

NOTE: When feasible, TRSB meetings are videotaped. These meeting minutes reflect only a basic summary of the meeting topics, discussion and action. 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%2006%202019&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Board Meeting

June 6, 2019

7:00PM

SAU Office

30 Greenough Road

Plaistow, NH

Call to Order

Chairman O'Neil opened this June 6, 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 as well as in recognition of the 75th anniversary of D-Day and on those who perished on that day, followed by the Pledge of Allegiance.

Board Members Present

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

Seated at the Board Table

Dr. Roxanne Wilson, Assistant Superintendent
Nick Valhouli, Student Representative (7:49pm)

Administrators Present

Listed on last page

Approval of Minutes

The board reviewed the meeting minutes of May 16, 2019 (two sets).

MOTION:	Mrs. Sherman motioned to approve the regular meeting minutes of May 16, 2019; seconded by Mr. Boyle. The motion passed 5-0-2 (Mrs. Savage and Dr. Farah abstained).
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MOTION:	Mr. Boyle motioned to approve the nonpublic session minutes of May 16, 2019; seconded by Ms. Lowes. The motion passed 6-0-1 (Mrs. Savage abstained).
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The May 29th work session minutes would be addressed at the next board meeting.

Student Representative

To be postponed to later in the meeting.

Delegates and Individuals

None

CURRENT BUSINESS

SUMMER PROJECTS UPDATE

Business Operations Coordinator Tom Geary presented a summer projects update that included options for roof repair at Pollard School, the TLC at Sandown Central, and Atkinson Academy, PAC siding replacement, general maintenance for district buildings, security camera upgrades, TRMS gym floor repair, and SAU carpet replacement. CFO Business Administrator Geoff Dowd spoke to options for funding these projects using current year balances, anticipated surplus, and funding from the 2019-20 school year.

Discussion ensued on the roofing projects (pros and cons of the additional roof work, most cost effective strategies, warranty coverage, and the CIP process), on the district's scheduled maintenance plan, past septic issues and repairs, tracking of spending and budget transfers for future budget development, the middle school roof (no leaks since patching in January), completing the additional work as outlined so that the district can work towards catching up on building maintenance and using underspent monies for this purpose, salary lines broken out from surplus and the need to process end of school year retirements and payouts first, and on the request to waive both bidding policies to secure timely contracts on the projects and the capital assets policy in order to use

operational surplus towards these projects thus deeming the work as maintenance and not capital expenditures.

MOTION: Mrs. Sherman motioned to encumber \$457k and transfer such funds to the building renovations budget line as presented on the May 31, 2019 Summer Major Projects Update worksheet; seconded by Mr. Boyle. The motion passed 7-0-0.

MOTION: Mrs. Sherman motioned to waive policy DJE Bidding Requirements and policy DID Fixed Assets and make the determination the roofing projects for Pollard School, TLC at Sandown Central, and Atkinson Academy shall be considered maintenance and repair; seconded by Mr. Boyle. The motion passed 5-0-1 (Mr. Dubé abstained and Dr. Farah was not in the room at the time of the vote).

Discussion then focused on the security camera updates, middle school gym floor, and the SAU carpeting noting these items are considered repair and maintenance.

MOTION: Mrs. Sherman motioned to transfer up to, and not to exceed, \$15k from the natural gas budget line to the facilities repair and maintenance line to replace the SAU carpet; seconded by Mr. Boyle. The motion passed 6-0-1 (Ms. Lowes abstained).

MOTION: Mrs. Sherman motioned to waive policy DID Fixed Assets for the carpet replacement project; seconded by Mr. Boyle. The motion passed 6-0-1 (Ms. Lowes abstained).

Discussion ensued on the security camera upgrade noting the majority of the funding was coming from a Homeland Security grant.

MOTION: Mrs. Sherman motioned to encumber \$30,150 relating to the district's share of the security installation and transfer such funds from the equipment replacement/safety and security, and the professional services data processing lines to the new equipment safety and security line; seconded by Mr. Dubé. The motion passed 7-0-0.

Discussion ensued on the middle school gym floor repair project (increase of \$2,200 on estimated cost), and adding an additional transfer of \$46k to address the overspending of the maintenance budget line, and that these transfers will result in spending \$700k of surplus. A motion to transfer the \$46k was made, seconded but later withdrawn so that the items could be acted upon individually. The board also directed an executive summary be provided showing market estimates in comparison to actual costs to ensure waiving the bidding process does not adversely affect securing best project costs.

MOTION: Mrs. Sherman motioned to transfer up to \$22,500 from the district electricity line to the facilities repair and maintenance line for the middle school gym floor repair and sanding project; seconded by Mrs. Savage. The motion passed 7-0-0.

MOTION: Mrs. Sherman motioned to waive policy DJE Bidding Requirement for the middle school gym floor project; seconded by Mrs. Savage. The motion passed 6-0-1 (Mr. Dubé abstained).

MOTION: Mrs. Sherman motioned to transfer up to \$23,500 from the district electricity line to the facilities repair and maintenance line to cover facility repair overages; seconded by Mrs. Savage. The motion passed 7-0-0.

Mr. Dowd then spoke to another budget line deficiency – legal fees line 2318-2330 noting the line has been overspent (\$140k spent against a budgeted amount of \$126k as well as anticipated legal expenses by the SAU Withdrawal Planning Committee). Board members opined transfers were not required as the business administrator has been authorized to pay the withdrawal committees legal expenses from this budget line.

STUDENT REPRESENTATIVE

Student Representative Nick Valhouli reported on district activities and then, noting this was his last board meeting, extended this thanks to the board for the opportunity to serve as the school board student rep. Chairman O'Neil spoke to Nick's representation of the student body, not only the high schools, but district wide and presented him with a gift as a token of the board's appreciation. Other commendations were spoken.

Mr. Valhouli then introduced the incoming student rep for the 2019-20 school year, Kyle Duffy from Atkinson.

ASSESSMENT UPDATE – TRIPOD SURVEY

Executive Director of Data, Assessment and Accountability Christi Michaud presented the 2019 Tripod Student Voice Survey results by providing an overview of the survey and the scoring criteria, comparisons to the 2018 and 2019 survey results, and how the data is used at both the classroom and district level to inform on action steps (school goals, professional development, self-reflection).

Discussion ensued on the continued use of the survey to inform on instructional practices, on the Curriculum and Assessment Committee's lengthy review and support of the tool, the margin of error/coding within standard deviation, other assessments used by the district (statewide testing in the spring, STAR), and on the board's request that assessment data results be presented independent of the goals and action plan presentation in the fall of 2019.

STAFFING PROJECTIONS

Mrs. Michaud presented staffing projections consistent with policy IIB and noted enrollment numbers will fluctuate over the summer months with students enrolling and withdrawing, that kindergarten enrollment numbers are increasing, and that as of this point, it is expected current staffing levels can meet the enrollment needs as projected.

Discussion ensued on the data provided relative to class size and policy standards, that another staffing report will be presented in the fall, pressure points to watch (Sandown North grade 4), NESDEC's projection of a decline in enrollment over the next few years, and the request that next year's report include current numbers as well so the board can compare and follow trends.

PART-TIME BOOKKEEPER

Mr. Dowd presented the job description for a newly proposed bookkeeping position for assistance with the business department (24 hours per week, \$27-\$35 per hour, no benefits) as requested by the board at the May 16th meeting.

Discussion ensued on the job description and salary as it relates to a bookkeeper in comparison to that of an accountant, the qualifications in relation to knowledge and skillset, clarification that the need is for a high level bookkeeper with accounting knowledge, whether the position should be SAU55 funded or Timberlane funded, the possibility of recouping the \$20k spent by the Timberlane Board for a consultant to assist with the books, how the position might affect the SAU55 Withdrawal Planning Committee's process and the committees' work in determining the SAU structure, and consensus that the Timberlane board members would support adding the position to the SAU staffing structure.

MOTION: Dr. Farah motioned to table the bookkeeper agenda item and place it on an SAU Board agenda; seconded by Ms. Lowes.
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Discussion ensued on adding an accountant qualifier should the SAU Board want an accountant, keeping the qualifier as is to widen the pool of candidates, inviting Consultant Colby to the SAU Board meeting, and revisiting the topic should it not be addressed at the SAU level.

VOTE: The motion passed 7-0-0.

TUITION RATES

Mr. Dowd presented proposed tuition rates for the 2019-20 school year and also reviewed tuition rates from 2016

to present noting the rate is based on cost per pupil as determined by the NH DOE.

Discussion ensued on the special education rate, how it is calculated, the state's allotted cost (\$1,900 per student) as opposed to actual costs, the broad range of qualifiers and expenses associated with special education services, and those services being federally mandated by locally funded.

MOTION: Ms. Lowes motioned to accept the tuition rates for 2019-20 as written in the memo by Mr. Dowd; seconded by Mrs. Sherman. The motion passed 7-0-0.

POLICIES

Mr. Dubé re-presented policies KED Facilities or Services – Grievance Procedure, IKF High School Graduation, JLC Student Health Services, JLCD Administering Medication To Students, and JLCK Special Physical Health Needs Of Students that were presented for first read at the May 16th meeting.

MOTION: Dr. Farah motioned to approve the five policies for second read; seconded by Mrs. Savage. The motion passed 7-0-0.

DATA GOVERNANCE PLAN

Technology Director Ken Henderson presented a first read of the District's Data Governance Plan resultant of the passage of HB1612 (RSA 189:66) noting the plan is the educational equivalency of HIPPA in its requirement to protect student and staff data. He spoke to the requirements of the plan (setting minimum standards for privacy and security of student and staff data, inventorying of software and applications to meet those standards, writing policy and procedures, developing a response plan for any breached information, and updating the plan on an annual basis), the background on the new law, its framework (template that will be used as a road map for the district to develop its own plan which is a 3-4 year process), specific sections of the plan (introduction, data lifecycle, critical incident response, and appendices), and on next steps (board approval at next meeting, updating the plan on an ongoing basis, renewing it annually with the Technology Committee and SLT responsible for input and guidance.

Discussion ensued on the enormous amount of work involved in this initiative, the collaboration of the technology teams in both districts, and on putting the board and public on notice of an intent to waive policy to allow for immediate adoption of the newly drafted Data Governance and Security policy (EHAB) that is in board packets.

ADMINISTRATOR'S REPORT

Dr. Wilson noted materials included in board packets include an executive summary on a safety meeting in response to two incidences involving firearm contraband and the treasurer's report as part of quarterly reporting, and announced student awards associated with the NH State House Bicentennial Mixed Media Art Contest.

Dr. Wilson presented a \$1,500 donation from NHIAA for use in the Life of an Owl program.

MOTION: Mrs. Sherman motioned to accept the \$1,500 donation for the Life of an Owl program; seconded by Ms. Lowes. The motion passed 7-0-0.

Dr. Wilson then presented a parent request for a student to finish their senior year at Timberlane despite having to move from the district due to personal circumstances with recommendation from the Superintendent.

MOTION: Mr. Boyle motioned to follow the superintendent's recommendation to allow the student to stay at the Timberlane Regional High School for their senior year; seconded by Mrs. Savage. The motion passed 7-0-0.

Dr. Wilson then spoke to estimated costs associated with the school board chair's request to provide a district-wide luncheon at the end of the school year. Discussion ensued on demonstrating an appreciation of staff, logistics associated such an undertaking, and consideration for doing this next year when there is more time to plan.

POINT OF ORDER – by general consent the board modified the agenda to move directly to committee reports.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD

Board members reported on committee work (SAU Withdrawal Planning, CIP and Policy) and on performing arts activities, Wellness Fair, Memorial Day celebrations, STEM events and on appreciation of the student council.

PERSONNEL REPORT

Dr. Wilson recommended the board accept the resignations of Melissa Dietz, Mary Corredor, Sarah Mill, Paul Vigeant, and Jessica Webster-Jones.

MOTION: Ms. Lowes motioned to accept the resignations as presented with gratitude; seconded by Mr. Dubé. The motion passed 7-0-0.

POINT OF ORDER – by general consent the board modified the agenda to move directly to correspondence followed by vendor and payroll registers, then other business then to nonpublic session.

CORRESPONDENCE FOLDER

Board correspondence was distributed to board members electronically.

VENDOR AND PAYROLL REGISTERS

Check registers were reviewed and signed.

OTHER BUSINESS

Discussion ensued on the treasurer position (only one applicant who currently serves as the Danville treasurer) and on placing this candidate on the next agenda for appointment to the position.

Board members then took the opportunity to thank retiring Assistant Superintendent Dr. Roxanne Wilson for her service to the district, her professionalism, her lead in developing the strategic plan, and offered best wishes in her upcoming retirement.

NONPUBLIC SESSION I – SECURITY UPDATE

MOTION: Mr. Dubé motioned the board go into nonpublic session under RSA 91-A:3, paragraph II (i) consideration of matters relating to preparation for and the carrying out of emergency preparations to prevent widespread injury; seconded by Dr. Farah.

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

The board entered nonpublic session at 10:08pm.

MOTION: Mr. Dubé motioned the board exit nonpublic session; seconded by Dr. Farah.

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

The board entered public session at 10:38pm.

NONPUBLIC SESSION II – 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 Ms. Lowes.

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

The board entered nonpublic session at 10:39pm.

Mr. Dubé left the meeting at 11:15pm.

MOTION: Ms. Lowes motioned the board exit nonpublic session; seconded by Dr. Farah.

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

The board entered public session at 11:29pm.

MOTION: Ms. Lowes 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 Dr. Farah.

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

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

MOTION: Dr. Farah motioned to nominate Shawn White to the position of TRSD Director of SPED 6-12, Laura Howell as Sandown North Elementary teacher, and Brian Weigler as Danville Elementary Special Education teacher; seconded by Mrs. Savage. The motion passed 6-0-0.

Chairman O’Neil directed a list of administrators with contract expiration dates as well as clarification on what new administrators are being offered (one or three year contracts) be provided at the next board meeting, and to add the three internal administrator candidates to the next meeting agenda for consideration.

With a motion by Mrs. Savage and a second by Ms. Lowes, Chairman O’Neil adjourned the meeting at 11:30pm.

Respectfully submitted,

Catherine Belcher
Recording Secretary

Approved by the Board on June 20, 2019.

- Administrators and Union Representation Present at the Meeting:
- Mr. Geoff Dowd, Business Administrator
 - Mr. Tom Geary, III, Business Operations Coordinator
 - Mr. Ken Henderson, Director of Technology
 - Mr. Mitchell Mencis, Assistant Principal for Grade 8 at TRMS
 - Mrs. Christi Michaud, Executive Director of Data, Assessment and Accountability
 - Mr. Brian Shawley, Acting Principal at Danville Elementary
 - Mr. Daniel Woodworth, Student Services Coordinator
 - Mr. Donald Woodworth, Principal of TRHS
 - Mr. James Pelletier, Vice President of the Timberlane Teachers Association