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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%2f05%2003%202018&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

**TIMBERLANE REGIONAL SCHOOL BOARD
MEETING MINUTES**

**Regular Board Meeting
May 3, 2018
7:30PM**

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

Call to Order (00:00:08)

Madam Chair Sherman opened this May 3, 2018 Timberlane Regional School Board meeting at 7:30pm 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

Administrators Present

Listed on last page

Approval of Minutes (00:01:30)

The board reviewed the public session minutes of the April 19, 2018 board meeting.

MOTION: Mr. Boyle motioned to approve the April 19, 2018 board public meeting minutes; seconded by Dr. Farah.

MOTION TO AMEND: Dr. Farah motioned to amend the minutes to reflect the board’s consensus that any draft of the 2017 auditor’s report be provided to the board; seconded by Mr. Boyle.

Discussion ensued on amending the minutes upon verification of the Vimeo recording as well as on the status of the April 5th nonpublic second session minutes whereby the board’s intent and understanding was that the minutes were unsealed at the April 19th meeting; however, the board did not procedurally unseal them and a draft copy of the minutes ended up posted on social media. Madam Chair Sherman spoke to the severity of the issue of a potential breach of the oath of office and the possibility of a full investigation into the matter. She called for a show of support into an investigation. There was none.

VOTE TO AMEND: The motion to amend passed 7-1-1 (Madam Chair Sherman opposed and Mr. Guide abstained.)

Discussion continued on the release of the April 5th nonpublic session II meeting, and of the procedural error as indicated by legal counsel.

VOTE ON AMENDED MOTION: The newly amended motion passed 8-0-1 (Mr. Guide abstained).

MOTION: Mr. Dubé motioned to unseal the session II nonpublic minutes of April 5, 2018; seconded by Mr. O’Neil. The motion passed 5-3-1 (Mrs. Machemer, Madam Chair Sherman and Mr. Ward opposed, and Mr. Guide abstained).

The board reviewed the April 19, 2018 session I nonpublic minutes.

MOTION: Mr. Ward motioned to approve the April 19, 2018 session I nonpublic minutes; seconded by Mrs. Silva. The motion passed 8-0-1 (Mr. Guide abstained).

The board reviewed the April 19, 2018 session II nonpublic minutes.

MOTION: Mr. O'Neil motioned to approve the April 19, 2018 session II nonpublic minutes; seconded by Mr. Boyle. The motion passed 8-0-1 (Mr. Guide abstained).

The board reviewed the April 19, 2018 session III sealed nonpublic minutes.

MOTION: Mr. Boyle motioned to approve the April 19, 2018 session III nonpublic minutes; seconded by Mrs. Machermer. The motion passed 8-0-1 (Mr. Guide abstained).

MOTION: Mr. O'Neil motioned to unseal the April 19, 2018 session III nonpublic minutes; seconded by Dr. Farah. The motion passed 8-0-1 (Mr. Guide abstained).

The board reviewed the April 19, 2018 session IV sealed nonpublic minutes.

MOTION: Mr. Boyle motioned to approve the April 19, 2018 session IV nonpublic minutes; seconded by Mrs. Machermer. The motion passed 8-0-1 (Mr. Guide abstained).

MOTION: Mr. Boyle motioned to unseal the April 19, 2018 session IV nonpublic minutes; seconded by Mr. O'Neil. The motion failed 4-4-1 (Madam Chair Sherman, Mrs. Machermer, Mr. Dubé and Mr. Ward opposed, and Mr. Guide abstained).

Copies of the April 19th sealed session IV nonpublic draft minutes were collected.

Student Representative

Madam Chair Sherman announced student representative Bryan Lavoie is not in attendance this evening (excused absence) as he is performing in the high school drama production, *Into the Woods*. She extended the board's best wishes for production.

Delegates and Individuals (00:26:00)

Sheila Lowes of Sandown spoke to a letter she received from the board regarding her request for an investigation and asked the board to further review and revise district policies, vendor contracts, and union contracts as they relate to vendor expectations.

Stefanie Dube of Danville spoke to her concerns about the school board chair, the board correspondence protocol, police presence at board meetings, and district and superintendent communications to parents regarding matters of safety.

PRE-K CURRICULUM (00:32:48)

Melissa MacDonald, Mary Widman and Kathy McKechnie presented PreK curriculum for second read noting it was presented for first read at the April 19th board meeting. They indicated the biggest change to the curriculum in relation to previous curriculum is the incorporation of competencies.

MOTION: Mr. Guide motioned the board approve the PreK curriculum for second read; seconded by Mr. Ward.

Discussion ensued on gaging the effectiveness of the curriculum (STAR and Data Talks), that the documents are reflective of current practices, and how the curriculum aligns with the Kindergarten curriculum.

VOTE: The motion passed 9-0-0.

SCHOOL CALENDAR (00:38:17)

Christi Michaud proposed minor revisions to the 2018-19 school calendar specific to the professional development days, early release days and quarter/trimester closing dates.

MOTION: Mr. Ward motioned to approve the revisions to the 2018-19 calendar as presented; seconded by Mr. Guide. The motion passed 9-0-0.

Mrs. Michaud then presented a proposed 2019-20 school calendar noting collaboration with the TTA, the TSSU, and building principals.

MOTION: Mr. Guide motioned to approve the 2019-20 calendar as presented; seconded by Mrs. Machemer.

Discussion ensued on instructional hours, TTA work days, the possibility of a hybrid instructional hour calendar in the future, and being mindful of summer camp and childcare schedules.

VOTE: The motion passed 9-0-0.

TRANSPORTATION CONSULTANT REPORT (00:48:40)

Tom Geary and Sandra Hodgkins presented the transportation consultant report highlighting the scope of the work, top three goals, current route data, alternate route scenarios, and combining middle and high school buses. It was noted the data scenarios used Sandown routes due to it having the highest ridership, most time on the bus, and most miles covered. Mr. Geary's recommendation is to forward this information to the Transportation Advisory Committee for further study and recommendation action for the 2019-20 school year.

Discussion ensued on the number of buses currently used and options to reduce and add as needed, efficiencies, high school ridership, computerized ridership tracking, the need for more stakeholder input, and student time on buses. Concerns noted by the school board will be forwarded to the Transportation Advisory Committee for consideration as part of the committee's recommendations.

Danville Fire Alarm Panel: Mr. Geary informed the board of the Danville Elementary School fire alarm panel project, and the subsequent opportunity to apply for a security grant for partial funding of the project. By general consent, the board approved the retroactive application for the grant and applied their signatures to the project affidavit form that signified the work as completed.

AUDITOR'S REPORT UPDATE (01:14:44)

Business Administrator Geoff Dowd updated the board on the proposed release date of May 18, 2018 for the 2017 auditor's report. Discussion ensued on the internal controls audit as it relates to the completion of the 2017 audit, internal systems audits as part of the annual audit, the status of governmental reporting (long term liabilities/post-employment benefits), an audit draft and timeline, identifying and addressing the delaying agent for the completion of future audits, setting up an auditing schedule that includes conducting field work in August, and informing the new board members of issues in a nonpublic session. By general consent, the board directed the auditor's report be posted for the school board once it comes in and, and review of the draft audit at the May 17th board meeting should the final draft not be available.

2018-19 BUDGET UPDATE (01:40:46)

Mr. Dowd presented an updated budget sheet noting the ongoing work related to staffing, concern about the SPED budget not being enough to cover anticipated obligations, and the regular ed line being underfunded by \$162k. Discussion ensued on deans' positions, staff reduction and re-instatement numbers (professions, union,

support staff and unaffiliated positions), the plan to prioritize positions in the hiring process, the unanticipated post-employment obligations (\$300-\$400k) and the difficulty in planning for it, the CBA process for posting vacant positions, and the many unknowns associated with 2018-19 staffing at this time.

ARTICLES OF AGREEMENT COMMITTEE (02:02:40)

Discussion ensued on establishing a school board subcommittee to review the Articles of Agreement and make recommendation to the school board for possible warrant article action.

MOTION: Mr. Guide motioned to form an ad hoc committee to make recommendation to the school board, with the authority to seek legal counsel, and be comprised of one school board member from each town and one at-large member from each town; seconded by Mr. Dubé.

Discussion ensued on the Articles of Agreement, some outdated language, the required 2/3 ballot vote to change the language, and vacancies on the Strategic Planning Committee.

VOTE: The motion passed 6-3-0 (Dr. Farah, Mr. Boyle, and Mrs. Silva opposed).

It was announced the committee will be chaired by Mr. Guide.

SCHOOL BOARD GOALS (02:08:35)

Madam Chair Sherman directed the board review the school board goals of 2017-18 and be prepared to discuss them at the next board meeting. That discussion will inform the board on the next agenda topic of a board evaluation.

SCHOOL BOARD EVALUATION (02:09:18)

Madam Chair Sherman noted the school board has participated in a board evaluation for a number of years and inquired if board members wished to undergo an evaluation for the current school year.

MOTION: Mr. Ward motioned the board conduct a self-evaluation for the 2017-18 school year; seconded by Mrs. Machemer.

Discussion ensued on the evaluation process, that the voters serve as evaluators by way of the election process, how a self-evaluation informs in the writing of new goals, and that time could be better spent on developing a strategic plan.

VOTE: The motion passed 6-3-0 (Dr. Farah, Mr. Boyle, and Mr. O'Neil opposed).

Discussion then ensued on the 360 evaluation board evaluation component whereby administrators conduct an evaluation of the board based on the board's support of district initiatives and district goals.

MOTION: Mr. Guide motioned the board undergo a 360 evaluation for the 2017-18 school year; seconded by Mr. Ward.

Discussion ensued on the 360 evaluation being anonymous, concerns about retribution, board members being elected by the voters, and the voters being the true evaluators.

VOTE: The motion passed 5-4-0 (Dr. Farah, Mr. Boyle, Mr. O'Neil and Mrs. Silva opposed).

ADMINISTRATOR'S REPORT

None.

PERSONNEL REPORT

None.

COMMITTEE REPORTS (02:22:43)

Board members reported on the committee work of the Curriculum and Assessment, Policy, Facilities, Safety, and Strategic Planning committees with a concern noted about the vacancy of board members (chairman and vice chairman) on the Strategic Planning Committee.

REPORTS OF THE SCHOOL BOARD (02:26:27)

Board members reported on district and pertinent school board events (Arbor Day in Plaistow, NHSBA training conference, and the renaming of a Plaistow bridge). School board training topics will be added to the next board meeting agenda.

CORRESPONDENCE FOLDER

Board correspondence was distributed to board members electronically.

VENDOR AND PAYROLL REGISTERS

Check registers were reviewed and signed.

OTHER BUSINESS (02:30:40)

Topics raised for possible inclusion at a future board meeting included the process on 91-A requests, police presence at board meetings, a SPED trend report, and staff re-organization.

Madam Chair Sherman adjourned the meeting at 10:03pm.

Respectfully submitted,



Catherine Belcher

Recording Secretary

Approved by the Board on May 17, 2018.

Administrators and Union Representation Present at the Meeting:

Atty. Geoff **Dowd**, Business Administrator

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

Mrs. Sandra **Hodgkins**, Transportation Coordinator

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

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

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

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

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