

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, FEBRUARY 21, 2019

Regular Meeting - **6:30PM***

Dr. Earl Metzler, II, Superintendent
Dr. Roxanne Wilson, Asst. Superintendent

Superintendent's Office
30 Greenough Road , Plaistow, NH
Susan Sherman, Chairman
Brian Boyle, Vice Chairman

Note 6:30pm Start Time

AGENDA

1. **6:30 PM*** Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Approval of Minutes
 - a. January 16, 23 and February 7 (5 sets)
5. Student Representative
6. Delegates and Individuals
7. Current Business
 - a. **6:35PM** Default Budget – ACTION (30)
 - b. **7:05PM** Public Hearing on Citizens Petition /Articles of Agreement – INFORMATIONAL (15 minutes)
 - c. **7:20PM** Bullying Prevention Update – INFORMATIONAL (45 minutes)
 - d. **8:05PM** SPED Trend Report Update – INFORMATIONAL (30)
 - e. **8:35PM** Transportation Update – INFORMATIONAL/ACTION (30)
 - f. **9:05PM** Policies –ACTION (15 minutes)
8. **9:20PM** Administrator's Report
9. **9:25PM** Personnel Report
10. **9:30PM** Committee Reports/Reports of the School Board
11. Correspondence Folder
12. Vendor and Payroll Registers
13. **9:35PM** Other Business
14. Non-public (if needed)
15. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
March 7	Regular Board Meeting	SAU	7:30PM
March 12	Voting	Polls	
March 21	Re-Organizational Meeting	SAU	7:00PM
April 4	Regular Board Meeting	SAU	7:30PM
April 18	Regular Board Meeting	SAU	7:30PM
May 2	Regular Board Meeting	SAU	7:30PM
May 16	Regular Board Meeting	SAU	7:30PM
June 6	Regular Board Meeting	SAU	7:30PM
June 13	Regular Board Meeting	SAU	7:30PM

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 February 21, 2019 School Board Meeting

1-3. OPEN MEETING *Self-explanatory.*

4. APPROVAL OF MINUTES *(January 16, 23, and February 7 – 5 sets)*

5-6. STUDENT REP AND DELEGATES AND INDIVIDUALS

7. CURRENT BUSINESS

a. Default Budget – ACTION

Board members to finalize the default budget for ballot. MS-DS form in board packet.

b. Public Hearing on Citizen's Petition – INFORMATIONAL

Pursuant to the Articles of Agreement (AOA), the board was required to hold a public hearing on the petition to change the AOA. Since that notice went out, the legislative body amended the petition to a study only.

c. Bullying Prevention Update – INFORMATIONAL

Susan Rasicot and team to present update on the district's anti-bullying initiative.

d. SPED Trend Report Update – INFORMATIONAL

Susan Rasicot to present update.

e. Transportation Update – INFORMATIONAL/ACTION

Tom Geary and Sandy Hodgkins to present on combining the middle and high school buses.

f. Policies – ACTION

Jen Silva to present 8 policies for second read (JLCE, IHAMA, JJE, KCD, IGEA, IKE, ILBAA, and KB.

8. ADMINISTRATOR'S REPORT – *Dr. Metzler to present*

a. Update on District Activities

9. PERSONNEL REPORT – *Dr. Metzler to present*

10. COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD – *Committee Chairs to update board on current initiatives (these topics were combined by the Chair).*

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 vendor and payroll registers.*

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

14. NON-PUBLIC – *if needed.*

15. FUTURE DATES – *As indicated.*

April 4, 2019	
Policies	
Food Service Contract Annual Review	
Athletic Contract Annual Review	
Graduation Date	
Committee Assignments	
Renominations	
School Board Goals	

Back Burner List	
TTA/TSSU Updates	
Instructional Tools/Assessment Reporting	<i>Throughout the year</i>
Treasurer's Report (quarterly)	<i>August/November/February/May</i>
Athletic Track	
Strategic Plan Progress Update	<i>September/March</i>
Invite State Reps to Board Meeting	<i>One of board goals</i>
Auditor's Report	

Article 13 – Amend Articles of Agreement to Weighted Voting by Petition of Jack Sapia et al

Shall the Timberlane Regional School Board study whether to use weighted voting in its business proceedings? This article is advisory only and nonbinding. (MAJORITY VOTE REQUIRED)

Not recommended by the School Board 5-4-0

Presentation to the School Board on Bullying

February 21st, 2019

(1) **Review of Website Updates** (Link: www.timberlane.net/anti-bullying-resources-main/)

The district website page for anti-bullying and harassment resources has transitioned in an effort to address the concerns voiced by the school board and Pupil Personnel is committed to continuing to improve it with input from the board. The website page includes three separate sections;

- a. Resource page that includes TPAF presentations, increased parent resources, links to helpful differentiations of various aggressive behaviors and information about the No Bully! program.
- b. Page detailing information on reporting an incident to school administration and contact information for each school
- c. Legal background, policy and law that is helpful to understanding district policy and **school bullying investigation form** (*included in packet*) used by administrators to follow JICK

(2) **Overview of Upcoming No Bully! Initiative dates/events;**

- a. **Coaching Session 2** (March 27th/29th depending on school)
Details attached to packet
- b. **PD Presentation to entire district by No Bully!** (March 28th)
- c. **No Bully Peace Summit** (Date TBD)
Details attached to packet

(3) **Board Input**

February 15, 2019

Executive Summary

NESDEC SPED TREND REPORT

The Pupil Personnel Department has prepared a draft summary of all special education information as of October 1, 2018 for the NESDEC report. The report will have the financial information added and sent to the NESDEC team by Friday, February 22, 2019. The NESDEC team will provide an estimated time for the report to be generated. The final report from NESDEC is anticipated to be completed by the end of March, 2019.

February 15, 2019

Executive Summary

School Nurse Team Information on Narcan

The topic of Narcan administration has been discussed with the school nurses. At this time, the Emergency Protocol has been reviewed by building level nurses. The team is split with some nurses being in favor of administering and storing this drug while others are not. Many of the secondary nurses (high school and middle school) are in favor while some elementary nurses are not. Previous conversations during meetings with former Plaistow Fire Chief, Chief McArdle have advised that the nurses should dial, 911, and allow the EMT's to take over. Former chief stated that the response time to the Plaistow campus is sufficient for the care in these emergency situations. He also stated that after administration of this drug, many patients may become aggressive and explosive and may try to harm the nurses. The safety of our nursing staff may be at risk. An emergency plan would need to be drafted to include non-medical staff to ensure safety after administration.

The Lead Nurse, Nurse Kate has invited a Plaistow EMT, Captain Scott Vezina to our School Board Meeting on February 21, 2019.

Moving forward, should the board decide to have school nurses administer Narcan, the following actions would also need to be taken:

- Budget amended or approved to include:

- Narcan training for all nurses and support training for non-medical staff

- Medical lock cabinet for the safe, secure storage of this drug

- Liability for injury, if any due to increased need for nursing staff

February 15, 2019

Executive Summary

Report of uneven flooring surface in the gymnasium at Timberlane Regional Middle School.

Tasks Completed to Date

1. Developed scope of work.
2. Conducted walk through with gym floor vendor.
3. Received cost estimate from vendor.

Conclusion

The scope of work to restore the gym floor and extend the useful life for 10+ years would not exceed \$20,000. The work involved is very similar to the High School Gymnasium that was recently restored. The summary of the scope is as follows:

- Replace damaged floor boards
- Sand floor down to bare wood
- Apply wood floor sealer
- Apply game lines and logos (with input from Building Principal, physical education instructors and Athletic Director)
- Apply two coats of gym floor finish

*Update 2/15/2019 – This work will be scheduled for June after school is released. The project duration is 3-4 weeks. Barring any unforeseen circumstances in our buildings, we should have adequate funding under the Facilities budget to complete this project.

Prepared by: Thomas F. Geary III, Business Operations Coordinator

January 25, 2019

Executive Summary

Partial power loss and minor fire at Timberlane Regional High School

On January 24, 2019, at approximately 12:15, it was reported to me that there was a partial power loss at the Timberlane Regional High School. Upon receiving that information I immediately went to the campus. We called our representative for Unitil and they mobilized their crews. While the facilities team was in the process of shutting down equipment, the fire alarm sounded. I visited the panel to find that smoke detectors in a corridor by the Gymnasium were in alarm. Plaistow Fire and Police arrived to the scene.

Tasks Completed to Date

1. Plaistow Fire mitigated the fire
2. Unitil restored lost power phase
3. Our electrical contractor surveyed various equipment to ensure full operation
4. Contractors surveyed and reprogrammed our potable water system controls and pumps
5. Smoke mitigation and cleanup performed by ServPro (in process)
6. Motor for circulator pump rebuilt (in process)
7. Insurance claim filed with Primex (attached)

Conclusions

Our High School's electrical service is a three phase power system. It was determined that we lost one phase of this system, causing the partial power issue. The small fire was pinpointed to a motor for a circulator pump (photo attached). Our electrical contractor believes that a short could have bypassed the circuit breakers and caused the lost power phase as well. Plaistow Fire Department mitigated the issue. Unitil restored power. As power was restored, our controls for the potable water were not functioning as designed. We brought in the contractor who installed them and they fully restored the program. We contacted ServPro to bring in air scrubbers to mitigate the smoke odors. Air scrubbers and fans were placed in the area. Athletic equipment and uniforms were kept in the closet where the fire originated. Due to heavy smoke odors, these items are being professionally dry cleaned.

The facilities staff, High School faculty and staff, Plaistow Police and Fire, SAU staff, and contractors all worked in unison and performed extremely well under pressure.

Prepared by: Thomas Geary, Business Operations Coordinator

NOTICE OF CLAIM

KRD

PR 20192615837

SECTION 1 PLEASE COMPLETE THIS SECTION FOR ALL CLAIMS

MEMBER TIMBERLANE SCHOOL DISTRICT DEPARTMENT School
 ADDRESS 40 Greenough Rd.
30 Greenough Rd.
Plaistow NH 03865 TELEPHONE 6033826119
 PERSON TO CONTACT Thomas Geary TIME OF ACCIDENT /INCIDENT 12:15p
 DATE OF ACCIDENT/INCIDENT 2019-01-24
 PREVIOUSLY REPORTED: DATE OF PREVIOUS NOTICE _____

SECTION 2 LOSS (AUTO, SLIP/FALL, FALSE ARREST, DISCRIMINATION, ETC.)

Location of Accident	Authority Contacted: Report #:	Violations/Citations
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Description of Accident/Incident

SECTION 3 MEMBER VEHICLE

Vehicle No., Year, Make, Model ...		V.I.N. (Vehicle Identification)		Plate No.	
Driver's Name & Address ...		Residence Phone		Business Phone	
Relationship to Member	Date of Birth	Driver's License No.	Purpose of Use	Used With Permission?	
Describe Damage	Estimate Amount	Where Can Vehicle Be Seen?	When?	Other Insurance On Vehicle	

SECTION 4**PROPERTY DAMAGE (NON-MEMBER) GENERAL LIABILITY/AUTO LIABILITY**

Describe Property Damaged (auto or other--be specific)		Other Veh/Prop Ins. Co., or Agency Name & Policy #	
Owner's Name & Address		Business Phone	Residence Phone
Other Driver's Name & Address		Business Phone	Residence Phone
Describe Damage in Detail		Estimate Amount	Where Can Damage Be Seen?

SECTION 5**INJURED (GENERAL LIABILITY-AUTO LIABILITY)**

Name & Address	Phone #	PED	Mem.Veh.	Other Veh.	Age	Extent of Injury

SECTION 6**WITNESS OR PASSENGERS**

Name & Address	Phone #	Mem.Veh.	Other Vehicle	Other (Specify)

SECTION 7**LOSS OF, OR DAMAGE TO MEMBER PROPERTY (OTHER THAN AUTO)**

Location of Loss Timberlane Regional High School	Police or fire department reported to: PD and FD responded
Kind of Loss (Fire, Wind, Explosion, etc.) Fire/Power	Probable amount entire loss: unsure
Description of Loss & Damage Lost one of three phases of electricity supply. Circulator pump and motor caught fire, tripping fire alarm system. Smoke filled utility closet and hallway outside gymnasium. Athletic equipment stored in the closet. Contents have major smoke odor. Utility company restored full power at approximately 1:30. Potable water system not running normal after power was restored. We have contractors coming to check potable water system. We will continue to assess other infrastructure that could have been damaged by power loss/fire.	

January 25, 2019

Mr. Geoffrey Dowd, Business Administrator
Timberlane Regional School District - SAU #55
30 Greenough Road
Plaistow, NH 03865

Claim #: PR2019 2615837
Date of Incident: January 24, 2019
Location: Timberlane Regional High School

This is to confirm receipt of a potential new claim regarding the possible damage due to a fire and power loss on the above captioned date and location.

Karen Duval, Claims Representative, will be the adjuster handling this claim. She may be reached by:

Email: kduval@nhprimex.org
Direct Phone#: 603-410-2148

As always, please continue to report all first notices of claims as soon as practical via our website at www.nhprimex.org or to our office:

Primex³
46 Donovan Street
Concord, NH 03301-2624
Telephone #1-800-698-2364 or (603)225-2841
Fax # (603)228-3833

If you have any questions regarding potential claims, do not hesitate to give our office a call.



Becky Kelliher
P & L Claims Assistant

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