

*NOTE: When feasible, TRSB meetings are videotaped. These meeting minutes reflect only a basic summary of the meeting topics, discussion and action. Details of this meeting may be viewed by accessing the online Vimeo at: <https://vimeo.com/album/255898/video/261568025>  
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%2f03%2022%202018&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

## TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

**Organizational Meeting**  
**March 22, 2018**  
**7:30 PM**

**Superintendent's Office**  
**30 Greenough Road**  
**Plaistow, NH**

### **Call to Order**

Superintendent Dr. Earl Metzler called this March 22, 2018 Timberlane Regional School Board organizational meeting to order at 7:30pm with the roll call followed by the Pledge of Allegiance.

### **Board Members Present**

Brian Boyle, Lee Dubé, Stefanie Dube, Kimberly Farah, Dan Guide, Sarah Machemer, Susan Sherman, Jennifer Silva, and Kelly Ward.

### **Seated at the Board's Table**

Dr. Earl Metzler, Superintendent of Schools

### **Administrator's Present**

See list at end of minutes

### **ELECTION RESULTS AND ELECTION OF OFFICERS**

Dr. Metzler first congratulated the newly elected officials and acknowledged and thanked outgoing officials for their service to the school district. New members Mrs. Silva, Mr. Dubé, and Mrs. Machemer thanked the voters for their support and pledged to support the district in a collaborative manner. Dr. Metzler also thanked former board chair and vice chair, Mr. Boyle and Dr. Farah, for the time and effort they gave over the past year.

The board then took a moment of silence to honor the victims of the Florida school shooting and the recent passing of former Atkinson police chief Phil Consentino.

### **SCHOOL BOARD CHAIRMAN**

Dr. Metzler opened the floor to nominations for the position of school board chair for a term of one year.

**NOMINATION: Mr. Guide nominated Sue Sherman for school board chair.**

**NOMINATION: Dr. Farah nominated Brian Boyle for school board chair.**

The two nominees then responded to a question posed relative to the process of staffing for the 2018-19 school year based on the recently adoption of the default budget. Mrs. Sherman stated she would work closely with the superintendent for his expertise and then bring those hard choices back to the board for consideration; Mr. Boyle stated he would do the same, but would also call for a special meeting so that the board could participate in the staff selection process before the April 15<sup>th</sup> notification deadline.

**With no further comment or additional nominations offered for the position of Chair, Dr. Metzler called for a hand vote on the nomination for Mrs. Sherman: 5 in favor (Sherman, Guide, Ward, Dubé and Machemer).**

**Dr. Metzler called for a hand vote on the nomination for Mr. Boyle as Chair; 4 in favor (Boyle, Silva, Dube, and Farah).**

Dr. Metzler announced Mrs. Sherman as the School Board Chair for the ensuing year.

**SCHOOL BOARD VICE CHAIRMAN**

Newly elected Chair Sherman then called for nominations for the position of school board vice chairman.

**NOMINATION: Mr. Boyle nominated Kelly Ward for school board vice chair.**

**NOMINATION: Dr. Farah nominated Brian Boyle for school board vice chair.**

**Madam Chair Sherman called for a show of hands for those in favor of Mr. Ward as vice chair: 7 in favor (Dubé, Sherman, Dube, Guide, Ward, Machemer, and Boyle). She then called for a show of hand for those in favor of Mr. Boyle: 2 in favor (Farah and Silva).**

**SCHOOL DISTRICT CLERK**

**MOTION: Mr. Guide motioned to reappoint Nancy Louiselle to the position of school district clerk; seconded by Mr. Ward.**

Discussion ensued on the responsibilities of the district clerk (assist in the voting process, transcribe the deliberative session minutes, administer the oath of office).

**SCHOOL BOARD RECORDING SECRETARY**

**MOTION: Mr. Guide motioned to reappoint Cathy Belcher to the position of school board recording secretary; seconded by Mrs. Machemer. The motion passed 7-2-0 (Mrs. Dube and Dr. Farah opposed).**

**TREASURER**

Discussion ensued on the current vacancy of a district treasurer, the process for filling the position, and the desire to discuss the reasons for the resignation of the last treasurer.

**MOTION: Mr. Guide motioned the board table the treasurer’s appointment; seconded by Mr. Ward. The motion passed 9-0-0.**

Dr. Farah motioned to go into nonpublic session but withdrew on the recommendation the board hold a nonpublic session at the end of the organizational meeting.

**ASSISTANT TREASURER**

**MOTION: Mr. Guide motioned to reappoint Lori Parrillo to the position of school district assistant treasurer; seconded by Mr. Ward. The motion passed 9-0-0.**

**SCHOOL COUNSEL**

**MOTION: Mr. Ward motioned to allow the Superintendent to seek legal counsel when necessary and with the firm most appropriate; seconded by Mr. Guide.**

Discussion ensued on the use of legal counsel for day to day operations, special business and board business. Board member opinions on the subject included school board involvement for all use of legal counsel, establishing a separate firm for school board business, working in parameters so as to not tie the hands of the superintendent, concerns about pitting the SAU board against the TRSB, using a firm with a deep bench with many areas of expertise, access to the NHSBA attorney, using different attorneys from the same firm, calling special meetings when legal counsel is warranted in between board meetings, and notification of the board when legal counsel is ascertained.

**MOTION TO AMEND: Mr. Guide motioned to amend the motion on the floor to allow the Superintendent to seek legal counsel when necessary and with the firm most appropriate; however if matters pertain to the school board or to school board actions, it will be done in consultation with the school board chair; seconded by Mr. Ward.**

Discussion ensued on emergency meetings, claims the previous board never did anything wrong or illegal, and allowing the chair to call a meeting or to notify the board of the use of legal counsel.

**VOTE: The motion to amend the motion passed 5-4-0 (Mr. Boyle, Dr. Farah, Mrs. Silva and Mrs. Dube opposed).**

Discussion continued on the practices of the previous board as it relates to the use of legal counsel.

**MOTION TO AMEND: Mrs. Dube motioned to amend the amended motion by adding *and the school board chair, if necessary, will call a meeting (special or emergency)*; seconded by Mr. Dubé.**

Discussion continued on the intent of the amendment – that the use of legal counsel associated with board business be a decision of the school board.

**VOTE: The motion to amend passed 8-1-0 (Mr. Guide opposed).**

**VOTE: The motion as newly amended to allow the Superintendent to seek legal counsel when necessary and with the firm most appropriate; however if matters pertain to the school board or to school board actions, it will be done in consultation with the school board chair and the school board chair, if necessary, will call a meeting (special or emergency) passed 8-1-0 (Dr. Farah opposed).**

#### **BONDING**

**MOTION: Mr. Ward motioned to bond the treasurer and assistant treasurer as required by statute and Department of Revenue Administration; seconded by Mrs. Machermer. The motion passed 9-0-0.**

#### **BANK DEPOSITORY**

**MOTION: Mr. Guide motioned to appoint TDBank as the district bank; seconded by Mr. Ward. The motion passed 9-0-0.**

#### **REVIEW OF POLICY DFA - INVESTMENT**

**MOTION: Mr. Guide motioned to accept the review of policy DFA with no changes; seconded by Mrs. Machermer. The motion passed 8-0-1 (Mr. Dubé abstained).**

#### **REVIEW OF POLICY EI - RISK MANAGEMENT**

Discussion ensued on the recommended changes to the policy as presented by the business administrator relating to the participation in a risk pool as permitted under the statutes.

**MOTION: Mr. Guide motioned the policy be forwarded to the policy committee for review and recommendation; seconded by Mrs. Dube. The motion passed 9-0-0.**

#### **SCHOOL BOARD ETHICS STATEMENT**

Madam Chair Sherman asked board members to review the ethics statement in board packets, sign and submit to the recording secretary pursuant to board policy BCA.

#### **COMMITTEE SIGN UP SHEET**

Madam Chair Sherman passed out a committee signup sheet for board members to record their preferences for serving on board committees, citing a lot of work is done in committee. Dr. Farah suggested the chair and vice chair lead the strategic planning committee.

#### **MEETING DATES AND TIMES**

Board members reviewed the proposed 2018-19 school board meeting schedule noting board meetings are held

on the first and third Thursdays of each month beginning at 7:30pm.

**MOTION: Mrs. Macheimer motioned to approve the 2018-19 meeting schedule as presented; seconded by Mr. Boyle. The motion passed 9-0-0.**

Mr. Guide requested the board discuss establishing an Articles of Agreement committee to review and recommend revisions. He suggested the committee be comprised of a school board member and selectman from each of the towns.

Dr. Farah motioned and then withdrew motions for a nonpublic session.

**MOTION: Mr. Boyle motioned the board go into nonpublic session under RSA 91-A:3, paragraph II (c) to discuss a matter of the treasurer’s office and to protect a current employee’s reputation.**

The board was polled: Boyle – yes Farah – yes Sherman – yes  
Dubé – yes Guide – yes Silva – yes  
Dube – yes Macheimer – yes Ward – yes

**The board entered nonpublic session at 9:05pm.**

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

The board was polled: Boyle – yes Farah – yes Sherman – yes  
Dubé – yes Guide – yes Silva – yes  
Dube – yes Macheimer – yes Ward – yes

**The board entered public session at 9:54pm.**

**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. Guide. The motion passed 9-0-0.**

The meeting then recessed from 9:57pm to 10:01pm.

**MOTION: Mr. Guide motioned the board advertise for the treasurer position; seconded by Mr. Ward.**

Discussion ensued on the specifics of the advertisement and appointment process (newspaper ad, set up interview group, bring nomination back to the school board for action).

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

The meeting ended at 10:04pm.

Respectfully submitted,  
  
Catherine Belcher  
Recording Secretary

Approved by the School Board April 5, 2018.

Administrators and Union Representation Present:  
Mrs. Sandra Allaire, Academic Dean of World Language

Ms. Michelle Auger, Principal at Pollard School  
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  
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  
Atty. Geoff Dowd, Business Administrator  
Mr. Angelo Fantasia, Director of Athletics  
Mr. Michael Flynn, Principal of TRMS  
Mr. Tom Geary, III, Business Operations Coordinator  
Mrs. JoAnn Georgian, Principal of Sandown North Elementary  
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  
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. Nash Reddy, Special Ed Chair, TRHS  
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 Strainge, Assistant Principal of Operations at TRHS  
Mrs. Mary Widman, Assistant Principal of Academics at TRHS  
Mr. Ryan Richman, President of the Timberlane Teachers Association