to proceed. If you are in agreement with the arrangement, please make a motion to adopt the proposed "Vote to be Adopted" agreement between TRSD and MST Government Leasing.

Respectfully Submitted,

Maria Watkins
CFO / Business Administrator

TRMS End of Year Events 2020-2021

Executive Summary

Grade 8

As the 2020-2021 school year comes to a close, we are excited to offer some end of year celebrations for our 8th grade students, the Class of 2025, that are safe and exciting for all involved. The list below highlights each event planned in the final week of the school year as well as backup dates to be used if necessary.

Tuesday, June 15th

- Outdoor lunch with ice cream
- Field Day activities co-planned with Student Senate

Wednesday, June 16th

We are planning our 8th grade celebration in a similar format as high school graduation on the football field. The plan would include one team, approximately 100 students plus 200 parents (2 adults per student), on the field at once. After their celebration is over, they would leave the area and there would be enough passing time for cleaning the chairs, cars to leave, and the next team to get settled.

Schedule:

Celebration from 5:00 - 5:45pm = Team Nautilus (45 min)

cleaning/cars leaving 5:45 - 6:15 (30 min)

Celebration from 6:15 - 7:00pm = Team Discovery

cleaning/cars leaving 7:00 - 7:30pm

Celebration from 7:30 - 8:15pm = Team Everest

cleaning/cars leaving 8:15 - 8:45

Other considerations for this event would be that the football field has lights to ensure darkness does not become an issue. The football press box can be utilized to LiveStream the event so additional family members can watch from home.

Thursday, June 17th

Toward the end of the school day, a Kona Ice truck will come to the back of the middle school so 8th graders can each get a snow cone and be allowed to sign each other's yearbooks.

Thursday will also be utilized as the rain date for a cookout and/or the celebration activities as dictated by the weather.

Grade 6

Mrs. Koelker is visiting each elementary school and meeting with 5th grade classes for a Q&A session about middle school life. Zoom sessions are set up/will be set up for remote classes.

In order for fifth graders to have an idea of the physical set up of TRMS and to help them feel more comfortable, we are planning four transition days with the elementary schools. Either Mrs. Hutnick or a School Counselor will give the students a tour of the building so they can see where sixth grade classrooms are located, as well as the library, unified arts area, cafeteria, gymnasium and playground. The tour will last about 45 minutes. We will divide the fifth graders into two groups of 25-30 students each so that there will be fewer students, and they can distance. Danville will have one group, as they have 28 students.

The parents of remote students and parents of homeschooled students who have indicated that they'll return for grade 6 will be notified, as well, so that they can drop their child off at the specified time, if they choose. Listed below is the schedule, and the elementary principals have been contacted to be sure those dates/times work for them.

Tuesday, June 8, 2021

9:05//10:30 Atkinson

Wednesday, June 9, 2021

9:05//10:30 Pollard

Thursday, June 10, 2021

9:30//11:15 Sandown

Friday, June 11, 2021

9:30 Danville

Respectfully submitted,

Maegan Koelker-Principal

Mitch Mencis-grade 8 AP

Marilyn Hutnick-grade 6 AP

Memo

To: Timberlane Regional School Board
From: Geoffrey Dowd
CC: Dr. Brian Cochrane
Date: May 6, 2020
Re: Personnel by Collective Bargaining Unit

At the request of the School Board, personnel by Collective Bargaining Unit is as follows:

| <u>Union</u> | <u>Count</u> |
|--------------|--------------|
| TTA | 376 |
| TSSU | 157 |
| TAU | 30 |
| TAAM | 40 |
| TCU | 29 |
| TCWU | 12 |

Respectfully Submitted By:

Geoffrey Dowd,
CFO/Business Administrator

Elementary School Music Teachers

TLC

Alison Yankowskas Teacher – Music

Sandown North

John Mainella Teacher - Music / Band

Alison Yankowskas Teacher – Music / Stringed Instruments

Atkinson Academy

Jessica Helie Teacher – Music / Stringed Instruments

Gail Pellegrino Teacher – Music

Danville Elementary

Jessica Helie Teacher – Music / Stringed Instruments

Kimberly Soha Teacher – Music

Pollard

John Mainella Teacher - Music / Band

Jessica Helie Teacher - Music / Stringed Instruments

AnnMarie Pinard Teacher - Music

| School | Class | Enrollment 20/21 | Requests 21/22 | Teacher(s) |
|--------|------------------------------------------|---------------------|-------------------|--------------------------|
| TRHS | Band | 96 | 98 | Clark Dibartolomeo |
| TRHS | Concert Choir | 77 | 103 | Ciccarello Finch |
| TRHS | Guitar II (S1) | 2 | 13 | Lorenz |
| TRHS | Guitar II (S2) | 5 | | Lorenz |
| TRHS | Guitar Orchestra | 10 | 10 | Lorenz Dibartolomeo |
| TRHS | Intro to Basic Guitar (S1) | 8 | 33 | Lorenz |
| TRHS | Intro to Basic Guitar (S2) | 8 | | Lorenz |
| TRHS | I.S. Music Arranging | 1 | | Lorenz |
| TRHS | Jazz Band | 20 | 23 | Clark Dibartolomeo |
| TRHS | Orchestra | 45 | 45 | Lyons Dibartolomeo |
| TRHS | Theory I | 4 | 11 | Lorenz |
| TRHS | Theory II | 3 | 3 | Lorenz |
| TRMS | 6 th grade band 1 (7A) | 17 | | Schweiss Dibartolomeo |
| TRMS | 6 th grade band 2 (8A) | 16 | | Schweiss Dibartolomeo |
| TRMS | 6 th grade band 3 (8B) | 10 | | Schweiss Dibartolomeo |
| TRMS | Band / Brass 7 th grade | 22 | | Schweiss Dibartolomeo |
| TRMS | Band/ Brass 8 th grade | 30 | | Schweiss Dibartolomeo |
| TRMS | Band/ woodwind 7 th grade | 14 | | Schweiss Dibartolomeo |
| TRMS | Band / Woodwind 8 th grade | 10 | | Schweiss Dibartolomeo |
| TRMS | Beginning Band | 18 | | Schweiss Dibartolomeo |
| TRMS | Chorus 6 (7B) | 17 +3 | | Howard Ciccarello |
| TRMS | Chorus 6 (8B) | 18 + 3 | | Howard Ciccarello |
| TRMS | Chorus 7 (3B) | 12 | | Howard Ciccarello |
| TRMS | Chorus 7 (4B) | 13 | | Howard Ciccarello |
| TRMS | Chorus 8 (2B) | 33 | | Howard Finch |

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|------|---------------|----|--|-----------------|
| TRMS | Chorus 8 (1B) | 34 | | Howard Finch |
| TRMS | Chorus 8 (1B) | 36 | | Howard Finch |
| TRMS | Chorus 8 (2B) | 29 | | Howard Finch |
| TRMS | Music 6 (7A) | 22 | | Howard |
| TRMS | Music 6 (8A) | 24 | | Howard |
| TRMS | Music 6 (7B) | 19 | | Lyons |
| TRMS | Music 6 (8A) | 11 | | Howard |
| TRMS | Music 6 (8B) | 17 | | Lyons |
| TRMS | Music 7 (3A) | 19 | | Finch |
| TRMS | Music 7 (4A) | 21 | | Ciccarello |
| TRMS | Music 7 (4A) | 19 | | Lyons |
| TRMS | Music 7 (4B) | 19 | | Schweiss |
| TRMS | Music 7 (3B) | 24 | | Clark |
| TRMS | Music 8 (1A) | 21 | | Lorenz |
| TRMS | Music 8 (2A) | 21 | | Lyons |
| TRMS | Music 8 (2A) | 21 | | Finch |
| TRMS | Orchestra 6 | 20 | | Lyons |
| TRMS | Orchestra 7 | 28 | | Lyons |
| TRMS | Orchestra 8 | 17 | | Lyons |

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