

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/189008549>  
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%2f03%2021%202019&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

**TIMBERLANE REGIONAL SCHOOL BOARD  
MEETING MINUTES**

**Regular Board Meeting**

**March 21, 2019**

**7:57PM (following the re-organizational meeting)**

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

**Call to Order (00:32:18)**

Chairman O’Neil opened this March 21, 2019 regular business meeting of the Timberlane Regional School Board at 7:57pm.

**Board Members Present**

Brian Boyle, Lee Dubé, Kimberly Farah, Sheila Lowes, Sarah Machemer, Shawn O’Neil, Kristin Savage, Jennifer Silva, and Susan Sherman.

**Seated at the Board Table**

Dr. Earl Metzler, Superintendent of Schools  
Nick Valhouli, Student Representative

**Administrators Present**

Listed on last page

**Approval of Minutes (00:32:49)**

The board reviewed the meeting minutes of March 7, 2019 (three sets).

**MOTION: Mrs. Sherman motioned to approve the regular meeting minutes of March 7, 2019; seconded by Dr. Farah. The motion passed 9-0-0.**

**MOTION: Dr. Farah motioned to approve the sealed nonpublic session I minutes of March 7, 2019; seconded by Mrs. Silva. The motion passed 9-0-0.**

**MOTION: Mrs. Silva motioned to approve the nonpublic session II meeting minutes of March 7, 2019; seconded by Mr. Dubé. The motion passed 9-0-0.**

**Student Representative (00:35:49)**

Student Representative Nick Valhouli reported on activities at each of the schools (Crazy Socks day in recognition of Down’s syndrome, Atkinson Police Department student program at Atkinson Academy, DARE graduation at Danville Elementary, LEAD program and Pennies for Patients at Pollard, music concerts at TRMS, and Parents Night Out at TRHS).

**Delegates and Individuals**

None

**CURRENT BUSINESS**

**BUSINESS CONSULTANT UPDATE (00:39:12)**

Glen Colby and Geoff Dowd provided an update from their last presentation to the board in November, 2018 that included meeting the completion target date for the 2018 audit, Mr. Colby’s in process of reviewing business office job descriptions, and improvements that were made to internal controls procedures (journal entry process).

Discussion ensued on the recommendation for additional staff for the business office (higher level position), the status of Mr. Colby’s analysis on this, this being an SAU level matter, concern with adding another staff member to the SAU roster in light of the recent passage of a withdrawal study, hiring a Timberlane dedicated staff member as an option, the findings in the audit report as it relates to the lack of time the auditors had to test

certain areas thus the findings were repeated from 2017 to 2018 (overlap in audits), adjustments made to the workflow in the business office, the importance of the financial health of the district when securing bonds, the inclusion of the Capital Reserve Fund amounts on the MS-22, and on receiving Mr. Colby's final analysis for business office staffing in May.

#### **AUDITORS REPORT (00:55:25)**

Mr. Dowd provided an overview of the auditor's report for year ending 2018 highlighting numerous reports, statements, and balance sheets. He spoke to the material weaknesses cited in the 2017 and 2018 reports, and the single audit for federal compliance.

Discussion ensued on the management letter and how the findings were addressed, student activities accounts (revolving accounts), transitioning the trust funds from Danville to Plaistow, the reinvestment of the trust funds for 89 days, historical inconsistency of audit completion dates and how this effects comparing reports and findings from year to year, and the business consultant's engagement with the district until the end of May.

<b>MOTION:</b> <b>Mrs. Sherman motioned to accept the auditor's report for year ending 2018; seconded by Mr. Dubé. The motion passed 9-0-0.</b>
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Mr. Dowd took a moment to highlight GMR rates at 5.5% as well as a food service memo in board packets addressing food service budget questions from the last board meeting. Board members requested a budget update for the next meeting to which Mr. Dowd informed that up-to-date district financials are posted to the school board's SharePoint site.

#### **RENOMINATIONS (01:25:06)**

Dr. Metzler spoke to policy GCF Professional Hiring and suggested the Policy Committee add a notation about renominations being presented to the school board in March of each year consistent with the board's newly agreed upon process. He indicated he sent out the work product for this year's nomination process to give board members an advance look at the list, that licensed professional staff are not included on the renomination list, and that the board may wish to go into nonpublic session should they have any questions about the names on the list. Board members opined in favor of a nonpublic session at the end of the meeting; but would entertain taking action on the personnel report now. Dr. Metzler presented the retirement of TRHS science teacher Timothy Thomas (11 years with the district) as well as the resignation of TRHS English teacher Amanda Steere (10 years with the district).

<b>MOTION:</b> <b>Ms. Lowes motioned to accept the retirement of Timothy Thomas with great gratitude and respect as well as the resignation of Amanda Steere with thanks for her service; seconded by Mrs. Machermer. The motion passed 9-0-0.</b>
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#### **POLICIES (01:29:04)**

Chairman O'Neil presented policies JICI Weapons on School Property, IMGGA Service Animals, IK Earning of Credit, and IKFA Early Graduation for first read.

<b>MOTION:</b> <b>Mr. Dubé motioned to accept the policies for first read; seconded by Mrs. Silva.</b>
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Discussion ensued on earning of credit policy relative to 7th and 8th graders earning high school credit for coursework and clarification that the credit earned would be for a high school elective and not towards a required number of years towards any specific subject.

<b>VOTE: The motion passed 9-0-0.</b>
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#### **ADMINISTRATOR'S REPORT (01:33:24)**

Dr. Metzler provided an update on transportation by way of executive summary. Discussion ensued on ascertaining the cost to purchase a route optimization program and on being provided an update at the next board meeting. Dr. Metzler acknowledged the work of Brian Shawley and Dan Woodworth for the added

responsibilities both have undertaken in support of the district. He then presented on donations (\$500 from the Lois G. Roy Dickerman Fund for use in the football program that he accepted on behalf of the district, \$2,500 from New Balance for use in the Robotics Program, and a donation of a storage shed with a value of \$4,500 from the Softball Boosters).

**MOTION: Mr. Dubé motioned to accept the \$2,500 donation from New Balance with gratitude for use in the Robotics program; seconded by Mrs. Silva. The motion passed 9-0-0.**

**MOTION: Mrs. Sherman motioned to accept the storage shed from the Softball Boosters valued at \$4,500 with gratitude for use by the softball program; seconded by Mr. Dubé. The motion passed 9-0-0.**

Dr. Metzler also presented on the Softball Boosters signage sponsorship program seeking a two year approval consistent with two year approvals given to the baseball boosters program.

**MOTION: Mrs. Sherman motioned to approve a two-year signage sponsorship program of the Softball Boosters; seconded by Ms. Lowes. The motion passed 9-0-0.**

Dr. Metzler then recognized Danville student Joey Hester for winning first place for the State of NH in the PTA Reflections Program, and traveling to Washington, DC in January 2019 to receive his award.

#### **COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (01:55:55)**

Board members reported on committee work (NHSBA policies review scheduled in April, committee assignments to be updated, and request to be formally assigned to Strategic Plan Culture and Climate Committee).

**MOTION: Dr. Farah motioned for Kristin Savage to participate on the Culture and Climate Strategic Plan subcommittee; seconded by Mrs. Silva. The motion passed 8-0-1 (Mrs. Savage abstained).**

Reports of the school board included Spring Fling Auction in Sandown, an update on the upcoming Assistant Superintendent Search Public Forum, and on the READ file circulating the table containing legal invoices as requested at the last meeting.

#### **CORRESPONDENCE FOLDER**

Board correspondence was distributed to board members electronically.

#### **VENDOR AND PAYROLL REGISTERS**

Check registers were reviewed and signed.

#### **OTHER BUSINESS (02:02:52)**

Ms. Lowes motioned the TRSB request a special meeting of the SAU Board for an update on the Assistant Superintendent search and for a nonpublic session on a personnel matter; seconded by Dr. Farah. Both motion and second were withdrawn after discussion about not having a re-organizational date, as well as Dr. Farah's ability to call for a meeting as the SAU Board vice chair. Discussion also ensued on the Hampstead School Board's open seat, contacting legal counsel on the matter, and reaching out to the Hampstead School Board chair first.

A request was made to place FLES on the next meeting agenda. An update on the Withdrawal from SAU planning committee was provided. Board members seeking interest in serving on the planning committee to contact the board chair. A request for a work session on school district calendars was made. A reminder about the upcoming Run of the Savages was given.

#### **Nonpublic Session I RENOMINATIONS (02:18:35)**

**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 Mrs. Savage.**

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

**The board entered nonpublic session at 9:44pm.**

**MOTION: Mr. Dubé motioned the board exit nonpublic session; seconded by Ms. Lowes.**

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

**The board entered public session at 10:34pm.**

**MOTION: Mrs. Sherman motioned to approve the renomination list for school year 2019-20 as presented; seconded by Mrs. Silva. The motion passed 9-0-0.**

**Nonpublic Session II LEGAL UPDATE**

**MOTION: Mrs. Sherman 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 Mr. Dubé.**

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

**The board entered nonpublic session at 10:36pm.**

At 10:42pm, Mrs. Sherman, Mrs. Silva, Mrs. Savage and the recording secretary were excused from the meeting with Dr. Farah assigned to transcribe the minutes.

**MOTION: Mr. Dubé motioned the board exit nonpublic session; seconded by Ms. Lowes.**

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

**The board entered public session at 10:58pm.**

**MOTION: Mr. Dubé 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 Ms. Lowes.**

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

**The motion to seal the minutes passed 6-0-0.**

Chairman O’Neil adjourned the meeting at 10:59pm.

Respectfully submitted,

  
Catherine Belcher  
Recording Secretary

Approved by the Board on April 4, 2019.

Administrators and Union Representation Present at the Meeting:

Mr. Geoffrey Dowd, CFO/Business Administrator

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

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