

*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

**Organizational Meeting**  
**April 6, 2017**  
**7:30 PM**

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

### **Call to Order**

Superintendent Dr. Earl Metzler called this April 6, 2017 Timberlane Regional School Board organizational meeting to order at 7:30pm with the roll call followed by the Pledge of Allegiance.

### **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

### **Other Administrators Present (cont)**

Atty. Geoff Dowd, Business Operations Coordinator  
Rodney Mills, District Facilities Supervisor  
Scott Strange, Senior Academic Dean of Social  
Studies and Director of Alt and Continuing Ed  
and Enrichment  
Don Woodworth, TRHS Principal

### **Other Administrators Present**

Deb Armfield, Executive Director of Curriculum,  
Assessment and Professional Learning

### **Other District Personnel Present**

Jennifer Toth, Vice President of the Timberlane Teachers Association

### **ELECTION RESULTS AND ELECTION OF OFFICERS**

Dr. Metzler first congratulated the newly elected officials and acknowledged and thanked outgoing officials for their service to the school district (Rob Collins – 9 years on the board, and Jack Sapia – 3 years).

### **SCHOOL BOARD CHAIRMAN**

Dr. Metzler opened the floor to nominations for the position of school board chair for a term of one year.

**NOMINATION: Mr. Guide nominated Sue Sherman for school board chair.**

**NOMINATION: Mrs. Dube nominated Greg Spero for school board chair.**

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

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

Dr. Metzler announced Mr. Spero as the School Board Chair for the ensuing year.

### **SCHOOL BOARD VICE CHAIRMAN**

Newly elected Chairman Spero then called for nominations for the position of school board vice chairman.

**NOMINATION: Mrs. Dube nominated Dr. Kim Farah for school board vice chair.**

**NOMINATION: Mr. Ward nominated Dan Guide for school board vice chair.**

**Chairman Spero called for a show of hands for those in favor of Dr. Farah as vice chair: 5 in favor (Green, Dube, Farah, Boyle and Spero). He then called for a show of hand for those in favor of Mr. Guide: 4 in favor (Bealo, Sherman, Guide and Ward).**

#### **SCHOOL DISTRICT CLERK**

In error, the board motioned and voted to appoint Cathy Belcher to the position of school district clerk. The motion was rescinded as the individual seeking reappointment as school district clerk was Nancy Louiselle. Discussion ensued on appointing a non-SAU employee and increasing the stipend for the position.

**MOTION: Mr. Bealo motioned to reappoint Nancy Louiselle to the position of school district clerk; seconded by Mrs. Sherman.**

Discussion ensued on advertising for the position as well as for any school board appointments. It was noted the district clerk position was posted for over a year and a half without any interest prior to Ms. Louiselle's appointment last year.

**VOTE: Chairman Spero called the question. The motion to reappoint Nancy Louiselle to the position of school district clerk passed 8-1-0 (Mrs. Green opposed).**

#### **SCHOOL BOARD RECORDING SECRETARY**

**MOTION: Dr. Farah motioned to appoint Cathy Belcher to the position of school board recording secretary; seconded by Mr. Boyle.**

Discussion ensued on the position's pay/stipend as well as considering a non-SAU staff member to fill the position.

**VOTE: With no further discussion, the motion to appoint Cathy Belcher to the position of school board recording secretary passed 9-0-0.**

#### **TREASURER**

**MOTION: Dr. Farah motioned to reappoint Paul Sullivan to the position of school district treasurer; seconded by Mr. Boyle.**

Discussion ensued on the number of years Mr. Sullivan has served in this position (4 ½ years) and the auditor's comments about voided checks. Atty. Dowd spoke to the responsibilities of the treasurer and the internal functions of the business office.

**VOTE: The motion to reappoint Paul Sullivan to the position of school district treasurer passed 8-1-0 (Mrs. Green opposed).**

#### **ASSISTANT TREASURER**

**MOTION: Dr. Farah motioned to reappoint Lori Parrillo to the position of school district assistant treasurer; seconded by Mr. Ward.**

Discussion ensued on the number of years Ms. Parillo has served in this position.

**VOTE: The motion to reappoint Lori Parillo to the position of school district assistant treasurer passed 8-1-0 (Mrs. Green opposed).**

#### **SCHOOL COUNSEL**

**MOTION:** Mr. Bealo motioned to allow the Superintendent to seek legal counsel when necessary and with the firm most appropriate; seconded by Mrs. Sherman.

Discussion ensued on the use of legal counsel for day to day operations as well as litigation, the process in notifying the school board, the board's active involvement in matters of litigation, and securing a counsel of record. A motion was made, seconded and rescinded to amend the motion to include prior notification to the board.

**MOTION:** Mrs. Green motioned to amend the motion on the floor to allow the Superintendent to seek legal counsel with prior approval of the board in cases of threatened or actual litigation; seconded by Mr. Boyle.

Discussion ensued on emergency matters that may need immediate legal counsel, student matters, securing a counsel of record for day to day operations, and the firm most used by the district (Drummond and Woodsum).

**VOTE:** The motion to amend the motion failed 4-4-1 (Mr. Bealo, Mr. Ward, Mrs. Sherman and Mr. Guide opposed and Chairman Spero abstaining).

Discussion ensued on tabling the item until a go-to firm could be established.

**MOTION:** Mr. Guide motioned to amend the motion on the floor to allow the Superintendent to seek legal counsel when necessary with firm most appropriate and to use Drummond and Woodsum as the counsel of record; seconded by Mr. Bealo.

Discussion ensued on prior approval of the school board.

**VOTE:** The motion to amend passed 5-4-0 (Mrs. Green, Mrs. Dube, Mr. Boyle and Chairman Spero opposed).

Mr. Boyle motioned to amend the newly amended motion to include notification to the board of any litigation; however the motion failed for lack of second.

**MOTION:** Mrs. Green motioned to amend the newly amended motion to allow the Superintendent to seek legal counsel when necessary with firm most appropriate and to use Drummond and Woodsum as the counsel of record by adding *and to obtain prior school board approval for matters of litigation*; seconded by Mrs. Dube.

Discussion ensued on the expectations of this motion.

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

**VOTE:** The newly amended motion to allow the Superintendent to seek legal counsel when necessary with firm most appropriate and to use Drummond and Woodsum as the counsel of record and to obtain prior school board approval for matters of litigation passed 5-4-0 (Mr. Bealo, Mr. Ward, Mrs. Sherman and Mr. Guide opposed).

#### **BONDING**

**MOTION:** Dr. Farah motioned to bond the treasurer and assistant treasurer as required by statute and Department of Revenue Administration; seconded by Mr. Boyle. The motion passed 9-0-0.

#### **BANK DEPOSITORY**

**MOTION:** Dr. Farah motioned to appoint TDBank as the district bank; seconded by Mr. Boyle. The motion passed 9-0-0.

### REVIEW OF POLICY DFA - INVESTMENT

Discussion ensued on the district's internal control documents and its periodic review by both the school board and the auditors. Given the nature of the topic, a review of the documents could be done in nonpublic session under confidential financial information (RSA 91-A;3,II (j)).

### REVIEW OF POLICY EI - RISK MANAGEMENT

**MOTION:** Mrs. Green motioned to table this item to the next board meeting at which time the board would be provided a copy of the risk management plan; seconded by Dr. Farah. The motion passed 5-4-0 (Mr. Bealo, Mr. Ward, Mrs. Sherman and Mr. Guide opposed).

### SCHOOL BOARD ETHICS STATEMENT

Chairman Spero asked board members to review the ethics statement in board packets, sign and submit to the recording secretary pursuant to board policy BCA. Some board members expressed their intentions to sign or not sign.

### MEETING DATES AND TIMES

Board members reviewed the proposed 2017-18 school board meeting schedule noting board meetings are held on the first and third Thursdays of each month.

**MOTION:** Mr. Boyle motioned the board move the meeting start time to 7:00pm; seconded by Chairman Spero.

Discussion ensued on board committee schedules.

**VOTE:** The motion passed 5-3-1 (Mrs. Sherman, Mr. Ward, Mr. Bealo opposed and Mr. Guide abstained).

**MOTION:** Mr. Bealo motioned the board hold one meeting in July and a second meeting in August; seconded by Mrs. Sherman.

Discussion ensued on using these extra meetings as work sessions for board planning and catching up.

**VOTE:** The motion to hold meetings in July and August passed 8-0-1 (Mr. Ward abstained).

Discussion ensued on the process for assigning board members to committees, holding the discussion of those assignments in public and allowing new board members the opportunity to familiarize themselves with the committees prior to agreeing to serving on them.

**MOTION:** Chairman Spero motioned board members email him of their interest in serving on committees and placing this item on the next meeting agenda; seconded by Mrs. Sherman.

Discussion ensued on the practices of the past in assigning board members to committees, the Chairman assigning mentors to the new board members, and setting a deadline of April 13<sup>th</sup> for board members to send their committee choices to him.

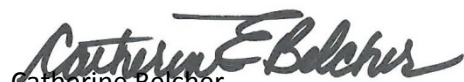
**VOTE:** The motion passed 8-1-0 (Mrs. Green opposed).

With no other organizational business to conduct,

**MOTION:** Dr. Farah motioned to adjourn the organizational meeting; seconded by Mrs. Sherman. The motion passed 9-0-0.

The meeting ended at 9:00pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Catherine E. Belcher". The signature is written in a cursive style with a large, prominent initial "C".

Catherine Belcher

Recording Secretary

Approved by the School Board April 20, 2017.