

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/197363780>
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%20L%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2019%2d20%2f10%2003%202019%20Meeting&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCAB%7d>

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Board Meeting
October 3, 2019
7:00PM

SAU Office
30 Greenough Road
Plaistow, NH

Call to Order (00:04:27)

Chairman O'Neil called this October 3, 2019 meeting of the Timberlane Regional School Board to order at 7:02pm 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, and Shawn O'Neil. Absent: Kristin Savage, Susan Sherman, and Jennifer Silva.

Seated at the Board Table

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

Administrators Present

Listed on last page

Approval of Minutes (00:05:42)

The board reviewed the meeting minutes of the September 19, 2019 regularly scheduled board meeting.

MOTION: Mr. Boyle motioned to approve the September 19 th public meeting minutes; seconded by Dr. Farah. The motion passed 4-0-2 (Mr. Dubé and Mrs. Machemer abstained).
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The board reviewed the nonpublic meeting minutes of September 19, 2019.

MOTION: Ms. Lowes motioned to approve the nonpublic session minutes of September 19 th ; seconded by Dr. Farah. The motion passed 4-0-2 (Mr. Dubé and Mrs. Machemer abstained).

STUDENT REPRESENTATIVE (00:08:35)

Student Representative Kyle Duffy provided an update on school activities (Reading Program, NH Government Program, Next Generation Science, fundraisers, PSATs, athletics, and PAC events).

DELEGATES AND INDIVIDUALS

None.

CURRENT BUSINESS

BUDGET COMMITTEE (00:12:53)

Due to a miscommunication, this item will be placed on a future agenda.

ENROLLMENT NUMBERS (00:13:46)

The board reviewed the pre-certified October 1 enrollment numbers. Discussion ensued on finalization of the numbers with the DOE and providing an updated report to board members, on NESCEC enrollment projections, and on class size scenarios based on school.

BUDGET (00:20:22)

CFO/Business Administrator Geoff Dowd presented both the first drafts of the 2020-21 proposed and 2020-21 default budgets noting assumptions were made with respect to GMR, that this was the earliest rollout process for budget development thus updates will continue to be made as certain costs are realized in the current school year (SPED). He then spoke to highlights of the proposed budget (removal of bond related monies, addition of \$2million for facilities, wage increases associated with union contracts, executive summaries from each

department/building, use of grant monies for SPED program that would address many of the out-placements, increases to vocational and contractual services, adding \$100k withdrawal transition costs, review of facilities, fuel, transportation, and software lines, and group insurance assumption until GMR is set sometime in late October.

Discussion ensued on the appreciation of the work that went into the budget format, the methodology behind the insurance assumption, avoiding another \$4million surplus, looking at larger costs associated with SPED, insurance and salaries for cost savings, the elimination of 3.6 FTEs, other employment benefits, the board's target budget of \$70.5million, the process associated with that determination and taking official action at the next board meeting, the voted budget vs budget with school board adjustments, status quo as it relates to administrators' contracts and reasonable expectations associated with a 3% merit pool, and adding notes to the final budget lines.

Discussion then ensued on the proposed default budget in relation to reflecting increases in all transportation lines, requiring justification for every line, supporting the Strategic Plan by way of facilities improvements and the appropriate budgeting for those projects and conveying this intent to the Budget Committee, showing the 4200/4600 lines as not one-time expenditures, and new equipment not one-time expenses as those monies are for the pre-approved Chromebook program. The board will continue to review the budgets and discuss at the next board meeting.

MAINTENANCE REPAIR/PROJECTS DOCUMENT (01:23:01)

Board members review the maintenance repair (facilities assessment) document noting it would remain a confidential document as it reveals areas of building/system weaknesses, and that projects/needs must undergo a prioritization review by way of the CIP Committee so that they can be systematically addressed through a funding process.

Discussion ensued on obtaining the district boiler document to ascertain which buildings require update and also determine which areas of maintenance/improvement should be prioritized, looking at last year's CIP as part of the process, possibly undertaking projects by category to take advantage of quantity discounts vs doing projects by building, developing a projects list by late November/early December to tie to the \$2million facilities initiative, providing the facilities assessment document in Excel format for the CIP Committee, and adding a capital reserve fund article to the warrant in the amount of \$250k-\$500k.

FACILITIES DIRECTOR UPDATE (01:38:03)

Dr. Metzler provided an update on the process to hire a new facilities director (still in interview process) and the plan for the finalists to meet with Mr. Boyle, Mr. Dowd, and himself for making recommendation to the board.

ADMINISTRATOR'S REPORT (01:39:03)

Dr. Metzler presented materials in board packets (post-employment benefits, final version of School Board goals, resignation of district clerk, mosquito-borne illness protocol), and on student trips requiring board action (Yale Model Congress, Harvard Model Congress, Youth and Government, Hawaii).

MOTION: Ms. Lowes motioned to support the student trips and days off from school as presented; seconded by Mr. Boyle. The motion passed 5-0-0 (Mr. Dubé was out of the room for the vote.)

Dr. Metzler reminded the board of the upcoming NEASC visit as part of the high school's accreditation process scheduled for November 17th (Dr. Farah will attend) and then spoke to his proposed goals for the school year noting that although the Strategic Plan is not directly mentioned as a goal, Strategic Plan initiative are embedded in the goals, and that given the concern about central office resources, some suggested goals were not included. Board members were instructed to forward goal suggestions to the board chair.

PERSONNEL REPORT (01:44:33)

Dr. Metzler recommended the nomination of Suzanne Gantz as Danville Elementary SPED teacher.

MOTION: Mr. Boyle motioned to nominate Suzanne Gantz as presented; seconded by Ms. Lowes. The motion passed 6-0-0.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (01:45:10)

Updates were provided on 1) the withdrawal plan’s hearing at the NH Board of Education on October 10th with a request to appoint Board member Silva to represent and act on behalf of the board.

MOTION: Ms. Lowes motioned the School Board authorize Jen Silva to act on behalf of the board at the NHDOE Board of Education meeting regarding the withdrawal plan; seconded by Dr. Farah. The motion passed 6-0-0.

2) Policy Committee work; 3) Wellness Fair success with stats of participation; 4) Budget Committee work, and 5) Curriculum and Assessment Committee work.

Chairman O’Neil spoke to correspondence he received from the TSSU regarding their appreciation of the recent negotiations process and on modifying the policy BDG School Attorney as suggested by district counsel. Discussion ensued on the process to waive policy, the potential impact to district legal resources, and agreed to discuss the matter further in a nonpublic session.

CORRESPONDENCE FOLDER

One item relative to the District Clerk’s resignation.

VENDOR AND PAYROLL REGISTERS

Check registers were reviewed and signed.

OTHER BUSINESS

None

NONPUBLIC SESSION I– PERSONNEL (02:01:11)

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. Dubé.

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

The board entered nonpublic session at 9:00pm.

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

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

The board entered public session at 9:11pm.

MOTION: Dr. Dubé motioned to seal the minutes of the nonpublic session based on the divulgence would likely affect adversely the reputation of someone other than a member of the board; seconded by Ms. Lowes.

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

The minutes were sealed by vote of 6-0-0.

NONPUBLIC SESSION II – LEGAL ADVICE

MOTION: Dr. Farah motioned the board go into nonpublic session under RSA 91-A:3, paragraph II (I) consideration of legal advice in writing or orally even when legal counsel is not present; seconded by Mr. Boyle.

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

The board entered nonpublic session at 9:12pm.

MOTION: Ms. Lowes motioned the board exit nonpublic session; seconded by Chairman O’Neil.

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

The board entered public session at 9:31pm.

Chairman O’Neil adjourned the meeting at 9:31pm.

Respectfully submitted,

Catherine Belcher
Recording Secretary

Approved by the Board on October 28, 2019.

Administrators and Union Representation Present at the Meeting:
Ms. Coral Hampe, Vice President of the Timberlane Teachers Association