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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%2f08%2024%202017&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Board Meeting
August 24, 2017
7:30PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order (00:00:15)

Chairman Boyle opened this August 24, 2017 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

Peter Bealo, Brian Boyle, Stefanie Dube, Kimberly Farah, Donna Green, Dan Guide, Susan Sherman, and Kelly Ward. Absent: Gregory Spero

Seated at the Board Table

Dr. Roxanne Wilson, Assistant Superintendent

Administrators Present (con't)

Christi Michaud, Director of Data, Assessment and Accountability

Rodney Mills, District Facilities Supervisor

Administrators Present

Tom Geary III, Business Operations Coordinator

Others Present

Ryan Richman, Timberlane Teachers' Association President

Chairman Boyle deferred the approval of board meeting minutes until later in the evening. At the request of Mrs. Sherman, he directed a moment of silence in honor of the late Mary Beth Sharp, a district nurse who recently lost her battle to cancer.

Delegates and Individuals (00:00:21)

Ryan Richman announced the Timberlane Teachers' Association appreciates the community support they have received and as an expression of their gratitude, the association will begin a community project. The association also looks forward to improved communication, transparency, and better respect for all as it relates to the commitment to improve student educational offerings.

Chairman Boyle then spoke to the vision of the board moving forward which included looking at all aspects of the budget and working with the Budget Committee to reduce the budget while still providing important educational services.

CURRENT BUSINESS

SUMMER FACILITIES PROJECTS UPDATE (00:06:19)

Rodney Mills and Tom Geary III provided an update on the facilities projects undertaken over the summer months. The update included information on the status of each project, estimated costs and actual costs, and completion dates. They then presented a PowerPoint of photos of completed projects (middle school common area, parking lot/walkway at PAC/MS, HS gymnasium HVAC, access road at Pollard, interior painting at SC, science lab updates at the HS, exterior painting at the Timberlane campus, and the storage filming platform). They reported upcoming improvements will include sustainable initiatives, incorporating the use of green cleaning supplies, developing master schedules for project maintenance as well as documenting the district's vendor and contractor inventory.

Discussion ensued on the athletic field maintenance contractor's status on developing a long-term field management plan, district painting projects, the timeline for the softball dugouts as well as design, and revisiting the irrigation plan to ascertain budget implications.

MS/HS MASTER SCHEDULES (00:25:00)

Christi Michaud presented an updated high school master schedule and supplemental data reflecting paired classes for low enrollment courses as well as Project Lead the Way programming costs.

Discussion ensued on the low enrollment courses not depicted in the pairing classes plan, second semester classes, class enrollment numbers still being in flux, the growing of programs, and charging the Curriculum and Assessment Committee with examining the high school master schedule to develop solutions to address the running of low enrollment classes including the possibility of developing a policy to address this. The committee was also charged with looking at the middle school science and STEAM consumable budgets for equity.

STAFFING UPDATE (00:43:49)

Mrs. Michaud reported all but one high school math position and several paraprofessional positions have been filled for the 2017-18 school year. Administration continues to monitor enrollment numbers for the Danville kindergarten program to determine if any board action is needed.

YEAR-END BUDGET/FUND BALANCE RETENTION (00:45:40)

Dr. Wilson provided an overview of the process for fund balance retention, the projected surplus from the 2016-17 fiscal year (\$1,816,918), the restricted uses of the retention funds as allowed by law (cover revenue shortfalls, emergency expense, offset future tax increases), and the need to obtain DOE approval to use the funds.

Discussion ensued on the capital reserve fund balance and Sandown and Danville's anticipated property tax increase.

MOTION: Mrs. Green motioned to contribute \$0 to the fund balance retention fund; seconded by Dr. Farah.

Discussion ensued on filing the MS-25 by September 1st and the logistics for obtaining board member signatures, the unfinished audit, individual board member's thoughts on how much surplus to retain (recommendations varied from zero to \$250k), revenue sources as it relates to municipalities vs school districts, and the work that goes into developing budgets 18 months in advance based on anticipated estimated costs.

VOTE: The motion to contribute \$0 failed 4-4-0 (Mr. Guide, Mr. Bealo, Mr. Ward and Mrs. Sherman opposed).

MOTION: Mr. Guide motioned to contribute \$250k to the fund balance retention fund; seconded by Mr. Ward. The motion failed 4-4-0 (Mrs. Green, Dr. Farah, Chairman Boyle and Mrs. Dube opposed).

MOTION: Mr. Bealo motioned to contribute \$175k to the fund balance retention fund; seconded by Mr. Guide. The motion passed 5-3-0 (Mrs. Green, Dr. Farah and Mrs. Dube opposed).
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CIP PROJECTS SCHEDULE (01:09:15)

Mrs. Sherman noted the CIP Committee is scheduled to meet September 13th, 27, and October 11th to finalize the projects schedule. Discussion ensued on recognition of the work involved to develop the CIP, its usefulness in budget development, and next steps to develop a project vetting process (work flow). It was agreed the CIP Committee Chair would consult with the Business Administrator, the Business Operations Coordinator and the Superintendent to develop a work flow chart and timeline that would provide the board with necessary

information needed to budget for capital improvements. Concern was noted about an unestablished bottom line for facilities project recommendations at the CIP level. Mrs. Sherman will also consult with the Facilities Committee Chair and will work to bring a flow chart and updated project schedule to the October 21st board meeting.

APPROVAL OF MINUTES (01:27:26)

Board members reviewed the August 10, 2017 public and nonpublic meeting minutes.

MOTION:	Mrs. Sherman motioned to approve the August 10th public meeting minutes; seconded by Mr. Guide. The motion passed 7-0-1 (Mrs. Dube abstained).
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MOTION:	Mrs. Sherman motioned to approve the August 10th nonpublic session minutes; seconded by Mr. Bealo. The motion passed 7-0-1 (Mrs. Dube abstained).
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CONFLICT OF INTEREST (01:31:25)

Chairman Boyle reported this item was on the agenda as a result of the auditor's questionnaire. He stated he was not aware of any improprieties, fraud or unethical acts relating to the business operations of the school district; however, two of the questions on the questionnaire were related to school board member conflict of interest. These questions pertain to the district having, or not having a conflict of interest policy and prohibiting board members from doing business with the district. Timberlane's conflict of interest policy (policy BCB) does not prohibit such activity; thus board members may conduct business with the district.

Discussion ensued on state statutes for municipal officials and school board officials, the school board's code of ethics, opinions about public perception, possibly revising the policies, and looking at both the NHSBA sample policy and other district's policies on the matter.

ADMINISTRATOR'S REPORT (01:58:06)

Dr. Wilson requested the board accept a \$1,000 donation from Southern New Hampshire University for use at the upcoming college fair.

MOTION:	Mr. Bealo motioned to accept the donation of \$1,000; seconded by Mrs. Sherman. The motion passed 8-0-0.
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Dr. Wilson informed the board that Dr. Metzler accepted a \$500 donation from TD BankNorth to be used towards the Project Hope initiative. She also reported the district had a great turnout for its new teacher mentoring event.

PERSONNEL REPORT (02:01:09)

Dr. Wilson presented retirements, resignations and nominations.

MOTION:	Mr. Guide motioned to accept the retirement of Mim Ryan at the end of the 2017-18 school year; seconded by Mrs. Sherman. The motion passed 8-0-0.
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MOTION:	Mrs. Sherman motioned to accept to release Kathleen Smith from her contract conditional upon finding a suitable replacement; seconded by Mr. Guide. The motion passed 7-1-0 (Mrs. Green opposed).
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MOTION:	Mrs. Sherman motioned to approve the 7 nominations as presented; seconded by Mr. Guide.
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The vote on the motion was tabled to later in the meeting to allow the board to go into nonpublic to review credentials.

COMMITTEE REPORTS (02:11:22)

Dr. Farah reported on the August 21st Strategic Planning meeting (meeting notes to be emailed to board members). Mrs. Green reported a summer Policy Committee was not scheduled. Mr. Guide reported the Facilities Committee will meet in two weeks. Mrs. Sherman reported Curriculum and Assessment will meet soon.

CORRESPONDENCE FOLDER

Board members were reminded to review the correspondence folder.

VENDOR AND PAYROLL REGISTERS

Board members were reminded to review and sign the registers.

OTHER BUSINESS (02:17:38)

Mrs. Green requested the following be considered for upcoming agenda items: NHSBA workshop opportunities, batting cages update, costs and usage, action to be taken on the conflict of interest policy.

A nonpublic session was called to discuss candidates pending nomination.

MOTION: Dr. Farah motioned the board go into nonpublic session under RSA 91-A:3, paragraph (c), matters which, if discussed in public, would likely affect adversely the reputation of any person; seconded by Mrs. Dube.

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

The board entered nonpublic session at 9:51pm.

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 Ward – yes
Dube – yes Guide – yes

The board entered public session at 10:05pm.

No action was taken in nonpublic session.

Chairman Boyle called for a vote on the tabled motion to accept the nominations presented on the personnel report.

VOTE: The motion passed 8-0-0.

MOTION: Mr. Guide motioned to adjourn; seconded by Mr. Ward. The motion passed by general consent.

The meeting adjourned at 10:06pm.

Respectfully submitted,


Catherine Belcher
Recording Secretary

Approved by the Board on September 7.