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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%2f2016%2d17%2f04%2020%202017&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Board Meeting
May 4, 2017
7:30PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order (00:00:12)

Chairman Boyle called this May 4, 2017 Timberlane Regional School Board meeting to order at 7:30pm.

Board Members Present

Peter Bealo, Brian Boyle, Stefanie Dube, Kimberly Farah, Donna Green, Dan Guide (7:41pm), Susan Sherman, Gregory Spero, and Kelly Ward.

Seated at the Board's Table

Dr. Earl Metzler, Superintendent of Schools

Administrators Present (con't)

Atty. Geoff Dowd, Business Operations Coordinator
Christi Michaud, Director of Data, Assessment and
Accountability

Administrators Present

Dr. Roxanne Wilson, Assistant Superintendent
Deb Armfield, Exec. Dir. Curriculum, Assessment and
Professional Learning CAPL K-12

Doug Rolph, Principal – TLC at Sandown Central
Don Woodworth, Principal – TRHS

Other District Personnel Present

Jennifer Toth, Vice President of the Timberlane Teachers Association

Delegates and Individuals/Student Representative Report

None

CURRENT BUSINESS

TLC AT SANDOWN CENTRAL PRINCIPAL (00:01:25)

Deb Armfield introduced Jennifer Marino as the newly nominated Principal to the Timberlane Learning Center at Sandown Central. Mrs. Marino currently serves as Assistant Principal at the Hampstead Central School, possesses a background in special education, teaching (former Teacher of the Year), educational leadership, and experience in data-driven decision making. Board members extended expressions of welcome and congratulations.

EQUITY ADVISORY COMMITTEE UPDATE (00:06:42)

Mrs. Sherman had requested this item be placed on the agenda to inform the board of the important work of this Superintendent's advisory committee. Christi Michaud presented the scope and mission of the committee which is to identify district-wide unmet needs (based on evidence), discover the root source, and develop solutions to address those needs. Board members watched a short video on the difference between equality and equity.

Mr. Guide entered the meeting at 7:41pm.

Discussion ensued on committee membership, academics, athletics, special education, music, a researched based process that would be tailored to Timberlane, allocation of resources, CIP, and future planning.

SCHOOL BOARD GOALS (00:22:43)

Dr. Farah presented draft goals for board review. Each goal included a rationale, action, and outcome. Proposed goal #1 was related to developing a strategic plan with a completion date of June 2018. The goal's proposed outcome was modified by removing the words "facility needs." Goal #2 was related to the budgeting process. Discussion ensued on the default budget, budget committee and school board responsibilities, enrollment, course offerings, gross cost per pupil, and budget draft dates.

MOTION: Mr. Bealo motioned to strike the line regarding class size; seconded by Mr. Ward.

Discussion ensued on enrollment data and the program of studies.

VOTE: The motion failed 4-5-0 (Mr. Guide, Mr. Bealo, Mr. Ward and Mrs. Sherman in favor).

Discussion continued on goal #2 and establishing a reasonable gross cost per pupil.

MOTION: Mr. Spero motioned to remove the sentence referencing gross cost per pupil; seconded by Mr. Ward. The motion passed 6-2-1 (Mrs. Green and Chairman Boyle opposed, Mrs. Dube abstained).

Goal #3 referenced campus grounds and athletic equipment. Discussion ensued on intramural sports, and dividing grounds and athletics into two separate goals.

Goal #4 regarding drug awareness was approved by consensus with the modification that the board will support a minimum of three public forums.

Goal #5 was related to a specific focus on high achievement learners. Discussion ensued on talented and gifted programs, a Superintendent advisory committee, offerings at the middle and high schools, current programs that enrich top level students (guided reading program, STAR assessment, writer workshop, Achieve3000) and personalizing instruction for all students.

Goal #6 addressed communication, Superintendent advisory committees that include the involvement of the board and community members.

Mrs. Sherman motioned to strike the line regarding dissolving all Superintendent advisory committees; seconded by Dr. Farah. Upon further discussion Mrs. Sherman withdrew her motion and Dr. Farah withdrew her second.

MOTION: Mrs. Sherman motioned strike the first sentence in Goal #6 Action paragraph and replace with *the Superintendent's advisory committees will establish a schedule to report to the school board as requested*; seconded by Mr. Ward. The motion passed 8-1-0 (Mrs. Green opposed).

Discussion ensued on revising the school board's policy on board correspondence and the role of the Chair.

MOTION: Dr. Farah motioned to strike the line associated with the board reviewing all outgoing correspondence; seconded by Mr. Spero. The motion passed 8-1-0 (Mrs. Green opposed).

Goal #7 regarding academics was reviewed. The board retitled the goal by adding the word "excellence" and renumbering the goal to #1, developing an assessment reporting schedule, posting assessment results to the portal (school board only access), and developing a "reporting" goal. Dr. Farah will re-work the proposed goals and present a second draft at the next board meeting.

WETLANDS PERMIT UPDATE (01:59:54)

Attorney Dowd provided an update on the permitting process regarding the detention pond dredging for the purpose of increasing the water supply at the Timberlane campus. The \$7,500 permit will be valid for five years provided there are no special circumstances. Discussion ensued on the dredge and fill process, and possible funding options for the project.

MOTION: Mr. Guide motioned to move forward with option #3 (dredge and expand existing pond); seconded by Mrs. Sherman.

Discussion ensued on the permit cost that includes the engineering costs to get the permit in place.

VOTE: The motion passed 9-0-0.

ADMINISTRATORS' CONTRACTS (02:12:16)

Board members reviewed the list of administrators for the 2016-17 school year. Discussion ensued on enrollment at the TLC at Sandown Central and the hiring of a new school principal, the new large housing developments in Sandown, the number of administrators at Pollard School, anticipated administrator vacancies at the middle and high school, the number of administrators district-wide, academic deans and their responsibilities, the number of administrators hired over the past few years, state standards vs written aligned K-12 curriculum, and supporting the educational staff. Further discussion was postponed for later in the evening in nonpublic session.

LEGAL ENGAGEMENT LETTERS (02:48:09)

Board members reviewed a report of the number of legal engagement letters generated during the 2016-17 school year. Discussion ensued on the use of legal counsel for day-to-day operations, use by SAU55, TRSD and the HSD, and concern for determining the client identity. The board directed that they be designated the client on matters associated with board business and for board directed legal consultation, and that they be provided mediation/legal updates as they occur.

SERESC UPDATE (02:54:03)

Dr. Metzler updated the board on SERESC business matters noting that contracts associated with educational services by SERESC are binding and not in jeopardy despite SERESC's financial crisis. Members reviewed the contracts executed for special education and student services as well as the FLES program. Discussion ensued on which personnel are authorized to sign contracts on behalf of the school district.

FOOD SERVICE BIDS (03:04:10)

Attorney Dowd provided an update on the food service contract bidding process. Three bids were received (Abbey, Whitsons, and Fresh Picks). The bids are currently under review by the Food Service Committee. Once the review is completed, the committee will make recommendation to the board. This item shall be placed on the next board agenda.

ADMINISTRATOR'S REPORT (03:07:50)

Dr. Metzler provided redacted copies of the district's internal controls document for board review, and provided an update on reconciling district reported enrollment numbers and DOE reporting numbers. Further research is needed related to district total number as there appears to be a 40-student discrepancy. Dr. Metzler also reported on the ESS (employee self-service) web portal.

PERSONNEL REPORT (03:18:19)

Dr. Metzler recommended the board accept the retirement of Majorie Marr with 10 years of service to the district.

MOTION: Mr. Bealo motioned to accept the retirement of Marjorie Marr; seconded by Mr. Guide. The motion passed 8-0-0 (Mrs. Dube was not in the room at the time of the vote).

Dr. Metzler recommended the board accept the resignations of Katherine Davis, Marilyn Goscinski, Danielle Herman, Courtney Kirouac, Elizabeth LaRosa, Sarah McCarthy, Lauren McPherson, and Alicia Timas.

MOTION: Mr. Guide motioned to accept the resignations as presented; seconded by Mr. Ward. The motion passed 9-0-0.

Dr. Metzler recommended the nominations of Michael Castano, TRHS English teacher, Amanda Jennison-Sousa, TRMS Spanish, and Erica Law, TRHS Math teacher beginning the 2017-18 school year.

MOTION: Mr. Ward motioned to accept the nominations as presented; seconded by Mr. Guide.

Discussion ensued on candidate experience.

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

COMMITTEE REPORTS (03:23:36)

Board members reported on the activities of the Policy Committee, the Wellness Committee, the Curriculum and Assessment Committee, and the CIP Committee. It was noted that committees are to set their own schedules.

SCHOOL BOARD REPORTS (03:34:54)

Members reported on district activities they attended and on opportunities (budget workshop, West Side Story, Senior Skip Day, Pollard students at Plaistow Board of Selectmen's meeting, May the 4th Be With You, and STEAM activities).

APPROVAL OF MINUTES (03:38:16)

Board members reviewed the April 20th, 2017 public and nonpublic meeting minutes.

MOTION: Mrs. Green motioned to approve the April 20th public meeting minutes; seconded by Mr. Guide. The motion passed 9-0-0.

MOTION: Mrs. Green motioned to approve the April 20th nonpublic meeting minutes with corrections; seconded by Mr. Guide. The motion passed 9-0-0.

CORRESPONDENCE FOLDER

Correspondence was circulated amongst board members.

VENDOR AND PAYROLL REGISTERS

Reviewed and signed by members.

OTHER BUSINESS (03:40:24)

Chairman Boyle informed the board that the Governor signed a bill to ratify the elections for all elected officials in the state and to provide towns and school districts with a process to ratify all other election results. By general consent, the board directed a public hearing be held on May 18, 2017 at 7:15pm to ratify the school district's election results.

The board directed the bus stop at Lakeview/Route 121-A be reviewed prior to the beginning of the 2017-18 school year. It was noted that options are limited as the bus company's safety team has determined the bus stop safe.

The board requested a walk-through of the Sandown schools prior to the next board meeting in preparation for the Sandown schools' enrollment report.

Dr. Metzler requested a nonpublic session regarding administrators' contracts.

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

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 11:26pm.

MOTION: Chairman Boyle 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 Guide – yes Ward – yes

The board entered public session at 12:01am.

Chairman Boyle indicated he would entertain a motion to allow the Superintendent to reorganize top administrator positions at the middle and high schools as discussed during nonpublic session.

MOTION: Mrs. Green motioned to direct the Superintendent to fill the high school assistant principal vacancy and the middle school principal vacancy with current staff; seconded by Mr. Ward. The motion passed 9-0-0.

The meeting adjourned at 12:03am.

Respectfully submitted,



Catherine Belcher
Recording Secretary

Approved by the Board on June 1, 2017.