

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/396796415>

Materials presented at the board meeting may be viewed at:

<https://public.timberlane.net/sau/trsb/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsau%2ftrsb%2fShared%20Documents%2fSCH%20OOL%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2019%2d20%2f03%2005%202020%20Meeting&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Board Meeting
March 5, 2020
7:15PM

SAU Office
30 Greenough Road
Plaistow, NH

Call to Order (00:00:01)

Chairman O'Neil called the March 5, 2020 meeting of the Timberlane Regional School Board to order at 8:25pm with a moment of silence for the troops that put themselves in harm's way and then led the assembly in the Pledge of Allegiance.

Board Members Present

Brian Boyle, Lee Dubé, Kimberly Farah, Sheila Lowes, Shawn O'Neil, Jennifer Silva (7:25pm) and Susan Sherman.
Absent: Sarah Machemer, and Kristin Savage

Seated at the Board Table

Dr. Earl Metzler, Superintendent of Schools
Kyle Duffy, Student Representative

Others Present

Coral Hampe, TTA Vice President

APPROVAL OF MINUTES (00:01:09)

The board reviewed 12 sets of board minutes and took the following action:

MOTION:	Dr. Farah motioned to approve the TRSB public meeting minutes of January 9, 2020 seconded by Ms. Lowes. The motion passed 6-0-1 (Dr. Farah abstained).
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MOTION:	Dr. Farah motioned to approve the TRSB public meeting minutes of January 16, 2020 seconded by Ms. Lowes. The motion passed with revisions 5-0-2 (Mr. Boyle and Mrs. Silva abstained).
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MOTION:	Mr. Boyle motioned to approve the TRSB public meeting minutes of January 29, 2020 seconded by Dr. Farah. The motion passed 6-0-1 (Mr. Dubé abstained).
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MOTION:	Dr. Farah motioned to approve the TRSB public meeting minutes of February 6, 2020 seconded by Ms. Lowes. The motion passed with revisions 7-0-0.
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MOTION:	Dr. Farah motioned to approve the TRSB public meeting minutes of February 20, 2020 seconded by Mr. Boyle. The motion passed 4-0-3 (Mr. Dubé, Dr. Farah and Mrs. Savage abstained).
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MOTION:	Dr. Farah motioned to approve the TRSB sealed nonpublic meeting minutes of January 29, 2020 seconded by Mrs. Savage. The motion passed 6-0-1 (Mrs. Savage abstained).
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MOTION:	Mr. Boyle motioned to approve the TRSB sealed nonpublic meeting minutes of February 5, 2020 seconded by Mr. Dubé. The motion passed 6-0-1 (Mrs. Savage abstained).
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MOTION:	Mr. Boyle motioned to approve the TRSB sealed nonpublic meeting minutes of February 10, 2020 seconded by Mrs. Silva. The motion passed 5-0-2 (Ms. Lowes and Mr. Dubé abstained).
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MOTION:	Dr. Farah motioned to approve the TRSB sealed nonpublic meeting minutes of February 12, 2020 seconded by Mr. Dubé. The motion passed 7-0-0.
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MOTION:	Ms. Lowes motioned to approve the TRSB sealed nonpublic meeting minutes of February 13, 2020 seconded by Mr. Boyle. The motion passed 3-0-4 (Mrs. Savage, Mr. Dubé, Dr. Farah and Mr. O'Neil abstained).
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MOTION: Ms. Lowes motioned to approve the TRSB sealed nonpublic meeting minutes of February 18, 2020 seconded by Mr. Boyle. The motion passed 4-0-3 (Mrs. Savage, Mr. Dubé and Dr. Farah abstained).

MOTION: Mr. Boyle motioned to approve the TRSB sealed nonpublic meeting minutes of February 19, 2020 seconded by Mrs. Silva. The motion passed 5-0-2 (Mr. Dubé and Mrs. Savage abstained).

STUDENT REPRESENTATIVE

Student representative Kyle Duffy reported on district activities (book fair, enrichment day, science honor society partnership, Sandown drama club, responsibility learning, cancer fundraisers, Project Hope, and athletic achievements).

DELEGATES AND INDIVIDUALS

TTA Vice President Coral Hampe spoke to the union's appreciation of Sue Sherman's service on the school board, as a teacher, as a coach and as a TTA representative; her contributions will affect the district for years to come.

Chairman O'Neil spoke to the SAU Board's efforts to hold a meeting just prior to the commencement of the TRSB meeting; however, the meeting could not be held due to a lack of quorum. He spoke of his acknowledgement of only two excused absences. [It is noted that although the SAU Board did not hold an official meeting, members present did meet with Attorneys Deb Ford and Christopher Pyles from 7:08-8:17pm.]

MOTION: Mrs. Savage motioned to direct Sulloway and Hollis to work with DrummondWoodsum to provide documentation to the NHDOE regarding student hearings; seconded by Ms. Lowes. The motion passed 7-0-0.

CURRENT BUSINESS

COMPASS UPDATE

Rescheduled to next board meeting.

FOOD SERVICE ANNUAL REVIEW (00:04:18)

CFO/Business Administrator Geoff Dowd spoke to the annual review of the food service contract with Whitsons that provides for a 5-year contract with annual renewals. He provided food service stats (meal counts, financials) noting the food service operations are on budget for this time of the year. The process moving forward is to ascertain board approval to renew the contract for the 2020-21 school year and file appropriate documentation with the state for final state approval. Should there be any significant changes to the contract language, he would bring the matter back before the board.

MOTION: Ms. Lowes motioned to approve the 2020-21 food service contract with Whitson; seconded by Mr. Dubé. The motion passed 7-0-0.

MEAL COST INCREASE (00:08:10)

Mr. Dowd then presented a request for a school food service pricing increase of 15 cents per meal at the elementary, middle and high school level. He noted an increase of only 10 cents since the 2015-16 school year and that the increase would align the numbers more proportionately for federal compliance purposes.

MOTION: Mr. Boyle motioned to increase the food service meals prices by 15 cents beginning the 2010-21 school year; seconded by Dr. Farah. The motion passed 7-0-0.

Discussion then ensued on lunch account balances with regard to working with families in a sensitive and respectful way resulting in a reduction in student debt, and on the hiring of a new Assistant Business Administrator (ABA), the assistance of Mr. Boyle in the hiring process, and legal's review of the new ABA contract.

BEFORE/AFTER CARE PROGRAM AT TLC

Rescheduled to a future meeting.

PROJECTED UNENCUMBERED FUNDS (00:13:42)

Mr. Dowd presented the end of the school year surplus projections noting favorable and unfavorable variances resulting in a total projected amount of \$1,355,000.

Discussion ensued on increases to the vocational ed line (more students enrolled), on obtaining a cost analysis for the Compass program comparing costs prior to the implementation of the program as well as being provided a list of resources at the schools (Mrs. Silva exited the meeting at 9:09pm), the posting of monthly financials, the schedule of school district payments out to the towns, and the timing to the completion of the annual audit (estimated to be completed in three weeks).

DISTRICT CLERK COMPENSATION (00:22:13)

Discussion to be postponed until after the elections so that the District Clerk can attend a board meeting and provide input on the number of hours needed to complete the clerk's responsibilities in a full election cycle.

POLICIES (00:24:08)

Mr. Dubé presented policies BCA, BDA, BDB, BDC, BDD, BDE, BEF, BDG, and BBBH for first read as well as the Policy Committee's mission and goals for the 2019-20 school year.

MOTION: Dr. Farah motioned to accept the first read on policies BCA, BDA, BDB, BDC, BDD, BDE, BEF, BDG, and BBBH; seconded by Mrs. Savage. The motion passed 6-0-0.

LONG-TERM SUSPENSION PROCESS (00:28:44)

Chairman O'Neil reported that legal counsel (Sulloway and Hollis) created a long-term student suspension process form that he directed be immediately followed upon providing a copy to the Superintendent, and on the board taking ratification action.

Discussion ensued on the expectation that the Superintendent was to be given the opportunity to provide input on the developing the long-term suspension form (he was not) as was DrummondWoodsum (they were not) who participated in the student hearing process, on concerns about mandating the Superintendent attend every student hearing, on concerns associated with special education processes, on concerns that due process timelines were not being followed, thus the reason for the new procedure, on Sulloway and Hollis serving as hearing officer not legal counsel to the school board, on forwarding the procedure to the Policy Committee to ensure the timelines align with existing policies, on obtaining a flow chart showing the differences between regular ed and special ed student due processes, and authorizing the Chairman to seek legal counsel for a special education process.

MOTION: Ms. Lowes motioned to keep the current proposal in place and to forward it to the Policy committee for review and to DrummondWoodsum for additional feedback; seconded by Mr. Dubé. The motion passed 6-0-0.
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ADMINISTRATOR'S REPORT (00:45:25)

Dr. Metzler spoke to executive summary on sanitizing and cleaning efforts, commending the efforts of the custodial teams, on NEASC documentation requested by the school board, an on a donation from the Baseball Boosters to purchase a pitching machine valued at \$3495.

MOTION: Ms. Lowes motioned to accept the donation of a pitching machine from the Baseball Boosters valued at \$3495; seconded by Mr. Boyle. The motion passed 6-0-0.
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COMMITTEE/SCHOOL BOARD REPORTS (00:48:11)

Dr. Farah spoke to working with legal counsel on a request for NEASC to make corrections to the NEASC Report. Mr. Dubé spoke to the Policy Committee reviewing policies JIA and JICD and sending JIA forward with recommended changes.

CORRESPONDENCE FOLDER

None

VENDOR AND PAYROLL REGISTERS

Check registers were reviewed and signed.

OTHER BUSINESS (00:49:24)

Discussion ensued on the return of students from Italy, on protocols to ensure self-monitoring for a period of 14 days, on the efforts made to ensure those student access to schoolwork via the Google platform, the protocol for school bus drivers who may have had contact with returning students, on the consideration to cancel future student trips, and on inviting the Facilities Director to the April meeting to field board questions related to executive summaries.

With the confirmation of the graduation date approaching (April), board members requested the number of instructional hours versus instructional days be used to calculate the last day for the 2019-20 school year.

NONPUBLIC SESSION – PERSONNEL MATTERS (01:00:40)

MOTION: Ms. Lowes motioned the board go into nonpublic session under RSA 91-A:3, paragraph II (c) matters which, if discussed in public, would likely affect adversely the reputation of any person; seconded by Dr. Farah.

The board was polled: Boyle – yes Lowes – yes
Dubé – yes O’Neil – yes
Farah – yes Savage – yes

The board entered nonpublic session at 9:51pm.

MOTION: Mr. Dubé motioned the board exit nonpublic session; seconded Ms. Lowes.

The board was polled: Boyle – yes Lowes – yes
Dubé – yes O’Neil – yes
Farah – yes Savage – yes

The board entered public session at 10:12pm.

MOTION: Mrs. Lowes motioned to seal the minutes based on the divulgence of the subject matter would likely affect adversely the reputation of someone other than a board member; seconded by Dr. Farah.

The board was polled: Boyle – yes Lowes – yes
Dubé – yes O’Neil – yes
Farah – yes Savage – yes

The motion to seal passed 6-0-0.

Chairman O’Neil adjourned the meeting at 10:12pm.

Respectfully submitted,

Catherine Belcher
Recording Secretary

Approved by the Board on March 31, 2020.