

NOTE: When feasible, TRSB meetings are videotaped. These meeting minutes reflect only a basic summary of the meeting topics, discussion and action. The Vimeo recording of this meeting can be viewed at: <https://vimeo.com/344132009>
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%2f06%2020%202019&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Board Meeting
June 20, 2019
7:00PM

SAU Office
30 Greenough Road
Plaistow, NH

Call to Order (00:00:08)

Chairman O'Neil opened this June 20, 2019 regular business meeting of the Timberlane Regional School Board at 7:03pm 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, Lee Dubé, Kimberly Farah, Sheila Lowes, Sarah Machemer, Shawn O'Neil, Kristin Savage (7:05pm), and Susan Sherman. Absent: Jennifer Silva.

Seated at the Board Table

Dr. Earl Metzler, Superintendent of Schools
Kyle Duffy, Student Representative

Administrators Present

Listed on last page

Approval of Minutes (00:01:28)

The board reviewed the meeting minutes of June 6, 2019 (three sets).

MOTION: Ms. Lowes motioned to approve the regular meeting minutes of June 6, 2019; seconded by Mr. Boyle. The motion passed 6-0-1 with correction (Mrs. Machemer abstained).

Mrs. Savage entered the meeting at 7:05pm.

MOTION: Ms. Lowes motioned to approve the nonpublic session I minutes of June 6, 2019; seconded by Mr. Dubé. The motion passed 6-0-2 (Mrs. Machemer and Mrs. Savage abstained).
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MOTION: Dr. Farah motioned to approve the sealed nonpublic session II minutes of June 6, 2019; seconded by Ms. Lowes. The motion passed 6-0-2 (Mr. Dubé and Mrs. Machemer abstained).
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Student Representative (00:07:24)

Student Representative Kyle Duffy presented on school activities and events closing with best wishes to the graduating class of 2019.

Delegates and Individuals (00:12:46)

Sue Clarke of Danville spoke to supporting the high school hockey team noting every effort is being made to recruit enough players to continue the program for the 2019-20 school year.

TTA President Ryan Richman spoke to the appreciation of the TTA and TSSU for a successful school year, congratulated the retirees, and declared the union's commitment to fight for smaller class sizes and needed resources, and to assist with professional development.

CURRENT BUSINESS

EAGLE SCOUT PROJECT (00:19:17)

By way of video, Eagle Scout Joseph Friel presented a proposal to construct and install a Little Free Library at Atkinson Academy. The total cost of the project was estimated at \$1,711 and will be funded by Principal Dayotis, the Knight Owls, and by fundraising.

MOTION: Mrs. Sherman motioned accept the Eagle Scout Project of a Little Free Library as presented with the understanding the project will be maintained by the district; seconded by Mrs. Machemer. The motion passed 8-0-0.

Eagle Scout Kyle Duffy then presented a proposal to beautify the upper and lower parking lot connector at Atkinson Academy with a total cost of \$1,400 to be funded by fundraisers. Discussion ensued on providing native species for ground cover to increase attracting targeted insects and birds.

MOTION: Ms. Lowes motioned to approve the Eagle Scout Project as proposed; seconded by Mrs. Savage. The motion passed 8-0-0.

TREASURER APPOINTMENT (00:35:01)

Chairman O'Neil noted two candidates interested in the treasurer position and that both the treasurer and assistant treasurer positions have been advertised for several months. Board members reviewed the two letters of interest as well as resumés noting both candidates are qualified for the position.

MOTION: Dr. Farah motioned to approve Kathleen Beattie to the position of treasurer and Gloria Dodge to the position of assistant treasurer effective immediately; seconded by Ms. Lowes.

Discussion ensued on the courtesy of the school board chair to meet with both candidates as a means of introduction, consensus that current treasurer Linda Coyle serve as interim treasurer for the remainder of the school year for the purpose of continuity in closing the books for fiscal year 2018-19, disclosure that Mrs. Beattie currently serves as the treasure for the Town of Danville and, as such, will be involved with school district payments for the town on both the dispersing and receiving end, and that this practice was acceptable by the district auditors. It was also noted that Mrs. Dodge serves as the tax collector for the Town of Atkinson. Chairman O'Neil directed the candidates be processed as soon as possible in anticipation of the current treasurer's unavailability to sign checks next week.

VOTE: The motion passed 8-0-0.

DATA GOVERNANCE PLAN (00:46:50)

Technology Director Ken Henderson presented the second read on the district's Data Governance Plan which was required to be adopted by all NH schools by June 30th even though the standards and policy language was not provided by the state until April of this year.

Discussion ensued on PCI compliance, the necessary vetting of all applications and websites used by the school district, password security protocol, data privacy training for all staff members, the need to review the plan on an annual basis and the four-year timeframe allotted to complete the work in the plan.

MOTION: Ms. Lowes motioned to adopt the Data Governance Manual as written; seconded by Mr. Dubé. The motion passed 8-0-0.

BUDGET UPDATE (00:55:42)

CFO/Business Administrator Geoff Dowd presented updated end of year projections that included budget transfers approved at the last board meeting. Discussion ensued on the variance in revenue (shortfalls in Medicaid and tuition), end of year posting scheduled for August, variances in the salaries line resulting in a request for a list of unfilled positions inclusive of the intent to fill those unfilled positions (to be provided in the fall), removing unfilled positions from the budget so they are not carried into a default budget, and that the \$1.5million surplus is a good number for an organization the size of Timberlane.

PAC SIDING UPDATE (01:06:55)

Business Operations Coordinator Tom Geary presented two options in relation to the PAC siding project resultant of the board's position to increase the amount of masonry on the project; Option 1: to use metal siding as originally designed with work beginning immediately, or option 2: to use metal siding with the option for masonry.

Discussion ensued on the affect the masonry option would have on the project timeline, the decrease in contingency funds available, completing the metal portion over the summer with masonry in the winter or even the following summer, the need for architectural renderings to ensure aesthetic expectations, and board consensus to use as much masonry as feasible.

MOTION: Dr. Farah motioned the board agree to use masonry to the highest level possible and appointing Mr. Boyle as the board liaison on the project; seconded by Ms. Lowes.

Discussion ensued on wanting to see the final numbers for masonry inclusion before signing off on the project, concern about possible project overruns and the good faith project budget presented to the voters, siding the building from the top down, masonry having a longer life and better track record, and forwarding the architectural renderings to the board once they become available.

VOTE: The motion passed 8-0-0.

FEDERAL FUNDING AUTHORIZATION (01:35:28)

Dr. Metzler noted each year the board must authorize the Superintendent, Assistant Superintendent, and Business Administrator to apply for and receive, on behalf of the District, federal and state grants/funding.

MOTION: Dr. Farah motioned to authorize Dr. Metzler and Geoff Dowd to apply for and receive on behalf of the District federal and state grants and funding and to file such authorization with the NH Department of Education; seconded by Mrs. Sherman. The motion passed 8-0-0.

SUSPENSION AUTHORIZATION (01:36:33)

Dr. Metzler requested the board’s authorization for the Superintendent or designee to suspend students beyond 10 days as outlined in RSA 193:13.

MOTION: Dr. Farah motioned to authorize the Superintendent and his designee to continue the suspension of a student for a period in excess of ten school days as provided for in RSA 193:13(b); seconded by Mrs. Sherman. The motion passed 8-0-0.

POLICIES (01:37:50)

Mr. Dubé presented policy EHAB Data Governance and Security noting this is a required policy with a June 30th deadline for adoption and that the board noticed the need to waive the first read of this policy at the June 6th meeting.

MOTION: Mr. Dubé motioned to adopt policy EHAB for second read; seconded by Ms. Lowes. The motion passed 7-0-0 (Mr. Boyle was out of the room at the time of the vote).

Mr. Dubé then presented for first read policies ADAA TRHS Mission Statement for repeal, BBBA Board Member Qualifications, BBBC Board Member Resignation, BBBB Board Member Removal From Office, BBBE Unexpired Term Fulfillment, JFAB Admission of Tuition and Non-Resident Students, JI Student Rights and Responsibilities, JIA Student Due Process Rights (erroneously left out of the packet but posted online), and JLDBA Behavior Management and Intervention.

MOTION: Dr. Farah motioned to accept the policies as presented for first read; seconded by Mrs. Savage.

Discussion ensued on getting feedback from NHSBA on the board-specific policies presented (BBBA, BBBC, BBBB, BBBE).

VOTE: The motion passed 8-0-0.

ADMINISTRATOR’S REPORT (01:46:08)

Dr. Metzler noted materials in board packets include a letter from First Student regarding the timing of the

combined middle and high school routing (data to be used to inform on other route efficiencies as the board approved a hybrid routing scenario for the upcoming school year), an executive summary on the current administrators with their contract expiration dates, and an executive summary on the full day kindergarten program (enrollment numbers to date, options to attend other district kindergarten programs, options for two half days, and to continue monitoring the numbers throughout the summer).

PERSONNEL REPORT (01:58:32)

Dr. Metzler recommended the board accept the resignations of Michael Flynn and Kim LaCoss.

Chairman O'Neil spoke to *acknowledging* the resignation of administrators on three year contracts in lieu of the using the term *accept*. Discussion ensued on three year contracts being of no benefit to the district, to the similar semantics of accepting a teacher resignation, and teachers not required to provide a 180 day notice.

MOTION: Mr. Boyle motioned to acknowledge Mr. Flynn's resignation letter to the board and to further wish him the best in his new position; seconded by Ms. Lowes.
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Discussion ensued on the expectation for Mr. Flynn to remunerate back to the district, on thanking him for his years with the district with regret in seeing him leave, and on the professional courtesy between superintendents when posing a job offer to a professional staff member under contract with another district.

VOTE: The motion passed 8-0-0.

MOTION: Mrs. Sherman motioned to accept the resignation of Kira LaCoss; seconded by Mr. Boyle. The motion passed 8-0-0.

Dr. Metzler recommended the board renominate James Dionne to the position of TRMS social studies teacher.

MOTION: Mrs. Sherman motioned to renominate James Dionne as presented; seconded by Mrs. Machemer. The motion passed 8-0-0.
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Dr. Metzler recommended the board nominate Alex Brown to the position of TRMS science teacher.

MOTION: Mr. Boyle motioned to nominate Alex Brown as presented; seconded by Mr. Dubé. The motion passed 8-0-0.
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Chairman O'Neil announced the administrators listed as nominations were tabled at the last meeting as the board wanted more information and that this item will be tabled for a nonpublic session at the end of the agenda.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD (02:08:53)

Updates were provided on the Withdrawal Planning Committee (consensus for legal representation at August public hearing, legal questions forwarded to committee chair, comp time for staff members, and the need for legal input on the matter, and the timing for the school board to weigh in on the plan), the Personnel Committee (TSSU negotiation process underway), the CIP Committee (June 26th meeting, the Wellness Committee (expo to be held at YMCA), and the graduation and retirement celebrations.

CORRESPONDENCE FOLDER

Board correspondence was distributed to board members electronically.

VENDOR AND PAYROLL REGISTERS

Check registers were reviewed and signed.

FUTURE DATES (02:23:55)

Chairman O'Neil polled the board for interest in holding board meetings throughout the summer months and by general consent, scheduled meetings on July 18th and August 8th. It was noted the availability of administrators, the recording secretary, and technology for recording and Livestreaming would be determined at a later date.

OTHER BUSINESS (02:29:23)

Athletic budget update and bullying data were added to the August 22nd agenda and it was noted special services typically provided exclusively by SERESC were being secured by other agencies as needed.

NONPUBLIC SESSION – PERSONNEL

MOTION: Dr. Farah 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; seconded by Mr. Dubé.

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

The board entered nonpublic session at 9:33pm.

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

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 10:48pm.

MOTION: Mr. Dubé 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 – yes
Dubé – yes Macheimer – yes Sherman – yes
Farah – yes O’Neil – yes

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

MOTION: Mrs. Sherman motioned to nominate Douglas Blay to the position of Pollard Principal; seconded by Mrs. Macheimer. The motion passed 6-0-2 (Dr. Farah and Mrs. Savage abstained).

MOTION: Mrs. Sherman motioned to nominate Meaghan Guanci to the position of Sandown North Assistant Principal; seconded by Ms. Lowes. The motion passed 8-0-0.

MOTION: Mr. Boyle motioned to nominate James Pelletier to the position of Pollard Assistant Principal; seconded by Mrs. Macheimer. The motion passed 6-0-2 (Dr. Farah and Mrs. Savage abstained).

Chairman O’Neil adjourned the meeting at 10:53pm.

Respectfully submitted,

Catherine Belcher
Recording Secretary

Approved by the Board on Jul7 25, 2019.

- Administrators and Union Representation Present at the Meeting:
Mrs. Sandra Allaire, Director of Curriculum, Assessment and Professional Learning
Mr. Doug Blay, Assistant Principal at Pollard School
Mr. Timothy Brown, Assistant Principal at TRHS
Mr. Barry Chooljian, Director of Secondary Guidance 6-12
Mrs. Lucy Canotas, Director of Elementary Curriculum (K-5)
Ms. Meghan Corcoran, Assistant Principal at Danville Elementary

Mrs. Heather Cronan, Assistant Principal of Student Services and Facilities at TRHS
Mrs. Kathie Dayotis, Principal of Atkinson Academy
Mr. Tony DiBartolomeo, Director of Performing Arts
Atty. Geoff Dowd, Business Administrator
Mr. Michael Flynn, Principal of TRMS
Mr. Tom Geary, III, Business Operations Coordinator
Mr. Timothy Guanci, Academic Dean of STEM (Secondary 6-12)
Mr. Ken Henderson, Director of Technology
Mrs. Marilyn Hutnick, Assistant Principal for Grade 6 at TRMS
Ms. Maegan Koelker, Assistant Principal for Grade 7 at TRMS
Mrs. Patrice Liff, Assistant Principal at Atkinson Academy
Ms. Nancy Louiselle, Director of Human Resources
Ms. Melissa MacDonald, Preschool Coordinator
Mrs. Jennifer Marino, Principal of Timberlane Learning Center at Sandown Central
Mr. Mitchell Mencis, Assistant Principal for Grade 8 at TRMS
Mrs. Christi Michaud, Executive Director of Data, Assessment and Accountability
Mrs. Jennifer Michitson, Academic Dean of Enrichment, Freshman Academy, Reading and RTI
Mrs. Lois Paul, Technology Coordinator
Mr. Mark Pedersen, Director of Secondary Curriculum (6-12)
Mrs. Jennifer Puchlopek, Academic Dean of English and Language Arts
Mrs. Susan Rasicot, Director of Pupil Personnel Services/Special Education
Mr. Brian Shawley, Acting Principal at Danville Elementary
Mrs. Nancy Stafford, Principal at Sandown North Elementary
Mr. Scott Straine, Associate Principal at TRHS
Mr. Daniel Woodworth, Student Services Coordinator
Mr. Don Woodworth, Principal of TRHS

Mr. Ryan Richman, President of the Timberlane Teachers Association
Mr. James Pelletier, Vice President of the Timberlane Teachers Association
Mrs. Laurie Herchenroder, President of the Timberlane Support Staff Union