

*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/291113928>
Materials presented at the board meeting may be viewed at:
<https://public.timberlane.net/sau/trsb/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsau%2ftrs%2fShared%20Documents%2fSCH%20OOL%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2018%2d19%2f09%2020%202018&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Board Meeting
September 20, 2018
7:30PM

SAU Office
30 Greenough Road
Plaistow, NH

Call to Order (00:00:12)

Madam Chair Sherman opened this September 20, 2018 Timberlane Regional School Board meeting at 7:30pm. She welcomed newly appointed Plaistow representative Kristin Savage to the board, followed by the roll call and Pledge of Allegiance led by Ryan Richman.

Board Members Present

Brian Boyle, Lee Dubé, Kimberly Farah, 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

Election of Vice Chair (00:01:35)

Madam Chair Sherman noted that with the recent resignation of board member Kelly Ward, the board would need to elect a new vice chair.

MOTION: Madam Chair motioned to nominate Brian Boyle to serve as vice chair; seconded by Mr. O'Neil.

MOTION TO AMEND: Dr. Farah motioned to amend the motion to reflect only until the convening of a full board; seconded by Mrs. Silva. The motion passed 4-3-1 (Madam Chair Sherman, Mrs. Machemer, and Mr. Dubé opposed, Mrs. Savage abstained).

VOTE ON NEWLY AMENDED MOTION: 7-0-1 (Mrs. Savage abstained).

Newly elected Vice Chair Boyle took a seat at the head of the table.

Approval of Minutes (00:04:32)

The board reviewed the September 6, 2018 meeting minutes.

MOTION: Mr. O'Neil motioned to approve the September 6, 2018 meeting minutes; seconded by Mrs. Silva. The motion passed 6-0-2 (Mrs. Savage and Mr. Dubé abstained).

Student Representative (00:05:30)

Student Representative Nick Valhouli reported on district activities that included 911 anniversary events with expressions of thanks to all first responders, athletic events, field trip activity, Kimball Library opportunities, open houses and performing arts.

Delegates and Individuals (00:09:42)

TTA President Ryan Richman recognized outgoing board members Dan Guide from Plaistow and Kelly Ward from Sandown for their contributions to the district while serving as board members.

CURRENT BUSINESS

STRATEGIC PLAN (00:11:00)

MOTION: Mr. Dubé motioned to adopt the Strategic Plan as reviewed and amended during the public forum; seconded by Mr. Boyle. The motion passed 7-0-0.

WARRANT ARTICLE PROCESS (00:13:04)

Dr. Wilson informed on the upcoming legal calendar for the annual meeting and budget process, noting the last day to post the warrant for deliberative session is January 28, 2019. Madam Chair Sherman suggested the board hold a warrant article work session to draft warrants for the ballot (capital reserve fund, collective bargaining agreement, and others as appropriate).

BUDGET REALLOCATIONS (00:15:00)

Geoff Dowd presented three reports (Salary Line Detail, Proposed Line Adjustments of Voted Default Budget, and Budget-TRSD Fiscal Year 2018-2019) and provided an overview for each. He spoke to the limitations of the budgeting software to produce the types of reports the board requested and noted much manipulation of the data was needed to produce the current reports.

Discussion ensued on tracking encumbrances, the need for adjusting lines to assist the budget committee in developing the next proposed budget, special education budget lines, the 363 entries necessary to provide the budget overlay, salary information on unfilled/eliminated positions, the facilities budget, capital funding for apportionment purposes, and the budget lines in the report being very close to actual.

MOTION: Mr. Boyle motioned to adjust the budget in accordance with the documents provided to the board (TRSD Budget 2018-2019, pages 1-17) reflective of a bottom line of \$72,120,606; seconded by Mrs. Macheemer.

Discussion ensued on taking additional time to study the documents, making the documents available to the public, and the need to provide a starting point for the budget development process.

VOTE: The motion passed 7-1-0 (Dr. Farah opposed).

SCHOOL BOARD GOALS (01:27:07)

The board reviewed the draft goals for 2018-19 and made modifications to Planning goal #2 (removed), Planning goal 3 action items (amended dates and converted the action item regarding enrollment needs to a reworded goal), moved Planning goal #6 to the Culture and Community category, and reworded Financial goal #5.

MOTION: Mrs. Silva motioned to accept the School Board goals as amended; seconded by Dr. Farah. The motion passed 7-0-1 (Mrs. Savage abstained).

POLICIES (02:04:18)

Madam Chair Sherman presented policies DJE Bidding and GCF Professional Staff Hiring for first read. Discussion ensued on the bidding policy relative to the sample language from NHSBA and numerous other school districts, specifically the language referencing the Superintendent's role in the bidding process. A motion was made, seconded and later withdrawn relative to amending the policy. Upon further discussion, changes were made to the policy (paragraph 4) to replace the word "superintendent" with the "school board with input from the superintendent" and inserting "by the board" into the last paragraph.

MOTION: Dr. Farah motioned to accept policy DJE for first read with changes (as describe above); seconded by Mrs. Silva. The motion passed 7-0-1 (Mrs. Savage abstained).

MOTION: Mr. Dubé motioned to accept policy GCF for first read; seconded by Dr. Farah. The motion passed 7-0-1 (Mrs. Savage abstained).

ADMINISTRATOR’S REPORT (02:21:31)

Dr. Wilson reported on updated procedure ACAA-R, a report from Primex³ regarding the condition of the athletic track, and upcoming facilities tours.

PERSONNEL REPORT

None

COMMITTEE REPORTS (02:24:22)

Madam Chair announced that committee assignments will be addressed once they have a full board. Board members then reported on committee activities, i.e. Policy, CIP, and Budget Committee (school board budget development and allocating student activity moneys to individual schools).

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 (02:32:21)

Discussion ensued on livestreaming the SAU Board meetings, school signage, and the Read Only file.

NONPUBLIC - HB1612 (02:45:53)

MOTION: Madam Chair Sherman motioned the board go into nonpublic session under RSA 91-A:3, paragraph II (i) matters relating to safety and security; seconded by Mrs. Silva.

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

The board entered nonpublic session at 10:13pm.

Madam Chair Sherman left the meeting at 10:14pm.

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

The board was polled: Boyle – yes Machemer – yes Silva – yes
Dubé – yes O’Neil – yes
Farah – yes Savage – yes

The board entered public session at 10:23pm.

HB1612 (02:43:34)

Vice Chair Boyle announced that during the nonpublic session the board determined that the subject matter and discussion did not warrant a nonpublic session.

Mr. Henderson re-presented a proposal to secure a third party vendor to assist the district in conducting a data and security audit and to develop a response plan to a possible data breach scenario as required under HB1612. He indicated he was in receipt of one quote in the amount of \$9,900 with plans to ascertain two more quotes. Discussion ensued about the logistics of Timberlane data, SAU data and Hampstead data, pooling resources to get a better deal, and charging SAU55 for its share of the audit.

MOTION: Dr. Farah motioned to approve up to \$10k for the work associated with complying with HB1612; seconded by Mrs. Machemer. The motion passed 7-0-0.

Vice Chair Boyle adjourned the meeting at 10:31pm.

Respectfully submitted,

Catherine Belcher
Recording Secretary

Approved by the Board on October 4, 2018.

Administrators and Union Representation Present at the Meeting:

Atty. Geoff **Dowd**, Business Administrator

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

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

Mrs. Laurie **Herchenroder**, President of the Timberlane Support Staff Union

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