

*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/380813530>
Materials presented at the board meeting may be viewed at:
<https://public.timberlane.net/sau/trsb/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsau%2ftrs%2fShared%20Documents%2fSCH%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2019%2d20%2f12%2019%202019%20Meeting&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

**TIMBERLANE REGIONAL SCHOOL BOARD
MEETING MINUTES**

**Regular Board Meeting
December 19, 2019
7:00PM**

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

Call to Order (00:00:07)

Chairman O’Neil called the December 19, 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, Kimberly Farah, Sheila Lowes, Shawn O’Neil, Kristin Savage and Jennifer Silva (7:08pm). Absent: Lee Dubé, Sarah Machemer, and Susan Sherman.

Seated at the Board Table

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

Administrators Present

Listed on last page

Approval of Minutes (00:01:21)

Board members reviewed the meeting minutes of December 5, 2019. (Mrs. Silva entered the meeting at 7:08pm.)

MOTION: Dr. Farah motioned to approve the December 5, 2019 public meeting minutes; seconded by Mr. Boyle. The motion passed 5-0-1 (Mrs. Savage abstained).

MOTION: Mr. Boyle motioned to approve the sealed December 5, 2019 nonpublic meeting minutes; seconded by Dr. Farah. The motion passed 5-0-1 (Mrs. Savage abstained).

STUDENT REPRESENTATIVE (00:05:20)

Student representative Kyle Duffy provided an update on school/district events (Movie Night at Atkinson Academy, Pollard School support of local charities, Community Heroes at Sandown North, Makerspace at the TLC at Sandown Central, National Spelling Bee at TRMS, Mealey’s Meals and holiday wrapping at TRHS, college scholarships for Matt Licatta and Cody Flemming, and winter concerts in January).

DELEGATES AND INDIVIDUALS

None.

CURRENT BUSINESS

UNION UPDATES BY INVITATION OF THE BOARD (00:09:15)

Chairman O’Neil announced both the TTA and TSSU were invited to speak/present at the meeting in an effort to improve union communications as provided in school board goals; however, both unions have requested their presentations be scheduled to a meeting date after the March 2020 vote. In the meantime, Dr. Metzler will continue to meet with the respective union officers and report out by way of executive summary.

EVENING DIVISION UPDATE (00:11:15)

Director of Guidance Barry Chooljian and Associate Principal of TRHS Scott Strainge presented an overview of the Evening Division Program (history – established in 1999 as a night school with separate diploma, the addition of community education programs, and the addition of the HiSET/GED program, purpose – support alternative pathways to graduation, provide alternative scheduling options for day school students, credit recovery initiatives, benefits to students with IEPs and transfer students, and impact to the district – dropout rate of 0.86%, military

eligibility with HiSET, accommodations for students who must work during the day, pre-requisites for two-year college program eligibility, and to keep students in-house versus out-placed).

Discussion ensued on enrollment numbers (63 in program, 28 in Evening Division only), staffing, flexibility for students, low enrollment numbers in some of the courses offered, class offering levels, VLACS opportunities, cost of the program, establishing a HiSET testing site at TRHS, rigor of the coursework, allowing students to complete classes at night so they can capitalize on AP classes during the day, and providing a cost analysis of the program by way of executive summary.

NO BULLY UPDATE (00:45:23)

Director of Pupil Personnel and Student Services Susan Rasicot presented an update on the No Bully Program (training completed in year one – TPAF, TELA, and building level, Solution Team Focus in year two – staff trainings, Building Level Updates – social emotional added to school action plans and ongoing training with a focus on peer conflict, overview of the No Bully System – building an inclusive culture, Solution Coach, Solution Team, Empathy Building action plans, Building Initiatives – setting core values, communication, monthly check-ins, monitoring building level activities).

Discussion ensued on the progress being made at the building levels.

BUDGET (00:50:15)

CFO/Business Administrator Geoff Dowd presented the Budget Committee’s proposed 2020-21 district budget of \$73,975,000 and the net reductions supporting the total noting many of the budget changes were due to trend. He spoke to staffing budgets and savings in retirement and insurance lines and on his expectation the staffing lines will be closer to actual spend than in the past.

Discussion ensued on building improvements and capital expenses, earlier projections in surplus so the board can access those funds as needed, reallocation of some budget lines, modifying default numbers to align with proposed budget numbers, providing an executive summary on the total number of professional employees, on worker’s comp increases due to risk pool data, holding off on voting a default budget bottom line, the importance of supporting the proposed budget that includes funds for building improvements, the income/revenue budget and the significant loss of revenue due to paying off the bond as well as not providing the board with this information during the budget development process, inviting a representative from the NHDOE to speak about financial aid/grants for building improvements, upfront costs associated with planning for projects, and the need for the board to finalize the default budget and 2900 lines.

CIP/FACILITIES (02:05:21)

Board member reviewed year one of the Capital Improvement Plan noting a total \$1,799,263 in district projects. Discussion ensued on high school walls/windows projected estimates, the need for structural engineering and lack of interest of outside contractors, the need for a 5 to 10-year facilities plan in order to prioritize work based on long-term plans for buildings and sites, dedicating year one to engineering plans/blue prints, the status of projects currently on the books (science cabinets, PAC wall – update to be provided at next meeting), the boiler replacement schedule (copy to board), and an update on TRMS roof leak.

WARRANT ARTICLES (02:38:59)

Board members reviewed the draft warrant noting the need to draft an article for facilities/capital improvements, to determine the funding source for such article (capital reserve, surplus, or raise and appropriate), the need to identify the projects to be funded by the article, and the need to word the article so as not to trigger the no-means-no provision. Discussion ensued on the unreserved fund balance, on being provided an executive summary on the fund’s balance, encumbrances, anticipated balance in relation to ADM versus capital funding.

ADMINISTRATOR’S REPORT (02:54:10)

Dr. Metzler spoke to materials in board packets (executive summary on transportation changes to re-assign a Danville bus to Sandown) and provided updates on the NHDOE program change to add Acquired Brain Injury as a

disability to the Learning Center program at TRMS, a successful Blizzard Bag Day, graduation robes solution, and achieving 604 wrestling wins under head coach Barry Chooljian.

It was agreed by consensus to reschedule the January 2nd School Board meeting and Policy Committee meeting to January 9th.

PERSONNEL REPORT (02:59:15)

Dr. Metzler presented his recommendation to nominate Jose Franco Mendez to the position of TRMS Spanish teacher and Jeffrey Runions to the position of TRMS Science teacher.

MOTION: Mrs. Silva motioned to accept the nominations of Jose Franco Mendez and Jeffrey Runions as presented; seconded by Dr. Farah. The motion passed 6-0-0.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (03:00:01)

Board members reported on respective committees (CIP, union negotiations, Budget Committee) and on district events (gymnastics meet).

CORRESPONDENCE FOLDER

None

VENDOR AND PAYROLL REGISTERS

Check registers were reviewed and signed.

OTHER BUSINESS

None

NONPUBLIC SESSION – PERSONNEL MATTERS (03:02:00)

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 Lowes – yes Savage – yes
Farah – yes O’Neil – yes Silva – yes

The board entered nonpublic session at 10:09pm.

MOTION: Ms. Lowes motioned the board exit nonpublic session; seconded Dr. Farah.

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

The board entered public session at 10:47pm.

MOTION: Chairman O’Neil 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 Savage – yes
Farah – yes O’Neil – yes Silva – yes

The motion to seal passed 6-0-0.

Chairman O’Neil adjourned the meeting at 10:47pm.

Respectfully submitted,

Catherine Belcher
Recording Secretary

Approved by the Board on January 9, 2020.

Administrators and Union Representation Present at the Meeting:

Mrs. Sandra Allaire, Director of Curriculum, Assessment and Professional Learning

Mr. Barry Chooljian, Director of Guidance

Mr. Geoff Dowd, Business Administrator

Mr. Gary Paradis, Director of Facilities

Mr. Mark Pedersen, Director of Secondary Curriculum (6-12)

Mrs. Susan Rasicot, Director of Pupil Personnel and Student Services

Mr. Scott Strainge, Associate Principal at TRHS

Mr. Don Woodworth, Principal of TRHS

Mr. Louis Broad, Timberlane Teachers Association Representative