

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://livestream.com/TRSD/TRSB/videos/184474328>
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%2f2018-19%2f12%2006%202018&FolderCTID=&View=%7b8B0F59BE-D93D-4E49-9509-A6F7531FCCAB%7d>

**TIMBERLANE REGIONAL SCHOOL BOARD
MEETING MINUTES**

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

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

Call to Order (00:09:45)

Madam Chair Sherman opened this December 6, 2018 Timberlane Regional School Board meeting at 7:30pm with the roll call followed by the Pledge of Allegiance and a moment of silence for the recent passing of former US President George H.W. Bush.

Board Members Present

Brian Boyle (7:46pm), Lee Dubé, Kimberly Farah, Sheila Lowes, Sarah Machemer, Shawn O’Neil, Kristin Savage, Susan Sherman, and Jennifer Silva.

Seated at the Board Table

Dr. Roxanne Wilson, Assistant Superintendent
Nick Valhouli, Student Representative

Administrators Present

Listed on last page

Essay Contest Winners (00:11:59)

Dr. Wilson announced the 2018 American Education Week Essay Contest winners who wrote essays on the topic of “Great Schools Include All People.” The winners read their essays aloud to the board and then received a certificate and gift card. The winners were Summer Callahan (grade 2, Danville Elementary), Hadley DeCoursey (grade 5, Sandown North), Emma Smith (grade 7, TRMS) and Alessandra Rera (grade 10, TRHS). (Mr. Boyle entered the meeting at 7:46pm.)

The board then recessed from 7:51-7:54pm. Mr. Boyle left the room at this time.

Approval of Minutes (00:34:20)

The board reviewed the November 1st and November 29th, 2018 meeting minutes.

MOTION: Mr. O’Neil motioned to approve the November 1, 2018 meeting minutes as written; seconded by Mr. Dubé. The motion passed 8-0-0 (Mr. Boyle was not in the room for the vote).

MOTION: Mrs. Silva motioned to approve the November 29, 2018 work session meeting minutes; seconded by Mr. O’Neil. The motion passed with changes 6-0-2 (Mr. Boyle was not in the room for the vote and Mrs. Savage and Mr. Dubé abstained).

Student Representative (00:37:14)

Student Representative Nick Valhouli reported on activities at each of the schools, upcoming musical and drama performances, the District STEAM event, Mealey’s Meals goals, and athletic events.

Delegates and Individuals (00:44:28)

Sarah Machemer of Plaistow spoke to her concerns about Facebook posts made by a fellow board member and how those posts equated to cyber-bullying.

Jack Sapia of Atkinson spoke about concerns about failing infrastructure, drafting warrant articles, bullying behaviors of board members towards district and SAU staff members, and the treatment of the school board chair by other board members.

CURRENT BUSINESS

SCHOOL ACTION PLAN - TRMS (01:03:14)

Mike Flynn, Maegan Koelker, and Mitch Mencis presented the Middle School Action plan which included a review of 2017-18 goals (student growth percentile expectations, increasing knowledge and ability in extended learning times, cultivating a positive learning climate) and a review of new goals for 2018-19 (student achievement – same as 2017-18 goal, culture-climate-social emotional, and teaching and learning by supporting strategies to use block scheduling more efficiently).

Discussion ensued on historical data and comparative data for 17-18 and 18-19 only.

BUSINESS CONSULTANT (01:09:55)

CPA Greg Colby presented a final report on business consultant services he provided beginning in August 2018. He reported on the status of work completed, process and workflow, and staffing recommendations that included hiring an upper level accounting person and additional staff for day-to-day operations, improving the work environment to allow for private and secure payroll processing, and cross training current staff members. Dr. Farah read part of a job description for the business operations coordinator and inquired if Mr. Colby was aware of the position to which he responded he was not.

Discussion ensued on hiring Mr. Colby to continue supporting the business department, GASB reporting changes, re-organizing business office staff responsibilities, the re-assigning of the assistant business administrator position to that of a business operations coordinator, reviewing the business office job descriptions, addressing audit deficiencies, and revisions made to the MS22 and MS24. The board invited Mr. Colby to discuss possible employment at a February 2019 meeting. It was noted that the positions and work being discussed were SAU functions that would need to be addressed by the SAU board.

TRANSPORTATION UPDATE (01:48:53)

Tom Geary and Sandy Hodgkins presented the transportation update that included basic data on number of buses (29), number of students transported (2400+), number of miles covered by buses each day (2280), considerations in route planning (safety, location, time, and ridership counts), comparisons to 2017-18 and 2018-19 as it relates to ridership, stops and times, and the new features on the new buses (white roof, PA systems, triple camera coverage, First View app).

Discussion ensued on combining the middle and high school buses in an effort to decrease ride time, and using the optimize route tool for Edulog (extra expense).

MOTION: Dr. Farah motioned to direct the Superintendent to combine the middle and high school buses by next academic year and present the new bus routes to the board by March 1, 2019; seconded by Mrs. Lowes.

Discussion ensued on student discipline issues, exposure of middle students to high school students, ridership numbers and student safety, logistics for embarking and disembarking at the schools, obtaining more information from the Transportation Advisory Committee (TAC) before finalizing the motion, and possibly rescinding the motion in the spring should the board not like the logistics.

VOTE: The motion passed 6-3-0 (Mr. Dubé, Mrs. Macheimer, and Madam Chair Sherman opposed).

Discussion ensued on the new buses and the delay in getting them due to the late action in accepting the original bid, on recruitment efforts, and how new management at First Student is motivating the drivers.

PROGRAM OF STUDIES (02:53:00)

Discussion ensued as to whether or not to allow the Program of Studies to be presented due to a previous request for a master schedule. Presenters Mark Pedersen and Sandy Allaire informed the board that the

Program of Studies captures all classes offered; however, the number of students per class only dictates which of those courses are to run. They spoke to the printing deadline, that decisions to run classes are determined in the spring, and that there are a number of courses not run each year due to enrollment. They then reviewed all the changes to Program of Studies for the 2019-20 school year.

Discussion ensued on eliminated classes and the number of classes not running this year (13).

MOTION: Mrs. Lowes motioned to direct the Superintendent to provide the 2018-19 master schedule reflecting course, term, department and enrollment electronically to the board by December 14th; seconded by Dr. Farah.

Discussion ensued on the need for the data, ascertaining more information from administration to support district initiatives, paper copies for middle school families, and the fear that students will be denied courses due to class size.

VOTE: The motion passed 7-2-0 (Mrs. Machemer and Madam Chair Sherman opposed).

MOTION: Mr. Dubé motioned to move the Program of Studies to second read; seconded by Mrs. Machemer. The motion passed 9-0-0.

PAC ENGINEERING STUDY REQUEST (03:29:35)

Mr. Geary spoke to the need to secure architectural services for the PAC wall project in order to draft the warrant article. The firm will help with choosing the right product, evaluation and design of the project, draft contract documents, serve as project manager and sign off when the project is built to specs. He noted the need to waive policy DJE Bidding to secure these services in time for the warrant.

MOTION: Mr. O'Neil motioned to approve up to \$20k for the architectural services and to waive policy DJE; seconded by Mr. Dubé. The motion passed 9-0-0.

DEFAULT BUDGET (03:37:00)

Dr. Farah handed out copies of the draft default budget generated by the school board resultant of their November 29th work session. The board then compared this budget to the one produced by the Business Administrator and requested that the Business Administrator reconcile/justify the numbers he provided as it relates to salaries.

Discussion ensued on the eliminated positions and the removal of those salaries and benefits from the default budget, as well the process for developing a default budget.

MOTION: Ms. Lowes motioned to direct the Superintendent to provide a salary by detail report to school board members electronically by December 11, 2018; seconded by Mr. O'Neil. The motion passed 6-3-0 (Mrs. Machemer, Mrs. Silva and Madam Chair Sherman opposed).

MOTION: Dr. Farah motioned to get the salary and benefits for the 14 eliminated positions; seconded by Ms. Lowes. The motion passed 7-2-0 (Mrs. Machemer and Madam Chair Sherman opposed).

MOTION: Madam Chair Sherman motioned to direct the Superintendent to poll the board for a default work session meeting to be held the week of December 10th; seconded by Mr. O'Neil. The motion passed 9-0-0.

BUDGET UPDATE (04:28:52)

Mr. Dowd informed the board that all department budgets presented to the Budget Committee thus far have been flat-lined and the special education and student services are scheduled for committee presentation next.

WARRANT ARTICLES (04:29:25)

Board members discussed drafting a warrant article to change the Trustees of the Trust Fund from the Town of Danville to another district town. Board members were asked to inquire if their towns were interested. Also discussed was the need to determine which capital projects should go to warrant, the no means no law, and adding this topic to the default budget work session.

ADMINISTRATOR’S REPORT (04:37:25)

Dr. Wilson sought board’s approval to revise the return date of the already approved student trip to the Galapagos Islands by one additional day.

MOTION: Mr. O’Neil motioned to approve the additional day as requested; seconded by Ms. Lowes. The motion passed 9-0-0.

Dr. Wilson reported on a parent email concerning student safety (a matter being forwarded to the Safety Committee), and on the NESDEC enrollment projections.

PERSONNEL REPORT (04:40:19)

Dr. Wilson reported two professional resignations for board action (Melissa Wolfe and Kayla Jones) and on the Superintendent’s recommendation to nominate Matthew Velonis as elementary teacher at Pollard.

MOTION: Mrs. Silva motioned to accept the resignations as presented; seconded by Mr. Dubé. The motion passed 9-0-0.

MOTION: Mrs. Machemer motioned to nominate Matthew Velonis as recommended; seconded by Mrs. Silva. The motion passed 9-0-0.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD

Deferred to the next meeting.

CORRESPONDENCE FOLDER

Board correspondence was distributed to board members electronically and one item was provided in the correspondence folder.

VENDOR AND PAYROLL REGISTERS

Check registers were reviewed and signed.

OTHER BUSINESS (04:43:09)

Items discussed under other business included: designated volunteer background checks (request to be added to next agenda), the Hampstead School Board resolution regarding the Timberlane School Board and the Timberlane Board’s response.

MOTION: Mrs. Silva motioned to send a letter to the chairman of the SAU Board requesting that future SAU Board meetings scheduled be chaired by the SAU Board vice chair; seconded by Mr. Dubé.

Discussion ensued on who will draft the letter (Mrs. Silva) and that the Timberlane Board will require a response at least 48 hours prior to the next SAU Board meeting, a written acknowledge of the letter be received, and that the SAU Vice Chair has informed the SAU Chair that the Timberlane Board will not attend the SAU board meeting unless the current chairman resigns.

VOTE: The motion passed 7-1-1 (Mrs. Machemer opposed and Madam Chair Sherman abstained).

Other items requested to be placed on the next agenda included the middle school gymnasium roof and the

strong septic smell outside the high school. Members then spoke to the last SAU board meeting vimeo not being posted, and a right-to-know request for SAU board minutes.

MOTION: Dr. Farah motioned the Timberlane Board chair contact the SAU Board chair to advise the SAU nonpublic meeting minutes be released to the public; seconded by Mr. O’Neil. The motion passed 7-1-1 (Mrs. Machermer opposed and Madam Chair Sherman abstained).

NONPUBLIC SESSION (04:56:43)

MOTION: Dr. Farah motioned the board go into nonpublic session under RSA 91-A:3, paragraph II (a) dismissal, promotion or compensation or disciplining of any public employee; seconded by Mr. O’Neil.

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 12:18am.

MOTION: Mr. Dube motioned the board exit nonpublic session; seconded by Mrs. Silva.

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 12:34am.

MOTION: Dr. Farah motioned to authorize representatives of the board to seek legal counsel to represent the Timberlane School Board in matters the current attorney has a conflict with; seconded by Mr. O’Neil. The motion passed 9-0-0.

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 Savage – yes
Dubé – yes Machermer – yes Sherman – yes
Farah – yes O’Neil – yes Silva – yes

The board entered nonpublic session at 12:37am.

MOTION: Madam Chair Sherman motioned the board exit nonpublic session; seconded by Mr. Boyle.

The board entered public session at 12:46am.

Mr. Boyle announced action was taken in nonpublic session to set up a nonpublic meeting (presentation) with a Plaistow parent, to notify appropriate staff, and that the vote to do so was 6-0-0.

Madam Chair Sherman adjourned the meeting at 12:48am.

Respectfully submitted,

Catherine Belcher

Recording Secretary

Approved by the Board on December 20, 2018.

Administrators and Union Representation Present at the Meeting:

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

Ms. Michelle Auger, Principal at Pollard School

Mrs. Nancy Barcelos, Principal at Danville Elementary

Mr. Doug Blay, Assistant Principal at Pollard School

Mr. Timothy Brown, Assistant Principal at TRHS

Ms. Lorin Caffelle, Director of Secondary Special Education 6-12

Mrs. Heather Cronan, Assistant Principal of Student Services and Facilities at TRHS

Mrs. Christine Desrochers, Assistant Principal at Sandown North

Atty. Geoff Dowd, Business Administrator

Mr. Angelo Fantasia, Director of Athletics

Mr. Michael Flynn, Principal of TRMS

Mr. John Fratiello, Director of Food Services

Mr. Tom Geary, III, Business Operations Coordinator

Mrs. Meghan Guanci, Acting Dean of Enrichment, Freshman Academy, Reading and RTI

Mr. Timothy Guanci, Academic Dean of STEM (Secondary 6-12)

Mr. Ken Henderson, Director of Technology

Mrs. Sandra Hodgkins, Transportation Coordinator

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

Mr. Rodney Mills, District Facilities Supervisor

Mrs. Lois Paul, Technology Coordinator

Mr. Mark Pedersen, Director of Secondary Curriculum (6-12)

Mrs. Jennifer Puchlopek, Academic Dean of English and Language Arts

Mr. Brian Shawley, Assistant Principal at Pollard School

Mrs. Nancy Stafford, Principal at Sandown North Elementary

Mr. Scott Strainge, Associate Principal at TRHS

Ms. Meghan Wilson, Assistant Principal at Danville Elementary

Mr. Daniel Woodworth, Student Services Coordinator

Mr. Don Woodworth, Principal of TRHS