

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/352339375>
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%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2019%2d20%2f07%2025%202019%20Meeting&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Board Meeting
July 25, 2019
7:00PM

SAU Office
30 Greenough Road
Plaistow, NH

Call to Order (00:00:07)

Chairman O'Neil opened this July 25, 2019 meeting of the Timberlane Regional School Board to order at 7:04pm 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, Kimberly Farah, Sheila Lowes, Sarah Machermer (7:55pm), Shawn O'Neil, and Jennifer Silva and Susan Sherman. Absent: Lee Dubé and Kristin Savage.

Seated at the Board Table

Dr. Earl Metzler, Superintendent of School

Administrators Present

Listed on last page

Approval of Minutes (00:01:21)

The board reviewed the meeting minutes of the May 29, 2019 work session drafted by Chairman O'Neil.

MOTION: Mr. Boyle motioned to approve the May 29th work session minutes as prepared by Chairman O'Neil; seconded by Mrs. Silva. The motion passed 4-0-2 (Dr. Farah and Ms. Lowes abstained).

The board reviewed the meeting minutes of the June 20, 2019 public meeting.

MOTION: Mrs. Sherman motioned to approve the June 20th public meeting minutes; seconded by Mr. Boyle. The motion passed 5-0-1 (Mrs. Silva abstained).

The board reviewed the meeting minutes of the July 18, 2019 emergency meeting.

MOTION: Mr. Boyle motioned to approve the July 18th emergency meeting minutes; seconded by Dr. Farah. The motion passed with a clarification added to reflect the emergency status of the meeting 5-0-1 (Mrs. Sherman abstained).

The board reviewed the sealed meeting minutes of the June 20, 2019 nonpublic meeting.

MOTION: Dr. Farah motioned to approve the sealed nonpublic session minutes of July 20th; seconded by Mr. Boyle. The motion passed 5-0-1 (Mrs. Silva abstained).

Delegates and Individuals

None.

CURRENT BUSINESS

SAU55 WITHDRAWAL PLAN UPDATE (00:08:46)

Dr. Farah presented the final version of the SAU55 Withdrawal Plan noting the public hearing on the plan is scheduled for August 20, 2019 at 7pm at the PAC. She spoke to the appendices (150 pages of supporting documents to the plan), the availability of the plan in both hardcopy and online, the committee's recommendation to move forward with withdrawal at end of the 2021 school year, funds proposed for the transition year, minimal liability as Timberlane owns most of the SAU assets, unassigned fund balance refunds upon withdrawal, negotiating a portion of health benefits for retirees with the Hampstead School District, meetings being open to public comment and all materials posted online for public viewing, and next steps (public hearing, submission of

plan to the DOE, and placing the item on the March ballot).

PAC SCHEDULE (00:19:37)

Dr. Metzler presented the 2019-20 Performing Arts Department calendar for the purpose of evidence of an effort to not schedule school district events on school board meeting nights, providing complete access to district initiatives before offering space to outside entities, and to apprise the board of activities which may be of interest.

BUDGET UPDATE (00:22:10)

CFO/Business Administrator Geoff Dowd spoke to the continued work of the business office to finalize the 2018-19 end of year financials for audit, and then presented budgeting information for the 2019-20 school year that projected a special education budget shortfall of \$260k resultant of an increase in out-of-district tuition. He explained that budget contingencies are developed to offset one or two students moving from the district; however, to date, there were no move outs for the 2019-20 year. Discussion ensued on the difficulties of budgeting more than one year in advance, the use of NESDEC calculations, making available the last five years of SPED budget actuals for use in developing the 2020-21 budget in the fall, and being provided an executive summary that provides a more in-depth overview of the anticipated overages.

The board also discussed the withdrawal warrant article and transition costs that will need to be incorporated into the 2020-21 budget versus a separate warrant article, and on the Town of Plaistow's efforts to bring potable water to Plaistow with an opportunity for the Timberlane campus to tie in. This item will be placed on an upcoming agenda for further consideration.

POLICIES (00:45:19)

Mrs. Silva presented for second read policies ADAA TRHS Mission Statement for repeal, BBBA Board Member Qualifications, BBBC Board Member Resignation, BBBB Board Member Removal From Office, BBBE Unexpired Term Fulfillment, JFAB Admission of Tuition and Non-Resident Students, JI Student Rights and Responsibilities, JIA Student Due Process Rights, and JLDBA Behavior Management and Intervention. She suggested policies BBBA, BBBC, BBBB, and BBBE be considered separately as further discussion is needed on whether to repeal these policies as they are covered under the RSAs. Mrs. Machemer entered the meeting at 7:55pm.

MOTION: Dr. Farah motioned to repeal policy ADAA as part of the second read of this policy, and approved the second read of policies JFAB, JIA, JI, and JLDBA; seconded by Mrs. Sherman.

Discussion ensued on the efforts made by the Policy Committee to streamline the policy review process and adding a list of related policies to each of the policies.

VOTE: The motion passed 6-0-1 (Mrs. Machemer abstained).

TRANSPORTATION UPDATE (00:53:30)

Dr. Metzler informed the board the data for combining the middle and high school routes as requested by the board and generated by First Student is in board packets for review; however, the format of the document is difficult to interpret. The board requested First Student develop a narrative to accompany the routing data. Discussion then ensued on the data entry assistance provided to the transportation coordinator as part of the transportation contract and how this has allowed the coordinator to make further improvements to the 2019-20 routes to which she will present at the August meeting, and on the need to message parents about the hybrid routes to clarify any misunderstandings about them.

SCHOOL BOARD GOALS/SUPERINTENDENT'S GOALS (01:00:22)

Board members reviewed the draft goals generated at their May 29th work session and suggestions were made to the categories of climate and culture (union updates to the board), budget (default explanations for both increases and decreases, remove reference to SAU audit, 1st draft of budget presented in October, school board to present its own budget), academics (determination for decrease in AP enrollment, increase opportunities for dual enrollment, ensure STEAM initiatives are being utilized and teachers provided PD opportunities, review of test

scores), and facilities (development of a comprehensive 5-year master plan with a funding schedule).

ADMINISTRATOR’S REPORT (01:28:22)

Dr. Metzler presented materials in board packets (executive summaries for baseline bullying data, TRMS principal update, administrator’s retreat, roofing project update, roof replacement at the TLC, and the list of administrators on the list to unionize). Discussion ensued on clarification of bullying report statistics in relation to complaints and pre-No Bully Program stats to compare with program stats.

Dr. Metzler presented a donation in the amount of \$1,000 from SNHU for use with the upcoming college fair scheduled for September 16th with over 100 colleges participating.

MOTION: Ms. Lowes motioned to accept the \$1,000 donation from SNHU; seconded by Mrs. Silva. The motion passed 6-1-0 (Dr. Farah opposed).

PERSONNEL REPORT (01:40:53)

Dr. Metzler recommended the board accept the resignations of Christi Michaud and Maureen Marino.

MOTION: Mrs. Sherman motioned to accept the resignation of Christi Michaud with regret and best wishes; seconded by Mrs. Machermer. The motion passed 7-0-0.

MOTION: Mrs. Sherman motioned to accept the resignation of Maureen Marino with regret and best wishes; seconded by Mrs. Machermer. The motion passed 7-0-0.

Dr. Metzler recommended the board nominate Stephanie Lehman (TRHS Science), Erika Mahon (TRMS SPED Reading), and Jocelyn Fraga Muller (TRHS Science).

MOTION: Mr. Boyle motioned to nominate Stephanie Lehman, Erika Mahon, and Jocelyn Fraga Muller as presented; seconded by Mrs. Sherman. The motion passed 7-0-0.

Changes to the nomination sheets as requested by the board were noted with appreciation of the new format.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (01:45:18)

Updates were provided on the Wellness Expo to be held at YMCA on September 25th, and on the progress of the PAC wall.

CORRESPONDENCE FOLDER

Board correspondence was distributed to board members electronically with one item in hardcopy.

VENDOR AND PAYROLL REGISTERS

Check registers were reviewed and signed.

OTHER BUSINESS (01:47:28)

An update was provided on the TRMS gym floor.

NONPUBLIC SESSION (01:48:14)

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 Mrs. Silva.

The board was polled: Boyle – yes Machemer – no Silva – yes
Farah – yes O’Neil – yes
Lowes – yes Sherman – yes

The board entered nonpublic session at 8:53pm.

MOTION: Mrs. Silva motioned the board exit nonpublic session; seconded by Ms. Lowes.

The board was polled: Boyle – yes Macheimer – yes Silva – yes
Farah – yes O’Neil – yes
Lowe – yes Sherman – yes

The board entered public session at 9:33pm.

Dr. Metzler was excused from the meeting at 9:23pm.

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 Mr. Boyle.

The board was polled: Boyle – yes Macheimer – yes Silva – yes
Farah – yes O’Neil – yes
Lowe – yes Sherman – yes

The motion to seal the minutes passed 7-0-0.

Chairman O’Neil adjourned the meeting at 9:33pm.

Respectfully submitted,

Catherine Belcher
Recording Secretary

Approved by the Board on August 22, 2019.

Administrators and Union Representation Present at the Meeting:

- Mrs. Sandra Allaire, Director of Curriculum, Assessment and Professional Learning
- Mr. Doug Blay, Assistant Principal at Pollard School
- Mr. Timothy Brown, Assistant Principal at TRHS
- Mrs. Lucy Canotas, Director of Elementary Curriculum (K-5)
- Ms. Meghan Corcoran, Assistant Principal at Danville Elementary
- Atty. Geoff Dowd, Business Administrator
- Mr. Timothy Guanci, Academic Dean of STEM (Secondary 6-12)
- Mrs. Patrice Liff, Assistant Principal at Atkinson Academy
- Ms. Nancy Louiselle, Director of Human Resources
- Ms. Melissa MacDonald, Preschool Coordinator
- Mrs. Jennifer Marino, Principal of Timberlane Learning Center at Sandown Central
- Mr. Mitchell Mencis, Assistant Principal for Grade 8 at TRMS
- Mrs. Christi Michaud, Executive Director of Data, Assessment and Accountability
- Mrs. Jennifer Michitson, Academic Dean of Enrichment, Freshman Academy, Reading and RTI
- Mrs. Lois Paul, Technology Coordinator
- Mr. James Pelletier, Assistant Principal at Pollard School
- Mrs. Jennifer Puchlopek, Academic Dean of English and Language Arts
- Mrs. Nancy Stafford, Principal at Sandown North Elementary
- Mr. Scott Strainge, Associate Principal at TRHS
- Mr. Shawn White, Director of Special Education 6-12
- Mr. Daniel Woodworth, Student Services Coordinator
- Mr. Don Woodworth, Principal of TRHS