

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/190773216>
Materials presented at the board meeting may be viewed at:
<https://public.timberlane.net/sau/trsb/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsau%2ftrs%2fShared%20Documents%2fSCH%20OOL%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2018%2d19%2f05%2002%202019&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Board Meeting
May 2, 2019
7:00PM

SAU Office
30 Greenough Road
Plaistow, NH

Call to Order (00:11:03)

Chairman O'Neil opened this May 2, 2019 regular business meeting of the Timberlane Regional School Board at 7:07pm 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, Kimberly Farah (7:22pm), Sheila Lowes, Sarah Machemer, Shawn O'Neil, Kristin Savage (7:10pm), Susan Sherman and Jennifer Silva (7:17pm). Absent: Lee Dubé

Seated at the Board Table

Dr. Earl Metzler, Superintendent of Schools

Administrators Present

Listed on last page

Approval of Minutes (00:12:03)

The board reviewed the meeting minutes of April 18, 2019.

MOTION: Mrs. Sherman motioned to approve the meeting minutes of April 18, 2019; seconded by Mrs. Machemer. The motion passed 4-0-1 (Mr. Boyle abstained).
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Student Representative

No report.

(Mrs. Savage entered the meeting at 7:10pm.)

Delegates and Individuals (00:13:57)

Kayla Raymond of Plaistow spoke to student concerns regarding the nonrenewal of a teacher.

CURRENT BUSINESS

TDBank Services (00:16:53)

Keith Pike, Vice President of TDBank attended the meeting via video-conference and, along with Geoff Dowd, provided information about the level of banking services TDBank provides the Timberlane Regional School District (initiatives resulting in decreases in costs, security enhancements, favorable return on interest, improvements made to the online platform, and fraud prevention initiatives). (Mrs. Silva entered the meeting at 7:19pm.) He also spoke to anticipated enhancements to the direct deposit process and accounts payable program that would result in cost savings and revenue sharing.

Discussion ensued on TDBank services for the Town of Danville resultant of conducting an RFP, (Dr. Farah entered the meeting at 7:22pm), the differences in volume between the town and the school district, increased fraud prevention services for the district, proactive federal rate updates, changes still needed to be made to the online platform that would yield additional savings, SWEEP products which are now considered outdated, full collateral coverage above the FDIC guarantee, and to providing an executive summary for inclusion in next meeting's board packets covering historical, present and anticipated banking services by TDBank.

TRANSPORTATION (00:35:30)

Tom Geary, Sandy Hodgkins, Mike Fairweather (First Student), and Colton Graham (First Student, by way of video conference), presented an update on transportation efficiencies. Mr. Graham provided an analysis of First

Student's efforts to develop route efficiencies on present middle and high school bus routes by way of a PowerPoint presentation (overview of terms and definitions, background information, notes on Edulog data, executive summary, summary of run scenarios, and specific route changes with explanation). He clarified that the route efficiencies identified in the analysis need to be reviewed by Mrs. Hodgkins first before they can be deemed actual efficiencies due to her knowledge of the routes.

Discussion ensued on the ridership numbers presented, the data used to generate the analysis, student parking limitations at the high school, rider opt-out programs and the logistics associated with using that process, creating hybrid middle and high school routes where high school students located in outlying areas use the middle school buses to reduce the high school bus times, the charges associated with First Student's project quote to provide middle and high school routing scenarios for the 2019-20 school year and how this relates to the transportation contract, the board's request for First Student to do this combined route analysis at no charge to the district (First Student will provide response within 24 hours), and for hybrid routing scenarios to be developed in-house and presented at the next board meeting at which time the board will consider reconsidering its decision to combine middle and high school buses for the 2019-20 school year.

COMMUNITY SERVICE GRADUATION REQUIREMENT (02:18:09)

Mark Pedersen and Don Woodworth presented an update on possibly developing a community service graduation requirement program. The update included correlations made to the district's mission and core values, the 21st Century social and civic skills, and current high school opportunities, on what other school districts are doing and on next steps (ascertain school board direction, establish a planning committee, notification, review related policies, ensure coordination with district leaders, and involving community and business partnerships).

Discussion ensued on overburdening high school seniors, incorporating the program for 9th through 12th graders with a service learning program for middle and elementary levels, coordinating community service credit with existing opportunities (honor programs, scouting), incorporating the initiative into climate and culture goals versus making it a high school requirement, tracking devices, establishing staff oversight, difference between community service and service learning, and phasing in the program. The consensus of the board was to endorse the concept, support forming a committee, doing the work through culture and climate committees, with final proposal back to the school board for consideration.

POLICIES (02:47:57)

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-Bulling. She also noted that a new policy addressing federal funding processes was presented to the Policy Committee for endorsement to fast track to the school board for presentation at the next board meeting with intent to waive second read and adopt on May 16th. It was also noted that suggested changes to procedures JICK-R and JICK-X were approved at SLT earlier in the day.

MOTION:	Mrs. Sherman motioned to accept policies GCO, IMBD and JICK for second read and adoption; seconded by Mrs. Machemer. The motion passed 6-0-1 (Mrs. Savage abstained and Dr. Farah was not in the room at the time of the vote).
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ADMINISTRATOR'S REPORT (02:50:12)

Dr. Metzler reported on five executive summaries in board packets (Achieve3000, bond timeline, student recognition schedule, Tripod Survey, and septic odor at high school), and on the NHDOE determination letter for school year 2017-18 reflecting TRSD has met all requirements and purposes associated with the IDEA grant.

He then presented three board action items:

1) \$2500 ExxonMobil donation for use towards STEAM initiatives.

MOTION:	Ms. Lowes motioned to accept the \$2500 donation as presented; seconded by Mrs. Silva. The motion passed 8-0-0.
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2) Windshield replacement reimbursement of \$325 resultant of a foul ball during a baseball game. Discussion ensued on liability, and driver insurance coverage, possibility of future claims.

MOTION: Dr. Farah motioned to approve the \$325 reimbursement; seconded by Mr. O'Neil. The motion passed 6-2-0 (Mr. Boyle and Mrs. Savage opposed).

3) Budget Transfer request as outlined in May 1, 2019 Budget Transfer Memo relative to staffing shortages and contracted services.

MOTION: Dr. Farah motioned to approve the amounts as stated in the May 1st budget transfer request memo; seconded by Mrs. Sherman. The motion passed 7-0-1 (Ms. Lowes abstained).

4) Permission to waive policy DJE Bidding Requirements that would allow the district to seek quotes from three vendors who will sign non-disclosure agreements relating to security equipment updates covered by an 80% matching grant.

MOTION: Mrs. Sherman motioned to waive policy DJE for securing vendor quotes as requested; seconded by Dr. Farah. The motion passed 8-0-0.

Discussion also ensued, and general consent was given, on looking at a possible electronic process for school board chair staff contract signing responsibilities.

PERSONNEL REPORT (03:02:46)

Dr. Metzler recommended the board accept the resignations of Christine Desrochers and Christopher Quimby.

MOTION: Dr. Farah motioned to accept the resignations of Christine Desrochers and Christopher Quimby; seconded by Mrs. Sherman. The motion passed 8-0-0.

Dr. Metzler recommended the board approve the renomination of Elizabeth Ellis as TRMS library media specialist.

MOTION: Mrs. Silva motioned to nominate Elizabeth Ellis as TRMS library media specialist; seconded by Dr. Farah. The motion passed 8-0-0.

Dr. Metzler recommended the board nominate Melissa Siuda as Sandown North Elementary teacher.

MOTION: Dr. Farah motioned to nominate Melissa Siuda as Sandown North Elementary teacher; seconded by Mrs. Sherman. The motion passed 8-0-0.

Dr. Metzler then spoke to letting the dust settle first in relation to the administrative vacancies before finalizing replacements as he is considering interim assignments in lieu of permanent assignments at this time.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (03:06:22)

Board members reported on committee work: SAU Withdrawal (timeline, authorization to request documentation/information from central office, securing legal counsel, a posted pro forma budget), Policy (20-age federal grant fund policy), Wellness (subcommittee established, wellness expo in September), and CIP (project review process to begin). Reports of the school board included an endorsement of the South Pacific performance at the PAC.

CORRESPONDENCE FOLDER

Board correspondence was distributed to board members electronically.

VENDOR AND PAYROLL REGISTERS

Check registers were reviewed and signed.

OTHER BUSINESS (03:22:17)

SAU Withdrawal Committee: discussion on authorizing the chair to sign an engagement letter with legal firm Sulloway and Hollis.

MOTION: Ms. Lowes motioned to authorize the school board chair to sign the engagement letter of Sulloway and Hollis who will represent the board and district with the withdrawal matter; seconded by Mr. Boyle. The motion passed 8-0-0.

Discussion ensued on the school board chair’s authority to assign school board members to the SAU55 Withdrawal Planning Committee.

MOTION: Mr. Boyle motioned to elect Kim Farah and Jen Silva to serve as school board representatives on the Withdrawal Planning Committee; seconded by Ms. Lowes. The motion passed 8-0-0.

It was noted that the Budget Committee may need to undergo the same action to validate their representative. Chairman O’Neil will contact the Budget Committee chair.

Work Session: Discussion ensued on scheduling a work session for the bond/build project and school board goals. Chairman O’Neil directed the board be polled on availability.

Nonpublic Session I - PERSONNEL ISSUES (03:31:14)

MOTION: Ms. Lowes 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 Dr. Farah.

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

The board entered nonpublic session at 10:28pm.

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

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

The board entered public session at 10:57pm.

MOTION: Dr. Farah motioned to seal the nonpublic minutes citing the divulgence of the minutes would likely affect adversely the reputation of someone other than a board member; seconded by Mrs. Silva.

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

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

Nonpublic Session II – LEGAL ADVICE

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
Farah – yes Machermer – no Sherman – no
O’Neil – yes Silva – yes

The board entered nonpublic session at 10:58pm.

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

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

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

The board entered public session at 11:15pm.

MOTION: Ms. Lowes motioned to seal the nonpublic minutes citing the divulgence of the minutes would likely affect adversely the reputation of someone other than a board member; seconded by Mrs. Silva.

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

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

Chairman O’Neil adjourned the meeting at 11:16pm.

Respectfully submitted,


Catherine Belcher
Recording Secretary

Approved by the Board on May 16, 2019.

Administrators and Union Representation Present at the Meeting:

Mr. Geoff Dowd, Business Administrator

Mr. Tom Geary, III, Business Operations Coordinator

Mrs. Sandra Hodgkins, Transportation Coordinator

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

Mr. Mark Pedersen, Director of Secondary Curriculum (6-12)

Mr. Donald Woodworth, Principal of TRHS

Mr. Ryan Richman, President of the Timberlane Teachers Association