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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%2ftrsb%2fShared%20Documents%2fSCH%20OOL%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2017%2d18%2f04%2019%202018&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

**TIMBERLANE REGIONAL SCHOOL BOARD
MEETING MINUTES**

**Regular Board Meeting
April 19, 2018
7:30PM**

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

Call to Order (00:00:07)

Madam Chair Sherman opened this April 19, 2018 Timberlane Regional School Board meeting at 7:30pm with the roll call followed by the Pledge of Allegiance.

Board Members Present

Brian Boyle (7:47pm), Lee Dubé, Kimberly Farah, Sarah Machermer, Shawn O’Neil, Susan Sherman, Jennifer Silva and Kelly Ward. Absent: Dan Guide

Seated at the Board Table

Dr. Earl Metzler, Superintendent of Schools
Bryan Lavoie, Student Representative

Administrators Present

Listed on last page

Approval of Minutes (00:01:25)

The board reviewed the minutes of the April 5, 2018 board meeting.

MOTION: Mr. Ward motioned to approve the April 5, 2018 board meeting minutes; seconded by Mr. Dubé. The motion passed 7-0-0.

The board reviewed the April 14, 2018 special meeting minutes.

MOTION: Mr. Dubé motioned to approve the April 14, 2018 special meeting minutes; seconded by Mrs. Machermer. The motion passed 6-0-1 with corrections (Mr. Ward abstained).

The board reviewed the March 22, 2018 sealed nonpublic meeting minutes.

MOTION: Mr. Ward motioned to approve the March 22, 2018 nonpublic meeting minutes and to keep them sealed; seconded by Mrs. Machermer. The motion passed 4-2-1 (Dr. Farah and Mrs. Silva opposed and Mr. O’Neil abstained).

The board reviewed the sealed minutes of the April 5, 2018 Session I nonpublic meeting. Mr. Boyle entered the meeting at 7:47pm.

MOTION: Mr. Ward motioned to approve the April 5, 2018 Session I nonpublic meeting minutes and to keep them sealed; seconded by Mrs. Machermer. The motion passed 7-1-0 (Dr. Farah opposed).

The board reviewed the sealed April 5, 2018 Session II nonpublic meeting minutes.

MOTION: Mr. Ward motioned to approve the April 5, 2018 Session II minutes and to keep them sealed; seconded by Mr. Dubé. The motion failed 4-4-0 (Dr. Farah, Mr. O’Neil, Mr. Boyle and Mrs. Silva opposed).

MOTION: Dr. Farah motioned to approve the April 5, 2018 Session II minutes; seconded by Mr. Boyle. The motion passed 4-3-1 (Madam Chair Sherman, Mr. Ward, and Mrs. Macheimer opposed and Mr. Dubé abstained).

The board reviewed the sealed April 14, 2018 nonpublic meeting minutes.

MOTION: Mrs. Silva motioned to approve and unseal the April 14, 2018 nonpublic meeting minutes; seconded by Mr. Boyle. The motion passed 6-0-2 (Madam Chair Sherman and Mr. Ward abstained).

Student Representative (00:25:15)

Bryan Lavoie reported on district activities that included Earth Day, Science Honor Society fundraiser, Atkinson Academy Lip Sync, solo ensemble night, History Honor Society, Social Studies World Fair, upcoming STEAM Camp, Day of Silence , and Youth and Government Club achievements.

Delegates and Individuals (00:28:15)

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

Nola Whitman of Danville spoke to a complaint she filed, the unsatisfactory response she received from administration and the thorough letter of response she received from the school board.

John Hughes of Danville spoke to concerns about police detail at each of the board meetings and asked board members to work together for the common good.

TTA President Ryan Richman spoke of thanks and appreciation for the recent school board vote to reinstate all but 15 pink slipped staff members.

Marianne Springer of Danville spoke to her concern of teacher morale due to the action of pink slipping so many staff members. She suggested the board review the SAU salaries and budget.

PUBLIC HEARING DONATION (00:39:28)

Madam Chair Sherman opened the public hearing on donations at 8:09pm. Mark Pedersen presented a \$5,000 donation from New Balance for use to support the high school Robotics Team and a \$525 donation from Ward Fabrication to support the April STEAM Camp by paying the registration fees for all the students enrolled in the program.

Madam Chair Sherman opened the floor to public comment and/or questions. There were none.

MOTION: Mr. O'Neil motioned the board accept the donations as presented and send thank you letters to the donors; seconded by Mr. Dubé. The motion passed 7-0-1 (Mr. Ward abstained).

Madam Chair Sherman closed the public hearing at 8:16pm.

DESTINATION IMAGINATION (00:45:55)

DI Coach Paul Proctor, and DI Team members Hayden Bean, Patrick Proctor and Kate Proctor presented on the upcoming DI Global Finals Trip to Knoxville, TN, the improve competition, the positive impact DI has had on their lives, the need to miss four days of school (May 23-26) and a request for financial assistance.

Discussion ensued on past financial assistance from the board, trip participants (3 members, 2 chaperones), and funding sources for trip.

MOTION: Mr. Ward motioned to approve the trip to Knoxville, TN as presented and to excuse students from school four days as needed; seconded by Mrs. Machemer. The motion passed 8-0-0.

MOTION: Mr. Boyle motioned to fund the \$3,500 needed and to direct administration to find the money in other accounts; seconded by Dr. Farah.

Discussion ensued on how best to reflect the overspending of district accounts to assist in budgeting appropriately in the future.

VOTE: The motion passed 8-0-0.

FOOD SERVICE AGREEMENT REVIEW AND RENEWAL (01:06:34)

Tom Geary and John Fratiello presented a review of the current food service contract with Whitsons highlighting the terms of the review (year one of a four renewal options), collaboration between the district and Whitsons, new menu choices, safety and training, new equipment, meal count comparisons, and the next steps after board approval (to the state for its approval and then signatures).

MOTION: Mr. Ward motioned the board recommend a one-year renewal with Whitsons for the 2018-19 school year; seconded by Mrs. Silva. The motion passed 8-0-0.

PREK CURRICULUM (01:16:25)

Melissa MacDonald, Mary Widman and Kathy McKechnie presented PreK curriculum for first read noting it has been re-written to meet newly adopted state standards, has been approved through C&A, and the seven strands of the curriculum also aligned to the Kindergarten curriculum.

Dr. Metzler left the meeting at 8:52pm and Dr. Wilson took his place at the board table.

Discussion ensued on the preschool program (enrollment, FLES opportunities, classroom locations and the possibility of adding more classrooms at the elementary schools).

MOTION: Mrs. Machemer motioned the board approve the PreK curriculum for first read; seconded by Mr. Ward. The motion passed 8-0-0.

FREEDOM SHRINE PROPOSAL (01:28:45)

Michelle Auger, Sam Cafiso and Diane Cafiso presented a proposal to install a Freedom Shrine in the cafeteria at Pollard School to display copies of numerous historical documents with the cost (approximately \$1,000) to be donated by the Plaistow Exchange Club.

MOTION: Mrs. Silva motioned to accept the project and the donation; seconded by Mr. O'Neil. The motion passed 8-0-0.

By general consent, the board moved agenda item Treasurer Appointment to later in the meeting.

POLICIES (01:36:28)

Board members reviewed policies DKA Payroll Procedures, KCD Public Gifts and Donations, JICFA Hazing, and JLF Reporting Child Abuse or Neglect for second read and adoption. Discussion ensued on the reporting requirements in policy JLF and keeping accurate payroll records in policy DKA.

MOTION: Mr. Dubé motioned to accept policies DKA, KCD, JICFA and JLF for second read as presented; seconded by Mrs. Machemer. The motion passed 8-0-0.

2018-19 BUDGET UPDATE (01:44:52)

Geoff Dowd presented a one page summary reflecting the 2018-19 budget’s major funding differences and noted the underfunded budget lines are the reason behind the staffing issues. The budget as a whole is not underfunded; however, there are several budget lines underfunded. Discussion ensued on the SPED budget and the variables that affect it, the SERESC consulting line and the added costs of securing consultants as a nonmember, capital lines, federal funding, transportation, and the business administrator’s needed guidance from the board for making larger line transfers. The board agreed by general consent to add \$15k to the SERESC line and to adjust the consultants’ line accordingly and that any draft version(s) of the 2017 audit be provided to board members.

Discussion then ensued on the 2017-18 budget, year to date encumbrances, and spend rate.

Dr. Metzler re-entered the meeting and requested the Chair call for a recess. Instead the board called for a nonpublic session.

MOTION: Mr. O’Neil motioned the board go into nonpublic session under RSA 91-A:3, paragraph II (i) consideration of matters relating to the preparation for and the carrying out of emergency preparations to prevent widespread injury or loss of life; seconded by Mrs. Macheimer.

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

The board entered nonpublic session at 10:02pm.

MOTION: Mr. Ward motioned the board exit nonpublic session; seconded by Mr. O’Neil.

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

The board entered public session at 10:10pm.

Dr. Metzler announced an unsubstantiated threat against students was reported and the district is working closely with the Plaistow Police Department to increase police presence at the campus tomorrow. A Power Message to parents has gone out.

Budget discussion continued noting that some year-end encumbrances include post-employment benefits to retirees which can be substantial any given year, the possibility of securing an end of year budget projection so that the board could consider funding some capital projects out of the current budget, looking at GMR, funding of school board police details, the internal controls audit, the auditor’s report and the anticipated recommendations from the auditors to provide more resources to the business department.

COMMITTEE ASSIGNMENTS (02:55:34)

The board reviewed the committee assignment list and added Mr. Dubé to CIP, Dr. Farah to Energy, Mr. Boyle to Finance, and Mr. O’Neil as Finance Alternate. The board approved the list by general consent.

CORRESPONDENCE OPTIONS (03:01:10)

The board discussed correspondence options and by general consent directed school board correspondence be maintained electronically and to further cease printing copies for the correspondence folder as all correspondence would be forwarded to board members electronically.

ADMINISTRATOR’S REPORT

None.

PERSONNEL REPORT (03:03:58)

Dr. Metzler recommended the board accept the retirement of Thomas Leveille, acknowledge the retirements of Ronald Podogrodzki and Wayne Smith, and accept the resignations of Susanne Gantz, and Christa Powers.

A motion was made and seconded to accept the personnel report as presented but was then withdrawn as a nonpublic session would be required to speak to the specifics of one retirement and one resignation.

MOTION: Mr. O’Neil 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 Mr. Dube.

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

The board entered nonpublic session at 10:48pm.

MOTION: Mr. O’Neil motioned the board exit nonpublic session; seconded by Mrs. Machemer.

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

The board entered public session at 10:57pm.

Action was taken in nonpublic to waive the deadline for retirement notification that would allow for retirement incentive benefits.

MOTION: Dr. Farah motioned to accept the retirements and resignations as presented on the personnel report; seconded by Mrs. Machemer. The motioned passed 8-0-0.

TREASURER APPOINTMENT

MOTION: Mr. Ward motioned the board go into nonpublic session under RSA 91-A:3, paragraph II (b) the hiring of any person as a public employee and (c) matters which, if discussed in public, would likely affect adversely the reputation of any person; seconded by Mr. Dubé.

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

The board entered nonpublic session at 10:58pm.

MOTION: Mr. O’Neil 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 Ward – yes
Farah – yes Sherman – yes

The board entered public session at 11:29pm.

MOTION: Mr. Ward motioned to seal the nonpublic minutes as the divulgence of information would likely affect adversely the reputation of someone other than a member of the board; seconded by Mr. O'Neil.

The board was polled: Boyle – yes Machemer – yes Silva – yes
Dubé – yes O'Neil – yes Ward – yes
Farah – yes Sherman – yes

The motion to seal the minutes passed 8-0-0.

MOTION: Mr. Dubé motioned to appoint Linda Coyle as the District Treasurer and Kerry Patles as the Assistant Treasurer; seconded by Mrs. Machemer. The motioned passed 8-0-0.

NONPUBLIC SESSION IV

Dr. Metzler left the meeting and Dr. Wilson entered the meeting.

MOTION: Mr. O'Neil motioned the board go into nonpublic session under RSA 91-A:3, paragraph II (i) consideration of legal advice in writing or orally, even when legal counsel is not present; seconded by Mr. Ward.

The board was polled: Boyle – yes Machemer – yes Silva – yes
Dubé – yes O'Neil – yes Ward – yes
Farah – yes Sherman – yes

The board entered nonpublic session at 11:31pm.

MOTION: Mr. Ward motioned the board exit nonpublic session; seconded by Mr. O'Neil.

The board was polled: Boyle – yes Machemer – yes Silva – yes
Dubé – no O'Neil – yes Ward – yes
Farah – yes Sherman – no

The board entered public session at 11:57pm.

MOTION: Mr. Ward motioned to seal the nonpublic minutes as the divulgence of information would likely affect adversely the reputation of someone other than a member of the board; seconded by Mr. Dubé.

The board was polled: Boyle – yes Machemer – yes Silva – yes
Dubé – yes O'Neil – no Ward – yes
Farah – yes Sherman – yes

The motion to seal the minutes passed 7-1-0.

Madam Chair Sherman adjourned the meeting at 11:58pm

Respectfully submitted


Catherine Belcher
Recording Secretary

Approved by the Board on May 3, 2018.

Administrators and Union Representation Present at the Meeting:

Ms. Michelle **Auger**, Principal of Pollard School

Atty. Geoff **Dowd**, Business Administrator

Mr. John **Fратиello**, Director of Food Services

Mr. Tom **Geary**, III, Business Operations Coordinator

Ms. Melissa **MacDonald**, Elementary Literacy Coordinator

Mrs. Kathy **McKechnie**, Director of Preschool

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

Mr. Mark **Pedersen**, Academic Dean of Science

Mrs. Mary **Widman**, Assistant Principal of Academics at TRHS

Dr. Roxanne **Wilson**, Assistant Superintendent

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