

*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/298402974>
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%2f10%2018%202018&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

**Regular Board Meeting
October 18, 2018
7:30PM**

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

Call to Order (00:02:59)

Madam Chair Sherman opened this October 18, 2018 Timberlane Regional School Board meeting at 7:30pm followed by the roll call, Pledge of Allegiance, and moment of silence recognizing the passing of family members of District principals Michelle Auger and Jen Marino.

Board Members Present

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

Seated at the Board Table

Dr. Earl Metzler, Superintendent
Nick Valhouli, Student Representative

Administrators Present

Listed on last page

Approval of Minutes (00:04:22)

The board reviewed the minutes of the October 4th board meeting.

MOTION: Mr. O'Neil motioned to approve the October 4, 2018 school board meeting minutes; seconded by Mr. Boyle. The motion passed 8-0-0.

Student Representative (00:06:45)

Student Representative Nick Valhouli reported on district activities that included Halloween festivities, child safety efforts, the RAD graduation, upcoming early release, TRMS progress reports, TRMS book fair, best Buddies ice cream social, the Mr. Timberlane pageant, and sports.

Delegates and Individuals

None

CURRENT BUSINESS

BUSINESS CONSULTANT (00:10:30)

It was noted the business consultant was unable to attend the meeting; however, Business Administrator Dowd would present in his place. Mr. Dowd reviewed the status update report submitted by consultant Greg Colby. The update included items completed, work in progress, and the timeframe for completion of the work. He then fielded questions from the board relative to the extent of the analysis of internal controls and the consultant's anticipated recommendations. Discussion ensued on the consultant's cost to date (\$5,593), the need for a comprehensive report, hiring a bookkeeper vs. accountant based on the consultant's findings and recommendations, and the timeframe to do so (January/February 2019). The board placed this item on the November 1st agenda with the understanding it could be moved to November 15th should the consultant not be ready to present his comprehensive report at that time.

BUDGET UPDATE (00:28:13)

Mr. Dowd presented draft two of the school board's proposed 2019-20 budget noting changes to the annual budget, annual audit and advertising/legal notices budget lines, leaving a variance in the legal line only. Discussion ensued on legal spend trends and negotiation timelines.

MOTION: Dr. Farah motioned to reduce the legal line by \$50k to make the school board proposed budget level funded; seconded by Mrs. Savage.

Discussion ensued on making appropriate transfers along the way, retaining the miscellaneous fund for use of consultants, the need to build in surplus, and the being provided the exact bond payoff date.

VOTE: The motion passed 8-0-0.

MOTION: Mr. Dubé motioned to accept the school board proposed budget reflecting a bottom line of \$228,221; seconded by Ms. Lowes. The motion passed 8-0-0.

STUDENT ACTIVITIES ACCOUNTS (00:47:49)

Mr. Dowd presented a report of district wide student activities accounts. Discussion ensued on the surplus of \$20k from the previous year's budget and the erroneous messaging that there is no money available to students for specific student club/group activities, which then leads students to use social media crowd funding. The board emphasized the need for students to be involved in fundraising efforts; however, using the rationale that the board will no longer provide funding for these activities, or that there is no money is inaccurate. They discussed the need for equality in stipends, capturing actual spending for future budget development, booster clubs, both building level and district level student activities accounts, and adopting a policy or best practice as it relates to individual Go Fund Me type fundraisers that are not specifically endorsed or sponsored by the school district to establish a disclaimer in the event of fraud or misuse of funds collected.

WARRANT ARTICLES (01:25:55)

The board is expected to begin choosing projects/items for warrant articles once they receive the CIP project report. Items slated for consideration are the PAC wall project, the TTA collective bargaining agreement, and the capital reserve fund.

ENROLLMENT NUMBERS (01:27:33)

The board reviewed the October 1 enrollment numbers noting Sandown has the highest student population, followed by Plaistow, then Atkinson, then Danville. The report depicts enrollments by town and by school to reflect a more accurate account of ADM. Discussion ensued on the in-district transfer process, the drop in enrollment numbers from the previous year, and moving forward with the NESDEC SPED trend report.

POLICIES (01:41:24)

Mr. Dubé presented and reviewed proposed changes for policies BGB Policy Adoption, EBBB Indoor Air Quality, EEAEA Mandatory Drug and Alcohol Testing – School Bus Drivers, and EFA Availability and Distribution of Healthy Foods, all slated for first read.

MOTION: Mr Dubé motioned to accept policies BGB, EBBB, EEAEA, and EFA for first read; seconded by Mrs. Savage. The motion passed 8-0-0.

NHSBA RESOLUTIONS (01:43:49)

The board offered no resolutions for NHSBA consideration.

PERSONNEL REPORT (01:44:36)

Dr. Metzler recommended the board accept the retirement of Jo-Ann Albert, TRHS Computer Science teacher.

MOTION: Ms. Lowes motioned to accept the retirement of Jo-Ann Albert; seconded by Mrs. Savage. The motion passed 8-0-0.

ADMINISTRATOR'S REPORT (01:45:18)

Dr. Metzler updated the board on the READ file (members to be notified when new items are added), and on efforts to reduce/stop comments posted to FACEBOOK. He requested the board consider allowing a 10th grader to remain at Timberlane for the remainder of the school year despite the family's intent to move out of district

prior to the cutoff date.

MOTION: Mr. Dubé motioned to allow the student in question to complete his/her sophomore year at Timberlane; seconded by Mrs. Macheemer. The motion passed 8-0-0.

Dr. Metzler then requested the board approve the annual middle school student trip to Montreal in May 2019.

MOTION: Mr. O'Neil motioned to approve the Montreal trip and excuse student from school on May 3, 2019; seconded by Mrs. Savage. The motion passed 8-0-0.

Dr. Metzler updated the board on a procedure change/adoption (IHBI-R) noting the accompanying policy is slated for the next policy committee meeting, he presented the PAC concert dates brochure and Superintendent's goals for 2018-19, noting most of the school board member comments/suggestions were incorporated into the draft.

MOTION: Mr. Boyle motioned to approve the 2018-19 Superintendent's goals as presented; seconded by Mrs. Macheemer. The motion passed 8-0-0.

COMMITTEE REPORTS (02:00:25)

Board members reported on activities of the CIP, Budget and Policy committees. They requested an update on the Strategic Plan subcommittees.

CORRESPONDENCE FOLDER

Board correspondence was distributed to board members electronically and one item was provided to the board at the meeting.

VENDOR AND PAYROLL REGISTERS

None were available for signature.

OTHER BUSINESS (02:06:11)

Discussion ensued on the development of the default budget (voted vs adjusted, fixed costs of transportation, SPED and health insurance, and the new requirement the budget be developed in line item format; no longer as a bottom line.

MOTION: Dr. Farah motioned to direct the Superintendent to have the first draft of the 2019-20 default budget (line by line and based on last years voted budget) by the November 15th board meeting; seconded by Mr. Dubé.

Discussion: The board requested a line by line salary detail report by position and name as well.

VOTE: The motion passed 8-0-0.

Chairman Sherman then requested board permission for the Chair and Vice Chair to seek a legal opinion on the SAU weighted voting process. Discussion ensued on getting the opinion in writing, getting a second opinion, having the attorney present at the next SAU board meeting, and the Timberlane board retaining their own independent attorney.

MOTION: Mrs. Savage motioned to authorize the chair and vice chair to meet with an independent attorney to determine the weighted vote process; seconded by Mr. O'Neil.

Discussion ensued on concern that current legal counsel represents Timberlane, Hampstead and SAU55.

VOTE: The motion passed 8-0-0.

Discussion ensued on contacting the SAU board chairman regarding the public hearing on the SAU budget and the need to hold another meeting.

MOTION: Dr. Farah motioned to remove Mrs. Sherman as Chair of the Timberlane Board; seconded by Ms. Lowes.

A lengthy discussion ensued on the legitimacy of the motion, the rationale for the motion along with counter arguments, the SAU weighted vote and Timberlane board member expectations that the leader of the board support the majority vote of the board, the lack of clarification to the weighted voting process, past and present chairman responsiveness, and Madam Chair's commitment to support the board in any subsequent weighted voting opportunities once she understands the voting process.

Dr. Farah withdrew her motion and Ms. Lowes withdrew her second.

Discussion then ensued on staff-board communications and the middle school B boys' soccer team was acknowledged for their sportsmanship.

Madam Chair Sherman adjourned the meeting at 10:46pm.

Respectfully submitted,



Catherine Belcher
Recording Secretary

Approved by the Board November 1, 2018.

Administrators and Union Representation Present at the Meeting:

Mr. Geoff **Dowd**, CEO/Business Administrator

Mr. Ken **Henderson**, Director of Technology

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

Mr. James **Pelletier**, Vice President of the Timberlane Teachers Association