

*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/378400559>
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%2f12%2005%202019%20Meeting&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

**TIMBERLANE REGIONAL SCHOOL BOARD
MEETING MINUTES**

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

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

SPECIAL WORK SESSION: From 6:15pm to 7:00pm, Board members O’Neil, Lowes, Boyle, Machemer, Sherman, Silva (6:34pm), and Dubé (6:40pm), along with CFO/Business Administrator Dowd, Superintendent Metzler (6:20pm), Plaistow Town Manager Mark Pearson, and Professional Engineer Eugene Forbes met to discuss the possibility of bringing potable water to the Timberlane campus. Highlights of the discussion included timeframe for work (2022), water quality at the campus and Pollard School, capacity, phasing, water pressure issues, estimated cost (\$250 per linear foot), and budgetary timeframes. <https://vimeo.com/378403742>

Business Meeting - Call to Order (00:00:10)

Chairman O’Neil called the December 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, Lee Dubé, Kimberly Farah (7:46pm), Sheila Lowes, Sarah Machemer, Shawn O’Neil, Susan Sherman, and Jennifer Silva. Absent: Kristin Savage.

Seated at the Board Table

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

Administrators Present

Listed on last page

Approval of Minutes (00:01:24)

Board members reviewed the meeting minutes of November 21, 2019.

MOTION: Mr. Boyle motioned to approve the November 21, 2019 public meeting minutes as corrected; seconded by Mrs. Sherman. The motion passed 6-0-1 (Ms. Lowes abstained).
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MOTION: Mrs. Silva motioned to approve the sealed November 21, 2019 nonpublic meeting minutes; seconded by Mr. Dubé. The motion passed 6-0-1 (Ms. Lowes abstained).
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STUDENT REPRESENTATIVE (00:07:42)

Student representative Kyle Duffy provided an update on school/district events (tree lighting in Atkinson, Strawberry Banke trip for Danville students, Energy Day at Sandown North, around the world holiday traditions at the TLC, STEAM Night at the TRMS, Jr. Semi, Mealey’s Meals initiatives, and Kid’s Night Out at the TRHS, and state music auditions and holiday concerts at the PAC).

DELEGATES AND INDIVIDUALS (00:12:00)

TTA Vice President Coral Hampe extended holiday wishes on behalf of the Timberlane Teacher’s Association.

CURRENT BUSINESS

PUBLIC HEARING ON UNANTICIPATED REVENUE AND SCHOLARSHIP DONATION (00:12:38)

Chairman O’Neil opened the public hearing at 7:17pm. Dr. Metzler spoke to receiving a technology infrastructure grant from the State of NH in the amount of \$252k which would be used to enhance technology safety systems. The details of those improvements were discussed in a nonpublic session at the November 21st board meeting.

He then spoke to the receipt of \$23k for the Alex Smith Scholarship Fund for which the establishment of that fund

was approved by the board at the November 21st board meeting. TRHS Donald Woodworth shared comments about former student Alex Smith (outstanding student, leader, athlete, US pilot with service in Afghanistan).

MOTION: Mrs. Sherman motioned to accept the scholarship funds in the amount of \$23k in Alex Smith's name as well as the technology infrastructure funds in the amount of \$252k and to further expend the infrastructure funds as earmarked; seconded by Mrs. Machemer. The motion passed 7-0-0.

There was no public comment. Chairman O'Neil closed the public hearing at 7:21pm.

TRMS ACTION PLAN (00:16:44)

TRMS Principal Maegan Koelker, Assistant Principal Mitch Mencis, and Student Services Director Dan Woodworth presented the TRMS Action Plan (review of goals from 2018-19, 2019-20 goals that included transitioning from the use of STAR assessments to NHSAS assessment, continued efforts to improve the culture-climate-social-emotional and teaching and learning initiatives.

Discussion ensued on student achievement benchmarks and goals.

TRHS ACTION PLAN (00:40:30)

Principal Don Woodworth, Associate Principal Scott Strainge, Assistant Principal Tim Brown, Director of Secondary Curriculum Mark Pedersen, and Academic Deans Tim Guanci, Jennifer Mitchison, and Jennifer Puchlopek presented the TRHS Action Plan (2018-19 goals review, SAT scores 4-year trend, AP scores 6-year trend, instructional initiatives, 2019-20 goals in reading, implementation of reporting tools, climate and culture initiatives, Continuing/Alternative Ed goals review for 2018-19, and goals for 2019-20 to establish a HiSET testing center at Timberlane, to develop an dual enrollment program as part of the Evening Division). (Dr. Farah entered the meeting at 7:46pm.)

Discussion ensued on the margin of error for the assessment trend reports, the NEASC self-study, teacher to teacher observations, summer credit recovery program, student enrollment in the alternative ed program, cost per course, and how the AP scores are calculated at the local, state and global levels.

PROGRAM OF STUDIES (01:30:15)

Mark Pedersen presented the second read on the 2020-21 Program of Studies and spoke to the prerequisites for the AP Computer Science course.

MOTION: Ms. Lowes motioned to accept the second read on the Program of Studies with the addition of a prerequisite notation to the AP Computer Science class; seconded by Mrs. Silva. The motion passed 8-0-0.

Discussion ensued on adding discussion of the ½ PE credit to the next C&A agenda.

COMPUTER SCIENCE CURRICULUM (01:34:11)

Mark Pedersen presented the computer science curriculum for second read. It was noted the curriculum was approved in full at the last board meeting; however, it would be addressed again at this meeting to ensure first and second read requirements.

MOTION: Mrs. Sherman motioned to approve the Computer Science Curriculum as presented; seconded by Mr. Dubé. The motion passed 8-0-0.

Chairman O'Neil announced that since the C&A Committee was unable to meet earlier this week to vet the assessment report and STEAM resource materials, these items would be tabled to a February meeting, the deadline for those presentations would be adjusted to no later than March 1st, and that the board would not hold district administrators responsible for not meeting board deadlines due to weather related/school closures. Discussion ensued on providing only an executive summary with data in place of the STEAM resource outline

presentation, and on clarification of open and vacant positions.

FIVE YEAR FACILITIES PLAN (01:43:20)

Discussion ensued on the process for drafting a 5-year facilities plan, the recent hiring of a facilities director, an upcoming CIP Committee meeting, calling a core member Facilities Committee meeting by the first of the year, and providing the board with an update on the PAC wall project by way of executive summary.

BUDGET (01:47:13)

CFO/Business Administrator Geoff Dowd presented fifth drafts of the 2020-21 proposed and 2020-21 default budgets reflecting a proposed budget of \$75,088,628 and default budget of \$72,620,557, as well as the final SAU proposed budget of \$2,310,499 of which \$1,748,315 will be embedded into the Timberlane proposed operating and default budgets.

Discussion ensued supporting the TRMS STEAM Night in the proposed budget, administrator salary lines in relation to ongoing union negotiations, providing the board with a list of administrative positions by line item, the authority of the Superintendent to award raises based on evaluations per the administrator contract and a legal opinion supporting such, identifying and articulating the differences between the proposed and default budgets, strategies for promoting the passage of the proposed budget, and providing a recommended budget amount to the Budget Committee.

MOTION: Dr. Farah motioned to recommend a proposed budget amount of \$74.1million to the Budget Committee; seconded by Mrs. Silva. The motion passed 5-3-0 (Mr. Dubé, Ms. Lowes and Mrs. Machemer opposed).
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Board members spoke to their reasons for opposing the motion (voting the position of their Sandown constituents and allowing the Budget Committee to undergo the development process before making a recommendation).

WARRANT ARTICLES (02:31:19)

Board members reviewed the draft warrant noting the articles to address cost items on CBAs would be separated out due to different union affiliations, on drafting a special article to address repair and maintenance in the event the proposed budget fails (Dr. Farah to address with legal counsel) and removing all unfinalized CBAs from the warrant.

POLICIES (02:40:32)

Board members reviewed policies BBBF STUDENT MEMBER OF THE SCHOOL BOARD and JIBB STUDENT LIAISON TO THE SCHOOL BOARD.

MOTION: Ms. Lowes motioned to approve policies BBBF and JIBB for second read; seconded by Dr. Farah. The motion passed 7-0-0.
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Clarification was provided with regard to the number of student representatives to the board.

VOTE: The motion passed 7-0-0.

ADMINISTRATOR'S REPORT (02:42:23)

Dr. Metzler spoke to materials in board packets (executive summary on graduation robes, NHSBA Delegate Assembly information, and an updated 2020-21 school calendar reflecting a change of date for the November Presidential Election) and provided updates to the leak in roof at Atkinson Academy, a romaine lettuce recall, and a successful blizzard bag day. Mr. Dowd reported the next treasurer's report would be provided in January.

PERSONNEL REPORT (02:44:46)

Dr. Metzler presented his recommendation to accept the resignation of Jacob Platt, TRMS Spanish Teacher.

MOTION: Ms. Lowes motioned to accept the resignation of Jacob Platt; seconded by Dr. Farah. The motion passed 8-0-0.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (02:45:49)

Board members reported on respective committees (Withdrawal – notice to be provided on BOE approval; Wellness – great school initiatives, Personnel – administrators’ union negotiations in progress, CIP – scheduled for December 9th, Curriculum and Assessment – last meeting cancelled due to school closure) and on numerous district events (music concert, senior tea, and STEAM night).

CORRESPONDENCE FOLDER

None

VENDOR AND PAYROLL REGISTERS

Check registers were reviewed and signed.

OTHER BUSINESS

None

NONPUBLIC SESSION – PERSONNEL MATTERS (02:52:49)

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 Ms. Lowes.

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

The board entered nonpublic session at 9:58pm.

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

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

The board entered public session at 10:14pm.

MOTION: Mrs. Sherman 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 Ms. Lowes.

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

The motion to seal passed 8-0-0.

Chairman O’Neil adjourned the meeting at 10:15pm.

Respectfully submitted,

Catherine Belcher
Recording Secretary

Approved by the Board on December 19, 2019.

Administrators and Union Representation Present at the Meeting:

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

Mr. Timothy Brown, Assistant Principal at TRHS

Mr. Geoff Dowd, Business Administrator

Mr. Timothy Guanci, Academic Dean of STEM (Secondary 6-12)

Ms. Maegan Koelker, Principal at TRMS

Mr. Mitchell Mencis, Assistant Principal for Grade 8 at TRMS

Mrs. Jennifer Michitson, Academic Dean of Enrichment, Freshman Academy, Reading and RTI

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

Mrs. Jennifer Puchlopek, Academic Dean of English and Language Arts

Mr. Scott Strainge, Associate Principal at TRHS

Mr. Daniel Woodworth, Student Services Coordinator

Mr. Don Woodworth, Principal of TRHS

Ms. Coral Hampe, Vice President of the Timberlane Teachers Association