

**TIMBERLANE REGIONAL SCHOOL DISTRICT  
FACILITIES COMMITTEE MEETING MINUTES  
February 12, 2013**

**Present: Lisa Withee, Chair, George Stokinger, Jim Hughes, Patrice Liff, Mike Hogan, Nancy Barcelos, Doug Rolph, Kathie Dayotis, Brian Shawley, Michelle Gaydos, Nancy Steenson, Tony DiBartolomeo, Don Woodworth (8:52 am) and John Holland (9:41a am).**

At the SAU Office, 30 Greenough Road, Plaistow, NH, Mrs. Withee called this February 12, 2013 Timberlane Regional School District Facilities Committee meeting to order at 8:32 am. She welcomed Brian Shawley to the meeting who is in the process of obtaining principal certification and shadowing Principal Dayotis as part of the process.

**Minutes**

Mrs. Withee called for a motion to accept the October 16, 2012 Facilities Committee minutes.

***MOTION: Mrs. Gaydos motioned to approve the October 16, 2012 Facilities Committee meeting minutes as presented. Mrs. Barcelos seconded. With no further discussion the motion passed with two abstentions (Liff and DiBartolomeo).***

**Capital Improvement Plan**

Mr. Stokinger reported that the administrator's meeting in August identified the Capital Improvement Plan (CIP) as one of four priorities for the district this year. It is the responsibility of the Facilities Committee to advise the Superintendent and School Board in projects that are associated with the CIP. The CIP action plan will also include curb appeal. He asked attending building principals and directors to give some thought to this as it will be an agenda item at their March or April principals' meeting.

Mr. Hogan stated the challenge at the secondary level relates to plans for reconstruction or new construction; how much work do you put into a building that is intended to be demolished? He noted student population at the middle school has decreased little by little over the years so they have more space. The question is how this space fits into 21<sup>st</sup> century learning. They deal with issues with heating and ventilation, snow, etc. The direction of the district needs to be clarified.

Mrs. Steenson noted that Senator Morse informed the board at their last meeting to not expect the moratorium on building aid to end anytime soon.

**Summer Hours**

Mr. Stokinger noted that each year the Facilities Committee recommends a four-day work week for district buildings for the purpose of energy conservation; however, it is noted this schedule also offers opportunities for custodial and maintenance to complete tasks on the days in which they have full access to closed buildings. In looking at the current school calendar as well as the possibility school will begin before Labor Day this fall, a four-day schedule might begin July 5 through August 16. Extended school year programs and trainings were noted as well as the necessary turnover time custodians need to have in order to prepare schools for incoming students. Mr. Stokinger added that the central office is also requesting flexibility in offering a four or five day work schedule for its staff members.

***MOTION: Mrs. Dayotis motioned to recommend the School Board approve a four-day workweek for Timberlane buildings beginning week of July 5 through August 16 with flexibility offered to the SAU office. Mrs. Gaydos seconded. With no further discussion the motion passed unanimously.***

**Water Quality, TRHS Arsenic, Lead and Copper Notices**

Mr. Stokinger reported the high school recently exceeded state standards for arsenic levels to which Mr. Hughes responded the protocol for changing out media has been modified to address this. The district has until the end of March to submit new samples. Mr. Stokinger stated that a new directive about lead and copper was received. He will look into this and pass on the information to principals. Discussion then transpired on the water testing notifications received from the central office and the need for clarification as to who is required to do what. Principals commented they do not even understand the results of the water test reports and are at a loss as to what their responsibility is when receiving them. Mr. Stokinger and Mr. Hughes stated those tests are being

**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.**

forwarded to building principals as an FYI and the only action to be taken by principals are NHDES directives to file, complete and post specific DES documents and notification letters. Principals requested Mr. Hughes advise them when such action is necessary. It was agreed that Mr. Hughes responses will include the statements: *action required* or *no action required*. Mr. Stokinger made it clear that even though Mr. Hughes may have addressed a water problem, state filings, testing and postings must still be responded to in order to complete the DES process.

### **Security**

Mrs. Withee stated she had requested this item be placed on the agenda as a means to get a security status check on each of the schools. Mr. Hughes reported he, Mr. Stokinger, Mr. Strainge, the superintendent and building principals conducted building walkthroughs to identify current security issues and referred to the Building Security Systems worksheet for specific security enhancements and associated costs. The items listed are being funded at the approval of the School Board. Mr. Stokinger asked principals and directors to review the list and submit corrections to Mr. Hughes as this list will be used in creating an action plan and writing an RFP for security enhancements with a goal of completing the security project by the next school year.

Principals noted corrections. Discussion then transpired on the intercom system at the high school, PAC and middle school. It was noted that although specific access codes are assigned to each building's intercom system, they have not yet developed a plan for drills and lockdowns that includes all the buildings simultaneously. Mr. Woodworth, Mr. DiBartolomeo and Mr. Hogan will meet to design protocols for drills.

Mr. Hogan noted he is not sure one of the library lockdown rooms is lockable. Mr. Hughes will investigate. Mrs. Liff noted the front door sensor at Sandown North has not yet been addressed.

### **Principal's Building Report**

Mrs. Withee opened the meeting for principals to report on any facilities matters concerning their schools.

#### **PAC**

Mr. DiBartolomeo stated he is pleased that moneys have been allocated for security enhancements; however, the PAC is still plagued with problems with the siding and paint. Though the building is only 12 years old, its exterior is deteriorating at an accelerated rate; huge chunks are falling off the building. The district will eventually need to fix it correctly which will cost upwards of \$350k.

#### **HIGH SCHOOL**

Mr. Woodworth stated that in terms of maintenance, he is very pleased with the two new staff members. Outside of capital improvements, his building is holding up fine.

#### **MIDDLE SCHOOL**

Mr. Hogan concurs with Mr. Woodworth about capital improvements and the new custodial staff. He noted the video lab in the library is used constantly; the kids love it and it's a great improvement.

Principals' reports were put on hold for the moment so that John Holland could speak to security and the phone system at the middle, high and PAC. Mr. Holland confirmed the phone system works as planned; however their needs to be a protocol for real emergencies as they relate to the campus as a whole. All agree and noted this was a topic for the Safety Committee.

Building principal reports resumed and Mr. Holland was excused from the meeting.

#### **ATKINSON ACADEMY**

Mrs. Dayotis stated her school is in good shape and that she hopes to be next in line next for an updated phone system. She commended on the snow removal at her school.

#### **SANDOWN NORTH**

Mrs. Liff is seeking the district's support in addressing traffic flow issues at her school. She explained they even reinstated the red lights protocol for buses and have more people patrolling and directing traffic; however, this does not seem to mitigate the problem. They are considering asking the town to allow the school to use the emergency only access road. After more discussion and questions, it was determined that much of the problem is due to the late arrival of buses, and it seems it's always the same buses that are late. It was agreed this matter would be brought up to the transportation coordinator for a revisit of routes and route assignments. Mrs.

Dayotis stated that she hires a private bus company for her field trips because the district bus company requires buses to be back in district by 1:30.

#### DANVILLE ELEMENTARY

Mrs. Barcelos reported she has used the school generator several times now and is very pleased with it. Other than capital improvements, her concerns are being addressed, i.e. lighting. She too, commented on the late arrival of buses but noted hers is not a safety issue. Some of the middle school buses are not arriving until 3:20. It was noted that a discussion on modifying the elementary school hours might be appropriate to address this problem.

#### POLLARD

Mrs. Gaydos reported snow removal at her school was amazing. The town did a great job with both plowing and sanding. She stated two middle school students were arrested for trespassing (roof). No damage to report. She then noted that school approval reports are due to the state and she is waiting for Mr. Hughes' input. He will get each of the schools' information to them by the end of the week (Pollard's by tomorrow).

#### SANDOWN CENTRAL

Mr. Rolf reported windows are being replaced at his school; a much needed project. They are still dealing with a few leaks when it rains. His new custodian is doing a great job. He then reported on an issue they are having with arcing electrical outlets. They are currently being repaired. The fire chief is also requesting the panel box be numbered.

#### Other Business

Mr. Stokinger announced Budget Committee openings and asked principals to get the word out. He then noted a food service letter that will go out to parents this week related to negative student account balances. He then asked about the need for more playground fiber. Noting that decaying fiber attracts bees, Mr. Hughes will look into removing the old fiber and replacing with new. This item can be addressed during the Safety Committee meeting.

Mrs. Withee announced this was her last Facilities Committee meeting and received a round of applause. She stated it has been her pleasure to work with this committee made up of student-dedicated individuals.

With no further business before the committee, Mrs. Withee adjourned the meeting at 10:16 am.

Respectfully submitted,



Catherine Belcher  
Administrative Assistant

Minutes completed and on file February 12, 2013.

Minutes approved May 21, 2013.