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Materials presented at the board meeting may be viewed at:
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TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Board Meeting
May 16, 2019
7:00PM

SAU Office
30 Greenough Road
Plaistow, NH

Call to Order (00:00:12)

Chairman O'Neil opened this May 16, 2019 regular business meeting of the Timberlane Regional School Board at 7:02pm 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 (7:49pm), Sheila Lowes, Sarah Machemer, Shawn O'Neil, Susan Sherman and Jennifer Silva (7:05pm). Absent: Kristin Savage

Seated at the Board Table

Dr. Earl Metzler, Superintendent of Schools
Nick Valhouli, Student Representative (7:56pm)

Administrators Present

Listed on last page

Approval of Minutes (00:01:25)

The board reviewed the meeting minutes of May 2, 2019 (three sets).

MOTION: Mrs. Sherman motioned to approve the regular meeting minutes of May 2, 2019; seconded by Mr. Boyle. The motion passed 5-0-1 (Mr. Dubé abstained).

MOTION: Mr. Boyle motioned to approve the sealed nonpublic session I minutes of May 2, 2019; seconded by Mrs. Machemer.

Mrs. Silva entered the meeting at 7:05pm.

VOTE: The motion passed 5-0-2 (Mr. Dubé and Mrs. Silva abstained).

MOTION: Mr. Boyle motioned to approve the sealed nonpublic session II minutes of May 2, 2019; seconded by Ms. Lowes. The motion passed with corrections 6-0-1 (Mr. Dubé abstained).

Student Representative

To be postponed to later in the meeting.

Delegates and Individuals

None

CURRENT BUSINESS

BUSINESS CONSULTANT UPDATE (00:07:30)

Business Administrator Geoffrey Dowd and Business Consultant Greg Colby presented an update on the status of the consultant's work (end of year prep, audit prep, ongoing monitoring, and evaluating job positions) and further spoke to the need for a higher level business position (bookkeeper) to assist with the food service books and the management of grants and a part-time consultant, thus allowing the Business Administrator to provide an appropriate level of oversight and internal controls.

Discussion ensued on the anticipated timing of the 2019 audit, initiating earlier field work, the reasonable expectation that the audit report be completed within 60-days of the completion of the field work, logistics of conducting three separate audits (SAU, Hampstead, TRSD), and employing a part-time consultant on an as needed

basis as well as hiring a part-time accountant/bookkeeper for 4-6 hours per week for Timberlane work only.

MOTION: Mrs. Silva motioned to request the superintendent to work with Mr. Colby to research and present a part-time bookkeeping position proposal for grants and food service; seconded by Mr. Boyle.

Clarification was made that this would be a Timberlane only position.

VOTE: The motion passed 7-0-0.

SUMMER PROJECTS LIST (00:29:15)

Business Operations Coordinator Tom Geary presented a summer projects list reflecting SAU carpeting, security camera updates, and PAC siding, deferred projects from the 2018-19 school year, and 2019-20 CIP projects. He spoke specifically to modifying the PAC siding plan to include masonry on the lower portion of the building, to the state grant that is funding 80% of the camera updates, and the need for replacing the SAU board room carpet for safety reasons. He then sought the direction from the board as to how they wished to apply the \$500k budgeted for facilities' projects.

Discussion ensued on science labs, removal of technology items from the CIP list, as well as any other not-recommended project, using surplus to address the roofs at Atkinson Academy, Pollard and Sandown Central, the timeframe to encumber 2018-19 funds for summer work, and the need for a facilities workshop. (Dr. Farah entered the meeting at 7:49pm.) Members opined on whether or not roof design work was actually needed, keeping with the current roofing product for warranty tracking purposes, and addressing roofs by priority of condition, (Student Representative Nick Valhouli entered the meeting at 7:56pm) sticking to the CIP plan, supporting the use of surplus for roof repair, relying on the Business Operations Coordinator to determine which roofs and product to address, the need to transfer funds, and review the budget before doing so.

It was clarified that summer projects are funded by the 2019-20 approved budget and that direction was needed on which projects from the CIP list should be moved forward to the summer projects list.

Discussion ensued on their being a \$200k balance from the 4200 and 4600 lines in the current budget that could be supplemented with surplus to address the roof repairs as noted, using the \$200k only for now and returning the surplus to the taxpayer. Board members opined they need to review the end of year numbers before taking action on summer projects.

PROJECTED END OF YEAR FINANCIALS

Mr. Dowd presented projected year end numbers reflecting in an estimated \$1,950,000 surplus, noting last year's surplus was \$2.3million. He attributed the surplus from unspent budget lines of salary and benefits, and transportation.

Discussion ensued on open positions, current auditing of caseloads in the special education department, allocating operational funds to capital to do more projects and the need to waive policy DID to do so, designating roof repair as maintenance as supported by the auditors, using some of the \$1.5million surplus towards roof repair, and the need for specific numbers before transferring and approving funds.

By general consent, board member agreed to move forward with getting three roof bids for action to be taken at the next board meeting, such action requiring the waiving of policies DJE Bidding Procedures and DID Fixed Assets, thus allowing for fast-tracking the necessary roof work.

Chairman O'Neil then set the facilities work session date as May 29th at 7pm at the SAU. Board members were asked to forward project topics to Mr. Geary for discussion at the work session.

STUDENT REPRESENTATIVE (01:39:14)

Student Representative Nick Valhouli presented on numerous school district activities.

TRANSPORTATION UPDATE (01:42:42)

Transportation Coordinator Sandy Hodgkins and Tom Geary presented hybrid bus routes that would allow some high school students to take middle school buses in an effort to reduce student time on buses. Mrs. Hodgkins reviewed bus times and ridership numbers for the towns of Atkinson and Danville, reviewed routing maps, and spoke to significant savings in bus time when high school students living in outlying locations could use the middle school buses instead. The only issue might be the need to adjust some middle school pick up times to accommodate any high schooler who may need to take a CTE bus at the start of the school day.

Discussion ensued on the appreciation of the work done to develop these hybrid routes and of the options to 1) continue with hybrid routing district-wide, 2) wait for First Student’s full combined middle and high school routing scenarios, or 3) continue with the regular routing that was presented back in February. It was noted that transportation planning for the upcoming school year was scheduled to begin three weeks ago.

Discussion continued on the in-house expertise as it relates to route knowledge, that the scenarios presented by First Student at a previous meeting assisted Mrs. Hodgkins in designing these new hybrid routes, and that even if the board decides to approve the hybrid routing, they still want to see First Students’ combined middle and high school routes.

MOTION: Mrs. Macherer motioned to move forward with the hybrid model for bus routes; seconded by Mrs. Silva.

Discussion ensued the hybrid option being the best option where efficiencies are achieved, and that even if the board does not go forward with combined buses this year due to time constraints in analyzing the new routing data, they could consider it in the following year. Members spoke both in favor and in opposition of the motion.

VOTE: The motion passed 7-1-0 (Mr. Dubé opposed).

PROGRAM ASSURANCES (02:14:46)

Mr. Dowd and Dr. Metzler spoke to the requirement of informing the board of the program assurances associated with receiving federal grants per the NH DOE. He referenced the Grant Program Assurances Document and inquired if board members had questions about any of the assurances. There were none.

POLICIES (02:17:15)

Mr. Dubé presented policies KED Facilities or Services – Grievance Procedure, IKF High School Graduation, JLC Student Health Services, JLCD Administering Medication To Students, and JLCK Special Physical Health Needs Of Students for first read.

MOTION: Ms. Lowes motioned to accept the five policies for first read; seconded by Mrs. Silva.

Discussion ensued on policy IKF going back and forth between SLT and the Policy Committee in efforts to align credit requirements with the Program of Studies and math intensive requirements.

VOTE: The motion passed 8-0-0.

Mr. Dubé then presented newly drafted policy DAF Administration Of Federal Grant Funds that is reflective of ten policies rolled into one as well as the board’s intent to waive the first reading of this policy as announced at the last board meeting and adopt immediately.

MOTION: Mr. Dubé motioned to waive first read, thereby waiving policy BGB, and adopt policy DAF; seconded by Mrs. Silva. The motion passed 8-0-0.

ADMINISTRATOR’S REPORT (02:21:54)

Dr. Metzler reported on two executive summaries (bank services and disability bank), on updates made to procedures JICK-R and JICK-X, on the annual district retirement celebration invitation for school board members,

on the lacrosse achievements of Kiley Simmons, on the music teacher award recognition of Louise Pajak, and then asked the board to consider approving a 4-day summer work week for Timberlane staff members.

MOTION: Mr. Dubé motioned to approve a 4-day summer work week as presented; seconded by Mrs. Sherman. The motion passed 8-0-0.

PERSONNEL REPORT (02:25:09)

Dr. Metzler recommended the board accept the resignations of Elizabeth Conti, Sheila Koutelis, and Emily Schultz.

MOTION: Ms. Lowes motioned to accept the resignations as presented with gratitude and appreciation; seconded by Mrs. Sherman. The motion passed 8-0-0.

Dr. Wilson recommended the board accept the nominations of Catherine Gmelch as TRMS World Language teacher and Kira LaCoss as TRHS Science teacher.

MOTION: Mrs. Sherman motioned to accept the nominations of Catherine Gmelch and Kira LaCoss; seconded by Mr. Boyle. The motion passed 8-0-0.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (02:26:53)

Board members reported on committee work (SAU Withdrawal Planning, Policy, and Curriculum and Assessment), and on performing arts activities, softball tribute, notification of intent to negotiate (TSSU), and the composition of the Personnel Committee.

CORRESPONDENCE FOLDER

Board correspondence was distributed to board members electronically.

VENDOR AND PAYROLL REGISTERS

Check registers were reviewed and signed.

NONPUBLIC SESSION – LEGAL ADVICE (02:35:35)

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 when legal counsel is not present; seconded by Mr. O’Neil.

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

The board entered nonpublic session at 9:36pm.

MOTION: Ms. Lowes motioned the board exit nonpublic session; seconded by Mr. O’Neil.

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

The board entered public session at 10:06pm.

Chairman O’Neil adjourned the meeting at 10:06pm.

Respectfully submitted,

Catherine Belcher
Recording Secretary

Approved by the Board on June 6, 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
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 at TRHS
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
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
Mr. Mitchell Mencis, Assistant Principal for Grade 8 at TRMS
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, Acting Principal at Danville Elementary
Mrs. Nancy Stafford, Principal at Sandown North
Mr. Scott Strainge, Associate Principal at TRHS
Mr. Daniel Woodworth, Student Services Coordinator
Mr. Donald Woodworth, Principal of TRHS
Mr. James Pelletier, Vice President of the Timberlane Teachers Association