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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%2f06%2021%202018&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

**Regular Board Meeting
June 21, 2018
7:30PM**

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

Call to Order (00:00:18)

Madam Chair Sherman opened this June 21, 2018 Timberlane Regional School Board meeting at 7:30pm with the roll call followed by the Pledge of Allegiance led by Student Representative Bryan Lavoie.

Board Members Present

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

Seated at the Board Table

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

Administrators Present

Listed on last page

Student Representative (00:01:22)

Student Representative Bryan Lavoie introduced Nick Valhouli as incoming student representative to the school board. He then updated the board on district events that included the high school graduation, volleyball championship, 8th grade celebration, and last day of school. He thanked the board for their support of him as student representative for the past year.

Approval of Minutes (00:03:20)

The board reviewed four sets of meeting minutes.

MOTION:	Mr. O’Neil motioned to approve the June 7, 2018 public meeting minutes; seconded by Mr. Ward. The motion passed 8-0-0.
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MOTION:	Mr. O’Neil motioned to approve the June 14, 2018 goals work session minutes; seconded by Mr. Dubé. The motion passed 6-0-2 (Mr. Ward and Mr. Guide abstained).
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MOTION:	Mr. Dubé motioned to approve the June 19, 2018 training session minutes; seconded by Mrs. Machermer. The motion passed 6-0-2 (Mr. Ward and Mr. Guide abstained).
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MOTION:	Mr. Guide motioned to approve the sealed June 7, 2018 nonpublic meeting minutes; seconded by Mr. Ward. The motion passed 8-0-0.
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MOTION:	Mr. O’Neil motioned to unseal the June 7, 2018 nonpublic meeting minutes; seconded by Mrs. Silva.
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Members commented that the basis for sealing the minutes is no longer valid (notifications to staff regarding re-assignments).

VOTE: The motion passed 8-0-0.

Delegates and Individuals

None

CURRENT BUSINESS

DONATIONS (00:08:50)

Mark Pedersen presented a \$2500 donation from ExxonMobil to be used for the 2019 April STEAM camp.

MOTION: Mr. Guide motioned to accept the donation of \$2500 from ExxonMobil; seconded by Mr. Ward.

Discussion ensued on the communications that led up to the donation as well as the purpose (terms) of donation and the intent of the school board to honor it.

VOTE: The motion passed 8-0-0.

FEDERAL FUNDING AUTHORIZATION (00:12:38)

Each year the board must authorize the Superintendent, Assistant Superintendent, and Business Administrator to apply for and receive, on behalf of the District, federal and state grants/funding.

MOTION: Mr. Ward motioned to authorize the Superintendent or his designee to apply for and receive federal and state funding on behalf of the school district; seconded by Mr. Guide. The motion passed 8-0-0.

The board then reviewed the general assurances form noting that, new this year, the form requires notification to the board of those assurances and school board chair signature.

MOTION: Mr. Boyle motioned to authorize the school board chair to sign the general assurances form on behalf of the school board; seconded by Mrs. Macheemer. The motion passed 8-0-0.

SUSPENSION AUTHORIZATION (00:18:09)

Annual board authorization is required for the Superintendent and Assistant Superintendent to suspend students beyond 10 days as outlined in RSA 193:13.

MOTION: Mr. Boyle motioned to authorize the Superintendent and his designee to continue the suspension of a student for a period in excess of ten school days as provided for in RSA 193:13(b); seconded by Mr. Guide. The motion passed 8-0-0.

ATHLETIC CONTRACT RENEWAL (00:21:07)

Athletic Director Angelo Fantasia and Director of Athletic Training Services for Access Sports Craig Duchesne presented the athletic trainer contract for the 2018-19 school year noting Access has been providing this service for five years and there has been no rate increase since 2013 despite added services.

MOTION: Mr. Guide motioned to accept the athletic trainer services contract with Access Sports for the 2018-19 school year; seconded by Mr. Ward.

Discussion ensued on concussion retesting, and bidding policy DJE.

VOTE: The motion passed 8-0-0.

INTERNAL CONTROLS BID (00:25:14)

Mr. Dowd reported on the lack of response to the internal controls bid.

Discussion ensued on the recent audit whereby internal controls issues would have been flagged, the cost of an

internal controls audit, and on Mr. O’Neil’s motion to add an internal controls audit to the 2017-18 end of year audit. The motion was not seconded.

TTA CLIMATE SURVEY PRESENTATION (00:29:16)

TTA President Ryan Richman, TTA Vice President Jennifer Toth, and TTA Vice President elect James Pelletier presented the TTA Spring Climate Survey result that included the number of survey participants, comparisons to 2017 data in the areas of overall climate, administrative support, building administrative support, dean support, value of input on initiative and curricula, school board and superintendent, and recommendations of support.

COMPLIANCE AND IMPROVEMENT MONITORING (00:54:19)

Director of Special Education Beth Rincon presented an overview of the compliance and improvement monitoring process, its purpose and intent, how the district was chosen for this process, the timeline to undergo the process, the results of the report, commendations made by the DOE, and points to celebrate resultant of the audit.

STRATEGIC PLAN (01:15:49)

Mr. Guide noted the Strategic Plan draft is in board packets for review and then requested this item be placed on the August agenda so that Dr. Wilson can present. He suggested questions about the plan be forwarded to Dr. Wilson in advance for preparation purposes. Commendations were noted about Dr. Wilson’s contributions to the plan and its process.

AUDITOR’S REPORT (01:18:05)

CPA Mike Campo of Plodzick and Sanderson provided an overview of the district’s financial statements specific to the general fund, revenues, expenditures by function, and bottom line figures. He spoke to the district’s compliance with GASB, the timeframe of journal entries, and the recommendation that the board receive regularly scheduled financial reports. Discussion ensued on an internal controls audit as it relates the scope of the recent audit, a 5-year policy review cycle, a preliminary audit of student activity accounts, internal controls and permanent file review, and reconciled cash accounts.

MOTION: Mr. Guide 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 other than a board member; seconded by Mrs. Silva.

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

The board entered nonpublic session at 9:02pm.

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

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

The board entered public session at 10:03pm.

Madam Chair Sherman announced that during nonpublic session Mr. Guide motioned to expend up to \$20k from the 2018 budget surplus fund to employ a consultant to assist with the Timberlane bookkeeping which was seconded by Mr. Dubé. The motion passed 8-0-0.

ADMINISTRATOR’S REPORT (01:33:16)

Dr. Metzler reported on the 8th grade celebration and on the NHDOE’s Youth Risk Behavior Survey (YRBS).

MOTION: Mr. Dubé motioned to reaffirm the school board’s position to not participate in non-academic surveys (specifically the YRBS); seconded by Mr. O’Neil. The motion passed 8-0-0.

He provided bullying report forms to inform board members of the extensive process undertaken when reports of bullying are received. He also presented the 2019 summer projects list so that the board could be aware of the projects to be completed over the summer.

PERSONNEL REPORT (02:01:03)

Dr. Metzler recommended the board nominate Timothy Brown to the position of Assistant Principal at TRHS and Maegan Koelker to the position of Assistant Principal at TRMS.

MOTION: Mr. Guide motioned to accept the two nominations as presented; seconded by Mr. Ward.

MOTION: Mr. Boyle 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 other than a board member; seconded by Mr. O’Neil.

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

The board entered nonpublic session at 10:35pm.

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

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

The board entered public session at 10:45pm.

No action was taken in nonpublic session.

VOTE: The motion to approve the nominations of the Assistant Principals passed 8-0-0.

Dr. Metzler recommended the nominations of Timothy Doucette and Karen LaPlante.

MOTION: Mr. Guide motioned to accept the nominations as presented; seconded by Mrs. Machermer. The motion passed 8-0-0.

COMMITTEE REPORTS (02:04:30)

Board members reported on the activities of the CIP Committee, the Policy Committee, and the Budget Committee.

REPORTS OF THE SCHOOL BOARD (02:06:29)

Board members spoke on the activities they attended: 8th grade celebration, high school graduation, Georgie Boy ceremony, and Danville 5th grade graduation.

CORRESPONDENCE FOLDER

Board correspondence was distributed to board members electronically.

VENDOR AND PAYROLL REGISTERS

Check registers were reviewed and signed.

OTHER BUSINESS (02:11:00)

Requests were made to convene a summer board meeting. Madam Chair directed the board be polled on availability.

Madam Chair Sherman adjourned the meeting at 10:55pm.

Respectfully submitted,


Catherine Belcher
Recording Secretary

Approved by the Board on August 23, 2018.

Administrators and Union Representation Present at the Meeting:

Mrs. Lorin **Caffelle**, Special Education Administrator at TRMS

Atty. Geoff **Dowd**, Business Administrator

Mr. Angelo **Fantasia**, Director of Athletics

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

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

Mrs. Susan **Rasicot**, Director of Student Services

Mrs. Elizabeth **Rincon**, Director of Special Education

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

Mrs. Jennifer **Toth**, Vice President of the Timberlane Teachers Association

Mr. James **Pelletier**, Vice President Elect of the Timberlane Teachers Association