

*NOTE: When feasible, TRSB meetings are videotaped. These meeting minutes reflect only a basic summary of the meeting topics, discussion and action. Details of this meeting may be viewed by accessing the online Vimeo at: <https://vimeo.com/album/255898/video/233035757>
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%2fSCHOOL%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2017%2d18%2f09%2007%202017&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Board Meeting
September 7, 2017
7:30PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order (00:00:20)

Chairman Boyle opened this September 7, 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, Kimberly Farah, Donna Green, Dan Guide, Susan Sherman, Gregory Spero, and Kelly Ward. Absent: Stefanie Dube

Seated at the Board Table

Dr. Earl Metzler Superintendent

Administrators Present

Atty. Geoff Dowd, Business Administrator
Mike Flynn, Principal of TRMS
Tom Geary III, Business Operations Coordinator
Jo-Ann Georgian, Principal of Sandown North

Administrators Present (con't)

Jennifer Marino, Principal of TLC at Sandown Central
Kathleen McKechnie, Preschool Coordinator
Christi Michaud, Director of Data, Assessment and
Accountability
Beth Rincon, Director of Special Education
Nancy Stafford, Assistant Principal of Sandown North
Don Woodworth, Principal of TRHS

Others Present

Jennifer Toth, Timberlane Teachers' Association Vice President

Chairman Boyle deferred the approval of board meeting minutes until later in the evening.

Delegates and Individuals

Student representative Bryan Lavoie reported on the opening of school, excitement surrounding block scheduling, fall sports, the upcoming freshmen Adventurelore field trip and the college fair.

CURRENT BUSINESS

BLOCK SCHEDULE ASSESSMENT PLAN (00:04:27)

Christi Michaud, Mike Flynn and Don Woodworth presented an inventory of measures (tools) used to monitor the impact of the extended learning block for students and staff. These tools measure instructional practices, perceptions, discipline, and provide both qualitative and quantitative data as there are a number of items considered to determine student success; not just grades. Differentiated instruction, performance task assessments, performance outcomes, data-driven evidence, evaluation, supervision of staff are strategies used to inform growth in student development. Data collected from these measures is reviewed in-house via the Curriculum and Assessment Committee as well as by district and school data teams.

Discussion ensued on which assessment/measure results should be reported back to the board. Board members offered opinions on data of interest. A motion was made, but failed for lack of a second, to have regular updates on math, foreign languages, behavior and special education. By general consent it was determined the Curriculum and Assessment Committee will have a standing agenda item to review data associated with the list of measures and to bring back to the board recommendations for additional support where needed. Board members requested a mid-year review of the extended learning schedule as well. Also noted was the recent

press release on improved SAT and ACT test results, the press release process, and the Chairman's offer to notify all board members of a press release when he is notified of one.

SANDOWN SCHOOLS PLAN (00:42:36)

Christi Michaud and Tom Geary presented a comprehensive report on four options to address space needs and anticipated increased enrollment associated with the Sandown schools. These options included 1) housing TLC PreK through grade 1 at Sandown Central with grades 2-5 at Sandown North; 2) housing kindergarten through grade 2 at Sandown Central, grades 3-5 at Sandown North and TLC relocated to Pollard; 3) closing Sandown Central, building an addition at Sandown North for Pre-K through grade 5, moving the TLC to a more centralized location; and 4) closing Sandown Central, building at the Timberlane campus to accommodate all district 5th graders and the TLC.

Each of the options included enrollment projections, classroom space, staffing needs, instructional, technology and transportation needs, and facility improvements (kitchen/café at Sandown Central), as well as a designation of it being a long-term or short-term solution.

Discussion ensued on the need to investigate the cost and potential savings to close Sandown Central, classroom size requirements (both state and district), equitability for similar staffing at all schools in the district, the role of school counselors, the potential state mandate to fully fund a full day kindergarten program, ADA compliance issues in relocating the TLC to Pollard, classroom square-footage requirements, and the cost estimates for construction as identified in the Lavalée Brensinger report. Noting no action was needed in the immediate future, this matter will be reviewed by the board in 12-18 months for action. The report is to be posted for public consumption.

INTERNAL CONTROLS RFP (01:43:18)

Attorney Dowd presented a request for proposal to solicit bids for an internal controls audit of Timberlane's internal controls environment, evaluation of existing controls over both monetary and physical assets, evaluation of areas of risk, and to propose recommendations for best practices where applicable. He reviewed the auditor's qualifications, requirements for the review, evaluation criteria and timeframe, and expected deliverables.

Discussion ensued on estimated costs, adding other items to the review (antifraud, governance, technology, and processes associated with budgeting, contracting and bidding), the opening of bids at a school board meeting, intent of the audit which is to identify areas of weakness and implement best practices, RFP publishing/posting locations, and timeframe to have the work completed (RFP posted in March, closing date of April 15th, bid recommendations to the board May 5th).

MOTION: Dr. Farah motioned to put out the RFP as presented with dates as recommended; seconded by Mrs. Sherman.

Discussion ensued on the clarification of the timeline.

VOTE: The motion passed 7-0-1 (Mrs. Green abstained).
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Discussion ensued on disqualifying the firm from the bidding process who has had contact with an individual board member.

Mrs. Green left the meeting at 9:46pm.

NHSBA CALL FOR RESOLUTIONS (02:15:50)

The deadline to submit a resolution for consideration of the New Hampshire School Board Association is

November 3, 2017. Board members were instructed to contact the Chairman by September 21st should they wish to put forward a resolution.

NHSBA WORKSHOP OPPORTUNITIES (02:18:55)

Board members reviewed the list of workshop opportunities from the New Hampshire School Board Association. Discussion ensued on in-house training as well as general consent for board members to go to any of the training opportunities.

MOTION: Mr. Guide motioned to allow any board member to take advantage of any of the training opportunities and to go through Cathy Belcher to register; seconded by Mr. Spero. The motion passed 7-0-0.

WARRANT ARTICLE PROCESS (02:21:39)

Board members reviewed the process for developing articles for the warrant which include drafting language, timelines, preview of warrant at public hearing, ability to modify board-generated articles up until the last day to post, and the review of all articles by legal counsel DRA. A warrant article agenda item will be placed on each board meeting’s agenda beginning October as a reminder and opportunity to discuss warrant article options.

ADMINISTRATOR’S REPORT (02:27:49)

Dr. Metzler reported on the opening of schools report (in board packets), and on a vendor’s failure to install carpet at the high school in time for the opening of school which resulted in the Business Operations Coordinator’s quick action to secure a donation of \$1000 for carpet that was installed in-house.

MOTION: Mr. Ward motioned to accept the donation of \$1,000 for the carpet; seconded by Mr. Guide. The motion passed 7-0-0.

Dr. Metzler further reported the acceptance of a \$500 donation from the Atkinson Women’s Civic Club to be used in the Peer Outreach Program, and SLT’s review and approval for a student trip to Hawaii in April 2018 that would require students to be excused from classes on April 20th.

MOTION: Mr. Bealo motioned to approve the student trip to Hawaii and excuse students from school on April 20th; seconded by Mr. Guide. The motion passed 7-0-0.

Dr. Metzler continued to report on an upcoming Rubik’s Cube event, a dental screening business partnership, a tentative data and assessment reporting schedule, enrollment additions due to unique residency circumstances, the upcoming college fair, district-wide 9-11 activities, and the “no bell” initiative at the high school.

PERSONNEL REPORT

None

COMMITTEE REPORTS (02:41:45)

Mrs. Sherman reported on Curriculum and Assessment work (goals, mission statement, monitoring extended learning block), and CIP (finalize for 2018-19 budget consideration and report back to the board for approval). Upcoming Safety and Facilities meetings were noted as well as the annual facilities tours, and the first business meeting of the Budget Committee.

REPORTS OF THE SCHOOL BOARD (0:43:58)

Mrs. Sherman invited board members and the public to attend the Plaistow 9-11 service and then commended Pollard School staff for their work regarding the shelter-in-place incident that took place on the first day of school. Mr. Guide commended the high school staff of the work associated with Freshmen Orientation.

APPROVAL OF MINUTES (02:46:17)

Board members reviewed the August 24, 2017 public and nonpublic meeting minutes.

MOTION: Mr. Bealo motioned to approve the August 24th public meeting minutes; seconded by Mr. Ward. The motion passed 6-0-1 (Mr. Spero abstained).

MOTION: Dr. Farah motioned to approve the August 24th nonpublic session minutes; seconded by Mr. Guide. The motion passed 6-0-1 (Mr. Spero abstained).

CORRESPONDENCE FOLDER

Board members were reminded to review the correspondence folder.

VENDOR AND PAYROLL REGISTERS

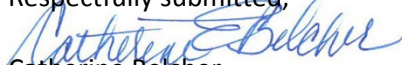
Board members were reminded to review and sign the registers.

OTHER BUSINESS

None

The meeting adjourned at 10:18pm.

Respectfully submitted,


Catherine Belcher
Recording Secretary

Approved by the Board on September 21, 2017.