

*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://livestream.com/TRSD/TRSB/videos/195368162>
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%2f08%2022%202019%20Meeting&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

**TIMBERLANE REGIONAL SCHOOL BOARD
MEETING MINUTES**

**Regular Board Meeting
August 22, 2019
7:00PM**

**SAU Office
30 Greenough Road
Plaistow, NH**

Call to Order (00:00:08)

Chairman O’Neil called this August 22, 2019 meeting of the Timberlane Regional School Board to order at 7:06pm with a moment of silence for the troops that put themselves in harm’s way, followed by the Pledge of Allegiance.

Board Members Present

Brian Boyle, Lee Dubé Kimberly Farah, Sheila Lowes, Sarah Machemer, Shawn O’Neil, Kristin Savage, Susan Sherman (7:55pm), and Jennifer Silva.

Seated at the Board Table

Dr. Earl Metzler, Superintendent of School

Administrators Present

Listed on last page

NONPUBLIC SESSION I– PERSONNEL (00:01:35)

MOTION: Dr. Farah 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 Mr. Dubè.

The board was polled:	Boyle – yes	Lowes – yes	Savage – yes
	Dubè – yes	Machemer – yes	Silva – yes
	Farah – yes	O’Neil – yes	

The board entered nonpublic session at 7:08pm.

Mrs. Sherman entered the meeting at 7:14pm.

MOTION: Mr. Dubè motioned the board exit nonpublic session; seconded by Mrs. Silva.

The board was polled:	Boyle – yes	Lowes – yes	Savage – yes
	Dubè – yes	Machemer – yes	Sherman – yes
	Farah – yes	O’Neil – yes	Silva – yes

The board entered public session at 7:53pm.

Dr. Farah announced that she, Atty. Broth and Dr. Metzler would excuse themselves from the meeting in order to hold a brief meeting on SAU matters and would return to the meeting shortly.

MOTION: Mrs. Silva motioned to seal the nonpublic minutes as the divulgence of information would likely affect adversely the reputation of someone other than a member of the board; seconded by Mr. Dubé.

The board was polled:	Boyle – yes	Lowes – yes	Savage – yes
	Dubè – yes	Machemer – yes	Sherman – yes
		O’Neil – yes	Silva – yes

The motion to seal the minutes passed 8-0-0.

Approval of Minutes (00:03:16)

The board reviewed the meeting minutes of the July 25, 2019 regularly scheduled board meeting.

MOTION: Ms. Lowes motioned to approve the July 25th public meeting minutes; seconded by Mr. Boyle. The motion passed 6-0-2 (Mrs. Savage and Mr. Dubé abstained).

The board reviewed the sealed nonpublic meeting minutes of July 25, 2019.

MOTION: Mr. Boyle motioned to approve the sealed nonpublic session minutes of July 25th; seconded by Ms. Lowes. The motion passed 6-0-2 (Mrs. Savage and Mr. Dubé abstained).

CURRENT BUSINESS

ATHLETIC UPDATE (00:06:16)

Athletic Director Angelo Fantasia presented an overview of the Athletic program (organizational chart, staffing, team, and game stats for school year 2018-19, sport offerings broken down by gender and school level, conferences, NHIAA matters, NATA Sport Safety procedures, Hall of Fame, game expenses, transportation, facility usage, contracted services, supplies and equipment, uniforms, challenges for the 2019-20 school year that included funding a new gymnastics program as well as indoor facilities for lacrosse and tennis, and improvements needed to some of the fields. He rounded out his presentation noting future agenda items (NHIAA classification cycle, NFHS livestream equipment, championship banners, netting system and redesigning the website).

Discussion ensued on the classification process, uniform replacement schedule and status, establishing a turf committee, aligning any field or athletic improvements with a long-term plan, football helmet inspections and helmets for other sports (Dr. Farah entered the meeting at 8:38pm), out of pocket costs for some of the sports, and assurances that the Athletic Director will notify the board if the program needs more money. (Dr. Metzler entered the meeting at 8:41pm).

Discussion then centered on the topic of hockey (direction of the hockey program with options to participate in a house league or full hockey team program, low number of committed hockey players, cost for ice time, benefits to grow the program through a house league, savings gained from the house league option to help fund the gymnastics program, priority to secure ice time as soon as possible, no NHIAA issues with a house league, and consideration of the NHIAA schedule in year two of the program). The consensus of the board was to implement the house league option and provide an executive summary on the program at a later date.

Discussion ensued on the gymnastics program (efforts currently underway to secure a facility and coach, 9-10 students already signing up, and it being a girls' only program).

BULLYING PROGRAM UPDATE (01:16:12)

Director or Pupil Personnel and Student Services Susan Rasicot and Student Services Coordinator Dan Woodworth presented an overview of the No Bully training schedule, the process for making a determination on bullying, state reporting, efforts to train staff for consistency in handling complaints and bullying investigations, and review of the executive summary showing two-year data points.

Discussion ensued on offering another No Bully parent night, including a total number of complaints broken down by bullying investigations, peer conflict, etc., potential outcomes of investigations as it relates to typical and special needs students, and the challenges associated with making sure each school manages the process the same way.

TRANSPORTATION UPDATE (01:51:45)

Transportation Coordinator Sandy Hodgkins presented the new hybrid school bus routes for school year 2019-20 noting that when adding high school students in outlying areas to the middle school bus routes, other efficiencies were made to improve the routing and the time students spend on buses, that postings informing parents about the hybrid routes have been posted to the website, a bus was eliminated from the high school run for the towns of Atkinson, Danville, and Sandown and added to the middle school routes, adjustments will continue to be made over the next couple of weeks, and despite the efficiencies made to the routes, the town of Plaistow may still require an additional bus to address the elementary population.

Discussion ensued on the amount of work that went into redesigning the routes, the expectation that the high school ridership numbers will fluctuate, time savings of six hours of ride time for students, concern about the logistics of embarking and disembarking at the Timberlane campus, and FirstView app that allows parents to track

their child's bus. Most board members expressed their support of the hybrid routes while Mrs. Sherman, Mrs. Machemer and Mr. Dubé were not in favor of the concept of hybrid routes, although they did express an appreciation for the work that went into developing them.

POLICIES (02:25:19)

An update on NHSBA's review of the policies was provided with an anticipated date of September 5th for half of the policies and the other half completed the following week. Policies slated for second read were tabled to the next meeting.

YEAR-END BUDGET/FUND BALANCE RETENTION (02:26:10)

Board members reviewed the financial report generated by the Business Administrator specific to the previous year's unassigned fund balance (\$2,550,068), the previous year's retained fund balance (\$200,000), and the current end of year fund balance (\$3,461,783).

Discussion ensued on the typical retention amount of \$200k, the increased surplus for year ending June 2019, and the purpose of the fund which was to use as a revenue source for emergency expenditures and over-expenditures under RSA 32:11, or to be used as a revenue source to reduce the tax rate, all in accordance with RSA 198:4-b, II.

MOTION: Based on the understanding the unassigned fund balance as represented by the Business Administrator totals the amount of \$3,461,783, Mrs. Sherman motioned to retain \$300,000 of the current unassigned fund balance and retain \$200,000 of the previous retained fund balance for a total retention amount of \$500,000; seconded by Mr. Boyle.

Discussion ensued with board members opining on the amount to be retained, the size of the surplus, and retaining the funds for emergency purposes.

VOTE: The motioned passed 6-3-0 (Dr. Farah, Ms. Lowes, and Chairman O'Neil opposed).

Review of the end of year financial report was tabled to the next meeting.

GENERAL ASSURANCES (02:55:42)

Dr. Metzler presented the General Assurances associated with the terms and conditions for receiving federal funds.

MOTION: Dr. Farah motioned to authorize the Chair to sign the General Assurances; seconded by Mr. Boyle. The motion passed 9-0-0.

SCHOOL BOARD GOALS

Tabled to the next meeting.

ADMINISTRATOR'S REPORT (02:58:30)

Dr. Metzler presented materials in board packets (executive summaries for summer projects update, staffing and enrollment update, SPED budget shortfall and treasurer's report). He then thanked the custodial and maintenance staff for the tremendous job they did in preparing for schools even though they were short-staffed.

Discussion ensued on summer projects, the brickwork at the PAC, and directing the new facilities point person to work with Mr. Boyle.

PERSONNEL REPORT (03:01:12)

Dr. Metzler recommended the board accept the resignations of Karen Laplante and Marcie Nee.

MOTION: Dr. Farah motioned to accept the resignations as presented; seconded by Ms. Lowes. The motion passed 9-0-0.

Dr. Metzler recommended the board nominate Rebecca Cook (SPED), Kristen Doherty (SPED) and Jacob Platt (Spanish).

MOTION: Ms. Lowes motioned to accept the nominations as presented; seconded by Mrs. Sherman. The motion passed 9-0-0.

Dr. Metzler recommended the board nominate Maegan Koelker to the position of TRMS Principal, noting although there were three great candidates; she has been chosen to lead the school.

MOTION: Chairman O’Neil motioned to nominate Maegan Koelker as TRMS Principal; seconded by Mrs. Sherman.

Discussion ensued on Mrs. Koelker’s experience as assistant principal (one year) and 12 years at the school, there being no issues for the nomination as it relates to the recent union filing of district administrators, her rapport with students, and posting an assistant principal vacancy.

VOTE: The motioned passed 9-0-0.

Mrs. Koelker spoke to her pride of both the school and the district as well as the opportunity to serve as building principal.

As a follow up to an earlier discussion held in nonpublic session:

MOTION: Due to the changes at the SAU level, Mr. Dubé motioned to direct the Superintendent to come back to the board with a maintenance/facilities re-organization plan that includes a Facilities Director for the September 5th board meeting; seconded by Ms. Lowes.

Discussion ensued to clarify that the plan include an organizational chart, job descriptions, a list of current staff and openings, as well as how the facilities challenges as represented in the athletic presentation early in the meeting will be addressed (high jump area, flooded softball field).

VOTE: The motioned passed 9-0-0.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (03:14:08)

Updates were provided on the public hearing on the withdrawal plan (NHBOE review slated for Oct/Nov, statements made by the Hampstead School Board chairman relative to weighted voting and liabilities), on the status of district policies under review by the NHSBA, the need to schedule a CIP meeting, and performing arts activities (marching band/band camp).

CORRESPONDENCE FOLDER

Board correspondence was distributed to board members electronically.

VENDOR AND PAYROLL REGISTERS

Check registers were reviewed and signed.

OTHER BUSINESS (03:20:04)

Dr. Metzler recognized TTA Vice President Coral Hampe seated in the audience and noted the collaboration with the TTA in development of professional development program for the first couple of days of the school year.

NONPUBLIC SESSION II– PERSONNEL (03:20:49)

MOTION: Mrs. Sherman 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 Mrs. Machemer.

The board was polled:	Boyle – yes	Lowes – yes	Savage – yes
	Dubè – yes	Machemer – yes	Sherman – yes
	Farah – yes	O’Neil – yes	Silva – yes

The board entered nonpublic session at 11:15pm.

MOTION: Chairman O'Neil motioned the board exit nonpublic session; seconded by Mr. Dubé.

The board was polled: Boyle – yes Lowes – yes Savage – yes
 Dubè – yes Macheimer – yes Sherman – yes
 Farah – yes O'Neil – yes Silva – yes

The board entered public session at 11:30pm.

MOTION: Mrs. Sherman motioned to seal the nonpublic minutes as the divulgence of information would likely affect adversely the reputation of someone other than a member of the board; seconded by Mrs. Savage.

The board was polled: Boyle – yes Lowes – yes Savage – yes
 Dubè – yes Macheimer – yes Sherman – yes
 Farah – yes O'Neil – yes Silva – yes

The motion to seal the minutes passed 9-0-0.

Chairman O'Neil adjourned the meeting at 11:31pm.

Respectfully submitted,

Catherine Belcher
Recording Secretary

Approved by the Board on September 5, 2019.

Administrators and Union Representation Present at the Meeting:

Mr. Angelo Fantasia, Athletic Director
Mrs. Sandra Hodgkins, Transportation Coordinator
Mrs. Maegan Koelker, Assistant Principal at TRMS
Ms. Nancy Louiselle, Director of Human Resources
Mrs. Susan Rasicot, Director of Pupil Personnel and Student Services
Mr. Daniel Woodworth, Student Services Coordinator
Mr. Don Woodworth, Principal of TRHS
Ms. Coral Hampe, TTA Vice President