

*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/190175857>
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%2018%202019&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Board Meeting
April 18, 2019
7:00PM

SAU Office
30 Greenough Road
Plaistow, NH

Call to Order (00:00:11)

Chairman O'Neil opened this April 18, 2019 regular business meeting of the Timberlane Regional School Board 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

Lee Dubé, Kimberly Farah, Sheila Lowes, Sarah Machemer (7:07pm), Shawn O'Neil, Kristin Savage (7:08pm), Susan Sherman and Jennifer Silva. Absent: Brian Boyle

Seated at the Board Table

Dr. Roxanne Wilson, Assistant Superintendent

Administrators Present

Listed on last page

Approval of Minutes (00:01:35)

The board reviewed the meeting minutes of April 4, 2019 (two sets).

MOTION: Mrs. Sherman motioned to approve the regular meeting minutes of April 4, 2019; seconded by Mr. Dubé.

Mrs. Machemer entered the meeting at 7:07pm followed by Mrs. Savage at 7:08pm.

VOTE: The motion passed 8-0-0.

POINT OF ORDER: Mrs. Sherman requested the results of each vote be announced by the Chair after each vote is taken as a courtesy to the viewers at home.

MOTION: Dr. Farah motioned to approve the sealed nonpublic meeting minutes of April 4, 2019; seconded by Mrs. Silva. The motion passed 8-0-0.

Student Representative (00:07:19)

In the absence of the student representative, Dr. Wilson read the student representative's school report on recent and upcoming district activities.

Delegates and Individuals

None

CURRENT BUSINESS

SPED TREND REPORT (00:11:45)

Susan Rasicot spoke to the NESDEC SPED Trend report noting no surprise to the rise in services needed due, in part, to the opioid crisis as well as an increase in student trauma issues, as well as to the increase in family supports provided by the district despite the decline in the number of IEPs.

Discussion ensued on realistic expectations, in-house programming, trends by disability, safety/threat issues requiring a 45-day evaluation option, interventionists for other subjects, frontloading services as part of early intervention, the need for NH collaboratives to share costs, lack of state funding to assist in this area, increase in

the social and emotional needs of students, linking families with resources, costs associated with tuition and transportation, and strategies to incorporate a 3-tiered support for identified students as a means to integrate SPED services directly into the classroom which has been trialed (successfully) in two schools.

STRATEGIC PLAN (00:29:23)

Dr. Wilson provided background context to the ongoing work of the Strategic Plan with subcommittee chairs Christi Michaud (Academics), Susan Rasicot (Climate and Culture), and Tom Geary (Facilities) presenting updates on each subcommittee's goals.

Mrs. Michaud spoke to Academic goals (engaging students by way of personalized, competency-based experiences, creating Pre-K-12 STEAM opportunities and implementing competency-based education, attracting, developing, and retaining professional educators and support staff by way of job-embedded, ongoing training, developing common beliefs, understandings and practices, re-evaluating mentoring and professional development programs, and motivating and incentivizing educators to be life-long learners).

Discussion ensued on utilizing School Improvement funds, 11th grade assessments, engaging students, posting minutes, notes and/or pertinent committee information on the strategic plan website, building the consultant pool with in-house educators, recruiting students for AP math and sciences, adding more STEAM opportunities, observations made about career day gender delineations, and tracking STEM students five years out to see who stayed in STEM-related fields.

Mrs. Rasicot spoke to Climate and Culture goals (collaborative learning environments built on mutual respect, support, and positive engagement by way of creating a 5-year plan that includes interventions that supports district core values, creating a stakeholder group, developing mission, vision and core values statements, fostering collaborative engagements with parents and communities by way of offering supports to children and families in crisis, incorporating pertinent programs into the district, and providing input to professional development opportunities).

Discussion ensued on the subcommittee's presence at the upcoming Wellness Fair to be held at the Plaistow YMCA.

Mr. Geary spoke to the goal of providing quality facilities that are safe and increase student opportunities and activities for 21st century learning by way of developing a comprehensive facilities master plan, obtaining community support for that master plan, and prioritizing and building short and long term projects into the budget process. He spoke to the creation of a master facilities assessment document with over 2,000 line items that provides an inventory of facilities items/projects/lifecycles.

Discussion ensued on the tremendous amount of work involved in developing the facilities assessment, bonding for capital improvements, the timeframe and items to be completed to get a bond article on the March 2020 warrant, re-review of the CIP by bringing projects back to SLT for prioritization, developing a master plan that captures all of the district's facilities' needs, employing design services to assist with the process, holding a work session to hammer out the details, marketing a bond to the public, and presenting a timeline to the board that ensures the full design and finished product/facilities plan for 2020 bond can be accomplished.

MOTION: Dr. Farah motioned to direct the superintendent to provide a month by month, detailed timeline plan for a March 2020 bond; seconded by Mrs. Silva.

Discussion ensued on the details to be included in the timeline plan (bond amount options with a voters' cost matrix from the bond bank in 20-25 year lengths, and a generic timeline covering deadlines for the bond application process, holding required public hearings, retaining bond counsel, and finalizing design plans and project priority).

VOTE: The motion passed 8-0-0.

LAST DAY OF SCHOOL (01:54:50)

Christi Michaud presented a recommendation to end the 2018-19 school year for students on Friday, June 14, 2019 and on Monday, June 17, 2019 for staff members citing each school level will have exceeded the number of instructional hours as mandated by the NHDOE (elementary 1017 hours/945 needed, middle 1062 hours/990 needed, and high school 1038 hours/990 needed).

MOTION: Mrs. Silva motioned to set the last day of school for students as June 14th, with the last day of school for staff as June 17th; seconded by Ms. Lowes. The motion passed 8-0-0.

PRIMEX CONTRIBUTION ASSURANCE PROGRAM CAP (01:58:58)

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 noting the benefit to Primex for the district doing so is that they get to reduce their re-insurance cost by showing a multi-year commitment from school districts.

Discussion ensued on premium triggers (the district drives its own premium based on its claim history).

MOTION: Mrs. Sherman motioned to accept the 7% cap option from Primex and authorize the chair to sign the agreement on behalf of the school district; seconded by Dr. Farah. The motion passed 8-0-0.

MOTION: Dr. Farah motioned to authorize the chair sign the Primex resolution; seconded by Mrs. Savage. The motion passed 8-0-0.

POLICIES (02:06:28)

Mrs. Silva presented policies GCO Teacher Performance and Evaluation Systems, IMBD High School Credit for 7th and 8th Grade Coursework, and JICK Pupil Safety, Violence Prevention and Anti-Bullying.

Discussion ensued on JICK, JICK-R (procedure) and JICK-X (reporting form) specifically on the matter of parental notification and tracking incidences. The process from reporting to conclusion was explained. By general consensus the board recommended SLT add "in writing" when notification to parents is warranted as well as adding "within 10 days" to JICK-R IX.2.

MOTION: Dr. Farah motioned to accept the policies for first read; seconded by Mrs. Sherman. The motion passed 8-0-0.

ADMINISTRATOR'S REPORT (02:31:50)

Dr. Wilson reported on three executive summaries (gymnastics, spring sports equipment and budget update, and traffic flow at Timberlane campus), and on the high school senior activities schedule invitation.

PERSONNEL REPORT (02:33:35)

Dr. Wilson recommended the board accept the retirement of Christine Lacourse.

MOTION: Mrs. Sherman motioned to accept the retirement of Christine Lacourse with gratitude and appreciation; seconded by Mrs. Machermer. The motion passed 8-0-0.

Dr. Wilson recommended the board accept the resignations of Lorin Caffelle, Tracy Crews, and Taryn Stowell.

MOTION: Mrs. Sherman motioned to accept the resignations of Lorin Caffelle, Tracy Crews, and Taryn Stowell; seconded by Dr. Farah. The motion passed 8-0-0.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (02:36:19)

Board members reported on committee work (SAU Withdrawal, CIP, Safety, Facilities). Chairman O'Neil directed Mrs. Sherman and Mrs. Savage to choose a co-chair for the Safety Committee. Mr. Boyle will serve as co-chair of the Facilities Committee at the pleasure of that committee. By general consent, the board requested the SAU

Withdrawal Committee meetings be Livestreamed when at all possible. Reports were also provided on student ensembles, Project Hope, and Run of the Savages.

CORRESPONDENCE FOLDER

Board correspondence was distributed to board members electronically.

VENDOR AND PAYROLL REGISTERS

Check registers were reviewed and signed.

OTHER BUSINESS (02:49:55)

Noting meeting schedules and logistics, Chairman O'Neil appointed Jen Silva to replace Lee Dubé on the SAU Withdrawal Committee. Other items noted for follow up included an update on the notification for administering the Tripod survey this year, coordinating student recognitions at board meetings, and on the foul odor emitting from outside the girls locker room at the high school.

Chairman O'Neil adjourned the meeting at 10:03pm.

Respectfully submitted,


Catherine Bercher
Recording Secretary

Approved by the Board on May 2, 2019.

Administrators and Union Representation Present at the Meeting:

- Ms. Michelle Auger, Principal at Pollard School
- 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
- Mr. Geoff Dowd, Business Administrator
- 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. 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
- Mr. Daniel Woodworth, Student Services Coordinator
- Mr. Donald Woodworth, Principal of TRHS
- Mr. Ryan Richman, President of the Timberlane Teachers Association