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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%2f10%2019%202017&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

## TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

**Regular Board Meeting**  
**October 19, 2017**  
**7:15PM**

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

### **Call to Order (00:00:15)**

Chairman Boyle opened this October 19, 2017 Timberlane Regional School Board meeting at 7:21pm with the roll call followed by the Pledge of Allegiance led by student representative Bryan Lavoie.

### **Board Members Present**

Peter Bealo, Brian Boyle, Stefanie Dube (7:42pm), Kimberly Farah, Donna Green, Dan Guide, Susan Sherman, Gregory Spero and Kelly Ward.

### **Seated at the Board Table**

Dr. Earl Metzler, Superintendent  
Bryan Lavoie, Student Representative

### **Administrators Present (con't)**

Ken Henderson, Technology Director  
Jennifer Marino, TLC at Sandown Central Principal  
Christi Michaud, Director of Data, Assessment & Accountability  
Carol Mrowka, Asst. Principal, TRMS  
Beth Rincon, Director of Special Education  
Heather Roy, Asst. Principal, TRHS  
Scott Strange, Asst. Principal, TRHS  
Mary Widman, Asst. Principal, TRHS  
Don Woodworth, Principal at TRHS

### **Administrators Present**

Nancy Barcelos, Danville Elementary Principal  
Lorin Caffelle, SPED Administrator, TRMS  
Kathleen Dayotis, Atkinson Academy Principal  
Christine Desrochers, Curriculum Coordinator, TRMS  
Geoffrey Dowd, CFO/Business Administrator  
Angelo Fantasia, Athletic Director

### **Others Present**

Ryan Richman, Timberlane Teachers' Association President

Chairman Boyle opened the public hearing on two donations at 7:21pm.

Nancy Barcelos presented on a donation Danville Elementary received from their PTA and Danville Dads Club for \$10,000 to be used to purchase playground equipment.

**MOTION: Dr. Farah motioned to accept, with thanks to the Danville PTA and Danville Dads, a donation of \$10,000 to purchase playground equipment at Danville Elementary; seconded by Mr. Ward. The motion passed 8-0-0.**

Kathie Dayotis presented on a donation Atkinson Academy received from their PTA and Night Owls Club for \$20,393.50 to be used towards the purchase of new play ground equipment.

**MOTION: Mr. Guide motioned to accept, with thanks to the Atkinson PTA and Night Owls, a donation of \$20,393.50 to purchase playground equipment at Atkinson Academy; seconded by Mr. Spero. The motion passed 8-0-0.**

Chairman Boyle closed the public hearing at 7:25pm.

### **Student Representative**

Brian Lavoie provided an update on high school and district events that included middle school progress reports, Timberlane Players presentation of McBeth, and elementary report card sessions held at the elementary schools.

### **Delegates and Individuals**

Danville Resident Shawn O'Neil informed the board that the District filed the DOE25 report late and that its late filing could potentially affect the setting of tax rates and the dissemination of tax bills in the four Timberlane towns.

### **CURRENT BUSINESS**

#### **SECONDARY AND DEPARTMENT ACTION PLANS (00:10:59)**

Scott Straine, Don Woodworth, Mary Widman and Heather Roy presented on the high school's action plan. They began with a recap and reflections of the 2016-17 action plan goals and ended with a presentation of goals for the 2017-18 school year that included improving positive student behaviors in the classroom, fostering a positive school culture, and continue to develop instructional and assessment practices that align with the competency based curriculum.

Mr. Straine presented a recap with highlights on Continuing and Alternative Education as well as action plan goals for the 2017-18 school year that included continuing to develop processes and protocols associated with the HiSET program, developing a dual enrollment program for the evening division, and using various data-based measures to monitor and report out on student and program progress.

Mrs. Dube entered the meeting at 7:42pm.

Angelo Fantasia reported on 2016-17 goal reflections for the Athletic Department and on new goals for the 2017-18 school year that included improving the athletic emergency action plan, and developing short and long term priorities of facility needs associated with athletics.

Mary Widman presented 2016-17 goal reflections and highlights for the music department and on 2017-18 goals that included exploring the impact of block scheduling on the music program, continuing the curriculum process of analyzing and developing the implementation portion of the K-12 music curriculum, and finalizing the process for the Performing Arts Hall of Fame.

Discussion ensued on how STAR is utilized in Continuing Ed, the number of athletes participating in sports, the elementary report card, grant writing, and the costs and participation of the HiSET program.

Chairman Boyle took the opportunity to inform the public about the passing of the district treasurer and the process to find a replacement. A motion was made and seconded to appoint Martha Sumner of Plaistow to serve as district treasurer; however, after further discussion the motion and second were withdrawn. It was agreed the vacancy would be posted, letters of interest and resumes reviewed before a candidate is recommended for nomination. Mrs. Sherman, Dr. Farah and Chairman Boyle would oversee this process.

<b>MOTION:</b>	<b>Mr. Guide motioned to appoint Martha Sumner of Plaistow to the position of interim district assistant treasurer until a treasurer is secured; seconded by Mr. Spero. The motion passed 8-1-0 (Mrs. Green opposed).</b>
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Mike Flynn, Lorin Caffelle, and Christine Desrochers presented on the middle school's 2016-17 goals reflections and highlights as well as goals for 2017-18 which included increasing the benchmark for student growth in reading, cultivating a positive learning climate, and recognizing individual student needs to personalize learning.

#### **CIP PROJECT SCHEDULE REVIEW (00:51:02)**

Board members continued their review of the 2018-19 CIP project schedule with invited department heads and principals who provided information on certain projects listed on the schedule. Mr. Fantasia shared information about the tennis court project (# of students in tennis program, # of courts needed for matches, improvements needed on the existing courts, and the possibility of relocating the courts to address parking needs). It was agreed the tennis court project should be pushed out until there is a plan to address the parking.

**MOTION: Mrs. Sherman motioned to move the tennis court project out to the next CIP cycle (2019-20) and inform the Budget Committee; seconded by Mr. Spero. The motion passed 9-0-0.**

Ken Henderson provided specifics about the fiber connection project (reduced need for servers, to replace the antiquated T-1 connection, connect all schools to close the circuit, equipment needed, and a reduction in cost based on a budget quote). Discussion ensued on leasing versus buying and the potential for grant monies.

**MOTION: Mr. Guide motioned to go into nonpublic session under RSA 91-A:3, paragraph II (i), considerations of matters relating to the carrying out of emergency preparations; seconded by Mr. Bealo.**

The board was polled:      Bealo – yes                      Farah – not in the room      Sherman – yes  
   Boyle – yes                      Green – no                      Spero – yes  
   Dube – yes                      Guide – yes                      Ward – yes

**The board entered nonpublic session at 8:31pm.**

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

The board was polled:      Bealo – yes                      Farah – yes                      Sherman – yes  
   Boyle – yes                      Green – yes                      Spero – yes  
   Dube – yes                      Guide – yes                      Ward – yes

**The board entered public session at 8:49pm.**

No action was taken in nonpublic session.

Discussion continued on the costs associated with the fiber connection project, existing broadcast equipment failures, the audio and video projects to address them as listed on the CIP schedule, monies from the current year budget, and Livestreaming SAU Board meetings.

**MOTION: Dr. Farah motioned to allow the SAU Board to livestream their meetings using Timberlane equipment; seconded by Mrs. Sherman. The motion passed 9-0-0.**

Discussion ensued on Budget Committee recommendations to update the broadcasting equipment using monies from the current budget, both audio and video, concern about spending surplus early in the budget season, and monies allocated for a fiber study.

**MOTION: Mr. Ward motioned to use \$20,000 from this year's technology budget (\$17k for audio upgrades and \$3k for fiber RFP), and then address the cost to upgrade the video system later in the budget season; seconded by Dr. Farah. The motion passed 9-0-0.**

Discussion ensued on the need to update the video equipment and monies in the capital budget (\$95k not being used to resurface the tennis courts).

**MOTION: Mr. Guide motioned to also fund the video equipment updates (\$21K) from the current year budget; seconded by Mr. Ward. The motion passed 9-0-0.**

Beth Rincon then provided information relative to the observation windows project at the TLC at Sandown Central noting best practices in not disturbing classrooms when observation is necessary (for model preschool environment for grant applications, high school childcare classes, and parent requests). Spacing at the Sandown schools was noted as was the need for action to be taken on those schools sooner rather than later as any action could impact the 2018-19 budget. A motion was made to deter the window project until next year; however, there was no second.

Jennifer Marino provided rationale for the art cabinets and sink projects noting the student population cannot safely access these items or the bathroom fixtures. A motion was made and seconded to fund the observation, art cabinets and sinks at Sandown Central School using monies not being used by the tennis court upgrade; however, they were later withdrawn after further discussion about the timing of long term plans for the two Sandown schools, and the need for updated enrollment numbers.

**POLICIES – FIRST READ (02:10:10)**

Board members reviewed policies EBBB Accident/Injury/Incident Reports, EHB Data/Records Retention, IGEA Parental Objections to Specific Course Material, IHAM Health Education and Exemption from Instruction, BDE Board/Superintendent Leadership Team Committees, and BEDB Agenda Preparation and Dissemination for first read.

**MOTION: Mr. Bealo motioned to accept policies EBBB, EHB, EGEA, IHAM, BDE, and BEDB for first read; seconded by Mr. Guide.**

Discussion ensued regarding each of the policies, the work of the Policy Committee as it relates to the process of updating policies, and the actions of the board as a whole.

**VOTE: The motion passed 8-1-0 (Mrs. Green opposed).**

**SURPLUS (02:29:11)**

Atty. Dowd provided an overview of the process for determining surplus (reporting out on line items underspent by over \$10k and listed by object code) and then reviewed the unaudited 2016-17 projected surplus by object, amount and rationale.

Discussion ensued on student transportation, teacher retirement, and a projected surplus (expense side only) of \$2.4 million. Questions were also raised about the filing of the DOE 25 form and the filing timeframe of previous years.

**DEFAULT BUDGET (02:57:24)**

Atty. Dowd presented the default budget development process noting the state's definition of the default budget, how it is calculated, and that it serves as the school board's official budget. He then provided a sample of the detail that could be expected as the default budget is developed.

Discussion ensued on the posting of district actuals for budget development, posting department budget reports as well as preparing Budget Committee agenda packets in advance of the meetings, and lowering the budget by eliminating unfilled administrator positions.

**MOTION: Mrs. Green motioned to eliminate the two unfilled academic dean positions; seconded by Dr. Farah.**

Discussion ensued on how the default budget is being developed differently than in the past, eliminating the positions as a means to lower the 2018-19 proposed budget, one time expenditures and contractual arrangements.

**VOTE: The motion passed 5-4-0 (Mr. Guide, Mr. Bealo, Mr. Ward and Mrs. Sherman opposed).**

**WARRANT ARTICLES**

This item is on the agenda as a placeholder for discussion on potential warrant articles.

**ADMINISTRATOR’S REPORT (03:25:00)**

Dr. Metzler sought the direction of the board regarding a field hockey flier request from a non-employee with a business outside of the school district. Discussion ensued on the benefits to Timberlane students and waiving policy.

**MOTION: Mr. Bealo motioned to waive policy to allow the dissemination of this flyer; seconded by Dr. Farah. The motion passed 9-0-0.**

**PERSONNEL REPORT (03:26:30)**

Dr. Metzler presented the nomination of Michelle Robinson to fill the part-time school counselor position at the TLC at Sandown Central School.

**MOTION: Mr. Spero motioned to approve the nomination of Michelle Robinson; seconded by Mr. Ward. The motion passed 8-0-1 (Mrs. Green abstained).**

**VENDOR AND PAYROLL REGISTERS**

Board members were reminded to review and sign the registers.

**COMMITTEE REPORT (03:28:29)**

Dr. Farah provided an update on the Strategic Planning process that included public forums to solicit community input. Board members were asked to provide the public forum flyers to their town offices.

Due to the time, Chairman Boyle deferred the remaining agenda items to the next meeting.

**OTHER BUSINESS (03:31:41)**

**MOTION: Mrs. Green motioned to go into nonpublic session under RSA 91-A:3, paragraph II (a), the dismissal, promotion or compensation or disciplining of any public employee; seconded by Dr. Farah.**

The board was polled:	Bealo – no	Farah – yes	Sherman – no
	Boyle – yes	Green – yes	Spero – yes
	Dube – yes	Guide – yes	Ward – no

**The board entered nonpublic session at 11:05pm.**

Mr. Guide and Mr. Ward left the meeting during nonpublic session.

**MOTION: Mr. Bealo motioned the board exit nonpublic session; seconded by Dr. Farah.**

The board was polled:	Bealo – yes	Farah – yes	Sherman – yes
	Boyle – yes	Green – yes	Spero – yes
	Dube – yes		

The board entered public session at 11:41pm.

**MOTION:** Mr. Bealo 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 Dr. Farah. The motion passed 7-0-0.

Chairman Boyle adjourned the meeting at 11:42pm.

Respectfully submitted,



Catherine Bercher

Recording Secretary

Approved by the Board on November 2, 2017.