

NOTE: When feasible, TRSB meetings are videotaped. These meeting minutes reflect only a basis summary of the meeting topics, discussion and action. Details of the meeting may be viewed by accessing the online Vimeo at: <https://vimeo.com/album/255898/video/288793504>  
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 OOL%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2018%2d19%2f09%2006%202018&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

**TIMBERLANE REGIONAL SCHOOL BOARD  
MEETING MINUTES**

**Regular Board Meeting  
September 6, 2018  
7:30PM**

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

**Call to Order (00:00:01)**

Madam Chair Sherman opened this September 6, 2018 Timberlane Regional School Board meeting at 7:31pm with the roll call followed by the Pledge of Allegiance, followed then by a moment of silence in recognition of the recent passing of Arizona Senator John McCain.

**Board Members Present**

Brian Boyle, Kimberly Farah (7:52pm), Dan Guide, Sarah Macheemer, Shawn O’Neil, Susan Sherman, and Jennifer Silva. Absent: Lee Dubé and Kelly Ward.

**Seated at the Board Table**

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

**Administrators Present**

Listed on last page

**Approval of Minutes (00:01:33)**

The board reviewed two sets of meeting minutes.

**MOTION: Mr. Guide motioned to approve the August 23, 2018 public meeting minutes; seconded by Mr. Boyle. The motion passed 6-0-0.**

**MOTION: Mr. Guide motioned to approve the August 23, 2018 sealed nonpublic minutes; seconded by Mr. Boyle. The motion passed 6-0-0.**

**Student Representative (00:05:32)**

Student Representative Nick Valhouli reported on the first week of school, music and theatre events, athletic events, and middle school activities. He recommended viewing the Pollard video on acceptance and kindness and attending the upcoming Sandown Old Home Day celebration.

**Delegates and Individuals**

None.

**CURRENT BUSINESS**

**OPENING OF SCHOOL REPORT (00:08:07)**

Christi Michaud and Sandy Allaire presented the opening of school report that included enrollment stats, building preparation and school conditions, induction and mentoring activities as well as professional development activities for both professional and support staff. Professional development topics included Guided Math, science, and social and emotional training. They spoke to open house activities as well as individual school themes, enrollment predictions, and the need for more paraeducators.

**STRATEGIC PLAN (00:20:03)**

Dr. Wilson presented the draft Strategic Plan for school years 2018-2023 noting it took two years to develop, its implementation would require commitment from both the school board and district, and it sets the direction, focus and priorities for moving forward. She spoke to the development process, plan sections, reoccurring themes (academic rigor, facilities and grounds, and culture and climate), subcommittees, communication and next steps.

Dr. Farah entered the meeting at 7:52pm.

Discussion ensued on chapter title changes, timelines, ownership of the plan, the Capital Improvements Plan, and the public's input on the draft.

**MOTION: Mr. Guide motioned to accept the Strategic Plan draft and hold a public forum between now and the October 4<sup>th</sup> board meeting; seconded by Mr. Boyle. The motion passed 7-0-0.**

**BUDGET UPDATE (00:58:27)**

Geoff Dowd presented two reports (current expenditures and expenditure merged into prior year report with suggested budget line shifts) noting budget balances, encumbrances and deltas. Discussion ensued on actuals from last year, federal projects, and kindergarten revenue. The board directed this item be placed on the next agenda with a line-by-line report depicting recommended reallocations accompanied by a written justification for each proposed line transfer.

Discussion ensued on the voted budget vs the adopted budget and how it relates to the development of the default budget, underfunded special education budget lines, the board-voted encumbrance for funding the business consultant, and the timeline for posting monthly financials.

**SCHOOL BOARD GOALS (01:33:06)**

Madam Chair Sherman presented the draft goals of the board and offered to reschedule discussion and action until the next board meeting due to the late dissemination of the materials. Discussion ensued on the current negotiations process, the superintendent's goals, and adding a facilities master plan goal (Dr. Farah to draft).

**POLICIES (01:44:40)**

Dr. Metzler presented policies EI Risk Management, GBCD Background Investigation and Criminal Records Check, ABA Volunteer Involvement, and IJOC Volunteers for second read noting new legislative changes, the review of policies associated with volunteers, a new fingerprinting machine, and the standards for volunteers who would require background checks. He asked board members to grant a grace period to January 2019 in relation to the volunteer criminal background check requirement.

**MOTION: Mr. Guide motioned to finalize and approve policies EI, GBCD, ABA and IJOC for second read, adoption and reaffirming; seconded by Mrs. Silva. The motion passed 7-0-0.**

Discussion then ensued on the policy review services provided by NHSBA. The board will address this topic with NHSBA directly at their upcoming training session.

**NHSBA RESOLUTIONS (02:01:26)**

Board members were updated on the NHSBA resolutions process and timeline.

**ADMINISTRATOR'S REPORT (02:03:40)**

Dr. Metzler updated the board on a \$500 donation from the Atkinson Women's Civic Club, the updated PAC schedule, the treasurer's report, and business consultant's report.

Discussion ensued on the possibility of a SWEEP account and on specifics associated with the business consultant's work (timeline, cost to date, recommendations relative to adding another position to the business department).

Dr. Metzler asked the board to waive policy IKFC relative to the age restriction to allow a homeschooled student to participate in the graduation process.

**MOTION: Mr. Guide motioned to waive policies BGF (relative to the process to waive a policy) and IKFC; seconded by Mrs. Machemer. The motion passed 7-0-0.**

Dr. Metzler announced a read only file containing pertinent legal and confidential documents, will be available

for board members to access during normal business hours. Discussion ensued on the documents being made available at board meetings or prior to.

#### **PERSONNEL REPORT (02:40:26)**

Dr. Metzler recommended the board nominate Laurie Bailey to the position of TRHS science teacher and Amy Vaillancourt to the position of 50% pre-k teacher at Atkinson Academy.

<b>MOTION:</b> <b>Mr. Guide motioned to accept the nominations as presented; seconded by Mr. Boyle. The motion passed 7-0-0.</b>
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Dr. Metzler recommended the board accept the resignation of Christina King as TRMS ESOL teacher.

<b>MOTION:</b> <b>Mr. Guide motioned to accept the resignation as presented; seconded by Mrs. Macheemer. The motion passed 7-0-0.</b>
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#### **COMMITTEE REPORTS (02:41:55)**

Board members reported on the activities and upcoming work of the Curriculum and Assessment, Personnel, Capital Improvement Plan, Safety and Facilities committees.

#### **REPORTS OF THE SCHOOL BOARD**

None.

#### **CORRESPONDENCE FOLDER**

Board correspondence was distributed to board members electronically.

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

Check registers were reviewed and signed.

#### **OTHER BUSINESS (02:52:35)**

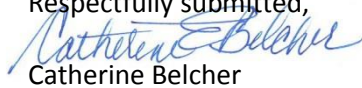
Discussion ensued on forwarding documents requiring school board signature to board members ahead of time for review and on charging a board member copies of reports outside of a board directive.

<b>MOTION:</b> <b>Dr. Farah motioned Mr. O'Neil be reimbursed \$12.50; seconded by Mr. Guide. The motion passed 6-0-1 (Mr. O'Neil abstained).</b>
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Discussion continued on student activity accounts, removing school campus resource officer from the agenda, estimated time to receive the first budget draft, and revisiting the Sandown schools' enrollment numbers for future planning.

Madam Chair Sherman adjourned the meeting at 10:33pm.

Respectfully submitted,



Catherine Belcher  
Recording Secretary

Approved by the Board on September 20, 2018.

Administrators and Union Representation Present at the Meeting:

Mrs. Sandra **Allaire**, Director of Curriculum, Assessment and Professional Learning

Atty. Geoff **Dowd**, Business Administrator

Mr. Tom **Geary**, III, Business Operations Coordinator

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

Mrs. Susan **Rasicot**, Director of Pupil Personnel Services/Special Education

Dr. Roxanne **Wilson**, Assistant Superintendent

Mr. Ryan **Richman**, President of the Timberlane Teachers Association