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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%2f03%2007%202019&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Board Meeting
March 7, 2019
7:00PM

SAU Office
30 Greenough Road
Plaistow, NH

Call to Order (00:06:50)

Madam Chair Sherman opened this March 7, 2019 Timberlane Regional School Board meeting at 7:31pm with the roll call followed by the Pledge of Allegiance.

Board Members Present

Brian Boyle, Lee Dubé, Kimberly Farah, Sheila Lowes, Sarah Macheemer (7:18pm), Shawn O'Neil, Kristin Savage, Jennifer Silva, and Susan Sherman.

Seated at the Board Table

Dr. Earl Metzler, Superintendent of Schools (7:55pm)
Nick Valhouli, Student Representative

Administrators Present

Listed on last page

Approval of Minutes (00:09:20)

The board reviewed the meeting minutes of January 16, 2019 and February 21, 2019.

MOTION:	Mr. Boyle motioned to approve the sealed nonpublic minutes of January 16, 2019; seconded by Mrs. Macheemer. The motion passed 8-0-1 (Mrs. Savage abstained).
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MOTION:	Ms. Lowes motioned to approve the sealed nonpublic session II minutes of February 21, 2019; seconded by Mr. Dubé. The motion passed 8-0-1 (Mrs. Silva abstained).
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MOTION:	Mr. Boyle motioned to approve the February 21, 2019 public meeting minutes; seconded by Mr. O'Neil. The motion passed 8-0-1 (Mrs. Silva abstained).
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MOTION:	Mr. O'Neil motioned to approve the February 21, 2019 nonpublic session I minutes as written; seconded by Mrs. Savage. The motion passed 8-0-1 (Mrs. Silva abstained).
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Student Representative (00:18:55)

Student Representative Nick Valhouli reported on activities at each of the schools (Learning Around the World Day at Danville Elementary, NH Philharmonic Outreach Program and Pennies for Patients at Pollard, Healthy Heart Day at Sandown North, Read Across America at the TLC at Sandown Central, Annual Lip Sync at Atkinson Academy, Ski Club activities and Regional Spelling Bee winner Anna Hammer at TRMS, and student counsel and performing arts activities at TRHS).

Delegates and Individuals (00:21:28)

Corinne Martin of Plaistow spoke to her concern about legal expenses and charges being appropriately billed to the correct entity.

CURRENT BUSINESS

SCHOOL CALENDARS (00:23:45)

Christi Michaud presented proposed revisions to the 2019-20 school calendar and two options for a 2020-21 school calendar noting both the TTA and TSSU (unions) provided input into both. An overview of the changes to the 2019-20 calendar included moving PD days, changing the start of school day, extending the Labor Day holiday and moving the last day of school one day out.

Discussion ensued on holding professional development days during the school year, concerns about no school days falling on Mondays and its effect on block scheduling, use of blizzard bag days, tracking instructional time by hours versus days, and later start dates (after Labor Day). (Dr. Metzler entered the meeting at 7:55pm.) With no consensus from the board on the proposed revisions to the 2019-20 calendar, the item will be placed on the April 4th agenda with the expectation board comments be incorporated into the revisions.

Mrs. Michaud presented the 2020-21 proposed calendar options reflecting extending the Christmas holiday break with a last day of school as June 18th, and a typical holiday break reflecting a last day of school as June 16th. Both calendars incorporated the professional development proposals as the 2019-20 proposed revised calendar.

Discussion ensued on the last day of school ending on a Friday, scheduling needs for finals, mid-terms and semesters, contractual days for union members, and having the ability to modify the last day of school as needed during the school year. Again with no consensus from the board, the 2020-21 calendar will be placed on the April 4th agenda with the expectation board comments be incorporated into the calendar.

FOOD SERVICE ANNUAL REVIEW (00:56:35)

Tom Geary and John Fratiello presented the proposed contract for the 2019-20 school year reflective of this being year two of four possible renewals. They spoke to the district's history with Whitson, the guarantee the program be of no cost to the school district, collaboration efforts with the district, safety and trainings, new menu choices, yearly statistics on student meal counts, adult meal counts, ala carte items, and number of days serving.

Discussion ensued on financial projects as it relates to figures represented in the proposed budget, the timing of food service budget development, negative meal account balances (total amount to be forwarded to board members), the student enrollment guarantee, labor cost guarantees, MySchoolBucks (NutriKids), the auditing process, and the efforts undertaken to grow the food service program to where it is today.

MOTION: Mrs. Silva motioned to renew the food service contract with Whitsons for the 2019-20 school year; seconded by Mr. Boyle. The motion passed 8-0-1 (Mr. Dubé abstained).

Mr. Geary informed the food service contract is pending final approval from the NHDOE.

GROUP INSURANCE (01:21:55)

This item was placed on the agenda at the request of Mr. O'Neil as a means to inform the board on the costs associated with the district group insurances as well as how those costs are calculated. Mr. Dowd presented an overview of actual district costs and noted the figures provided by Mr. O'Neil were taken from a document provided to show GMR and not Timberlane specific group insurance costs. The spreadsheet populated by the business office reflects a total enrollment of 495 members with a 2018-19 cost of \$10,460,242.56 and a delta of \$243,553.08.

Discussion ensued on the actual total exposure to the district (estimated at an additional \$3million), the actual rate (GMR) not yet set, the proposed 2019-20 budgeted amount, the benefit this discussion has on validating budget numbers for board members, buy-out scenarios, employer contribution percentages, and how costs are determined based on participation in the plans.

ADMINISTRATOR'S REPORT (01:49:51)

Dr. Metzler reported on a number of items provided in board packets (4 executive summaries: TRMS Gym floor, campus traffic, ROTC, and wrestling program, transportation contract as requested by board members, and treasurer's report). He spoke to the accomplishments of the wrestling program with highlights on wrestler Connor McGonagle, and on three donations: US Lacrosse Soft Stick grant in the amount of \$450, Spanish instructional materials in the amount of less than \$500, and on an anonymous donation of \$2k for use at the Superintendent's discretion (STEAM Camp scholarships) that will require school board action to accept.

MOTION: Mr. Dubé motioned to accept the anonymous \$2,000 donation with gratitude for use for the STEAM scholarship program; seconded by Mrs. Macheimer. The motion passed 9-0-0.

Dr. Metzler also presented two student trips (one to Spain and Portugal in April 2020 with students needing to miss one day of school, and one to France in April 2020 with students to miss two days of schools).

MOTION: Ms. Lowes motioned to approve the student trip to Spain and Portugal and to excuse students from school on April 24, 2020; seconded by Mrs. Macheimer. The motion passed 9-0-0.

MOTION: Mr. O’Neil motioned to approve the student trip to France and to excuse students from school on April 23 and 24, 2020; seconded by Mrs. Macheimer. The motion passed 9-0-0.

Dr. Metzler also spoke to efforts being made to establish a gymnastics team, and then inquired of board interest/support for community service to be added as a graduation requirement. Discussion ensued on the need for more details before the board members would commit to adding to the graduation requirements and welcomed a full discussion on the topic at a future meeting.

Madam Chair Sherman was asked to announce that school nurse Kathleen Sherman-DeRoche has been selected as Nurse of the Year by the NH School Nurse Association.

Dr. Metzler announced a temporary staff transfer (Assistant Principal) from Pollard to Danville to cover the Danville principal’s leave of absence, and assigning some of the Pollard assistant principal responsibilities to the Student Services Coordinator, and also noted the need for a nonpublic to update the board on a staffing development.

PERSONNEL REPORT

None

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (02:04:02)

Madam Chair Sherman spoke to meeting with Plaistow’s board of selectmen to go over the school district ballot, Mr. Boyle and Jen Silva reported they had done the same with Atkinson board of selectmen, Mr. Boyle spoke to NHPTA awards with many going to the Danville Elementary School, Mrs. Silva spoke to headway being made with policies on the Policy Committee, Mrs. Macheimer spoke to Music in Schools month activities and the Fine Arts Signing day, Mrs. Savage spoke to attending the track banquet and on youth lacrosse programs, and Ms. Lowes spoke to attending a Sandown board of selectmen meeting to discuss warrant articles. Madam Chair also spoke to the Run of the Savages event scheduled for April 13th.

CORRESPONDENCE FOLDER

Board correspondence was distributed to board members electronically.

VENDOR AND PAYROLL REGISTERS

Check registers were reviewed and signed.

OTHER BUSINESS (02:14:32)

Mr. Boyle spoke to confusion about the citizen’s petition to withdraw from SAU55 noting he reached out to district counsel for clarification and stated he the district received two opinions from the same counsel; one opining the petition had a procedural defect, and the other stating it had none.

MOTION: Mr. O’Neil motioned to waive attorney client privilege and release the second legal opinion clarifying the petition process was without defect; seconded by Dr. Farah.

Discussion ensued on releasing both opinions and extending a professional courtesy to the attorney before releasing either.

MOTION TO AMEND: Mr. Boyle motioned to amend the motion to consult with the attorney prior to releasing the opinion; seconded by Mr. Dubé. The motion passed 8-1-0 (Mr. O’Neil opposed).

VOTE ON NEWLY AMENDED MOTION: The motion passed 9-0-0.

Madam Chair Sherman and Mr. Boyle would reach out to the attorney.

Discussion ensued on the transportation contract relative to First Student designing bus routes.

MOTION: Mrs. Silva motioned to direct the Superintendent to request First Student provide, no later than April 3, 2019, route planning based on the recommendation of the board to combine the middle and high school buses; seconded by Dr. Farah. The motion passed 7-2-0 (Madam Chair Sherman and Mrs. Macheimer opposed).

Discussion ensued on the bus company’s obligation to create routes, the logistics in combining the middle and high school buses, the inability to do a practice run to determine successful implementation, and efforts to support the changes should the board re-affirm their decision to combine the buses for the 2019-20 school year.

The board requested to view legal bills for the months of December and January by way of the READ File process.

Madam Chair Sherman was recognized for her service as school board chair.

Discussion ensued on the staff renewal process and the board’s request they be informed of any mass layoffs. Dr. Metzler offered to place renominations on the March 21st meeting agenda to which the board agreed by consensus.

Nonpublic Session (02:54:40)

MOTION: Madam Chair Sherman 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 member of the board; seconded by Mr. Dubé.

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

The board entered nonpublic session at 10:19pm.

MOTION: Ms. Lowes motioned the board exit nonpublic session; seconded by Mrs. Savage.

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

The board entered public session at 10:30pm.

MOTION: Mr. O’Neil motioned to seal the nonpublic meeting minutes as divulgence would likely affect adversely the reputation of someone other than a member of the board; seconded by Mr. Dubé.

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

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

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 even when legal counsel is not present;
seconded by Ms. Lowes.**

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

The board entered nonpublic session at 10:31pm.

Dr. Metzler and the recording secretary were excused from the meeting. Mrs. Machemer would transcribe the meeting minutes.

MOTION: Dr. Farah motioned the board exit nonpublic session; seconded by Mr. Dubé.

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

The board entered public session at 11:01pm.

Madam Chair Sherman adjourned the meeting at 11:02pm.

Respectfully submitted,



Catherine Belcher
Recording Secretary

Approved by the Board on March 21, 2019.

Administrators and Union Representation Present at the Meeting:

Mr. Geoffrey Dowd, CFO/Business Administrator

Mr. John Fratiello, Food Service Director

Mr. Tom Geary, III, Business Operations Coordinator

Mrs. Christi Michaud, Executive Director of Data, Assessment and Accountability

Mr. Ryan Richman, President of the Timberlane Teachers Association