

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/album/255898/video/250982054>. 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%2f2017%2d18%2f01%2011%202018&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

**TIMBERLANE REGIONAL SCHOOL BOARD
MEETING MINUTES**

**Special Meeting
January 11, 2018
8:50PM**

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

Call to Order (00:00:10)

Chairman Boyle opened this January 11, 2018 Timberlane Regional School Board special meeting at 8:50pm.

Board Members Present

Brian Boyle, Stefanie Dube, Kimberly Farah, Donna Green, Gregory Spero and Kelly Ward (8:57pm). Absent: Peter Bealo, Dan Guide, and Susan Sherman.

Seated at the Board Table

Dr. Earl Metzler, Superintendent of Schools (10:00pm)
Bryan Lavoie, Student Representative

Administrators Present

Listed on last page

SANDOWN NORTH UPDATE (00:01:28)

Jo-Ann Georgian, Tom Geary and Rodney Mills provided an update on a heating and water incident that occurred at Sandown North the previous week during the extreme cold weather where a Sandown North boiler was discovered to be not working due to a freeze in the main water line preventing the auto fill on the boiler to maintain the working pressure, the immediate deployment of maintenance personnel to address the problem, a short interval of time during the day when the building experienced water issues, follow up inspections from the town health officer, and corrective actions set in place to avoid similar issues in future.

Mr. Ward entered the meeting at 8:57pm.

Discussion ensued on the numerous rumors and exaggerations cited on social media, the school's commitment to improve its communications to parents moving forward, building management systems and onsite data loggers, school closure authority (superintendent in collaboration with building principal) and school board notification.

TRANSPORTATION UPDATE (00:38:45)

Tom Geary provided an update on the transportation bidding process and the transportation consultant's route analysis noting the procurement of the consultant in early December (NH School Transportation Association), the drafting of the transportation RFP, the solicitation of bids process, and holding a mandatory pre-bid meeting. Bids are scheduled to be opened on January 17th, reviewed on the 18th and recommendation to be made to the school board at their February 15th board meeting.

Discussion ensued on the consultant's credentials and former work experience, the role of the transportation coordinator once route management duties are delegated to the winning bid contractor, transportation efficiency goals and bidder efficiency plans as part of the RFP, weekly consultant updates, including Hampstead in the RFP/consulting services in an effort to pool resources to obtain better rates for both school districts, and providing bid information to the board in advance of the February 15th board meeting.

WARRANT ARTICLES (00:59:00)

Chairman Boyle noted there a couple of district boiler systems on their last leg (Atkinson Academy and Pollard

School) and recommended the board consider drafting a warrant article to withdraw capital reserve fund monies to address these items.

Discussion ensued on the Capital Improvement Plan process, the need for a life cycle management list for all capital systems and infrastructure, the strategic plan's focus on facilities, the need for additional research to determine actual cost to update the boiler, and the timeframe available to draft warrant articles.

Dr. Metzler entered the meeting at 10:00pm.

Discussion continued on the condition of the boilers at Pollard and Atkinson Academy, the budget committee's holding off on providing warrant article recommendations until the warrant has been finalized by the school board, and coordinating school board and budget committee meetings to allow for such warrant article recommendations. Mr. Geary was charged with providing specifics about heating system deficiencies for consideration of the proposed warrant article in time for the next board meeting (January 18th).

RELEASE OF WRITTEN LEGAL OPINION (01:24:20)

Chairman Boyle informed the board of a right-to-know request for a copy of the legal opinion regarding the development of the default budget that was reference at the December 21st board meeting. Release of the letter would require board approval.

MOTION: Dr. Farah motioned to release the legal opinion in question; seconded by Mrs. Green. The motion carried 6-0-0.

POLICIES (01:25:15)

Chairman Boyle presented policy DJE Bidding Requirements for consideration of first read.

MOTION: Dr. Farah motioned to accept policy DJE for first read; seconded by Mr. Ward.

Discussion ensued on bids being addressed to the school board and not the superintendent, as well as replacing all references to the superintendent with the school board, revising or eliminating the last paragraph relative to annual reviews, researching the NHSBA sample policy, and increasing the threshold to go out to bid.

VOTE: The motion passed 5-1-0 (Mrs. Green opposed).

Mr. Ward recused himself from all discussion and voting on policy BCB Board Member Conflict of Interest citing the changes to this policy are directed specifically to and about him. He left the meeting at 10:21pm.

Chairman Boyle noted the changes to this policy were his idea based on his experience as a former selectman as one can serve their community as a vendor or a board member; but not both.

MOTION: Dr. Farah motioned to accept policy BCB for first read; seconded by Mr. Spero.

Discussion ensued on including the spouse of a board member to the newly proposed language and on the nepotism paragraph and the hiring of family members.

VOTE: The motion passed 4-1-0 (Mrs. Green opposed).

Discussion then ensued on Live Stream capabilities and limitations, the fiber optic capital project and available grant money, the budget committees' authority to reallocate operational budget lines in the 2018-19 to capital lines but chose not to do so, and the E-Rate option that might include the district paying only its portion with the grant paid directly from federal sources.

MID-YEAR REVIEW OF BUDGET EXPENDITURES (01:51:01)

Geoff Dowd provided an overview of the expenditures to date noting expenditures through December 31, 2017, encumbrances to date though not all obligations are encumbered, total food service and grant funds expenditures, and the 4200 and 4600 account balances along with upcoming projects.

Discussion ensued on spend rate comparisons, end of year scheduled expenditures, potential revenue shortfalls in relation to the spend rate, special education expenses (private tuition costs and salaries are up), and special education trend reports.

MOTION: Mrs. Green motioned to ask NESDEC to provide special education trend report as well as an October 1st enrollment projection report; seconded by Dr. Farah.

Discussion ensued on the usefulness and accuracy of the reports as opposed to the district generating these reports in-house, dictated placements, IEPs, requesting an update from the district's special education department, the work demanded of the special education department to provide information to a third party when the department can provide the same information to the board itself, and unfilled administrator positions.

VOTE: The motion passed 3-2-0 (Chairman Boyle and Mr. Spero opposed).

The January 18th meeting is scheduled to begin at 7pm with a recess at 7:30 to allow for the budget committee to act on warrant article recommendations. Board members were advised to arrive to the meeting by 6:50pm to allow for a board photo session for the annual report.

MOTION: Mr. Spero motioned to adjourn; seconded by Chairman Boyle. The motion passed by general consent.

The meeting adjourned at 11:06pm.

Respectfully submitted,



Catherine Bercher
Recording Secretary

Approved by the Board on February 1, 2018.

Administrators Present at the Meeting:

- Mrs. Sandra Allaire, Academic Dean of World Language
- Mrs. Nancy Barcelos, Principal at Danville Elementary
- Mr. Doug Blay, Assistant Principal at Pollard School
- Atty. Geoff Dowd, Business Administrator
- Mr. Tom Geary, III, Business Operations Coordinator
- Mrs. JoAnn Georgian, Principal of Sandown North Elementary
- Mrs. Patrice Liff, Assistant Principal at Atkinson Academy
- Ms. Nancy Louiselle, Director of Human Resources
- Mrs. Kathy McKechnie, Director of Preschool
- Mrs. Christi Michaud, Director of Data, Assessment and Accountability
- Mr. Rodney Mills, District Facilities Supervisor
- Mrs. Nancy Stafford, Assistant Principal at Sandown North Elementary
- Mr. Ryan Richman, President of the Timberlane Teachers Association
- Mrs. Jennifer Toth, Vice President of the Timberlane Teachers Association