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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%2f10%2004%202018&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

**TIMBERLANE REGIONAL SCHOOL BOARD
MEETING MINUTES**

**Regular Board Meeting
October 4, 2018
7:30PM**

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

Call to Order (00:00:06)

Madam Chair Sherman opened this October 4, 2018 Timberlane Regional School Board meeting at 7:32pm. She welcomed newly appointed Sandown representative Sheila Lowes to the board, followed by the roll call and Pledge of Allegiance led by James Pelletier. Noting the number of members from the public present, she asked that they be mindful to keep all egresses clear as required by safety code. She then called for a moment of silence in honor of Colleen Bovi, Peggy Quinn, and Eric Kane.

Board Members Present

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

Seated at the Board Table

Dr. Earl Metzler, Superintendent
Nick Valhouli, Student Representative

Administrators Present

Listed on last page

Approval of Minutes (00:02:34)

The board reviewed four sets of minutes: the September 20th strategic plan public forum, the September 20th regular meeting, the September 20th nonpublic session, and the September 26th training session.

MOTION: Mr. O’Neil motioned to approve the September 20, 2018 public forum minutes; seconded by Mr. Boyle. The motion passed 8-0-1 (Mrs. Lowes abstained).

MOTION: Mr. Boyle motioned to approve the September 20, 2018 regular meeting minutes; seconded by Mrs. Machermer. The motion passed 8-0-1 (Mrs. Lowes abstained).

MOTION: Mr. Dube motioned to approve the September 20, 2018 nonpublic meeting minutes; seconded by Mr. O’Neil. The motion passed 7-0-2 (Mrs. Lowes and Madam Chair Sherman abstained).

MOTION: Mrs. Silva motioned to approve the September 27, 2018 training session minutes; seconded by Mr. Boyle. The motion passed 8-0-1 (Mrs. Lowes abstained).

Student Representative (00:07:26)

Student Representative Nick Valhouli reported on district activities that included cross country meets, Recycled Percussion presentation, National Bullying Awareness Month, field trips to Applecrest, 8th grade band opportunities with the high school band, Play for the Cure football game, upcoming parent teacher conferences, and Milkmen show.

Delegates and Individuals (00:11:02)

Madam Chair Sherman welcomed citizens to speak during this portion of the meeting and then announced the expectations for delegate and individuals topics and conduct.

Corinne Martin of Plaistow spoke to education obligations, fairness and equality, and appropriate boundaries for staff and students.

Maxann Dobson of Plaistow spoke to policy JICK noting it lacks follow through with regard to bullying complaints.

Stefanie Dube of Danville spoke to a citizen's petition for the Timberlane School District to withdraw from SAU55.

CURRENT BUSINESS

PUBLIC HEARING ON DONATION (00:21:04)

Madam Chair Sherman opened the public hearing at 7:53pm. Scott Strainge presented a \$5k donation from Macys Incorporated to be used for Timberlane initiatives: Cleaner Greener (\$2k), Project Hope (\$1k), Life of an Owl (\$1k), and Timberlane Troops (\$1k). He spoke to the business partnership with the company and the opportunities the partnership would afford students.

There were no questions or comments from the public.

MOTION: Mr. Boyle motioned to accept the donation from Macys and directed a letter of gratitude be sent; seconded by Mr. Dubé. The motion passed 9-0-0.

Madam Chair Sherman closed the public hearing at 7:57pm.

SCHOOL ACTION PLANS - ELEMENTARY (00:26:08)

Elementary principals Kathie Dayotis, Michelle Auger, Nancy Barcelos, Jennifer Marino and Nancy Stafford presented the elementary school action plans covering a review of the 2017-18 goals and results and the goals for the 2018-19 school year. The presentation on the 2017-18 review included benchmarks and results for math, literacy, early literacy and the Tripod/7C's (classroom management). The 2018-19 action plan goals are centered on common goals with specific and individual ways to measure for each school. The group fielded questions and comments from board members on transitioning to middle school and the dip in scores, methods to address this (less time teaming and more time teaching), margin of error on STAR scores and how this benefits the district in identifying strengths and weaknesses, the need for more staff to improve scores, the improved training staff members are receiving, and how PLCs are helping to address the disparity in achievement across the district.

BULLYING PROCEDURE (00:47:35)

Susan Rasicot and Dan Woodworth presented on the district's bullying procedure and the measures to be taken to improve the reporting, communication, and climate and culture related to bullying incidences. They reviewed the step by step process for reporting, investigating, and follow up at the conclusion of an investigation, and then introduced a new two year program (No Bully) to assist in implementing an equitable, consistent reporting and response process as well as promote school and community buy-in to eliminate bullying behaviors.

The presenters discussed how the program is designed to validate the district's current strengths, empower professional to work together, instill a common understanding of acceptable behavior, and collaborate a culture of mutual respect by working with an outside consultant. The cost of the program is \$72k for the first year which will be funded through a Georgie Boy grant, and the second year of \$60k funded through the district budget (unless another grant can be secured).

A lengthy discussion ensued on the need for parent resources and guidance on the reporting process, a need for consistency in the process, and most importantly, a need for better communication between the schools and the parents. Programs like K-12 Insight and Thoughtful Exchange were noted as examples on online platforms for parent feedback. Initiatives for the 2018-19 school year include training for administrators, TPAF forum for parents, embedding anti-bullying education through curriculum, and working with community resources. The board requested an update on these initiatives at their second meeting in December.

BUDGET UPDATE (01:31:10)

Geoff Dowd informed the board the budget development process is underway with budget presentations to the Budget Committee scheduled throughout the months of October and November. He then presented the school board proposed budget line-by-line to solicit feedback and direction from the board. This review included discussion and directives that student trip funds (school board miscellaneous) be re-allocated to school budgets, increasing the treasurer's stipend to \$5k, consensus the entire district budget be level funded for 2019-20 (bottom line same as last year), expressed board support for the TTA CBA, provide the legal budget breakdown by major category for the next board meeting, review of the audit schedule, consultants recommendations (in person) scheduled for the next board meeting, and eliminating unfilled positions.

MOTION: Dr. Farah motioned to eliminate the unfilled positions of 6 administrators and 8 professional staff as listed from the 2019-20 district budget; seconded by Mr. Dube.

Discussion ensued on keeping the math dean position (not included in the admin list above) on hold in the event additional personnel is needed to support the special education department.

VOTE: The motion passed 8-1-0 (Mrs. Machemer opposed).

Discussion on the budget ended with a request the business administrator provide the board with a 7-digit budget code report for the next board meeting.

POLICIES (02:46:21)

Madam Chair Sherman presented policies DJE Bidding and GCF Professional Staff Hiring for second read noting the changes to DJE as directed by the board at their last meeting were included.

MOTION: Mrs. Silva motioned to accept policy DJE for second read/adoption; seconded by Mr. Dubé. The motion passed 8-0-0 (Dr. Farah was not in the room during the vote).

MOTION: Mrs. Silva motioned to accept policy GCF for second read/adoption; seconded by Mr. Dubé. The motion passed 8-0-0 (Dr. Farah was not in the room during the vote).

WARRANT ARTICLES (02:48:26)

Standing agenda item as a place saver for warrant article discussion and development. PAC wall is on the list for warrant article consideration.

ADMINISTRATOR'S REPORT (02:50:00)

Dr. Metzler reminded board members his goals are include in board packets for further review as determined at the SAU Board meeting. Board members were encouraged to send their comments/edits regarding his goals to him directly. He then spoke to the 5% discount Timberlane will continue to receive for SERESC services as well as the benefits of membership. He requested board approval for the upcoming TMA/TRHS Music Department scheduled over April vacation and updated on the volunteer criminal background process for TMA membership.

MOTION: Dr. Farah motioned to approve the TMA/TRHS Music Department trip to Washington; seconded by Mrs. Lowes. The motion passed 8-0-0 (Mrs. Silva was not in the room during the vote).

PERSONNEL REPORT (02:59:00)

Dr. Metzler recommended the nomination of Kathleen Blood as TRHS Special Education teacher.

MOTION: Mr. Boyle motioned to approve the nomination of Kathleen Blood; seconded by Mrs. Machemer. The motion passed 8-0-0 (Mrs. Silva was not in the room during the vote).

COMMITTEE REPORTS (02:59:55)

Board members reported on activities of the CIP, C&A, and Policy committees.

MOTION: Mr. Dubé motioned to engage NHSBA policy review services at a cost of \$1,500; seconded by Mrs. Savage.

Discussion: It was noted that the review would not be done immediately as there were other districts in the queue.

VOTE: The motion passed 9-0-0.

MOTION: Mr. O’Neil motioned to appoint Mrs. Silva the point person to oversee this process; seconded by Mr. Dubé. The motion passed 9-0-0.

REPORTS OF THE SCHOOL BOARD (03:08:49)

The board requested the school reports be sent out to the public by way of tweet, etc.

CORRESPONDENCE FOLDER

Board correspondence was distributed to board members electronically.

VENDOR AND PAYROLL REGISTERS

Check registers were reviewed and signed.

OTHER BUSINESS (03:10:59)

Discussion ensued on the associate principal position in relation to an assistant principal, turning off the comments on the district’s Facebook page, and being provided a contracted services data log reflecting contract renewal/expiration dates.

Madam Chair Sherman adjourned the meeting at 10:55pm.

Respectfully submitted,



Catherine Belcher
Recording Secretary

Approved by the Board October 18, 2018.

Administrators and Union Representation Present at the Meeting:

- Ms. Michelle **Auger**, Principal at Pollard School
- Mrs. Nancy **Barcelos**, Principal at Danville Elementary
- Mr. Doug **Blay**, Assistant Principal at Pollard School
- Mrs. Kathleen **Dayotis**, Principal at Atkinson Academy
- Mr. Geoff **Dowd**, CEO/Business Administrator
- Mrs. Patrice **Liff**, Assistant Principal at Atkinson Academy
- Mrs. Jennifer **Marino**, Principal at TLC@Sandown Central
- Mrs. Christi **Michaud**, Executive Director of Data, Assessment and Accountability
- Mrs. Susan **Rasicot**, Director of Pupil Personnel Services/Student Services
- Mr. Brian **Shawley**, Assistant Principal at Pollard School
- Mrs. Nancy **Stafford**, Principal at Sandown North Elementary
- Mr. Scott **Strainge**, Associate Principal of TRHS
- Mr. Daniel **Woodworth**, Student Services Coordinator
- Mr. James **Pelletier**, Vice President of the Timberlane Teachers Association