

*NOTE: When feasible, TRSB meetings are videotaped. These meeting minutes reflect only a basis summary of the meeting topics, discussion and action. Details of the meeting may be viewed by accessing the online Vimeo at: <https://vimeo.com/album/255898/video/274089811>
Materials presented at the board meeting may be viewed at:
<https://public.timberlane.net/sau/trsb/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsau%2ftrs%2fShared%20Documents%2fSCH%20OOL%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2017%2d18%2f06%2007%202018&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Board Meeting
June 7, 2018
7:30PM

SAU Office
30 Greenough Road
Plaistow, NH

Call to Order (00:00:11)

Madam Chair Sherman opened this June 7, 2018 Timberlane Regional School Board meeting at 7:30pm with the roll call followed by the Pledge of Allegiance led by Eagle Scout Charlie Guischart.

Board Members Present

Brian Boyle, Lee Dubé, Kimberly Farah (8:14pm), Dan Guide, Sarah Macheimer, Shawn O'Neil, Susan Sherman, Jennifer Silva (8:01pm) and Kelly Ward.

Seated at the Board Table

Dr. Earl Metzler, Superintendent of Schools

Administrators Present

Listed on last page

Approval of Minutes (00:02:04)

The board reviewed the public session minutes of the May 17, 2018 board meeting.

MOTION: Mr. Guide motioned to approve the May 17, 2018 board public meeting minutes; seconded by Mr. Boyle. The motion passed 5-0-2 (Mr. Dubé and Mr. Ward abstained).

Student Representative

Student Representative Bryan Lavoie was excused from attending the meeting due to senior class activities.

Delegates and Individuals (00:03:12)

Pollard 5th grade student Delanie Marcotte spoke about alleged bullying incidences at school.

Liz Kosta of Plaistow spoke to the development of a new strategic plan.

EAGLE SCOUT PROJECT (00:05:59)

Eagle Scout Charlie Guischart presented the installation of several plants at Atkinson Academy to serve as an outdoor classroom barrier (approximate cost of \$700) as his Eagle Scout project. Funding would come from soliciting community groups and the project would be completed over the next few months. Upon board approval he would then present his plan to the Eagle Scout commission for further approval.

MOTION: Mr. Guide motioned to approve the Eagle Scout project as presented; seconded by Mr. O'Neil. The motion passed 7-0-0.

Madam Chair spoke to the school district's commitment to maintain and care for the project upon completion.

DONATIONS (00:11:05)

Kevin Fitzgerald and Patti Jo Hayes presented a donation of an end zone camera package valued at \$4,600 from the Football Boosters and also requested a two-year approval for the Football Boosters' sign sponsorship program.

MOTION: Mr. Ward motioned to accept the donation of \$4600 to purchase the end zone camera and to approve the boosters' 2-year sign sponsorship program; seconded by Mr. Boyle. The motion passed 7-0-0.

POLICIES (00:13:50)

Mr. Dubé presented policies BG Board Policy Process, BGA Policy Development System, BGB Policy Adoption, BGC Policy Review and Evaluation, IHCA Summer Learning, and IMG Animals in Schools for second read and spoke to the policy review process to which a review cycle will be established.

Discussion ensued on policy BG regarding clarification of the last paragraph.

MOTION:	Mr. Guide motioned to remand policy BG back to the Policy Committee for further clarification; seconded by Mr. O’Neil. The motion passed 6-1-0 (Mr. Dubé opposed).
----------------	---

MOTION:	Mr. Guide motioned to adopted policies BGA, BGB, BGC, IHCA and IMG for second read; seconded by Mr. Ward. The motion passed 6-1-0 (Mr. O’Neil opposed).
----------------	--

TUITION RATES (00:28:54)

Business Administrator Geoff Dowd presented proposed tuition rates for the 2018-19 school year noting calculations were based on DOE costs per student as reported out on each level.

MOTION:	Mr. Guide motioned to approve the tuition rates as presented; seconded by Mr. Ward.
----------------	--

Discussion ensued on Keno and adequacy funding (Mrs. Silva entered the meeting at 8:01pm), special education costs and services not covered, and potential even swap opportunities between Pinkerton and Timberlane.

VOTE:	The motion passed 8-0-0.
--------------	---------------------------------

SUMMER HOURS (00:38:59)

Dr. Metzler and Tom Geary spoke to the proposal for a 4-day workweek during the summer months (closing buildings on Fridays), the anticipated cost savings, and project efficiencies.

MOTION:	Mr. Guide motioned to approve a 4-day workweek for Timberlane; seconded by Mrs. Machermer. The motion passed 8-0-0.
----------------	--

2018-19 BUDGET UPDATE (00:41:25)

Mr. Dowd reported the year to date through May financials are posted and that he plans to have the budget lines adjusted once staffing and projects are determined and to do so in one single allocation.

PROJECTED YEAR END FINANCIALS (00:44:03)

Mr. Dowd presented a budget status report broken out by object levels and reflecting a proposed surplus of \$538,126. He noted both the capital and operations amounts, as well as revenues. (Dr. Farah entered the meeting at 8:22pm and Mr. Guide and Dr. Metzler left the room.)

Mr. Geary spoke to the projects list noting the 4600 and 4200 accounts, CIP projects, safety projects, and the drain field at the high school. Discussion ensued on the drain field, potential remedies and costs. District plumber Gary Paradis provided specifics on the water usage, mitigating the problem by putting in another field that would allow the saturated field to rest as well as adding levelers to equitably distribute the water entering into the drain fields. (Dr. Metzler and Mr. Guide re-entered the meeting at 8:35pm.)

Discussion ensued on the drain field system’s design, the cutting of trees, asbestos projects, long term drain field plans, the science labs, Sandown Central signage, the athletic track, as well as other projects depicted on the project’s list.

MOTION:	Dr. Farah motioned to direct the Superintendent to have Mr. Geary speak to both Brox and Busby regarding the condition of the track; seconded by Mr. Boyle. The motion passed 9-0-0.
----------------	---

MOTION:	Mr. Guide motioned to approve the 2018 projects as listed as well as the \$95k field repair and to further approve the necessary fund transfers from capital accounts; seconded by Mr. Ward.
----------------	---

Discussion ensued on the bank reconciliation status, and capital accounts balances.

VOTE: The motion passed 8-1-0 (Dr. Farah opposed).

MOTION: Mrs. Machemer motioned to waive policy DJE as much as necessary to ascertain getting a contract signed for the drain field work by June 30th; seconded by Mr. Guide.

Discussion ensued on the waiver basically waiving newspaper advertisement as the bid can be posted to numerous sites and forwarded to companies in the district database.

VOTE: The motion passed 9-0-0.

SUMMER HIRING PROCESS (02:09:06)

The board reviewed policy GCF noting that during the summer months three board members could sign off on district hires. By general consent, the three board members would be Mr. Boyle, Mr. Ward and Madam Chair Sherman. Discussion ensued about the policy needed further clarification.

MOTION: Dr. Farah motioned to send policy GCF to Policy Committee for review; seconded by Mr. O'Neil. The motion passed 7-1-0 (Madam Chair Sherman opposed and Mrs. Silva was not in the room for the vote).

SCHOOL BOARD EVALUATION RESULTS (02:15:29)

Board members reviewed the evaluation results. Comments were made about the questions as they relate to the board's goals, and board self-evaluation data being mixed in with the 360 results. Madam Chair directed board members to continue reviewing the results on their own time and to use the data to inform them on their goals development.

SCHOOL BOARD GOALS AND TRAINING SESSIONS (02:26:42)

Madam Chair announced the board will meet on June 14th in the High School Library for a goals development work session and then again on June 19th at the SAU for a school board training session.

ADMINISTRATOR'S REPORT (02:28:53)

Dr. Metzler requested approval to reimburse the cost of a coat due to an animal incident at one of the schools.

MOTION: Mr. Guide motioned to reimburse the cost of the coat in the amount of \$225; seconded by Mr. Ward. The motion passed 9-0-0.

Dr. Metzler reported on a \$500 donation from Methuen Construction to offset transportation costs for the NH Scholars trip to the Recognition Program, and on district transportation noting penalties incurred for bus shortages.

Discussion ensued on the increase of bus shortages during the months of May and June, and placing the bus company on notice to provide better coverage.

PERSONNEL REPORT (02:43:20)

Dr. Metzler recommended the board accept the retirement of Charlene Antonakos.

MOTION: Mr. Guide motioned to accept the retirement of Charlene Antonakos; seconded by Mr. Ward. The motion passed 9-0-0.

Dr. Metzler recommended the board accept the resignations of Paul Henderson, Meagan Morgan, Meghan Pearson, James Sgroi and Crystal Bon Bargen.

MOTION: Mr. Ward motioned to accept the resignations as presented; seconded by Mr. Guide. The motion passed 9-0-0.

Dr. Metzler recommended the renominations of Christopher Gempp and Samantha Wallack.

MOTION: Mr. Ward motioned to accept the two renominations as presented; seconded by Mr. Guide. The motion passed 9-0-0.

Dr. Metzler recommended the nominations of Elizabeth Caswell, Carole Donovan, Brenna Fitzgibbon, Amanda Komarek, Jeffrey LaVallee, Nancy Leavitt, Abby Legere, Sandra McKeen, Jacob Piedra, Rachel Riley, Larissa Smith and Rebecca Worthen.

MOTION: Mr. Guide motioned to accept the nominations as presented; seconded by Mrs. Silva. The motion passed 9-0-0.

COMMITTEE REPORTS (02:48:24)

Mr. Ward spoke to the Safety Committee's recommendation to purchase 15 new automated external defibrillators (AEDs) (2 new and 13 replacement units) at a cost of \$19,424. Discussion ensued on rationale (outdated units, consistency with community emergency devices, discounted rate, and available funds in the equipment budget lines).

MOTION: Mr. Guide motioned to purchase the AEDs as presented out of the 2017-18 budget and to further approve the necessary fund transfers between equipment budget lines; seconded by Mrs. Machemer. The motion passed 9-0-0.

Mr. Ward then requested the board meet 15 minutes prior to the June 21st meeting for an update on the TTA negotiation process.

Board members reported on the work of the Policy Committee, the C&A Committee, the CIP Committee, and the Strategic Planning Committee.

REPORTS OF THE SCHOOL BOARD (03:04:33)

Board members spoke on their interest to learn more about the bullying reporting process, on receiving regular treasurer reports, and calling for an SAU Board meeting to discuss the audit.

MOTION: Dr. Farah motioned the board request the SAU Board meet to discuss the auditor's report; seconded by Mr. Boyle.

Discussion ensued on the basis for the request, TRSD, HSD and SAU being separate entities, and the sharing of personnel between the districts as it relates to the auditor's findings.

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

CORRESPONDENCE FOLDER

Board correspondence was distributed to board members electronically.

VENDOR AND PAYROLL REGISTERS

Check registers were reviewed and signed.

OTHER BUSINESS (03:22:35)

Topics raised for inclusion at a future board meeting included school campus resource officer at the middle school.

STAFFING (03:26:49)

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 Mr. Boyle.

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

The board entered public session at 11:45pm.


MOTION: Mr. Guide motioned to support the Superintendent’s recommendation for a new administrative organizational chart; seconded by Mr. Ward. The motion passed 9-0-0.

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. Silva.

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

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

Madam Chair Sherman adjourned the meeting at 11:47pm.

Respectfully submitted,

Catherine Belcher
Recording Secretary

Approved by the Board on June 21, 2018.

- Administrators and Union Representation Present at the Meeting:
Mrs. Kathie **Dayotis**, Principal of Atkinson Academy
Atty. Geoff **Dowd**, Business Administrator
Mr. Tom **Geary**, III, Business Operations Coordinator
Ms. Nancy **Louiselle**, Director of Human Resources
Mrs. Christi **Michaud**, Director of Data, Assessment and Accountability
Mrs. Jennifer **Toth**, Vice President of the Timberlane Teachers Association