

*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/195916228>  
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%2f09%2005%202019%20Meeting&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

## TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

**Regular Board Meeting**  
**September 5, 2019**  
**7:00PM**

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

### **Call to Order (00:19:35)**

Chairman O'Neil called this September 5, 2019 meeting of the Timberlane Regional School Board to order at 7:05pm 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 (7:16pm), Lee Dubé, Kimberly Farah (7:09pm), Sheila Lowes, Sarah Machemer, Shawn O'Neil, Kristin Savage, Susan Sherman, and Jennifer Silva.

### **Seated at the Board Table**

Dr. Earl Metzler, Superintendent of School

### **Administrators Present**

Listed on last page

### **Approval of Minutes (00:21:22)**

The board reviewed the meeting minutes of the August 22, 2019 regularly scheduled board meeting.

<b>MOTION:</b> Mrs. Silva motioned to approve the August 22 <sup>nd</sup> public meeting minutes; seconded by Mrs. Savage. The motion passed 7-0-0.
---

Dr. Farah entered the meeting at 7:09pm. The board reviewed the sealed nonpublic meeting minutes of August 22, 2019.

<b>MOTION:</b> Ms. Lowes motioned to approve the sealed nonpublic session I meeting minutes of August 22, 2019; seconded by Mr. Dubé. The motion passed 8-0-0.
--

<b>MOTION:</b> Mrs. Sherman motioned to approve the sealed nonpublic session II meeting minutes of August 22, 2019; seconded by Mrs. Machemer. The motion passed 8-0-0.
---

### **Student Representative (00:26:03)**

Kyle Duffy presented updates of each of the school's activities as well as on the opening of schools, school mottos, updates to facilities, and evening division stats. (Mr. Boyle entered the meeting at 7:16pm.) Dr. Metzler recognized Mr. Duffy for his recent Boys Nation experience in Washington, DC.

### **Delegates and Individuals (00:35:38)**

Kristin Pelletier and Sue Clarke spoke to the district's hockey program and their concerns about not having a JV Hockey Team.

Coral Hampe (TTA Vice President) spoke to the TTA's appreciation of the collaboration with Sandy Allaire and building principals in the opening of schools and professional development planning, to looking forward to the upcoming negotiations session with the School Board, and to their ongoing advocacy for smaller class sizes, and equitable SPED caseloads.

### **NONPUBLIC SESSION I – PERSONNEL (00:50:53)**

<b>MOTION:</b> 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 Ms. Lowes.
--

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

**The board entered nonpublic session at 7:36pm.**

**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                      Machermer – yes                      Sherman – yes  
Farah – yes                      O’Neil – yes                      Silva – yes

**The board entered public session at 8:08pm.**

**NONPUBLIC SESSION II– LEGAL ADVICE**

**MOTION: Ms. Lowes 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                      Lowes – yes                      Savage – yes  
Dubè – yes                      Machermer – yes                      Sherman – yes  
Farah – yes                      O’Neil – yes                      Silva – yes

**The board entered nonpublic session at 8:08pm.**

Dr. Metzler and the recording secretary were excused from the meeting. Mrs. Sherman would transcribe the meeting minutes.

**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                      Machermer – yes                      Sherman – yes  
Farah – yes                      O’Neil – yes                      Silva – yes

**The board entered public session at 8:17pm.**

**MOTION: Mrs. Silva motioned to seal the nonpublic minutes of session I as the divulgence of information 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                      Lowes – yes                      Savage – yes  
Dubè – yes                      Machermer – yes                      Sherman – yes  
Farah – yes                      O’Neil – yes                      Silva – yes

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

**CURRENT BUSINESS**

**YEAR END BUDGET REVIEW (01:36:05)**

CF0/Business Administrator Geoff Dowd presented year-end, preliminary and unaudited revenue and expenditures numbers noting the reporting format was different than previous reports as the current report was presented from a general fund perspective.

Discussion ensued on the reported estimated surplus of \$1.5million back in early June to the final surplus number of \$3.46million, and the missed opportunity to address some of the facilities needs had the board had that information earlier. Mr. Dowd spoke to providing projected unencumbered fund balances to identify a greater detail of available end of year funds, to making adjustments throughout the auditing process, and to the creation of a new line item to capture retirement and post-employment costs.

Board members requested they be presented with the cost of post-employment benefits for school year 2018-19 and the maximum exposure for the end of the 2019-20 school year, along with examples of exit costs for retirees, as well as the projected unencumbered fund balance by March 1<sup>st</sup>. Discussion then ensued on underspent utilities

accounts due to favorable pricing, a \$70million proposed budget for 2020-21, level funding at the building level, using the attrition process to reduce staffing at the high school to align with declining enrollments, and on prioritizing the work for presentation to the school board as budget first, followed by school action plans, then assessment data.

Board members then reviewed the school board budget noting the legal expenses line to which a request was made for a breakdown of those numbers by legal matter be provided by legal counsel.

**STAFFING UPDATE (02:19:48)**

Director of Curriculum, Assessment and Professional Learning Sandy Allaire provided an update on staffing that included welcoming 27 new professional staff members, the transfers of 7 professional staff members, 15 open/vacant position representative of 13.6 FTE of which they are actively recruiting 9 (2 currently in process), thus leaving a total of 6 open/vacant position (5.6 FTE) that are not slated to be filled this year.

Discussion ensued on eliminating the vacant positions so as not to carry them over into the default budget, maintaining minimum standards currently under review by the DOE, the possibility of needing to repurpose one or two of those positions, the anticipation of the NESDEC enrollment projections after October 1 enrollment numbers are determined, and providing a list of those 6 positions by way of executive summary.

**POLICIES (02:28:06)**

Mrs. Silva presented policies BBBA Board Member Qualifications, BBBC Board Member Resignation, BBBD Board Member Removal From Office, and BBBE Unexpired Term Fulfillment for second read, explaining the Policy Committee recommends reaffirming policies BBBC, BBBD, and BBBE even though they are not required policies and are covered under the RSAs. A motion was made and seconded to repeal the policies but was later rescinded upon further discussion. Discussion ensued on philosophically reducing the number of policies on the books.

<b>MOTION:</b> Dr. Farah motioned to repeal policies BBBC, BBBD, and BBBE; seconded by Mr. Boyle. The motion passed 8-1-0 (Mrs. Macheimer opposed).
---

<b>MOTION:</b> Dr. Farah motioned to accept policy BBBA for second read; seconded by Mrs. Sherman. The motion passed 9-0-0.
---

**NHSBA RESOLUTIONS (02:37:52)**

The board acknowledged the deadline for submitting a school board resolution to the NHSBA as November 4, 2019 and would consider the matter at a later date should a board member wish to propose one.

**SCHOOL BOARD GOALS (02:38:59)**

Board members reviewed their proposed school board goals for 2019-20 and agreed to change the academics timeline to December 15, add a new goal to receive financials a week in advance of a school board meeting as well as reports requiring board signature be presented in advance, and wordsmithed the audit findings goal. The goals to be represented with revisions at the next board meeting for adoption.

**OPENING OF SCHOOL REPORT (02:57:00)**

Board members reviewed the opening of school report providing enrollment, first day of school attendance, highlights and challenges. Dr. Metzler spoke to his visits to each of the schools, the challenges with the new bus routes and plans to continue reviewing and tweaking those routes as needed.

**TIMBERLANE ADMINISTRATORS BENEFITS (02:58:30)**

Chairman O’Neil spoke to the administrators’ benefits being on the agenda for the purpose of better understanding Timberlane liabilities as it relates to post-employment benefits and the district’s maximum exposure. Correspondence from both the Teamsters and district legal counsel was read into the minutes and further clarification was made that no changes to the administrators’ benefits were planned at this meeting; but that the board has the right to understand the benefit structure. Board members then reviewed the benefits

sheets as presented and posed questions to the Superintendent.

Dr. Metzler objected to the item being placed on the agenda, disagreeing with legal counsel's position on labor practices; however, he would respond to questions about the benefits as an act of subordination to the board. Questions focused and discussion ensued on compensatory time (spirit to use the time vs being paid for it), on the provisions for 11- and 11.5-month administrators (no longer any administrators on 11 or 11.5 month contracts and the potential for removing that reference), (Mrs. Sherman and Mrs. Macheimer left the meeting at 10:03pm), on understanding the procedure for compensatory time, on their being adequate funding in the Timberlane budget to cover compensatory time as the liability is very low, on vacation time and the flexibility administrators have on using it, on the board's commitment to treat all staff members with respect throughout the negotiation process, and on the sabbatical provisions. The board requested the Business Administrator provide the board with long term liabilities maximum exposure numbers.

**ADMINISTRATOR'S REPORT (03:27:56)**

Dr. Metzler presented materials in board packets (executive summaries for TSSU negotiations update, ice hockey update, sports/facilities update, and a new high school student club). He also spoke to the recent detection of mosquito-borne illnesses in Sandown and efforts to spray the Timberlane properties.

Discussion ensued on the ice hockey update relative to the intent of the house league was to provide the best option for seniors to play, and that comments made about JV Hockey being cut to fund the gymnastics program were inaccurate; on gymnastics and hockey being two completely unrelated subjects.

**PERSONNEL REPORT (03:42:27)**

Dr. Metzler recommended the board nominate Kendra McCarran to the position of TRHS SPED teacher.

<b>MOTION:</b> <b>Mrs. Silva motioned to support the personnel report; seconded by Dr. Farah. The motion passed 7-0-0.</b>
--

Dr. Metzler then thanked the board for their efforts in signing personnel reports outside of meetings to allow for the prompt processing of new hires. He also spoke to re-organizing the facilities department which would require the re-instatement of a Facilities Director position with a full compensation package (salary and benefits) not to exceed the \$150k-\$160k range.

<b>MOTION:</b> <b>Mr. Boyle motioned to add a Facilities Director to the school district as discussed; seconded by Mrs. Silva. The motion passed 7-0-0.</b>
---

**COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (03:50:44)**

Updates were provided on the withdrawal plan (sent to the BOE), on TSSU negotiations, on the NHSBA policy review, and on Mr. Boyle working with administration on facilities.

**CORRESPONDENCE FOLDER**

Board correspondence was distributed to board members electronically.

**VENDOR AND PAYROLL REGISTERS**

Check registers were reviewed and signed.

**OTHER BUSINESS (03:53:47)**

Chairman O'Neil spoke to engaging DrummondWoodsum for the administrators upcoming negotiations session to which he received the consensus of the board to do so.

Chairman O'Neil adjourned the meeting at 10:41pm.

Respectfully submitted,

Catherine Belcher

## Recording Secretary

Approved by the Board on September 19, 2019.

### Administrators and Union Representation Present at the Meeting:

Mrs. Sandra Allaire, Director of Curriculum, Assessment and Professional Learning  
Mr. Doug Blay, 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  
Mrs. Heather Cronan, Assistant Principal of Student Services and Facilities at TRHS  
Mr. Tony DiBartolomeo, Director of Performing Arts  
Atty. Geoff Dowd, Business Administrator  
Mr. Timothy Guanci, Academic Dean of STEM (Secondary 6-12)  
Mr. Ken Henderson, Director of Technology  
Ms. Maegan Koelker, Principal at TRMS  
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. 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. Susan Rasicot, Director of Pupil Personnel Services/Special Education  
Mr. Brian Shawley, Interim Principal at Danville Elementary  
Mrs. Nancy Stafford, Principal at Sandown North Elementary  
Mr. Scott Strainge, Associate Principal at TRHS  
Mr. Don Woodworth, Principal of TRHS  
Mr. Shawn White, Director of Special Education 6-12  
Ms. Coral Hampe, Vice President of the Timberlane Teachers Association