

*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/212301077>  
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%2f2016%2d17%2f04%2006%202017&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

## **TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES**

**Regular Board Meeting**  
**April 20, 2017**  
**7:00PM**

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

### **Call to Order**

Chairman Spero called this April 20, 2017 Timberlane Regional School Board meeting to order at 7:00pm.

### **Board Members Present**

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

### **Seated at the Board's Table**

Dr. Earl Metzler, Superintendent of Schools  
Niko Nifakos, Student Representative

### **Administrators Present**

Atty. Geoff Dowd, Business Operations Coordinator  
Rodney Mills, District Facilities Supervisor

### **Other District Personnel Present**

Ryan Richman, President of the Timberlane Teachers Association

### **ELECTION OF OFFICERS**

Chairman Spero announced his resignation as School Board Chair citing unnecessary strain on his family due to activities associated with his service as Chair. He then turned over the meeting to Madam Vice Chair Farah who called for nominations from the floor for a new School Board Chair to serve for the ensuing year.

**NOMINATION: Mr. Guide nominated Sue Sherman for School Board Chair.**

**NOMINATION: Mrs. Dube nominated Brian Boyle for School Board Chair.**

**With no comment or additional nominations offered for the position of Chair, Dr. Farah closed the nominations and called for a hand vote on the nomination for Mrs. Sherman as Chair: 4 in favor (Sherman, Guide, Ward and Bealo).**

**Dr. Farah called for a hand vote on the nomination for Mr. Boyle as Chair; 5 in favor (Spero, Green, Dube, Farah and Boyle).**

Chairman Boyle took his seat at the head of the table and thanked board members for their support.

### **Delegates and Individuals/Student Representative Report**

Student Representative Niko Nifakos reported on the band/chorus Disney trip, STEAM camp, AP exams, senior classmen talk to incoming freshmen, honor society applications, and student government positions.

Mr. Ward left the meeting (7:10pm).

### **CURRENT BUSINESS**

#### **SENATE PAGE PRESENTATION**

TRHS student Cameron Magner presented a PowerPoint presentation on his recent five months experience serving as a Senate Page in Washington, DC with his sponsor, Nevada Senator Harry Reid. He presented on the

program's history, selection process, school program requirements, his work in the Senate program, residency, field trip opportunities, and shared photo highlights.

Mr. Ward returned to the meeting at 7:23pm.

#### **TLC AT SANDOWN CENTRAL PRINCIPAL**

Dr. Metzler informed the board the newly hired Principal for TLC at Sandown Central was not able to attend the meeting. The meet and greet session was rescheduled to a future meeting.

#### **DONATION – PROJECT HOPE**

Meaghan Guanci presented a \$2k anonymous donation to the high school's Project Hope fundraising program that raises childhood cancer awareness. She provided an overview of the program's initiatives (Pink Out Night, Students of Service, Mealey's Meals, and Strut for a Cure fashion show) as well as the program's growth from eight students to 176 members since its inception.

<b>MOTION: Mr. Guide motioned to accept the \$2,000 donation; seconded by Mr. Ward. The motion passed 8-0-1 (Mrs. Green abstained).</b>
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#### **FOOD SERVICE CONTRACT /MEAL ACCOUNT BALANCES**

Dr. Metzler reported the food service contract has gone out to bid with a scheduled day for opening bids of May 1<sup>st</sup>. An RFP was drafted, published in the newspaper, and sent to district known vendors. Administration will present the recommendations for a food service contractor to the board on May 4<sup>th</sup> after review of the district food service committee (G. Stokinger, G. Dowd, M. Auger, and H. Roy). Much of the process is driven by NH DOE. Questions were fielded about RFP language associated with meal account balances and the term of the contract.

Dr. Metzler then reported on meal account balances on students who owe more than \$100 for hot lunch (totaling \$56k), the philosophy to continue to feed the students, old debt versus current debt, notification to parents regarding account balances, the free and reduced lunch program, and efforts made to collect on the debt. Board members requested an updated report be provided at a future board meeting that breaks down the old debt from the new debt on student accounts over \$300, and an action plan providing options to collect the debt.

#### **SOUND STUDY BIDS**

Dr. Metzler reported the sound study was conducted at the PAC as directed by the board. In order to generate an RFP to put the project out to bid, plan specifications must be developed so that companies can bid on the recommended options provided in the study report. Administration is looking for board approval to obtain plan designs and move forward with the bidding process.

<b>MOTION: Mr. Ward motioned to approve moving forward with the design phase in order to draft an RFP; seconded by Mr. Guide.</b>
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Discussion ensued on mitigating the high noise level in the PAC rooms, the total approved cost of the project (\$30k), and scaling back the recommendations to allow for specs to be designed by individual rooms and systems allowing the board to choose specific options.

<b>VOTE: The motion passed 8-1-0 (Mrs. Green opposed).</b>
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#### **POLICIES**

Eight policies up for second read included (GBN Verification of Employment Eligibility, GCA Professional Staff Positions, GCB Professional Staff Contracts, GCCBC Family and Medical Leave Act, GCEB Professional Staff

Recruiting, HP Staff Job Actions, HPA Staff Job Actions (Unauthorized Staff Absences), JLIF Receipt and Use of Sex Offender Registry Information).

**MOTION: Mrs. Green motioned the board hold off on these policies until the Policy Committee has looked at them again; seconded by Mrs. Dube.**

Discussion ensued on concerns about the policies' language and the process in place that allows for individual review by the board with options to send them back to the committee if needed.

**VOTE: The motion failed 2-7-0 (Mrs. Green and Mrs. Dube in favor).**

Mrs. Green motioned to place policy JLIF on the floor for discussion; however, it received no second.

**MOTION: Mr. Guide motioned to approve policy GBN for repeal; seconded by Dr. Farah.**

Discussion ensued on the federal requirement to complete an I-9 employment form.

**VOTE: The motion passed 9-0-0.**

**MOTION: Mr. Ward motioned to approve policy GCA for second read; seconded by Dr. Farah.**

Discussion ensued on feedback from the TTA and sample policy language from NHSBA.

**VOTE: The motion passed 9-0-0.**

**MOTION: Mrs. Green motioned to approve policy GCB for second read; seconded by Mr. Guide.**

Discussion ensued on keeping the old language and that specific teacher contract language is a management function of the Superintendent.

**VOTE: The motion passed 7-2-0 (Mrs. Green and Mrs. Dube opposed).**

**MOTION: Mr. Ward motioned to approve policy GCCBC for second read; seconded by Mrs. Sherman.**

Discussion ensued on this change being a housekeeping item.

**VOTE: The motion passed 9-0-0.**

**MOTION: Mrs. Dube motioned to approve policy GCEB for second read; seconded by Mr. Bealo.**

Discussion ensued on removing the language associated with procedure, whether or not the language prohibits school board members from serving on hiring committees, and positioning the board for potential conflict should a staff member petition for a hearing before the board.

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

**MOTION: Mr. Ward motioned to approve policy HP for second read; seconded by Mr. Guide.**

Discussion ensued on the board's authority regarding a work stoppage press release.

**MOTION:** Mrs. Dube motioned to amend the motion by reinstating the last two stricken sentences in paragraph six; seconded by Dr. Farah. The motion to amend passed 8-1-0 (Mrs. Green opposed).

**MOTION:** Mrs. Green motioned to amend the newly amended motion by striking the word "Superintendent" from the recommended insertion in the sixth paragraph; seconded by Mrs. Dube. The motion to amend the amended motion failed 2-7-0 (Mrs. Green and Mrs. Dube in favor).

**VOTE:** The motion on the amended motion to reinstate stricken language in the sixth paragraph passed 8-1-0 (Mrs. Dube opposed).

**MOTION:** Mr. Ward motioned to approve policy HPA for second read; seconded by Mr. Guide.

Discussion ensued on the technical terms used relative to a staff member being subject to immediate discharge and the appeals process. Board members agreed to put this item on hold until after review of the next policy.

**MOTION:** Mr. Ward motioned to approve policy JLIF for second read; seconded by Mr. Spero.

Discussion ensued on removal of the procedural piece and confirmation that the district's curriculum includes student awareness.

**VOTE:** The motion passed 9-0-0.

Discussion returned to policy HPA and the statutes (273-A:13) and the board's discretion.

**VOTE:** The motion to approve policy HPA for second read passed 6-2-1 (Mrs. Green and Mrs. Dube opposed, and Mrs. Sherman abstained).

#### **COMMITTEE ASSIGNMENTS**

Board members reviewed the committee assignment list drafted by Dr. Farah. Mrs. Green motioned to inactivate the Community Relations Committee (CRC); however, the motion received no second. Discussion ensued on the standing committees of the board, TPAF being a product of the CRC, and the check register assignment.

**MOTION:** Dr. Farah motioned to assign Mrs. Sherman to the check register assignment with Mrs. Green as an alternate; seconded by Mr. Guide.

Discussion ensued on the protocol for these assignments.

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

Discussion ensued on the composition of the Policy Committee, voting of non-board members on board committees, and board member preferences for each of the committees. By general consent, board members finalized the committee assignments.

#### **UNION MEMORANDUM OF UNDERSTANDING**

The March 14<sup>th</sup> professional development day for staff was cancelled due to inclement weather and the TTA and the TSSU drafted memorandums of understanding that would allow for staff members to make of the contractual day by selecting options of professional development specific to their area of expertise in lieu of

adding a day to the end of the school year.

**MOTION: Mrs. Sherman motioned to accept the terms of the MOUs for the TSSU and the TTA; seconded by Mr. Ward.**

Discussion ensued on the flexibility allowed under the MOUs, and selecting professional development via TeachPoint specific to the areas staff members need support.

**VOTE: The motion passed 9-0-0.**

### **SCHOOL BOARD GOALS**

The board was directed to email goals for board consideration to Dr. Farah who would provide a draft at the next meeting.

### **BATTING CAGES**

Rodney Mills reported the batting cages are complete and operational. Four cages were installed as directed by the board at the cost approved by the board. He provided specific construction details and commended the work of Ward Fabrication and in-house staff. He then shared photos of two of the cages.

### **ADMINISTRATOR'S REPORT**

Dr. Metzler reported on several items including a compliancy report for preschool special education, Risk Management Plan email out to board members, availability of the internal controls document, and SERESC.

**MOTION: Mrs. Green motioned all current SERESC contracts be presented to the board for ratification to continue; seconded by Dr. Farah.**

Discussion ensued on obligations to the current contracts. Dr. Farah withdrew her second.

Dr. Metzler continued with his administrative report by announcing the annual district retirement celebration, and noting concern about the housing boom in Sandown and its anticipated enrollment at Sandown North. The Sandown North principal will provide more information as well as possible spacing solutions at an upcoming board meeting.

### **PERSONNEL REPORT**

Dr. Metzler recommended the board accept the retirement of Middle School Principal Mike Hogan with 11 years of service to the district.

**MOTION: Mrs. Sherman motioned to accept with regret the retirement of Mike Hogan; seconded by Mr. Ward. The motion passed 9-0-0.**

Dr. Metzler recommended the board accept the retirement of Charlene Caswell with 13 years of service to the district.

**MOTION: Mrs. Sherman motioned to accept the retirement of Charlene Caswell; seconded by Mr. Ward. The motion passed 9-0-0.**

Dr. Metzler recommended the board accept the resignations of Erin Camire, Danielle Finigan, and Janet Silva.

**MOTION: Mr. Ward motioned to accept the resignations as presented; seconded by Mr. Spero. The motion passed 8-0-1 (Mrs. Green abstained).**

Dr. Metzler recommended the nominations of Timothy Guanci as TRHS Physics/Engineering teacher and Bradley Vigers as TRHS English teacher beginning the 2017-18 school year.

**MOTION: Mrs. Sherman motioned to accept the nominations as presented; seconded by Mr. Guide. The motion passed 8-0-1 (Mrs. Green abstained).**

**COMMITTEE REPORTS**

Mrs. Sherman reported the Superintendent’s Equity Advisory Committee would like to present to the school board on equity.

**SCHOOL BOARD REPORTS**

Members reported on district activities they attended and on opportunities (budget workshop, batting cages and 8<sup>th</sup> grade girls’ self-disciplined athletic drills, music concerts, and upcoming retirement celebration).

**APPROVAL OF MINUTES**

Board members reviewed the April 6<sup>th</sup>, 2017 organizational and regular meeting minutes.

**MOTION: Mr. Ward motioned to approve both sets of the April 6<sup>th</sup> minutes; seconded by Mr. Bealo. The motion passed 8-0-1 (Mrs. Green abstained).**

**CORRESPONDENCE FOLDER**

Correspondence was circulated amongst board members.

**VENDOR AND PAYROLL REGISTERS**

Reviewed and signed by members.

**OTHER BUSINESS**

Dr. Metzler reported on a NH DES finding that the oil storage tanks at Danville Elementary need replacing. The inspection and reporting process was reviewed along with the estimated cost and schedule for replacement. By general consent the board authorized the project to go out to bid.

Board members requested an update on which accounts the grounds bid project would be funded.

Discussion ensued on the April 10<sup>th</sup> emergency meeting of the board where a quorum could not be met but board members present continued to meet, and make motions to go in and out of nonpublic. Because there was no quorum, there was no meeting.

Discussion then ensued on action taken by the board to change board meeting standing times without waiving or suspending policy. The meeting times shall revert back to 7:30pm until such time as the policy is modified.

A requests was made to add administrator’s contracts, legal engagement letters, and SERESC contracts to the next meeting’s agenda. The Chair will take this under advisement.

**MOTION: Dr. Farah motioned the board go into nonpublic session under RSA 91-A:3, paragraph (e), consideration or negotiation of pending claims or litigation; seconded by Mrs. Dube.**

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 nonpublic session at 11:21pm.**

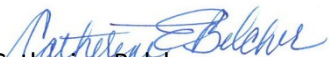
**MOTION: Dr. Farah motioned the board exit nonpublic session; seconded by Mr. Ward.**

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 11:51pm.**

The board discussed holding a second nonpublic meeting to review the internal controls document noting the document is not subject to disclosure to the public but was unsure of which nonpublic statute could be cited. A second nonpublic session was not held.

The meeting adjourned at 11:53pm.

  
Catherine Belcher  
Recording Secretary

Approved by the Board on May 4, 2017.