

NOTE: When feasible, TRSB meetings are videotaped. These meeting minutes reflect only a basic summary of the meeting topics, discussion and action. Details of this meeting may be viewed by accessing the online Vimeo at: <https://livestream.com/TRSD/TRSB/videos/189575320>  
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%2f04%2004%202019&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

## TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

**Regular Board Meeting**  
**April 4, 2019**  
**7:00PM**

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

### **Call to Order (00:06:23)**

Chairman O'Neil opened this April 4, 2019 regular business meeting of the Timberlane Regional School Board at 7:04pm 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 (10:10pm), Lee Dubé, Kimberly Farah (7:19pm), Sheila Lowes, Sarah Macheemer, Shawn O'Neil, Kristin Savage, Jennifer Silva, and Susan Sherman.

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

Dr. Earl Metzler, Superintendent of Schools  
Nick Valhouli, Student Representative

### **Administrators Present**

Listed on last page

### **Approval of Minutes (00:07:50)**

The board reviewed the meeting minutes of March 21, 2019 (four sets).

<b>MOTION:</b>	<b>Ms. Lowes motioned to approve the re-organizational meeting minutes of March 21, 2019; seconded by Mr. Dubé. The motion passed 7-0-0.</b>
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<b>MOTION:</b>	<b>Mr. Dubé motioned to approve the regular meeting minutes of March 21, 2019; seconded by Ms. Lowes. The motion passed 7-0-0.</b>
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<b>MOTION:</b>	<b>Mr. Dubé motioned to approve the nonpublic session I minutes of March 21, 2019; seconded by Mrs. Savage. The motion passed 7-0-0.</b>
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<b>MOTION:</b>	<b>Ms. Lowes motioned to approve the sealed nonpublic session II meeting minutes of March 21, 2019; seconded by Mr. Dubé. The motion passed 4-0-3 (Mrs. Silva, Mrs. Savage and Mrs. Sherman abstained).</b>
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### **Student Representative (00:15:12)**

Student Representative Nick Valhouli reported on activities at each of the schools (Clip Sync at PAC, Movie Premiere, New Goals for No Bully, Hanna Ahearn recognition, Pollard's second grade play, Daughters of the Revolutionary War essay winners, Kindergarten performances, TPAF internet safety, student council breakfast and egg hunt and the annual Project Hope fashion show).

### **Delegates and Individuals (00:17:55)**

Billy Hester of Danville spoke to a citizen's petition (submitted into the record) opposing combining middle and high school bus routes. Sabrina Alberg of Danville spoke against the combining of middle and high school bus routes. (Dr. Farah entered the meeting at 7:19pm.) Sarah Scanlan of Danville spoke against the combining of middle and high school bus routes. James Pelletier, TTA Vice President, spoke to the voters' passage of the union contract and of the board's early renomination process to which he expressed appreciation for both.

## **CURRENT BUSINESS**

### **ATHLETIC TRAINER CONTRACT (00:27:04)**

Angelo Fantasia and Craig Duchesne presented the 2019-20 Access Sports Medicine and Orthopaedics Athletic Trainer Services proposed contract noting the district's positive experiences with Access, their practice of going over and above their contractual obligations, their impact concussion testing in June, there being no changes to the contract from the previous year, and a zero cost increase since their original contract.

Discussion ensued on physical therapy services and there being no obligation for parents/students to use Access for these or any other service, contract costs coverage (two trainers, guaranteed access to a physician, impact concussion testing, physician at all football games, training room visits, and free injury clinics), baseline concussion testing, and protocol for injured students to return to sport.

**MOTION: Mrs. Sherman motioned to accept the athletic trainer services contract for the 2019-20 school year as presented; seconded by Mrs. Macheemer. The motion passed 8-0-0.**

**TRANSPORTATION UPDATE (00:37:33)**

Sandra Hodgkins, Tom Geary, David Fairweather (First Student), and Colton Graham (First Student via SKYPE) were present to speak to available and compatible transportation routing software as well as combining middle and high school bus routes. Discussion ensued on reports of incompatible software and/or additional software options for optimizing (automated routing) bus routes for the purpose of time savings as it relates to students' time on buses, manual optimization, limitations associated with the automated routing software and there being no "magic button" to accomplish this as manual input (intelligence) would still be necessary, the software's ability to set time parameters for overall bus routes, bus stop placements and their effect on route times, using different tiers (Timberlane uses a two-tier system), logistics associated with loading and unloading students at the middle and high schools, car and bus congestion, the possibility of looking at efficiencies without combining middle and high school buses, the responsibility of the vendor to generate routes per the transportation contract and it being a collaborative effort between the district and vendor, safety being a priority in all routing scenarios, the need for First Student to meet their contractual obligation for developing routes, costs associated with developing combined middle and high school bus routes, combining town routes as an option to improve efficiency, rationale for pushing the vote to combine the buses (to get more information and in a timely manner), evolution of routing over last 18 years based on parent and driver input, routes constantly evolving to maximize efficiencies and safety, and a turnover of two weeks for First Student and Edulog to generate automated routing scenarios of existing routes.

**MOTION: Mrs. Savage motioned to direct routing information be provided to First Student to optimize the existing routes, and to get this new routing information back to the district in time for review and presentation to the board along with the cost for combining middle and high school bus routes for the board's May 2nd meeting ; seconded by Dr. Farah.**

**MOTION TO AMEND: Mrs. Sherman motioned to amend the motion by rescinding the decision to combine the middle and high school routes until such time as the information has been provided and reviewed; seconded by Mr. Dubé.**

Members opined on the motion to amend.

**VOTE TO AMEND: The motion failed 3-5-0 (Mrs. Sherman, Mrs. Macheemer and Mr. Dubé in favor).**

Discussion continued on the petition and feedback from parents, and on possibly rescinding the vote to combine the middle and high school bus routes should there be efficiencies made in the current routes.

**VOTE: The original motion passed 6-2-0 (Mrs. Sherman and Mrs. Macheemer opposed).**

Discussion then ensued on student behaviors and associated consequences, new cameras on buses, a new write-up system for bus drivers to assist building principals with discipline issues, very few bus video requests which is reflective of low discipline issues, and that building principals deal with behavior issues on the buses immediately

upon report.

### **FLES UPDATE (02:10:34)**

Sandra Allaire and Christi Michaud presented an update on the Foreign Language in Elementary School (FLES) program and the anticipated transition to middle school (year five of implementation of the program – preK-4, interdisciplinary approach, emphasis on oral communication, 90 minutes of instruction per week, curriculum, final year with consultant – 2019-20, online information and resources, benefits of early second language acquisition, FLES and secondary world language alignment, processes in place for transitioning to middle school, possible world language pathways at both the middle and high school levels, and next steps for the transition committee.

Discussion ensued on the breakout of 90 minutes of FLES time per week, grade 3 assessments, how FLES will affect high school world language credit, adding a high school guidance counselor to the transition team, cost of the program when other cores subjects could use the resources, how FLES time affects other subject areas, IEP scenarios, a desire to see similar level program reporting on other subject areas that can be directed through the C&A Committee, and the board’s duty to continually evaluate the program offerings to be sure they are making the best decisions with district resources. (Mr. Boyle entered the meeting at 10:10pm.)

### **SCHOOL CALENDARS (03:20:02)**

Christi Michaud presented revised 2019-20 school calendar options (A and B options) noting changes reflective of school board feedback. Discussion ensued on instructional hours versus number of school days, modifying the last day of school as needed, pay loss to non-salaried workers when reductions in the number of school days are made, loss of food service revenue when reductions in the number of school days are made, and on whether or not the first day of school should be before or after Labor Day.

<b>MOTION:</b>	<b>Mrs. Sherman motioned to approve calendar “A” for the 2019-20 school year as presented; seconded by Mrs. Silva. The motion failed 2-7-0 (Mrs. Sherman and Chairman O’Neil in favor).</b>
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<b>MOTION:</b>	<b>Ms. Lowes motioned to approve calendar “B” for the 2019-20 school year as presented; seconded by Mr. Dubé. The motion passed 9-0-0.</b>
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<b>MOTION:</b>	<b>Dr. Farah motioned to approve calendar “A” for the 2020-21 school year as presented; seconded by Mr. Dubé. The motion passed 9-0-0.</b>
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### **HIGH SCHOOL GRADUATION DATE (03:38:26)**

Donald Woodworth and Christi Michaud made recommendation that the 2019 high school graduation ceremony be held on June 8, 2019 noting instructional hours for high school seniors will have been met.

<b>MOTION:</b>	<b>Ms. Lowes motioned to set the 2019 high school graduation date as June 8th with June 9th reserved as a rain date; seconded by Mrs. Silva. The motion passed 8-0-0 (Mr. Dubé was not in the room during the vote).</b>
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### **PRIMEX CONTRIBUTION ASSURANCE PROGRAM CAP (03:40:30)**

Geoffrey Dowd presented Primex’s offer to cap property and liability increases to not more than 7% over the prior year’s contribution with a three year commitment of the district. Discussion ensued on there being other options, the need to understand which risk pool the district is being placed in (how are risk pools established), and the need to see previous year’s contracts. The consensus was this item be placed on the next meeting’s agenda.

### **POLICIES (03:48:35)**

Mr. Dubé presented policies JICI Weapons on School Property, IMGAs Service Animals, IK Earning of Credit, and IKFA Early Graduation for second read and adoption. Mrs. Silva remarked on the number of policies the Policy Committee has worked through this school year (37) and attributed this success to a committed committee.

<b>MOTION:</b>	<b>Dr. Farah motioned to accept the policies for second read; seconded by Ms. Lowes. The motion passed 9-0-0.</b>
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### **COMMITTEE ASSIGNMENT (03:50:32)**

Chairman O'Neil announced that committee chairs shall be appointed by the committees, he then appointed Dr. Farah and Mr. Dubé to serve on the SAU55 Withdrawal Study Committee, Mrs. Machemer and Ms. Lowes to review check registers, Mr. Boyle to the Energy Committee, Mrs. Sherman to the Facilities Committee, and himself as delegate to the NHSBA General Assembly.

### **SCHOOL BOARD GOALS (03:56:51)**

Discussion ensued on developing goals for the 2019-20 school year noting one goal to consider as a Vision Goal to review all option-based programs to determine benefits and costs as it relates to the taxpayer's limited resources, emailing the chair with goal suggestions, and on holding a work session to draft them. The board then reviewed their current goals.

### **ADMINISTRATOR'S REPORT (04:00:04)**

Dr. Metzler announced HOSA and Skills USA winners, noted materials in board packets (Strategic Planning Culture and Climate goals, designated volunteers stats), and requested the board approve raising the school lunch prices by \$.10 beginning the 2019-20 school year.

<b>MOTION:</b> <b>Dr. Farah motioned to approve the \$.10 increase in school lunches at the elementary, middle and high schools for the 2019-20 school year; seconded by Mrs. Silva. The motion passed 9-0-0.</b>
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Discussion ensued on being provided more school lunch price comparisons by way of executive summary.

Dr. Metzler updated the board on the district schools being E911 compliant, and on inviting representatives from TDBank to discuss bank services with a portion of that discussion held in nonpublic when fraud prevention measures are shared.

### **PERSONNEL REPORT (04:13:43)**

Dr. Metzler recommended the board accept the retirement of Pollard Principal Michelle Auger.

<b>MOTION:</b> <b>Mrs. Sherman motioned to accept the retirement of Michelle Auger with deep appreciation; seconded by Mrs. Machemer. The motion passed 9-0-0.</b>
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Dr. Metzler recommended the renomination Melissa Finneran and Kathleen Sullivan to the professional staff as both have obtained the required certification for rehire.

<b>MOTION:</b> <b>Mr. Dubé motioned to renominate Melissa Finneran and Kathleen Sullivan; seconded by Ms. Lowes. The motion passed 9-0-0.</b>
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### **COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (04:15:16)**

Board members reported on committee work (Policy, Safety, Climate and Culture subcommittee, Budget Committee, Wellness, Curriculum and Assessment, CIP, and the Assistant Superintendent Search committees).

### **CORRESPONDENCE FOLDER**

Board correspondence was distributed to board members electronically.

### **VENDOR AND PAYROLL REGISTERS**

Check registers were reviewed and signed.

### **OTHER BUSINESS (04:19:09)**

Ms. Lowes recognized Sandown student Nik Lytle as another Skills USA winner, inquired about the TTA climate survey, and asked for a review of the athletic program to ensure equipment is being funded (spring season executive summary to be forthcoming), Mrs. Savage spoke to drop off safety issues at both the middle and high schools and was advised to raise the issue at the upcoming Safety Committee meeting.

**Nonpublic Session I PERSONNEL ISSUES (04:33:01)**

**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 other than a board member; seconded by Mrs. Silva.

The board was polled: Boyle – yes                      Lowes – yes                      Savage – yes  
Dubé – yes    Machermer – yes                      Sherman – no  
Farah – yes    O’Neil – yes    Silva – yes

**The board entered nonpublic session at 11:31pm.**

At 12:04am, Dr. Metzler and the recording secretary were excused from the meeting with Dr. Farah assigned to transcribe the minutes.

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

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

**The board entered public session at 12:20am.**

**MOTION:** Mr. Dubé motioned to seal the nonpublic minutes citing the divulgence of the minutes 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                      Savage – yes  
Dubé – yes    Machermer – yes                      Sherman – yes  
Farah – yes    O’Neil – yes    Silva – yes

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

Chairman O’Neil adjourned the meeting at 12:21am.

Respectfully submitted,

Catherine Belcher  
Recording Secretary

Approved by the Board on April 18, 2019.

Administrators and Union Representation Present at the Meeting:

- Mrs. Sandra Allaire, Director of Curriculum, Assessment and Professional Learning
- 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)
- Ms. Meghan Corcoran, Assistant Principal at Danville Elementary
- 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  
Mrs. Sandra Hodgkins, Transportation Coordinator  
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  
Mrs. Jennifer Puchlopek, Academic Dean of English and Language Arts  
Mrs. Susan Rasicot, Director of Pupil Personnel Services/Special Education  
Mr. Brian Shawley, Acting Principal at Danville Elementary  
Mrs. Nancy Stafford, Principal at Sandown North Elementary  
Mr. Daniel Woodworth, Student Services Coordinator  
Mr. Donald Woodworth, Principal of TRHS  
Mr. James Pelletier, Vice President of the Timberlane Teachers Association  
Mrs. Laurie Herchenroder, President of the Timberlane Support Staff Union