

*NOTE: When feasible, TRSB meetings are videotaped. These meeting minutes reflect only a basis summary of the meeting topics, discussion and action. Details of the meeting may be viewed by accessing the online Vimeo at: <https://livestream.com/TRSD/TRSB/videos/185362320>
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%2f2018%2d19%2f01%2003%202019&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Board Meeting
January 3, 2019
7:00PM

SAU Office
30 Greenough Road
Plaistow, NH

Call to Order (00:04:31)

Madam Chair Sherman opened this January 3, 2019 Timberlane Regional School Board meeting at 7:00pm with the roll call followed by the Pledge of Allegiance.

Board Members Present

Brian Boyle, Lee Dubé, Kimberly Farah, Sheila Lowes, Sarah Macheemer, Shawn O’Neil, Susan Sherman, and Jennifer Silva. Absent: Kristin Savage.

Seated at the Board Table

Dr. Roxanne Wilson, Assistant Superintendent
Nick Valhouli, Student Representative

Administrators Present

Listed on last page

Approval of Minutes (00:05:53)

The board reviewed the December 17, 2018 special meeting, December 20, 2018 regular session meeting and December 20, 2019 nonpublic session meeting minutes.

After motions and seconds made and then withdrawn, the Madam Chair Sherman directed the December 17th meeting minutes be edited and re-presented at the next board meeting.

MOTION: Mr. O’Neil motioned to approve the December 20, 2018 regular meeting minutes; seconded by Ms. Lowes. The motion passed 7-0-1 (Mr. Dubé abstained).

MOTION: Dr. Farah motioned to approve the December 20, 2018 nonpublic meeting minutes as corrected; seconded by Mr. Boyle. The motion passed 7-0-1 (Mr. Dubé abstained).

Student Representative (00:22:17)

Student Representative Nick Valhouli reported on activities at each of the schools, upcoming performing arts events and the high school’s fun festival.

Delegates and Individuals (00:25:12)

Jack Sapia of Atkinson spoke to a petitioned warrant article on weighted voting as well as a Facebook exchange with a Board member.

CURRENT BUSINESS

STRATEGIC PLAN UPDATE (00:28:10)

Dr. Wilson, Christi Michaud, Tom Geary, and Susan Rasicot provided an update on the establishment of subcommittees and their work as it relates to the newly adopted Strategic Plan. This update included a review of each committee’s action plan and goals in the areas of academics, school climate, and facilities. Discussion ensued on creating a backward timeline plan for presenting a \$20-\$30million bond proposal to the voters for March 2020, taking into consideration the DOE’s published timeline for planning school construction, developing a needs assessment plan reflective of these timelines, allowing programs to dictate facilities’ needs, the philosophical demographics of the four towns as it relates to bond buy in, addressing structural needs (HVAC and roofs), and getting comparison information between two community input software programs (Thought Exchange and K12 Insight).

ASSESSMENT REPORT (00:58:17)

Christi Michaud and Mark Pedersen presented the Spring 2018 Advanced Placement Program and Exam Report noting the process used to ensure high quality programming (regular evaluation of program, staff training), reporting on the last five year data trends and stats, noting increases in last two years, and presenting plans for continuous improvement. Discussion ensued on recruitment efforts to get more students to take AP courses, a desire to see an increase in AP sciences and math participation; the negative impact engineering courses may have on STEM AP course participation, the jump from 39% to 72% in students scoring 3 or better, and the preparation necessary at the elementary and middle school level for high school AP coursework. Commendations were given to both staff and students for the achievements as reported.

DEFAULT BUDGET/BUDGET UPDATE (01:21:18)

CFO/Business Administrator Geoffrey Dowd informed the board of the Budget Committee's official proposed budget of \$71,733,700. Discussion ensued on this number being a reduction of \$200k from the draft proposed, on the school board either adopting the proposed budget as their own or proposing a different one to be submitted to DRA, adjusting the default budget based on recent reductions to the SAU budget, consideration of a warrant article regarding moving operating funds to capital in event of default budget, and the process and timeline of reporting budget lines to the DRA (MS22) as it relates to re-allocating funds. Student representative Nick Valhouli was excused from the meeting at 8:37pm.

SCHOOL BOARD GOALS REVIEW (01:41:18)

Board members reviewed the 2018-19 school board goals noting items completed, in progress, and those needing to be addressed. Board members asked that the goal to invite state and local representatives to discuss funding be added to a future agenda.

POLICIES (01:46:15)

Mrs. Silva presented policies ACE, GCO, IFA, IJO, KA, IMAH, IHBI, IHBA, JCA, JEC and IGE for second read noting policy KA is recommended for repeal and that GCO was approved by the Policy Committee prior to the board's ratification of the tentative TTA CBA agreement. She recommended this policy be sent back to Policy for review to ensure no inconsistencies with new CBA language.

MOTION:	Mr. Dubé motioned to repeal policy KA; seconded by Ms. Lowes. The motion passed 6-0-0 (Mr. Boyle and Dr. Farah were not in the room).
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MOTION:	Mr. Dubé motioned to send policy GCO back to Policy Committee; seconded by Madam Chair Sherman. The motion passed 8-0-0.
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MOTION:	Mr. Dubé motioned to accept the remaining policies presented for second read and adoption; seconded by Mrs. Machemer. The motion passed 8-0-0.
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WARRANT ARTICLES (01:52:00)

Board members reviewed the draft warrant and questioned the order of the two Trustees of the Trust Fund articles, made a correction to the proposed budget amount, and discussed being provided information about the PAC wall article.

MOTION:	Dr. Farah motioned to direct the Superintendent to have the information to support the PAC wall warrant article presentation for the January 17th board meeting; seconded by Mrs. Silva. The motion passed 8-0-0.
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Discussion continued in that Mrs. Machemer is currently working on the TTA warrant article presentation, and that the language of the TTA contract itself is between the School Board and the TTA and the money in the collective bargaining agreement is between the TTA and the taxpayer. Mr. Boyle will present on the PAC wall article. Madam Chair Sherman will be looking for presenters for the remaining school board warrant articles.

ADMINISTRATOR'S REPORT (02:11:25)

Dr. Wilson reported on an incident with bathroom doors at the high school, middle school gym floor update as requested by the board, and on a DOE single audit findings and resolution. Discussion ensued on the audit, that the board was not notified of the audit, and that the audit was generated by DOE's receipt of the auditor's report and the large amount of federal funds received by the district.

MOTION: Mr. O'Neil motioned to direct the Superintendent to forward the written procedures that were submitted to the DOE in the single audit matter; seconded by Dr. Farah. The motion passed 5-3-0 (Madam Chair Sherman, Mrs. Macheimer and Mr. Dubé opposed).

MOTION: Mrs. Silva motioned to get a cost estimate to repair the middle school gym floor; seconded by Mr. Dubé. The motion passed 8-0-0.

PERSONNEL REPORT (02:27:53)

Dr. Wilson announced the professional resignation of Paul Kirouac with 17 years with the District.

MOTION: Madam Chair Sherman motioned to accept, with much regret and best wishes, the retirement of Paul Kirouac; seconded by Mr. O'Neil. The motion passed 8-0-0.

Dr. Wilson presented the nomination of Amanda Hackney to the TLC at SC 50% PreK position.

MOTION: Mrs. Silva motioned to nominate Amanda Hackney as presented; seconded by Mrs. Macheimer.

Discussion ensued on adding the number of qualified applicants to the nomination sheets moving forward.

VOTE: The motion passed 8-0-0.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (02:34:08)

Reports were provided for the Policy, Facilities, Curriculum and Assessment, and Wellness committees as well as an expression of thanks to all who assisted with the very successful STEAM event.

CORRESPONDENCE FOLDER

Board correspondence was distributed to board members electronically.

VENDOR AND PAYROLL REGISTERS

Check registers were reviewed and signed.

OTHER BUSINESS (02:35:36)

The board designated January 15, 2019 at 7pm as the date and time for a parent presentation in which the meeting will be chaired by Mr. Boyle due to Madam Chair Sherman's abstention from the matter.

Dr. Farah spoke to the salary line detail report, stating specifically that the board did not receive the report as requested in format or timeline.

Ms. Lowes spoke to confirmation of the bullying presentation on January 17th, to adding the business consultant to the February 21st agenda, and about the timeframe for the service contract inventory report.

MOTION: Ms. Lowes motioned to direct the Superintendent to have the service inventory to the board by January 17th; seconded by Mr. O'Neil. The motion passed 6-2-0 (Madam Chair Sherman and Mrs. Macheimer opposed).

MOTION: Dr. Farah motioned add the NESDEC SPED Trend report update to the January 17th agenda; seconded by Ms. Lowes. The motion passed 6-2-0 (Madam Chair Sherman and Mrs. Macheimer opposed).

Dr. Farah inquired about Junior ROTC offerings at Salem High School and asked an executive summary be provided addressing this. She also requested a FLES update be provided to address how the middle and high school foreign language programs are affected.

NONPUBLIC SESSION I (02:50:10)

MOTION: Madam Chair Sherman 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 Mrs. Macheimer.

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 9:46pm.

MOTION: Madam Chair Sherman motioned the board exit nonpublic session; seconded by Mr. Dubé.

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 10:06pm.

NONPUBLIC SESSION II

MOTION: Mr. Boyle 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 Madam Chair Sherman.

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 10:07pm.

MOTION: Madam Chair Sherman motioned the board exit nonpublic session; seconded by Mrs. Silva.

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 10:32pm.

NONPUBLIC SESSION III

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; 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 10:32pm.

MOTION: Mr. Dubé motioned the board exit nonpublic session; seconded by Mrs. Silva.

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

The board entered public session at 10:43pm.

Madam Chair Sherman adjourned the meeting at 10:43pm.

Respectfully submitted,



Catherine Belcher
Recording Secretary

Approved by the Board on January 23, 2019.

- Administrators and Union Representation Present at the Meeting:
- Mrs. Sandra Allaire, Director of Curriculum, Assessment and Professional Learning
 - Ms. Michelle Auger, Principal at Pollard School
 - Mrs. Nancy Barcelos, Principal at Danville Elementary
 - Mr. Doug Blay, Assistant Principal at Pollard School
 - Mr. Timothy Brown, Assistant Principal at TRHS
 - Ms. Lorin Caffelle, Director of Secondary Special Education 6-12
 - Mr. Barry Chooljian, Director of Secondary Guidance 6-12
 - Mrs. Lucy Canotas, Director of Elementary Curriculum (K-5)
 - Mrs. Heather Cronan, Assistant Principal of Student Services and Facilities at TRHS
 - Mrs. Kathie Dayotis, Principal of Atkinson Academy
 - Mrs. Christine Desrochers, Assistant Principal at Sandown North
 - Mr. Geoff Dowd, Business Administrator
 - Mr. Angelo Fantasia, Director of Athletics
 - Mr. Michael Flynn, Principal of TRMS
 - Mr. Tom Geary, III, Business Operations Coordinator
 - Mr. Timothy Guanci, Academic Dean of STEM (Secondary 6-12)
 - Mr. Ken Henderson, Director of Technology
 - Ms. Maegan Koelker, Assistant Principal for Grade 7 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. 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. Mark Pedersen, Director of Secondary Curriculum (6-12)
 - Mrs. Jennifer Puchlopek, Academic Dean of English and Language Arts
 - Mrs. Susan Rasicot, Director of Pupil Personnel Services/Special Education
 - Mr. Brian Shawley, Assistant Principal at Pollard School
 - Mrs. Nancy Stafford, Principal at Sandown North Elementary
 - Mr. Scott Straine, Associate Principal at TRHS
 - Ms. Meghan Wilson, Assistant Principal at Danville Elementary
 - Mr. Daniel Woodworth, Student Services Coordinator
 - Mr. Don Woodworth, Principal of TRHS
 - Mr. Ryan Richman, President of the Timberlane Teachers Association