

*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/270676853>
Materials presented at the board meeting may be viewed at:
<https://public.timberlane.net/sau/trsb/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsau%2frsb%2fShared%20Documents%2fSCH%20OOL%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2017%2d18%2f05%2017%202018&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Board Meeting
May 17, 2018
7:30PM

SAU Office
30 Greenough Road
Plaistow, NH

Call to Order (00:00:10)

Madam Chair Sherman opened this May 17, 2018 Timberlane Regional School Board meeting at 7:30pm with the roll call followed by the Pledge of Allegiance.

Board Members Present

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

Seated at the Board Table

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

Administrators Present

Listed on last page

Approval of Minutes (00:01:15)

The board reviewed the public session minutes of the May 3, 2018 board meeting.

MOTION: Mrs. Macheimer motioned to approve the May 3, 2018 board public meeting minutes; seconded by Mr. Guide. The motion passed 7-0-0.
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Student Representative (00:02:18)

Student Representative Bryan Lavoie reported on district events that included the Into The Woods production, student elections, honor society induction ceremonies, end of year concerts, senior events, mental health presentation, essay contest winners, AP exams schedule, and other elementary school events.

Delegates and Individuals (00:06:12)

TTA President Ryan Richman spoke to the recent election of TTA officers, notification to the school board for intent to negotiate, the passing of the meeting deadline associated with the notice and the union's plan to file a grievance on the matter.

TRIPOD SURVEY (00:08:27)

Christi Michaud presented a PowerPoint on the 2018 Tripod Student Voice Survey that included information about the survey, how it was administered, implementation of strategies associated with areas of focus, SLT Instructional Rounds, adjusted score results and individual school results. Discussion ensued on the protocol in choosing a focus area, unadjusted scoring for the middle school, margins of error, imbedding the areas of focus into school action plans, score percentile, the Tripod contract itself (dates of execution, budgets), middle school survey questions, opt-in protocol, using the student perception data about teaching and learning to inform on best practices, trending, the survey being just one of several data points used by the district to inform on culture and climate (student voice), participation rate of 98.5%, summary results to teachers, and administration's endorsement of the instructional tool.

POLICIES (00:56:45)

The board reviewed policies BG Board Policy Process, BGA Policy Development System, BGB Policy Adoption, BGC Policy Review and Evaluation, DJE Bidding Requirements, IHCA Summer Learning, and IMG Animals in Schools.

MOTION: Mr. Guide motioned to accept policies BG, BGA, BGB, BGC, DJE, IHCA and IMG for first read; seconded by Mr. Boyle.

Mrs. Silva spoke to each policy with discussion ensuing on policy DJE specific to the bidding threshold, bid recipients, and the NHSBA model policy.

Mr. Guide and Mr. Boyle both agreed to modify the motion to reflect all policies be accepted for first read except policy DJE which is to be remanded back to the Policy Committee for further review.

VOTE: The motion passed 7-0-0.

AUDITOR'S REPORT UPDATE (01:08:10)

Business Administrator Geoff Dowd presented the draft 2017 auditor's report that is expected to be finalized on May 18th. He noted the inclusion of the MD and A as well as the next steps in the process which is to secure signatures from the auditing firm and the central office.

Discussion ensued on posting the final draft to the district website upon receipt, inviting the auditors to present to the board, including a presentation of the SAU budget, recent correspondence with the auditor and providing an official board response, holding a nonpublic session with the auditor regarding the recent correspondence, and tasking the school board chair with these items.

2018-19 BUDGET UPDATE (01:23:01)

Mr. Dowd reported budget line adjustments were not expected to be made until staffing was finalized.

Discussion ensued on staffing, an administration organizational plan, matching district needs with specific skills and talents, combining administrative responsibilities, job postings, revenue, and figures not included in the budget report (federal grants, performing arts, and food service).

PROJECTED YEAR END FINANCIALS (01:40:40)

Mr. Dowd reported he is currently working on providing a projected year end number; however there are issues that need to be addressed before a number can be presented.

Discussion ensued on the high school window and wall project , the immediate need for a new boiler at Pollard School, estimated balance in the capital line, encumbrances, retirement and post-employment benefits costs, the spend track, sick leave and vacation benefits, and receiving updates from the newly appointed treasurers.

SCHOOL BOARD TRAINING OPTIONS (01:56:48)

The board prioritized the training topics list by general consent (roles and responsibilities, budgeting, goal setting and strategic planning, collective bargaining, and information on nonpublic sessions and meeting minutes. The next step will be to ascertain training dates from NHSBA and scheduling a training session.

SCHOOL BOARD GOALS (01:59:13)

By general consent the board agreed to schedule a work session to develop new goals. Discussion ensued on the board's goals in relation to the superintendent's goals, and developing SMART goals.

ADMINISTRATOR'S REPORT (02:03:35)

Dr. Metzler announced he accepted a \$500 donation on behalf of the district from Liz Kosta for use towards the Into The Woods production.

PERSONNEL REPORT (02:03:51)

Dr. Metzler recommended the board accept the resignation of Kristen Walker.

MOTION: Mr. Guide motioned to accept the resignation of Kristen Walker; seconded by Mr. O'Neil. The motion passed 7-0-0.

Dr. Metzler recommended the nominations of Kimberly Buchwald, Michael Castano, and Anne Epperson.

MOTION: Mr. Guide motioned to accept the three nominations as presented; seconded by Mrs. Machemer.

Discussion ensued on the nominee's current employment with the district and on credentials.

VOTE: The motion passed 6-1-0 (Dr. Farah opposed).

COMMITTEE REPORTS (02:06:20)

Board members reported on the committee work noting a boiler need at Pollard School and the Facilities Committee's recommendation to defer high school window wall work and replace the boiler instead.

MOTION: Mr. Guide motioned to defer the high school window and wall project and to move forward with the Pollard boiler replacement project as recommended by the Facilities Committee; seconded by Mrs. Machemer.

Discussion ensued on the bidding process, use of an in-house plumber, boiler needs at the other schools, and directing the in-house plumber to inform the Facilities Committee on the district boiler systems over the summer months.

VOTE: The motion passed 7-0-0.

Discussion ensued on the condition of the athletic track to which Mr. Geary was directed to bring pricing for track replacement back to the board for further consideration.

Committee reports continued on Budget Committee items noting a subcommittee has been established to produce a budget development process, and on the original practice to make department budget presentations to the school board and/or school board and budget committee combined.

REPORTS OF THE SCHOOL BOARD (02:25:54)

Board members reported on district events (numerous performing arts concerts).

CORRESPONDENCE FOLDER

Board correspondence was distributed to board members electronically.

VENDOR AND PAYROLL REGISTERS

Check registers were reviewed and signed.

OTHER BUSINESS (02:26:46)

Topics raised for inclusion at a future board meeting included police presence at board meetings, a SPED trend report, transportation report, and school board self-evaluation questions and evaluators.

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

Respectfully submitted,



Catherine Belcher

Recording Secretary

Approved by the Board on June 7, 2018.

Administrators and Union Representation Present at the Meeting:

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

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

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

Mrs. Lois **Paul**, Coordinator of Technology Integration

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 **Straine**, Assistant Principal of Operations at TRMS

Dr. Roxanne **Wilson**, Assistant Superintendent

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