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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%2f01%2023%202019&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

## TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

**Regular Board Meeting**  
**January 23, 2019**  
**7:00PM**

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

### **Call to Order (00:36:06)**

Madam Chair Sherman opened this January 23, 2019 Timberlane Regional School Board meeting at 7:27pm with the roll call followed by the Pledge of Allegiance.

### **Board Members Present**

Brian Boyle, Lee Dubé (8:56pm), Kimberly Farah, Sheila Lowes, Sarah Machermer, Shawn O’Neil, Kristin Savage Susan Sherman, and Jennifer Silva.

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

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

### **Administrators Present**

Listed on last page

### **Approval of Minutes (00:37:30)**

The board reviewed the meeting minutes of December 17, 2018, January 3, 2019, January 10, 2019 and January 15, 2019.

**MOTION: Mr. Boyle motioned to approve the December 17, 2018 special meeting minutes; seconded by Mr. O’Neil. The motion passed 6-0-2 (Mrs. Machermer and Mrs. Savage abstained).**

**MOTION: Mrs. Silva motioned to approve the January 3, 2019 public meeting minutes as corrected; seconded by Dr. Farah. The motion passed 7-0-1 (Mrs. Savage abstained).**

**MOTION: Dr. Farah motioned to approve the January 3, 2019 nonpublic session I meeting minutes; seconded by Mr. Boyle. The motion passed 7-0-1 (Mrs. Savage abstained).**

**MOTION: Mrs. Silva motioned to approve the January 3, 2019 nonpublic session II minutes; seconded by Dr. Farah. The motion passed 7-0-1 (Mrs. Savage abstained).**

**MOTION: Dr. Farah motioned to approve the January 3, 2019 nonpublic session III meeting minutes; seconded by Mrs. Silva. The motion passed 7-0-1 (Mrs. Savage abstained).**

**MOTION: Dr. Farah motioned to approve the January 10, 2019 special meeting minutes; seconded by Mrs. Machermer. The motion passed 7-0-1 (Mr. Boyle abstained).**

**MOTION: Dr. Farah motioned to approve the January 15, 2019 special meeting minutes; seconded by Mr. O’Neil. The motion passed 6-0-2 (Mrs. Silva and Madam Chair Sherman abstained).**

**MOTION: Mr. Boyle motioned to approve the sealed January 15, 2019 nonpublic session minutes; seconded by Dr. Farah. The vote was tabled to allow for discussion in nonpublic session.**

### **Student Representative (00:51:11)**

Student Representative Nick Valhouli reported on activities at each of the schools (broken water pipe incident and upcoming Lip Sync at Atkinson, Mother/Son Dodgeball at Danville, Patriots colors at Sandown North, rescheduled Grandparent’s Day at the TLC, Spelling Bee winners at Pollard, ski club at TRMS and Stress Relief

workshop at TRHS).

**Delegates and Individuals (00:54:14)**

Stefanie Dube of Danville spoke to the anti-bullying initiatives of the school district and inquired of ways for parents to become more involved.

**CURRENT BUSINESS**

**PAC WALL OPTION (00:56:12)**

Business Operations Coordinator Tom Geary and Kreg Jones of Dennis Mires The Architect presented information about the failure of the cement board siding on the sides and rear of the Performing Arts Center, on this being a common problem with similarly sided schools in the state due to expansion issues during changes of weather, the potential for infiltration of water into the inner wall system, the good condition of the nailers that are used to secure the panels, replacing the cement siding with steel siding that has a 30 year warranty with color options, and the cost to brick instead of side with metal panels (\$1.5million v. \$497,341).

Discussion ensued on insulation factors and cost, performance bonding, the siding allowance, contingency costs, projected escalations costs, and raising the warrant article amount to \$531,750 on the deliberative session floor. Mr. Jones was invited to attend the deliberative session and the board agreed to the drafting of a one-page information flyer to be made available to the public. The estimated timeline for the project was provided noting accommodations would be made to allow the continued use of the building during the summer months.

**POLICIES (01:38:44)**

Mrs. Silva presented policies IHAMA, JJE, KCD, JLCE, IGEA, IKE, ILBAA and KB for first read noting the changes and recommendations from the Policy Committee. Discussion ensued on Policy JLCE and the use of Narcan as well as the board’s request to hear from Susan Rasicot, the district’s lead nurse and a first responder as part of the consideration of this policy. Procedure IKE-R was updated by Administration and presented to accompany Policy IKE.

**MOTION:** Mrs. Machermer motioned to accept the policies as presented for first read with the understanding more information is needed on Policy JLCE; seconded by Mrs. Savage. The motion passed 8-0-0.

**NONPUBLIC SESSION (01:50:25)**

Noting the presence of Atty. Casassa, Madam Chair recessed the meeting at 8:43pm to allow time to reconvene a currently recessed nonpublic session. Mrs. Savage, Dr. Wilson and the recording secretary were excused from participating in the nonpublic session. Dr. Farah will transcribe the minutes of the nonpublic session.

**MOTION:** Mrs. Silva 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 board member; seconded by Ms. Lowes.

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

**The board entered nonpublic session at 8:43pm.**

Mr. Dubé entered the meeting at 8:56pm.

**MOTION:** Mrs. Silva 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 9:31pm.**

**MOTION:** Ms. Lowes motioned to seal the nonpublic minutes as the divulgence of information 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 – abstained  
Dubé – yes Macheimer – yes Sherman – yes  
Farah – yes O’Neil – yes Silva – yes

**The motion to seal the minutes passed 8-0-1.**

**ADOPT SCHOOL BOARD BUDGET (02:40:27)**

Discussion ensued on the proposed salary lines and how the business office developed them (rolled forward with projected salaries as well as longevity moneys included) and the availability of the detail to support that process.

**MOTION:** Dr. Farah motioned to direct the Superintendent to provide electronically, the detail for salary line 100.1100.112 no later than 4:30pm on January 25, 2019; seconded by Mrs. Silva.

**MOTION TO AMEND:** Dr. Farah motioned to amend the motion by adding the detail for salary lines 100.1200.111, 100.1200.112, 0100.2134.113, 100.2152.xxx, 100.2410.111, 100.2410.115, and 100.2610.111; seconded by Mrs. Silva.

**VOTE ON MOTION TO AMEND:** The motion passed 9-0-0.

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

Dr. Farah provided a document outlining current default and proposed default numbers for regular education salary lines, SAU55 Budget, transportation, group insurance and other employee benefits lines.

**MOTION:** Dr. Farah motioned, based on legal advice, to direct the Superintendent to make changes to the current default budget that fully fund transportation and adjust group insurance lines as funded per the Business Administrator’s proposed budget (as reflected in the 2020 proposed column of the document as just submitted); seconded by Ms. Lowes. The motion passed 9-0-0.

Dr. Farah clarified the bottom line number of the default does not change as the changes as presented are resultant of the transference of funds within the originally proposed default budget. Discussion then ensued on the necessary changes for explanation notations on the MS-DS form. The board also discussed their position at their last meeting to either adopt their own proposed budget or that of the Budget Committee’s proposed budget. This information is needed to file the MS-27 form.

**MOTION:** Mr. Boyle motioned to adopt the Budget Committee’s proposed budget as the School Board’s budget for the MS-27; seconded by Madam Chair Sherman. The motion passed 8-1-0. (Mr. O’Neil opposed).

**WARRANT ARTICLES (03:01:27)**

Board members reviewed the warrant, Madam Chair assigned board members to motion and second the articles on the deliberative session floor and the board took the following recommendation action on each of the articles to finalize the warrant.

Article 2 – Operating Budget

**MOTION:** Mr. Dubé motioned to recommend Article 2; seconded by Mrs. Silva. The motion passed 8-1-0 (Mr. O’Neil opposed).

Article 3 – Capital Reserve Fund

**MOTION:** Mrs. Silva motioned to recommend Article 3; seconded by Mrs. Macheimer. The motion passed 9-0-0.

Article 4 – Performing Arts Center Outer Wall Replacement

**MOTION:** Ms. Lowes motioned to recommend Article 4; seconded by Mrs. Savage. The motion passed 9-0-0.

Article 5 – Three Year Collective Bargaining Agreement (Timberlane Teachers Association)

**MOTION:** Ms. Silva motioned to recommend Article 5; seconded by Mr. Dubé. The motion passed 9-0-0.

Article 6 – Authorization for Special Meeting on Cost Items

**MOTION:** Ms. Lowes motioned to recommend Article 6; seconded by Mrs. Savage. The motion passed 9-0-0.

Article 7 – Charges for Professional Banking or Brokerage Assistance for Reserved Funds and Trust Funds (non-contingent)

**MOTION:** Mrs. Silva motioned to recommend Article 7; seconded by Mrs. Macheimer. The motion passed 9-0-0.

Article 8 – Change Trustees of Trust Funds (non-contingent)

**MOTION:** Mr. Dubé motioned to recommend Article 8; seconded by Mrs. Silva. The motion passed 9-0-0.

Article 9 – General Acceptance of Reports

**MOTION:** Ms. Silva motioned to recommend Article 9; seconded by Mr. Dubé. The motion passed 9-0-0.

Article 10 – SAU55 Withdrawal by Petition of Stefanie Dube et al

**MOTION:** Ms. Lowes motioned to recommend Article 10; seconded by Mr. O’Neil. The motion passed 8-1-0 (Mrs. Macheimer opposed).

Article 11 – Transportation Costs by Petition of Peter Bealo et al

**MOTION:** Mr. Boyle motioned to recommend Article 11; seconded by Madam Chair Sherman. The motion passed 0-9-0.

For clarification purposes, this recommendation tally shall appear as Not Recommended 9-0-0.

Article 12 – High School Athletic Track by Petition of Rob Collins et al

Discussion ensued and the consensus was that the board did not have enough information about the condition of the track, its usage, and effect on the track program to support the article, although board members voiced their support of students and the track program.

**MOTION:** Mr. O’Neil motioned to recommend Article 12; seconded by Ms. Lowes. The motion passed 0-9-0.

For clarification purposes, this recommendation tally shall appear as Not Recommended 9-0-0.

Article 13 – Amend Articles of Agreement to Weighted Voting by Petition of Jack Sapia et al

Dr. Wilson explained that this article has been reviewed by legal, qualifies for placement on the ballot, is predicated on the Articles of Agreement (specifically Article 15) in that the board must now hold a public hearing on the article, and that any concerns about the enforceability or clarity of the article will be addressed on the deliberative session floor.

**MOTION:** Mrs. Silva motioned to recommend Article 13; seconded by Ms. Lowes. The motion passed 0-9-0.

For clarification purposes, this recommendation tally shall appear as Not Recommended 9-0-0.

**TTA RETIREMENT EXTENSION REQUEST (03:24:57)**

Dr. Wilson presented the TTA’s request for a retirement notification extension due to miscommunications involving a past memorandum of understanding extending the deadline from January 1st to March 31st.

Discussion ensued on leaving the deadline as January 1st and entertaining requests on a case-by-case basis, concerns with the date being too close to the April 15th nonrenewal notification deadline, the board's historical record of granting requests after the deadline, and the need to have budgeting information earlier rather than later. A motion was made and seconded (then withdrawn) to deny the request.

**MOTION: Mr. O'Neil motioned to reaffirm January 1st as the due date for retirement notification and that the board will entertain retirement incentive requests on a case-by-case basis; seconded by Dr. Farah. The motion passed 9-0-0.**

**ANNUAL REPORT ARTICLE (03:34:47)**

With no suggestions or recommendations from board members about drafting the School Board's article for the annual report, Madam Chair will undertake that task on her own.

**ADMINISTRATOR'S REPORT (03:35:15)**

Dr. Wilson reported on a number of items provided in board packets (6 executive summaries, office procedures, legal opinions, SAU budget memo, service contract inventory, strategic planning subcommittee list, assessment calendar, auditor's report, and copy of summons for Robert Collins et al v TRSB).

Mrs. Silva requested a copy of the bullying procedures be provided as well to accompany the executive summary on anti-bullying.

Dr. Wilson reported on two donations; one for \$500 from HealthTrust to use toward Wellness Fair initiatives (accepted by the Superintendent), and one for \$1,000 from Walmart for the Youth and Government Club (requiring board action).

**MOTION: Mrs. Silva motioned to accept the \$1,000 donation from Walmart for the Youth and Government Club; seconded by Ms. Lowes. The motion passed 9-0-0.**

Discussion ensued on the need for another board member to serve on the Wellness Committee (Ms. Lowes volunteered), providing an update on the middle school gym floor as to whether or not it is scheduled for repair, and that executive summaries include the name of the person submitting the report.

**CORRESPONDENCE FOLDER**

Board correspondence was distributed to board members electronically.

**VENDOR AND PAYROLL REGISTERS**

Check registers were reviewed and signed.

**NONPUBLIC SESSION (03:46:49)**

Madam Chair Sherman called for a nonpublic and excused the videographer from the meeting noting those services would not be needed when the board re-enters public session.

**MOTION: Mrs. Silva 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 board member; seconded by Ms. Lowes.**

**The board entered nonpublic session at 10:39pm.**

**MOTION: Ms. Lowes motioned the board exit nonpublic session; seconded by 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 10:51pm.**

The board agreed to a revote of the approval of the January 15th special meeting minutes.

**MOTION: Dr. Farah motioned to approve the January 15, 2019 special meeting minutes; seconded by Mr. O'Neil. The motion passed 6-0-3 (Mrs. Silva, Mr. Savage and Madam Chair Sherman abstained).**

Madam Chair Sherman then called for a vote of the tabled motion to approve the sealed minutes of January 15th.

**VOTE: The motion to approve with corrections passed 6-0-3 (Mrs. Silva, Mr. Savage and Madam Chair Sherman abstained).**


#### **OTHER BUSINESS**

Ms. Lowes congratulated Dr. Wilson on her retirement which was followed by commendations from several board members. Dr. Farah then spoke to her concerns about the Assistant Superintendent search (short timeframe, no input from Timberlane board). Mrs. Machemer responded to statements made in board emails relative to claims of lack of qualifications in her serving on the screening committee. She spoke to her personal integrity, her support of the school district, willingness to bring ideas from the board to the committee, and her educational credentials (graduate degree in HR management and organizational leadership). Madam Chair spoke to the process of establishing a screening committee (SAU Policy BBBH). Members opined on this process and their expectations in a candidate. Mr. Boyle spoke to three weeks not being enough time to secure a person of Dr. Wilson's leadership ability. Ms. Savage spoke to this process not being raised at the last SAU board meeting when Dr. Wilson's retirement was announced.

**MOTION: Mrs. Silva motioned the board direct the Chair to communicate with the SAU Board that the TRSB would like three viable candidates for consideration to fill the Assistant Superintendent position; seconded by Dr. Farah. The motion passed 7-1-1 (Madam Chair Sherman opposed and Mrs. Machemer abstained).**

Madam Chair Sherman adjourned the meeting at 11:07pm.

Respectfully submitted,

  
Catherine Belcher  
Recording Secretary

Approved by the Board on February 21, 2019.

Administrators and Union Representation Present at the Meeting:

Mr. Geoff Dowd, Business Administrator

Mr. Tom Geary, III, Business Operations Coordinator

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

Mr. James Pelletier, Vice President of the Timberlane Teachers Association