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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%2005%202018&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

## TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

**Regular Board Meeting**  
**April 5, 2018**  
**7:30PM**

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

### **Call to Order (00:00:11)**

Madam Chair Sherman opened this April 5, 2018 Timberlane Regional School Board meeting at 7:36pm with the roll call followed by the Pledge of Allegiance.

### **Board Members Present**

Brian Boyle, Lee Dubé, Kimberly Farah, Dan Guide, Sarah Machemer, Shawn O'Neil, Susan Sherman, Jennifer Silva and Kelly Ward.

### **Seated at the Board Table**

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

### **Administrators Present**

Listed on last page

### **Approval of Minutes (00:01:16)**

The board reviewed the minutes of the February 15, 2018 board meeting.

**MOTION: Mr. Ward motioned to approve the February 15, 2018 board meeting minutes; seconded by Mr. Guide. The motion passed 6-0-3 (Mrs. Silva, Mr. O'Neil, and Mr. Dubé abstained).**

The board reviewed the March 22, 2018 organizational meeting minutes.

**MOTION: Mr. Guide motioned to approve the March 22, 2018 organizational meeting minutes; seconded by Mr. Ward. The motion passed 8-0-1 (Mr. O'Neil abstained).**

The board reviewed the March 22, 2018 special meeting minutes.

**MOTION: Mr. Guide motioned to approve the March 22, 2018 organizational meeting minutes; seconded by Mrs. Machemer. The motion to approve the minutes with changes passed 8-0-1 (Mr. O'Neil abstained).**

The March 22 2018 sealed nonpublic minutes were tabled to later in the evening.

### **Student Representative (00:05:06)**

Bryan Lavoie reported on district activities that included the Milkmen Improv, large group music festival, math team competitions, Model UN, Government Club, World Language Honor Society induction, spring sports, middle school concerts, Pollard play and Dare graduation at Atkinson Academy.

### **Delegates and Individuals (00:07:52)**

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.

TRSB student representative Bryan Lavoie spoke to the student body's concern and fear about the potential for the release of up to 50 staff members and the implications associated with this loss.

Arthur Green of Sandown spoke to the vote of the default budget in March, residents' generosity, decreased enrollment, staffing levels, and budget comparisons to other school districts and how Timberlane can easily sustain a staffing cut of 100.

Sheila Lowes of Sandown spoke to a formal complaint she filed with the board, the lack of response she has received from the board, her lack of confidence in the investigation done by the SAU, and her request for a formal investigation by the school board at the next board meeting.

TTA Vice President Jennifer Toth spoke to her role to speak for the teachers, her speaking for them throughout the budget process, staffing cuts and the effects that will have on personalized learning, the low morale, and the union's plea that the board consider students in upcoming decision making.

TSSU President Laurie Herchenroder spoke to the TSSU's solidarity with the TTA, the effects of the recent pink slips, loss of library assistants, the negative social media posts, and how everyone is looking to the school board to fix this issue.

Nola Whitman of Danville spoke to a formal complaint she filed back in January, the unsatisfactory response she received regarding the investigation, and her request the board honor their earlier decision to grant her a hearing before the board on the matter.

Michelle Parker of Sandown spoke to her position as a library assistant not being offered a letter of agreement for the upcoming school year, a reminder to put the children first, impacts to personalized instruction, and advising the board to making an effort to not end up in this position again.

Liz Kosta of Plaistow spoke as a former school board member and asked the board to reflect on the events of the past few days and its impact on teaching and learning. She implored the board do what is right for the kids.

#### **DONATIONS (00:31:13)**

Scott Strainge and Mark Pedersen presented four SLT vetted donations for board consideration: \$2,000 anonymous donation to the Project Hope program, \$2,000 from the NH Charitable Foundation (Doris and Vivian Horton) to the Mealey's Meals program, \$850 from LOCO Sports to the Class of 2019, and \$3,000 from TRSD graduate Tom Labatte to support STEM education.

<b>MOTION:</b> <b>Mr. Guide motioned to accept with great gratitude the donations as presented; seconded by Mr. O'Neil. The motion passed 9-0-0.</b>
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Beth Rincon presented a \$1,600 donation from the Knights of Columbus to be earmarked for use for students with special needs. The donation is specific to the middle school, Atkinson Academy, and the Pollard and Danville schools.

<b>MOTION:</b> <b>Mr. Guide motioned to accept with thanks to the Knights of Columbus and staff the donation as presented to be used for special education purposes; seconded by Mr. Ward. The motion passed 9-0-0.</b>
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#### **STUDENT TRIP (00:38:48)**

Jennifer Hazelton and Bethany Weiss presented a student trip to the Galapagos Islands for April 2019 that included specifics on the itinerary, purpose (interdisciplinary to Spanish and science), behavioral expectations, use of EF Travels, costs, and the need for students to be dismissed from school on Friday, April 19, 2019.

Discussion ensued on the requirements to participate (sophomore or older, not language required) and holding informational sessions to recruit student participants.

**MOTION: Mr. Guide motioned to approve the trip to the Galapagos Islands as presented and to excuse students from school on the Friday as needed; seconded by Mr. Dubé.**

Discussion ensued on the minimum and maximum number of student participants (12-30) to hold trip.

**VOTE: The motion passed 9-0-0.**

**GRADUATION DATE (00:51:15)**

Dr. Metzler and Christi Michaud presented on setting the 2018 high school graduation date and its justification noting the success of a strong Blizzard Bag program, the calculation of instructional hours versus number of days specific to high school seniors (RSA 189:1 and RSA 189:24), and meeting the provisions of the collective bargaining agreements. The proposed graduation date is Saturday, June 9, 2018.

Madam Chair Sherman noted two students currently in boot camp whose parents submitted a letter to the school board requesting the board set the date as June 9<sup>th</sup> so that both students could participate in their graduation ceremony.

**MOTION: Mr. Ward motioned the board set the 2018 graduation date as June 9, 2018; seconded by Mrs. Machermer.**

Discussion ensued on the possibility of additional school cancellations and its impact to the number of needed instructional hours. Estimated calculations reflect a full week buffer before the instructional hours requirement cannot be met.

**VOTE: The motion passed 9-0-0.**

**COMMITTEE ASSIGNMENTS (00:55:48)**

Madam Chair Sherman presented her draft of committee assignments and asked if the board wished to deliberate on them tonight or defer to next meeting given the recent appointment of board member O'Neil. It was suggested the Curriculum and Assessment and Policy committees' assignments not be deferred due to the work in progress.

**MOTION: Mr. Guide motioned to approve the memberships of the Curriculum and Assessment and Policy committees as presented; seconded by Mrs. Silva. The motioned passed 9-0-0.**

Mr. O'Neil was instructed to forward his interest in serving on committees to the Chair for consideration. The remaining committee assignments were tabled to the next board meeting.

**TREASURER SEARCH COMMITTEE (00:59:28)**

Madam Chair Sherman reported she, Mr. Boyle and Dr. Farah have expressed an interest in serving on the treasure search committee. Noting the chosen candidate would also likely serve as the SAU treasurer, the board agreed Hampstead School Board members should be include in serving on the committee. Madam Chair Sherman will reach out to the Hampstead Board. The search committee will also be charged with making recommendation for increasing the stipend. The closing date for receiving letters of interest is April 13<sup>th</sup>.

A motion was made but later withdrawn to share the sealed nonpublic minutes of the March 22<sup>nd</sup> meeting with the Hampstead School Board.

**SCHOOL BOARD ANNUAL REPORT ARTICLE (01:04:10)**

Board members reviewed the article drafted by former board chairman Mr. Boyle.

**MOTION: Mr. Ward motioned to approve the inclusion of the school board article in the annual report; seconded by Mr. Guide. The motioned passed 9-0-0.**

#### **SCHOOL BOARD TRAINING OPPORTUNITIES (01:05:57)**

Madam Chair Sherman reported on the results of board preference for training noting the majority of responders prefer inviting NHSBA to hold a training session at Timberlane. Discussion ensued on the recommendation that new board members attend the New School Board Orientation training in Concord, and that the board be polled on training topics and availability for an onsite training session.

**MOTION: Mr. Guide motioned the board fund any NHSBA training sessions board members wish to attend; seconded by Mr. Dubé. The motioned passed 9-0-0.**

#### **RENOMINIATIONS (01:10:54)**

Dr. Metzler presented the renominations list for school year 2018-19 noting that due to the challenges with the default budget (underfunding of \$700k for SPED, \$500k for transportation, and \$300k for food service), there are many staff members not being renominated or offered letters of agreement for the upcoming school year. Some of the nonrenewals will be temporary, some are performance based, some are due to staff not being a good fit for the district, and some are due to budget shortfalls. The hope is to call back as many as possible once the budget is finalized and positions are solidified as there may be some opportunities to reorganize positions based on skillsets and attrition. The renomination list before the board includes a list of teachers and administrators.

**MOTION: Mr. Guide motioned accept the nominations as put forth by the Superintendent; seconded by Mr. Ward.**

Discussion ensued on the board not holding a special board meeting last week due to lack of quorum, the default being \$300k up from last year's budget, the likelihood there will be no surplus, salaries in both special and regular education being the same as last year and yet the proposal is to cut 50 positions, a request for year-to-date financials and contractual obligations for special education, the auditor's report not being done, hearing about the staffing cuts through the media, the need to understand the plan moving forward and a willingness to meet as many times as needed, the renominations being a normal part of the staffing process and that the cuts are the result of an underfunded default budget, a desire to see more options versus cutting positions, the April 15<sup>th</sup> nonrenewal notification deadline prescribed by law, having the board dictate positions instead of the superintendent countered by the board's authority to act only on the recommendations of the superintendent, concern over class-size impact due to staffing cuts, member commitment to do what is right for the students, not wanting to cut programs, and building a core of teaching staff and adding to it throughout the months of April, May and June as budget lines are solidified.

Business Administrator Geoff Dowd spoke to the underfunding of legal obligations resulting in the need to cut positions even though the default budget did not include any stated position cuts, the possibility of moving \$500k from capital to operating, the default budget being disingenuous to the stakeholder as monies now need to be taken from other budget lines to cover the district's legal obligations, and how the business department was excluded from developing the default budget.

Discussion ensued on the list of renominations before the board consisting of teaching staff and administrators only, the need for board members to study the list further and the need for the list to include assignments as well as a current staffing summary, the superintendent's bull's eye philosophy, concern the budget is dangerously low' but that is what the board has to work with, and the need to rely on district experts to lead the way.

Madam Chair Sherman called for the vote on the motion to accept the nominations.

**MOTION:** Mr. O'Neil motioned to overrule the Chair; seconded by Dr. Farah. The motion failed 4-5-0 (Dr. Farah, Mr. O'Neil, Mr. Boyle and Mrs. Silva in favor).

**VOTE:** The motion to accept the nominations failed 4-5-0 (Mr. Guide, Mrs. Machemer, Mr. Ward, and Madam Chair Sherman in favor).

Discussion ensued on calling a special meeting mutually agreeable with administration.

**MOTION:** Mr. O'Neil motioned to direct the superintendent to set up another meeting next week; seconded by Dr. Farah.

**MOTION TO AMEND:** Mr. O'Neil motioned to amend the motion to include the current assignments on the renominations list; seconded by Mr. Boyle.

Discussion ensued on a need to see where the staffing cuts are as indicated by assignments listed on the renomination list, a need to understand the re-organization of staff by school along with a couple of options, and that position assignments for 2018-19 have not yet been determined, thus the renom list will include current assignments.

**VOTE TO AMEND:** The motion to amend passed 9-0-0.

**VOTE ON THE AMENDED MOTION:** The motion on the newly amended motion passed 9-0-0.

**MOTION:** Mr. Guide motioned the board review moving \$400k from capital (4600 line) to operating at the next meeting; seconded by Mr. Boyle. The motion passed 9-0-0.

Discussion ensued on the types of information board members were requesting for the next meeting. Dr. Metzler reminded the board of the statutory process of board acting on recommendations of the superintendent, and that the renomination list presented tonight would be the same as presented at the next meeting plus current assignments.

**MOTION:** Dr. Farah motioned the board be presented a list of positions not on the renomination list by school, and a reconfigured budget reflecting the fund transfer; seconded by Mr. O'Neil.

Discussion ensued on assignment changes not being within the board's purview, and a request to see a few options.

**VOTE:** The motion failed 4-5-0 (Dr. Farah, Mr. O'Neil, Mr. Boyle and Mrs. Silva in favor).

**MOTION:** Mrs. Silva motioned the board be provided a current staff summary for the next meeting; seconded by Mr. O'Neil.

Discussion ensued on the need for flexibility to move staff around based on the needs of the school district and that the current staff summary is subject to change moving forward.

**VOTE:** The motion passed 9-0-0.

#### **ADMINISTRATOR'S REPORT (02:43:10)**

Dr. Metzler presented several donations he has received on behalf of the school district (1) \$500 from Alliance Energy LLC to fund the Mad Scientist assembly event at Atkinson Academy; 2) \$500 from Skelley's Mobil to also fund the Mad Scientist assembly at Atkinson Academy; 3) \$500 from the Timberlane Teachers' Association to fund the substance misuse prevention event, Project 211, that was held on March 11th; and 4) \$500 from the Boys' Lacrosse Boosters to upgrade the Hudle video program).

**PERSONNEL REPORT (02:43:54)**

Dr. Metzler recommended the board accept the retirements of Jo-Ann Georgian, Carol Mrowka, Elizabeth Rincon, and Anna Tantaró.

**MOTION:** Mr. Guide motioned to accept the retirements as presented with great gratitude for the work done in the schools; seconded by Mr. Ward. The motioned passed 8-0-0 (Mr. Boyle was not in the room at the time of the vote).

Dr. Metzler recommended the board accept the resignations of Christine Beyrent, Dawn Cotter, Meaghan Czyn, Amanda Hackey, and Doris Myers effective the end of the school year.

**MOTION:** Mr. Ward motioned to accept the resignations as presented with best regards; seconded by Mr. O’Neil. The motioned passed 9-0-0.

**COMMITTEE REPORTS**

None

**REPORTS OF THE SCHOOL BOARD (02:46:42)**

Board members spoke to the upcoming Jimmy Fund fundraiser at Pollard (Run of the Savages) and the Georgie Boy event at Atkinson Academy.

**CORRESPONDENCE (02:49:11)**

Madam Chair Sherman made reference to the large correspondence pile and recommended the board consider revising the correspondence protocol at an upcoming meeting.

**OTHER BUSINESS (02:56:10)**

Madam Chair Sherman announced she would like to continue the practice of using other business for presenting agenda item requests for consideration at future board meetings. Agenda topic requests included review of the Right-to-Know process, and an update on the auditor’s report. Mr. Dowd spoke to the auditor’s report item stating a good deal of his time has been spent on addressing the underfunded default budget when he should be doing other important cyclical work.

**NONPUBLIC SESSION (03:01:57)**

Madam Chair Sherman announced she had two legal opinion letters to share with board members.

**SESSION I**

**MOTION:** Mr. Guide 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 Guide – yes Sherman – yes  
Dubé – yes Macheimer – yes Silva – yes  
Farah – yes O’Neil – yes Ward – yes

**The board entered nonpublic session at 10:39pm.**

**MOTION:** Mr. Guide motioned the board exit nonpublic session; seconded by Mr. Ward.

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

**The board entered public session at 11:02pm.**

**MOTION: Mr. O’Neil 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 Guide – yes Sherman – yes  
Dubé – yes Macheimer – yes Silva – yes  
Farah – yes O’Neil – yes Ward – yes

**The motion to seal the minutes passed 9-0-0.**

**MOTION: Dr. Farah motioned the board hear the complaint of Nola Whitman; seconded by Mr. O’Neil. The motion failed 0-6-3 (Dr. Farah, Mr. O’Neil, and Mrs. Silva abstained).**

It was the consensus of the board that Madam Chair Sherman obtain legal assistance in drafting the notification letter.

SESSION II

**MOTION: Mr. Guide 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. Dubé.**

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

**The board entered nonpublic session at 11:08pm.**

**MOTION: Mr. Guide motioned the board exit nonpublic session; seconded by Mr. Dubé.**

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

**The board entered public session at 11:36pm.**

**MOTION: Mr. Guide 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 Mrs. Macheimer.**

The board was polled: Boyle – yes Guide – yes Sherman – yes  
Dubé – yes Macheimer – yes Silva – yes  
Farah – no O’Neil – no Ward – yes

**The motion to seal the minutes passed 7-2-0.**

Madam Chair Sherman adjourned the meeting at 11:37pm

Respectfully submitted,

  
Catherine Belcher

Recording Secretary

Approved by the Board on April 19, 2018.

Administrators and Union Representation 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  
Ms. Lorin **Caffelle**, Special Education Administrator at TRMS  
Ms. Rebecca **Carlson**, Dean of Math  
Mr. Barry **Chooljian**, Director of Guidance  
Mrs. Lucy **Canotas**, Assistant Principal at Danville Elementary  
Mrs. Heather **Cronan**, Assistant Principal of Student Services and Facilities  
Mrs. Kathie **Dayotis**, Principal of Atkinson Academy  
Mrs. Christine **Desrochers**, Curriculum Coordinator at TRMS  
Mr. Tony **DiBartolomeo**, Director of Performing Arts  
Atty. Geoff **Dowd**, Business Administrator  
Mr. Angelo **Fantasia**, Director of Athletics  
Mr. Tom **Geary**, III, Business Operations Coordinator  
Mr. Ken **Henderson**, Director of Technology  
Mrs. Patrice **Liff**, Assistant Principal at Atkinson Academy  
Ms. Nancy **Louiselle**, Director of Human Resources  
Ms. Melissa **MacDonald**, Elementary Literacy Coordinator  
Mrs. Jennifer **Marino**, Principal of Timberlane Learning Center at Sandown Central  
Mrs. Kathy **McKechnie**, Director of Preschool  
Mr. Mitchell **Mencis**, Assistant Principal for Grade 8 at TRMS  
Mrs. Christi **Michaud**, Director of Data, Assessment and Accountability  
Mrs. Jennifer **Michitson**, Academic Dean of Enrichment, Freshman Academy, Reading and RTI  
Mr. Rodney **Mills**, District Facilities Supervisor  
Mrs. Lois **Paul**, Coordinator of Technology Integration  
Mr. Mark **Pedersen**, Academic Dean of Science  
Mrs. Jennifer **Puchlopek**, Academic Dean of English and Language Arts  
Mrs. Susan **Rasicot**, Director of Student Services  
Mrs. Beth **Rincon**, Director of Special Education  
Mr. Brian **Shawley**, Assistant Principal at Pollard School  
Mrs. Nancy **Stafford**, Assistant Principal at Sandown North Elementary  
Mr. Scott **Strange**, Assistant Principal of Operations at TRHS  
Mrs. Mary **Widman**, Assistant Principal of Academics at TRHS  
Mrs. Jennifer **Toth**, Vice President of the Timberlane Teachers Association