

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/369669894>
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%2f10%2028%202019%20Meeting&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

**TIMBERLANE REGIONAL SCHOOL BOARD
MEETING MINUTES**

**Regular Board Meeting
October 28, 2019
7:00PM**

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

Call to Order (00:00:10)

Chairman O’Neil called this October 28, 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 (7:21pm), Sheila Lowes, Sarah Machemer (8:22pm), Shawn O’Neil, Kristin Savage and Jennifer Silva. Absent: Susan Sherman and Lee Dubé.

Seated at the Board Table

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

Administrators Present

Listed on last page

Approval of Minutes (00:01:22)

The board reviewed the meeting minutes of the October 3, 2019 regularly scheduled board meeting.

MOTION: Mr. Boyle motioned to approve the October 3rd public meeting minutes; seconded by Ms. Lowes. The motion passed 3-0-2 (Mrs. Savage and Mrs. Silva abstained).

The board reviewed the sealed nonpublic session I minutes of October 3, 2019 and tabled discussion and approval to later in the meeting.

The board reviewed the nonpublic session II minutes of October 3, 2019.

MOTION: Ms. Lowes motioned to approve the nonpublic session II minutes of October 3rd; seconded by Mr. Boyle. The motion passed 3-0-2 (Mrs. Savage and Mrs. Silva abstained).

STUDENT REPRESENTATIVE (00:08:25)

Student Representative Kyle Duffy provided an update on school activities (Town visit in Danville, Pollard Rocks, Sandown North community heroes, Sandown Central Halloween festivities, Middle School parent/teacher conferences, High School Project Hope activities, guest speaker Ivy Watts, Trunk or Treat, NHIAA Student Leadership Conference, and 50th Annual Dover Band Show). Chairman O’Neil then spoke to the division championship of the girls’ volleyball B team.

DELEGATES AND INDIVIDUALS (00:13:09)

TSSU Officers Laurie Herchenroder and Jennifer Raymond spoke to the recent TSSU negotiation session, highlighting the smooth process, the union’s ratification of the CBA and the overwhelming support of the negotiation teams. Chairman O’Neil spoke to finalizing the documents for presentation to the full board and public at an upcoming meeting.

Dr. Farah entered the meeting at 7:21pm.

CURRENT BUSINESS

NESDEC ENROLLMENT PROJECTIONS (00:16:34)

Board members reviewed the enrollment projections from NESDEC noting national trends projecting a decline in enrollment to the year 2026 with trends then shifting upwards thereafter. The district’s enrollment report by town is expected to be finalized once numbers are certified at the DOE level.

BUDGET (00:19:23)

CFO/Business Administrator Geoff Dowd presented both second drafts of the 2020-21 proposed and 2020-21 default budgets noting GMR came in much lower than projected. Discussion ensued on new and unfilled positions (update to be provided), removing unfilled positions from the budget, administrative salaries as it relates to their recent unionization, obtaining a 5-year administrative raise trend for those negotiations, replacement versus new equipment line shifts, special education out-of-district placement figures, SERESC services, grant monies for the NO BULLY program, constructional services funds for use as part of \$2million maintenance/repair/improvements as well as drafting a 5-year facilities plan, providing an overall budget number to the Budget Committee, and the continued plan to review the budget at each meeting.

Mr. Dowd then presented the proposed default budget noting updates were made in response to discussion at the last meeting. Discussion ensued on various line items (contractual obligations – FLES, group insurance, capital, maintenance and repair, and transportation) and changes were made appropriate to the discussion. Concern was raised about the need to justify default line items with regard to potential legal challenges.

Discussion ensued on the auditor’s engagement letter and expectations for completing the audit, on unanticipated revenue associated with state adequacy funding (public hearing not required), tax rates being set for Danville and Plaistow with Atkinson and Sandown in process, and on the capital reserve disallowance letter from DRA.

SOLAR PANELS (01:36:05)

Discussion ensued on solar power being an ongoing goal for the district, that the initiative should be developed by the Energy Committee (core committee includes school board members, the Facilities Director, and the Business Administrator), and possibly scheduling meetings on the second Thursday of each month. As the committee co-chair, Dr. Farah will call for a meeting.

POLICIES (01:39:28)

Board members reviewed policies AB THE PEOPLE AND THEIR SCHOOL DISTRICT, BA EVALUATION OF BOARD OPERATIONAL PROCEDURES, BAAA BOARD POLICIES AND ADMINISTRATIVE PROCEDURES, BB BOARD LEGAL STATUS, BBA BOARD POWERS AND DUTIES, BBAA BOARD MEMBER AUTHORITY, BBAB ROLES AND DUTIES OF THE SCHOOL BOARD CHAIRPERSON, AND BDG SCHOOL ATTORNEY.

MOTION:	Mrs. Silva motioned to move forward policies AB, BA, BAA, BB, BBA, BBAA and BBAB for first read; seconded by Dr. Farah. The motion passed 7-0-0.
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Discussion then ensued on policy BDG with regard to its intent to restore school board control of selecting legal counsel and requiring the superintendent to obtain board authorization to go outside of the selected firm, the annual re-organizational meeting vote to allow the superintendent to seek counsel when needed for day-to-day operations, situations that might warrant outside counsel, the original policy language being adopted two years prior to Dr. Metzler’s hiring, striking portions of the proposed new language relative to requiring special authorization from the board, the need for board members to support the rightful duties of the board and not delegate them to the superintendent, and review of NHSBA and other district’s policy language.

MOTION:	Dr. Farah motioned to waive first read and adopt policy BDG with new language “retain a law firm or an attorney for that purpose” inserted as presented and striking “empower the Superintendent to contract legal counsel as deemed appropriate” as presented and further striking the remaining newly proposed language; seconded by Mrs. Silva.
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Discussion ensued on the board and public being noticed for the waiving action, on recent communications from the district’s legal firm indicating the firm is no longer accepting work at this time due to Hampstead School Board’s claims of conflict of interest against the firm thus prompting the firm’s internal audit, on the Superintendent’s claims he raised the conflict of interest issue with the firm back in the spring, that the matter is being addressed by the firm, and how this situation is an example of the need for flexibility in seeking legal counsel.

The motion passed 6-1-0 (Mrs. Machemer opposed).

NHSBA RESOLUTIONS (02:07:50)

Last call for NHSBA proposed resolutions was made noting the deadline of November. No resolutions were proposed.

DISTRICT CLERK (02:08:32)

Board members noted the vacancy of district clerk and read aloud the job description.

MOTION: Mrs. Silva motioned to post/advertise the district clerk position; seconded by Dr. Farah. The motion passed 7-0-0.

ADMINISTRATOR'S REPORT (02:11:50)

Dr. Metzler presented materials in board packets (executive summaries), reported on a coffee pod donation from Dunkin Donuts in appreciation of educators, and presented a \$4,300+ donation from the Atkinson Knight Owls for the purchase of a projector and screen at Atkinson Academy.

MOTION: Ms. Lowes motioned to accept the donation for the purchase of a projector and screen; seconded by Mrs. Silva. The motion passed 7-0-0.

Dr. Metzler then informed the board on a bus recall due to insufficient impact absorption padding in portions of bus seat backs and on plans to address the issue.

PERSONNEL REPORT (02:15:07)

Dr. Metzler recommended the nominations of Caitlin Jenkinson as SPED teacher at Atkinson Academy and Gary Paradis to the position of Facilities Director. Discussion ensued on the need to discuss the salary of the Facilities Director before taking nomination action.

MOTION: Ms. Lowes motioned to nominate Caitlin Jenkinson as SPED teacher at Atkinson; seconded by Dr. Farah. The motion passed 7-0-0.

Dr. Metzler recommended the board accept the retirements of Bruce Johnson (23 years with district) and Diane Sherman (20 years).

MOTION: Ms. Lowes motioned to accept with gratitude the retirements of Bruce Johnson and Diane Sherman; seconded by Dr. Farah. The motion passed 7-0-0.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (02:19:01)

Board members reported on respective committees (Safety – meeting to be held in November, Withdrawal – meeting on November 4th to update liabilities in the plan, Budget Committee in presentation stage), and on district activities (Choir participation at Boston Church, and the Atkinson Fall Festival). It was noted that facilities tours are expected to be schedule once a Facilities Director is in place.

CORRESPONDENCE FOLDER

None

VENDOR AND PAYROLL REGISTERS

Check registers were reviewed and signed.

OTHER BUSINESS (02:25:45)

Mrs. Savage spoke to high school payoff activities and Mrs. Silva spoke to the upcoming district-wide STEAM Night event and fundraising efforts to offset costs.

MOTION: Ms. Lowes motioned to financially support the STEAM event that benefits the students of the district in the amount of up to \$1,500; seconded by Mr. Boyle. The motion passed 7-0-0.

Accolades were given to the many parents who coordinate this event and consideration to support this endeavor by way of budget inclusion was discussed.

Mrs. Silva spoke to adding a full-day kindergarten class to Atkinson Academy for the upcoming school year as well as providing early notification to parents about the program.

NONPUBLIC SESSION I – PERSONNEL (02:35:55)

MOTION: Dr. Farah motioned the board go into nonpublic session under RSA 91-A:3, paragraph II (a) the dismissal, promotion or compensation or disciplining of any public employee, and (c) matters which, if discussed in public, would likely affect adversely the reputation of any person; seconded by Mrs. Savage.

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

The board entered nonpublic session at 9:43pm.

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

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

The board entered public session at 10:30pm.

MOTION: Dr. Farah 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 Lowes – yes O’Neil – yes
Farah – yes Macheimer – yes Savage – yes
Silva – yes

The minutes were sealed by vote of 7-0-0.

APPROVAL OF MINUTES (CONTINUED)

MOTION: Ms. Lowes motioned to approve the sealed nonpublic session I minutes of October 3rd; seconded by Dr. Farah. The motion passed 5-0-2 (Mrs. Savage and Mrs. Silva abstained).

PERSONNEL REPORT (CONTINUED)

MOTION: Ms. Lowes motioned to nominate Gary Paradis to the position of Facilities Director; seconded by Mr. Boyle. The motion passed 5-0-2 (Mrs. Savage and Dr. Farah abstained).

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 Ms. Lowes.

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

The board entered nonpublic session at 10:32pm.

Dr. Metzler and the recording secretary were excused from this session. Dr. Farah to transcribe the nonpublic meeting minutes.

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

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

Farah – yes

Machemer – yes

Savage – yes

Silva – yes

The board entered public session at 10:38pm.

MOTION: Dr. Farah motioned the Timberlane Regional School Board provide the SAU Board notice in writing that should the withdrawal from SAU55 pass on the March ballot, the Timberlane Regional School District will terminate the SAU building lease dated November 15, 2017 effective the date of the withdrawal; seconded by Ms. Lowes. The motion passed 7-0-0.

Chairman O’Neil adjourned the meeting at 10:42pm.

Respectfully submitted,

Catherine Belcher
Recording Secretary

Approved by the Board on November 7, 2019.

Administrators and Union Representation Present at the Meeting:
Mr. Louis Broad, Representative of the Timberlane Teachers Association
Mrs. Laurie Herchenroder, President of Timberlane Support Staff Union
Mrs. Jennifer Raymond, Secretary of Timberlane Support Staff Union