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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%2frsb%2fShared%20Documents%2fSCH%20OOL%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2018%2d19%2f02%2021%202019&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

## TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

**Regular Board Meeting**  
**February 21, 2019**  
**7:00PM**

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

### **Call to Order (00:12:24)**

Vice Chairman Boyle opened this February 21, 2019 Timberlane Regional School Board meeting at 6:36pm with the roll call followed by the Pledge of Allegiance.

### **Board Members Present**

Brian Boyle, Lee Dubé (7:19pm), Kimberly Farah, Sheila Lowes, Sarah Machemer (7:18pm), Shawn O'Neil, Kristin Savage, and Susan Sherman (6:37pm). Absent: 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 (00:13:26)**

The board reviewed the meeting minutes of January 16, 23, and February 7, 2019.

**MOTION: Dr. Farah motioned to approve the public and nonpublic minutes of January 23, 2019; seconded by Ms. Lowes.**

**MOTION TO AMEND: Ms. Lowes motioned to amend the motion to include striking "Dr. Farah stated she wanted candidates not currently working at the SAU and someone with more than principal experience to which Ms. Lowes agreed stating there is a lack of quality candidates in the district" from the minutes; seconded by Mrs. Savage. The motion passed 5-1-0 (Madam Chair Sherman opposed).**

**VOTE ON MOTION AS AMENDED: The motion passed 6-0-0.**

**MOTION: Dr. Farah motioned to approve the special meeting minutes of February 7, 2019; seconded by Mr. O'Neil. The motion passed 6-0-0.**

**MOTION: Dr. Farah motioned to approve the sealed February 7, 2019 nonpublic session meeting minutes; seconded by Mr. O'Neil. The motion passed 6-0-0.**

**MOTION: Dr. Farah motioned to unseal the February 7, 2019 nonpublic meeting minutes; seconded by Mr. O'Neil. The motion passed 6-0-0.**

The board tabled the review and approval of the January 16, 2019 sealed nonpublic minutes to later in the evening citing the need to discuss them in nonpublic session.

### **Student Representative (00:22:53)**

Student Representative Nick Valhouli reported on activities at each of the schools (new gym floor at Atkinson Academy, 100 year old day and Dr. Seuss Spirit Day at Danville Elementary, Jump Rope for Heart and Pennies for Patients at Pollard, Jump Rope for Heart and Invention Convention at Sandown North, Grandfriends on Valentine's Day at TLC@Sandown Central, Seussical the Musical and winter Olympics at TRMS, and Wrestling Championship, Concert Choir and Chamber Singers, American Storybook, and Almost Maine performances at TRHS).

**Delegates and Individuals (00:26:57)**

Corinne Martin of Plaistow spoke to numerous issues of concern and the need for local control.

Jack Sapia of Atkinson spoke to comments made by board members at the deliberative session.

**CURRENT BUSINESS**

**PUBLIC HEARING ON CITIZENS PETITION/ARTICLES OF AGREEMENT (00:37:22)**

Madam Chair Sherman opened the public hearing at 7:01pm on a citizen’s petition regarding modifying the Articles of Agreement and noted the original petitioned language was amended on the deliberative session floor to reflect a study to explore weighted voting on the Timberlane board. Lead petitioner Jack Sapia spoke to the basis for the petition which was to align voting practices with that of the SAU Board by providing proportionate representation amongst the four Timberlane towns.

Madam Chair Sherman opened the hearing to public comment. There were none. She then opened the floor to board comment. Dr. Farah opined the SAU board weighted voting process is dictated by the RSAs and there are no such statutes governing weighted voting for school boards. There being no further comments, Madam Chair Sherman closed the public hearing at 7:06pm.

**BULLYING PREVENTION UPDATE (00:42:53)**

Susan Rasicot and Dan Woodworth presented an update on the district’s anti-bullying initiative that included a review of the district website reflecting anti-bullying and harassment resources, and an overview of upcoming No Bully program events. Mrs. Macheimer (7:18pm) and Mr. Dubé (7:19pm) entered the meeting.

Discussion ensued on the bullying reporting forms (JICK form to be completed by administrators and community reporting form to be completed by all others), the process for substantiated bullying claims as opposed to peer conflict, adding an information tab for student access, training for both paras and professional staff, encouraging other school and community organizations to sponsor anti-bullying awareness events, the reporting process (both verbal and written), the need for a procedure in layman’s terms, discipline tracking, statistics on peer conflict versus bullying, and monthly reporting. Mr. Rasicot agreed to look at the stats as discussed and provide reports to the board.

**SPED TREND REPORT (01:13:30)**

Susan Rasicot provided an update on the process for obtaining a SPED Trend Report from NESDEC noting this was the first time this report has been conducted with NESDEC, and the need to validate the data to ensure consistent data is provided moving forward.

Discussion ensued on providing account codes associated with question number 6, review of the IEP and expenditure numbers, the increase in out-of-district placements, the increase in costs despite reduction of IEPs, the use of the report to show trends only (no comparison data to other school districts), and reviewing the final report in late March.

**POLICY JLCE – FIRST AID AND EMERGENCY MEDICAL CARE (01:20:12)**

Noting the presence of Mrs. Rasicot and the need for her input on policy JLCE, Madam Chair Sherman opened discussion and action on the second read and adoption of policy JLCE. Mrs. Rasicot presented the nursing staff’s recommendation to not include the use of Narcan as part of the school’s emergency protocol, but to continue to rely on first responders to administer the drug if needed. She also provided a statement from the Plaistow Fire Department listing the pros and cons of treating patients with the drug. Discussion ensued on striking the Narcan paragraph from the policy.

**MOTION: Dr. Farah motioned to adopt policy JLCE with the removal of the Narcan/Naloxone paragraph; seconded by Mrs. Macheimer.**

Discussion ensued on the board having the option to re-insert the language in the future should the need arise.

**VOTE: The motion passed 8-0-0.**

**DEFAULT BUDGET (01:27:25)**

Atty. James O’Shaughnessy spoke to the board’s required action to clarify their previous motion regarding the setting of the default budget. Dr. Farah provided an explanation of the increases and decreases proposed by the board as well as an increase of \$18k to the 100-1200 line as follows:

	2020 SB Default	2020 Proposed	Proposed SB Default Increase or Decrease
<b>FUNC: REGULAR EDUCATION - 1100</b>			
100.1100.112.00.00.0 Salaries-Teachers	\$16,184,469.85	\$15,838,053.00	
100.1100.114.00.00.0 Educational Assistants	\$1,241,401.73	\$1,286,430.00	
100.1100.115.00.00.0 Office Salaries	\$29,372.00	\$31,202.00	
	\$17,455,243.58	\$17,155,685.00	-\$299,558.58
100.1100.738.00.00.0 Replacement Comput	\$214,739.00	\$92,500.00	-\$122,239.00
<b>100.1200.643.00.00.0 Special Programs</b>	<b>\$ 18,000.00</b>	<b>18,700.00</b>	<b>\$700.00</b>
<b>FUNC: SAU #55 BUDGET - 2320</b>			
	\$1,641,692.00	1,589,325.00	-\$52,367.00
			<b>-\$473,464.58</b>
100.2721.519.00.00.0.00000	\$1,972,738.64	2,188,543.00	\$215,804.36
<b>FUNC: REGULAR PROGRAM TRANSP - 2721</b>			
100.2722.519.00.00.0.00000	\$920,723.00	1,119,796.00	\$199,073.00
<b>FUNC: SPECIAL EDUCATION TRANSP - 2722</b>			
100.2723.519.00.00.0.00000	\$70,846.00	78,122.00	\$7,276.00
<b>FUNC: VOCATIONAL TRANSPORTATION - 2723</b>			
100.2724.519.00.00.0.00000	\$104,320.00	97,245.00	-\$7,075.00
<b>FUNC: ATHLETIC TRANSPORTATION - 2724</b>			
100.2725.519.00.00.0.00000	\$34,630.00	41,510.00	\$6,880.00
<b>FUNC: FIELD TRIP TRANSPORTATION - 2725</b>			
100.2729.519.00.00.0.00000	\$13,500.00	13,500.00	\$0.00
<b>FUNC: MUSIC TRANSPORTATION - 2729</b>			
			<b>\$421,958.36</b>
<b>FUNC: SUPPORT SERVICES-OTHER - 2900</b>			
100.2900.210.00.00.0.0 Group Insurance	\$9,888,428.00	\$10,221,587.05	\$333,159.05
100.2900.220.00.00.0.0 FICA	\$2,567,123.42	2497376	-\$69,747.42
100.2900.231.00.00.0.0 Non-teacher Retireme	\$814,298.85	799804	-\$14,494.85
100.2900.232.00.00.0.0 Teacher Retirement	\$4,896,161.56	4699723	-\$196,438.56
100.2900.250.00.00.0.0 Unemployment Comp	\$30,000.00	30000	\$0.00
100.2900.260.00.00.0.0 Worker's Compensati	\$193,272.00	193000	-\$272.00
100.2900.290.00.00.0.0 Other Employee Bene	\$3,000.00	3000	\$0.00
	\$18,392,283.83	\$18,444,490.05	<b>\$52,206.22</b>

NOTE: Line 2900.210 differs by proposed budget by \$18572

**MOTION: Dr. Farah motioned to enter a default budget on the ballot in the amount of \$70,948,107 as explained and annotated on the MSDSB form; seconded by Ms. Lowes.**

Discussion ensued on the judge’s need for clarification of the increases and decreases as the explanations previously provided were not detailed enough.

**VOTE: The motion passed 7-1-0 (Mrs. Machemer opposed).**

Discussion then ensued on the MSDSB form itself as it relates to documentation that was to be provided to the board in preparation for the meeting. Board members called for a recess to allow for copies of said documentation to be provided to the board. During the recess the board would hold a nonmeeting with legal counsel.

**MOTION: Dr. Farah motioned to recess the meeting; seconded by Ms. Lowes. The motion passed 8-0-0.**

The meeting recessed from 8:15pm to 8:50pm. The board then reviewed MSDSB forms completed by the Business

Administrator noting a \$3 difference between the board's prepared form and the Business Administrator's prepared form.

**MOTION: Mr. O'Neil motioned to amend the bottom line of the default budget \$70,948,104; seconded by Mr. Boyle.**

Discussion ensued on the confusion regarding the requested documentation and on the intent of the motion which was to change the bottom line number to account for the difference of including cents versus the rounding up or down of budget numbers.

**VOTE: The motion passed 7-1-0 (Mrs. Machermer opposed).**

Discussion ensued on the timing of getting ballots printed to accommodate the absentee ballot process.

**TRANSPORTATION UPDATE (02:40:06)**

Tom Geary and Sandy Hodgkins provided a transportation update specific to the board's directive to combine the middle and high school buses for the 2019-20 school year. The update included the process and planning undertakings conducted thus far, an analysis of bus run times comparing current times to proposed combined times, a time savings analysis reflecting positive and negative impacts to student time on buses, parent survey results on their satisfaction with district transportation and on combining the bus routes, and the Transportation Advisory Committee's recommendation to not combine the middle and high school buses.

Discussion ensued on the use of the transportation software in developing the new routes, on adjustments made on routes as needed, the Plaistow Highway Committee's concern about potential increased traffic, changes to pick up and drop off times to accommodate a combined route, the CTE bus and special education students, the consultant's previous report that combining the routes would create efficiencies, the need for additional traffic detail and staff to monitor students embarking and disembarking, and the validity of the survey as well as the authority to conduct one.

**MOTION: Mrs. Machermer motioned to reconsider the vote of December 6th combining the middle and high school routes; seconded by Mr. Dubé.**

Discussion ensued on the comments made in the survey, the negative impact to students, and waiting for a full member of the board (specifically Mrs. Silva) when revoting on the matter. Mrs. Machermer and Mr. Dubé withdrew their motion and second in favor of waiting for a full board to participate in the vote. Madam Chair Sherman directed the vote be tabled until April 4th.

**POLICIES (03:32:06)**

Mr. Dubé presented policies IHAMA, JJE, KCD, IGEA, IKE, ILBAA and KB for second read and adoption noting changes and recommendations were presented at the last meeting.

**MOTION: Ms. Lowes motioned to accept the policies as presented for second read and adoption; seconded by Mr. Dubé. The motion passed 8-0-0.**

**ADMINISTRATOR'S REPORT (03:33:39)**

Dr. Wilson reported on a number of items provided in board packets (2 executive summaries: TRMS Gym floor and partial power loss at TRHS), newly adopted procedure DJB-R relative to purchasing procedures for federal fund purchases, and a Primex notification regarding the petition of writ of mandamus).

Dr. Wilson reported on one donation in the amount of \$1,125 from the Knights of Columbus earmarked for special education use (requiring board action).

**MOTION: Ms. Lowes motioned to accept the \$1,125 donation from the Knights of Columbus for SPED use; seconded by Mr. Boyle. The motion passed 8-0-0.**

Dr. Wilson also presented a student trip request to Italy in February 2020 that included students be excused from classes on February 20-21, 2020.

**MOTION: Mr. O’Neil motioned to approve the student trip to Italy and excuse students from school for two days; seconded by Mrs. Savage. The motion passed 8-0-0.**

**PERSONNEL REPORT (03:38:53)**

Dr. Wilson presented a letter of intent to retire from John Zevos also requesting consideration of the early retirement incentive.

**MOTION: Madam Chair Sherman motioned to accept the retirement of John Zevos with great gratitude and best wishes in his retirement with the retirement incentive intact; seconded by Mr. Dubé. The motion passed 8-0-0.**

**COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (03:40:05)**

Madam Chair Sherman spoke to the Celebration of Education held by the YMCA. Mrs. Machermer spoke to the TRI-M Induction Ceremony and provided an update on the Assistant Superintendent search. Discussion ensued on the search process, on not accepting only one candidate for consideration at the SAU level, and on the need to be careful about statements made in public about the search process.

**MOTION: Mr. Dubé 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. Machermer.**

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

**The board entered nonpublic session at 10:18pm.**

**MOTION: Madam Chair Sherman motioned the board exit nonpublic session; seconded by Mrs. Machermer.**

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

**The board entered public session at 10:25pm.**

Mrs. Savage spoke to the Run of the Savages event. Mr. Dubé spoke to the varsity and junior varsity basketball teams. Discussion ensued on the Wrestling team’s recent Division I Championship, the challenges they were faced with in regards to the unsportsmanlike behaviors of other school districts, and on the request for a summary of those challenges and how they were handled.

**CORRESPONDENCE FOLDER**

Board correspondence was distributed to board members electronically.

**VENDOR AND PAYROLL REGISTERS**

Check registers were reviewed and signed.

**OTHER BUSINESS (04:12:54)**

Mr. O’Neil requested the topic of group insurance be added to the next school board agenda. Ms. Lowes requested clarification on the Achieve3000 item as listed on the service contract inventory. Madam Chair Sherman spoke to her meeting with the Plaistow Board of Selectmen to go over the school district budget and ballot questions.

Review of sealed January 16, 2019 nonpublic meeting minutes:

**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 board member; seconded by Mrs. Macheimer.**

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

**The board entered nonpublic session at 10:42pm.**

**MOTION: Madam Chair Sherman motioned the board exit nonpublic session; seconded by Mrs. Macheimer.**

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

**The board entered public session at 11:06pm.**

**MOTION: Mr. O’Neil 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 Ms. Lowes.**

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

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

Madam Chair Sherman adjourned the meeting at 11:06pm.

Respectfully submitted,

  
Catherine Belcher

Recording Secretary

Approved by the Board on March 7, 2019.

Administrators and Union Representation Present at the Meeting:

Mr. Tom Geary, III, Business Operations Coordinator

Sandra Hodgkins, Transportation Coordinator

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

Mrs. Susan Rasicot, Director of Special Education and Student Services

Mr. Daniel Woodworth, Student Services Coordinator

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