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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%2f2015%2d16%2f04%2021%202016&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Board Meeting
April 21, 2016
7:30PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order (00:00:05)

Chairman Bealo called this April 21, 2016 Timberlane Regional School Board meeting to order at 7:31pm with the roll call followed by the Pledge of Allegiance led by Dennise Horrocks.

Board Members Present

Peter Bealo, Rob Collins (7:34pm), Stefanie Dube, Donna Green, Dan Guide, Jack Sapia, Susan Sherman, Gregory Spero, and Kelly Ward.

Seated at the Board's Table

Dr. Earl Metzler, Superintendent of Schools
George Stokinger, Business Administrator
Deb Armfield, Executive Director of Curriculum,
Assessment & Professional Learning
Christi Michaud, Director of Data, Assessment and
Accountability

Other Administrators Present

Susan Rasicot, Director of Student Services
Scott Strainge, Director of Alternative and
Continuing Education and Enrichment

Other District Personnel Present

Kelley Binette, TRMS Student Adjustment Counselor

Delegates and Individuals (00:01:41)

Chairman Bealo provided an update on high school activities and highlights on behalf of student representative Jordan DiTore who was not able to attend the meeting. Highlights included Bailey Schott being the recipient of a \$20k Footlocker scholarship, upcoming Government Club activities, and the book of the month.

Comments from the Chair

Chairman Bealo announced that he will honor agenda item requests from board members and will incorporate items into upcoming agendas on a regular basis. He noted three items to be addressed over the next three meetings: trust fund investments, strategic planning, and full day kindergarten costs.

CURRENT BUSINESS

MODEL UN RECOGNITIONS (00:05:37)

Scott Strainge reported on the recent Model UN team awards as a result of the Model UN program held in Lowell earlier this month. The Timberlane Model UN team was awarded Best Overall Delegation and many of the team members won individual awards that included Honorable Delegate, Distinguished Delegate and Best Delegate for each committee in the conference. Students were commended by the board and awarded a certificate of acknowledgement. Model UN Chair Cailee Griffin and Vice Chair Cam Magner provided an overview of the program.

POINT OF DISTRIBUTION EXERCISE (00:20:46)

Plaistow Health Office and Deputy Emergency Management Director Dennise Horrocks and Parkland Medical

Center representative Garrett Simonsen presented a request to use the Timberlane Regional High School (specifically the cafeteria) to conduct a regional point of distribution exercise. In collaboration with federal, state, and local emergency agencies, the exercise (drill) would allow for the state to test the deployment of a shipment of medical supplies to the area in the event of a bioterrorist incident. The plan is to practice a plan to dispense medications within 48 hours of an incident.

MOTION: Mr. Sapia motioned to approve the use of the high school for a point of distribution exercise; seconded by Mrs. Sherman.

Discussion: It was noted the district has partnered with the state on at least two other exercises – H1N1 clinic in 2009 and a Hepatitis C test site in 2012. Also noted was that this exercise would be manned by state and local officials and not opened to the public although a press release alerting the public of this exercise would be helpful.

With no further discussion the motion passed 9-0-0.

SUMMER HOURS (00:26:54)

Dr. Metzler requested the board approve a 4-day work week for Timberlane staff members beginning the week of June 20th and ending the week of August 8th, allowing for savings in energy costs as well as for the scheduling of maintenance projects in district buildings.

MOTION: Mr. Collins motioned to approve a 4-day summer work week for TRSD as presented; seconded by Mr. Spero.

Discussion: This summer schedule is specific to the SAU office and Timberlane (Hampstead does not participate in this endeavor). There will be no change to the total number of hours a staff member works per week; only to the number of days they will have to complete them. Members requested public notification to the public be provided regarding the hours the buildings are open to the public during the summer.

With no further discussion the motion passed 9-0-0.

SCHOOL BOARD GOALS (00:31:40)

Chairman Bealo asked that board members send him their suggestions for 2016-17 school board goals to be presented and approved at the May 5th meeting. He stated he already had two suggestions (improve the annual report and improve the completion time of the annual audit). He also proposed the board hold a 2-hour work session on the annual report to determine what information should be included. Board members will be polled for availability via email; the work session will not be videotaped; however, minutes will be taken and made part of the official record.

FOOD SERVICE CONTRACT (00:36:24)

Dr. Metzler informed the board that the Whitson’s food service contract is up for annual renewal. It is its 5th year of a 5-year agreement. He provided an overview of the financials, both historical (when the program ran at a loss) and current (past two years of profit). He credited the improvement of the program to Whitson’s for working with the district to provide the very best program for the money and to the individual kitchen managers for operating lean programs. Each has created new ways to serve the students. He stated the district would go out to bid at the end of next year as the full contract would expire.

MOTION: Mr. Guide motioned to renew the food service contract with Whitson for the 2016-17 school year; seconded by Mr. Collins.

Discussion: Board members commended the food service provider for their work with the Wellness Committee

and wellness initiatives. Concern was noted over the monthly management fees in the current agreement as was the fact that the Hampstead School District has recently opted to go with another food service provider. Penalties for non-renewal were noted (both equipment reimbursement - \$15k and management buyout – 1 ½ times managers’ salaries). The consensus of the board was to complete year five of the 5-year contract and go out to bid as recommended by the Superintendent.

Mrs. Sherman called the question; the vote to call the question passed 7-2-0 (Mr. Sapia and Mrs. Green opposed).

With no further discussion allowed the motion to renew the food service contract passed 8-1-0 (Mrs. Green opposed).

MOTION: Mrs. Green motioned to put the food service contract out to bid by the first week in January 2017; seconded by Mr. Guide.

Discussion: The timing of this initiative was discussed as it also coincides with the public hearing on the budget timeline.

MOTION: Mr. Guide motioned to amend the motion to putting the food service contract out to bid to the end of January 2017; seconded by Mr. Spero. With no further discussion the motion to amend passed 8-1-0 (Mrs. Sherman opposed).

Discussion: Board members reviewed the process entailed in securing bids (generating specifications and site visits) as well as whether or not the board needed to determine the timeframe or leave that up to administration; some board members felt the motions regarding the timeframe adds an unnecessary level of micromanagement.

With no further discussion the motion failed 1-5-3 (Mrs. Green in favor and Mr. Guide, Mr. Sapia and Mrs. Dube abstained).

SUBSTANCE ABUSE PREVENTION PRESENTATION (01:03:17)

Kelley Binette and Susan Rasicot presented a PowerPoint on the measures (initiatives) currently underway or in process as it relates to preventing substance misuse districtwide. Elements of the presentation included school based strategies (policies, wellness curriculum, discipline and student assistance programs), community based strategies (law enforcement, faith, business and medical programs as well as SOROCK initiatives) community partnerships, statewide initiatives, and website resources. Board member applauded the efforts of these partnerships and district programs and noted their commitment to addressing this matter citing the upcoming roundtable discussion scheduled for May 16th at the PAC.

COMMITTEE MEETINGS (01:53:41)

Chairman Bealo opened discussion continued from the last board meeting on how best to address the need to improve board member participation/attendance at SLT/Board committee meetings. Options to address the issue included reducing the number of SLT/board committees, re-arranging committee meeting times, modifying the policy regarding the minimum number of board attendees, and instituting a requirement that committee chairs contact board members in advance of each committee meeting to assure attendance. Lengthy discussion ensued with highlights including positive support for the committee chair contact suggestion, the need for board members to participate in board committees and thus be engaged in the work, and running effective meetings within the timeframe allotted to be respectful of the SLT member’s other district commitments. It was agreed by general consensus that board members would re-commit to attending their respective committee meetings and board member co-chairs would contact board committee members prior to

the meetings to ensure appropriate board representation.

NSBA CONFERENCE UPDATE (02:11:35)

Chairman Bealo presented a PowerPoint on his recent attendance to the National School Board Association's conference held in Boston earlier in the month. He noted that the Superintendent and Hampstead School Board Chair Jason Cipriano also attended. The presentation included an overview of the conference, numerous business meetings, talks, seminars, tours and a trade show; and topics covering advocacy, governance and executive leadership, district management, new member workshops, school board and superintendent partnerships, student achievement and accountability, technology and parent/community engagement. He stated he has since uploaded numerous conference resources and presentations to the district's public folder on SharePoint for all to view and encouraged board members consider going to future conferences.

ADMINISTRATOR'S REPORT (02:28:45)

Dr. Metzler informed the board the annual retirement celebration is scheduled for June 8th in which they will be honoring 25 retiring staff members. As part of the retirement celebration the board has provided the funding (via school board budget account line) for the retirees' gifts (engraved crystal bowl). The cost for purchasing 25 bowls is approximately \$3,200.

MOTION: Mr. Collins motioned the board purchase the retirees gifts this year; seconded by Mrs. Sherman.

Discussion: Board members remarked on the annual retirement dinner noting it is a very touching and rewarding experience to honor staff members in which many have dedicated their entire lives to Timberlane and education.

With no further discussion, the motion carried 9-0-0.

Dr. Metzler then presented, at the request of the School Board Chair, the cost for providing full day kindergarten (\$289,970.22 which reflects the second half of the full day program). Discussion ensued on spacing should the district consider expanding to a full day, fully funded kindergarten program as well as the current tuition rate, enrollment, subsidies due to free and reduced lunch qualifications and families of multiple program enrollees, and the actual financials for 2015-16 versus 2014-15.

Dr. Metzler congratulated Coach Fish and the baseball team for their recent win over Pinkerton Academy. He went on to announce a target date of May 18th has been set for the release of SAT results to which he expects a district report to the board in June.

PERSONNEL REPORT (02:45:09)

Dr. Metzler announced tomorrow is the deadline for professional staff to return their signed contracts and that any contract not returned (unless granted an extension to May 2nd) will result in the vacancy of that position. He then recommended the board nominate Mr. Ken Henderson to the position of Technology Director beginning the 2016-17 school year.

MOTION: Mr. Collins motioned the board nominate Ken Henderson to the position of Technology Director; seconded by Mrs. Sherman.

Discussion: Upon inquiry of the salary for this position, Dr. Metzler responded he was not comfortable with having a public dialogue about the comparison of salaries between the retiring technology director and the one to be hired.

MOTION: Mrs. Green motioned the board go into nonpublic session under RSA 91-A:3, paragraph (b), the hiring of any person as a public employee; seconded by Mrs. Dube.

The board was polled: Bealo – yes Sapia – yes
 Collins – yes Sherman – no
 Dube – yes Spero – yes
 Green – yes Ward – yes
 Guide – yes

The board entered nonpublic session at 10:21pm.

MOTION: Mr. Spero motioned the board exit nonpublic session; seconded by Mr. Guide.

The board was polled: Bealo – yes Sapia – yes
 Collins – yes Sherman – yes
 Dube – yes Spero – yes
 Green – yes Ward – yes
 Guide – yes

The board entered public session at 10:34pm.

No action was taken in nonpublic session.

With no further discussion on the motion to nominate Ken Henderson to the position of Technology Director, the motion carried 8-0-1 (Mrs. Green abstained).

Dr. Metzler noted that Mr. Henderson will be invited to the next board meeting to be introduced to the board.

COMMITTEE REPORTS (02:50:30)

Mrs. Sherman reported she chaired her very first meeting since new committee assignments were given; the **Curriculum and Assessment Committee** was very productive as the committee conducted first reads on curriculum and looked at some new textbooks.

Mr. Sapia reported the **Substance Abuse Prevention Roundtable Forum** is scheduled for May 16th and then presented proofs for posters and postcards for board member feedback.

Mrs. Ward stated the **Safety Committee** met a week ago with agents from the Department of Homeland Security to talk about building/safety deficiencies, matters he'd like to update the board on in nonpublic session (later in the meeting) as divulging such information in public could potentially place students and staff members at risk.

SCHOOL BOARD REPORTS (02:54:45)

Mr. Bealo reported he attended an Eagle Scout ceremony where four Timberlane students were recognized.

Mr. Guide noted one of those Eagle Scouts served as one of his former Cub Scouts. He went on to say he attended a Cub Scout Blue and Gold ceremony, the Run of the Savages road race and noted a 6th grader won second place with a time of 19 minutes.

Mrs. Sherman attended a Blue and Gold Ceremony, the TPAF meeting on Monday (excellent dialogue), the SAU Board meeting the night before, and then presented an invitation to the Main Street Safe Routes to School at Pollard Elementary Project meeting to be held at the Plaistow Town Hall on May 2nd at 6:30pm.

Mr. Spero attended the Atkinson Academy 5th grade DARE graduation where 81 fifth graders were recognized. The publically thanked the Atkinson Police Department, the Atkinson Lions Club, and the Cunningham's for their part in the program.

Mrs. Dube attended the TPAF and indicated the meeting was very informative; she especially enjoyed the live question feature where parents could email questions to the panel and get responses in real time. Dr. Metzler stated they are looking into exploring the app piece for this initiative; people are engaged in this conversation (over 60 active participants and 1,000 view hits). Mrs. Dube noted based on the forum, it appears improvements to communication at the middle school are needed. Dr. Metzler will get an executive summary of the meeting and delegate work to the advisory committee to develop recommendations for improvement. It was noted TPAF update is scheduled for an upcoming board meeting.

Mrs. Green concurred with the accolades previously given about the Boy Scouts program noting the Sandown Lions Club sponsors a Cub Scout pack in Sandown. She stated she admires and respects the volunteers who support these programs. She then reported the State Supreme Court upheld her case against SAU 55 regarding the release of right-to-know information in electronic format; this will have statewide implications. She wishes to discuss the district's policy on right-to-know in the near future. Mrs. Sapia reported he attended his Board of Selectmen's meeting to inform them of the upcoming roundtable on substance abuse prevention and the board cancelled their May 16th meeting in order to attend the forum. He encouraged other board member members to reach out to their selectboard's as well.

CORRESPONDENCE (03:10:18)

Chairman Bealo announced the correspondence folder has gone around the table and that it was made available to board members prior to the commencement of this meeting. He noted an item regarding policy JRA as it relates to what constitutes a public event and an item on the Articles of Agreement and how the district calculates funding through property taxes. For the purposes of public edification, he noted that anytime parents are invited to a classroom or school activity, that activity shall be deemed a public event for the purposes of photographing and/or videotaping students. Modification will be made to policy JRA to reflect this.

Discussion then ensued on the process for board correspondence. Chairman Bealo stated that as the Chair of the board, he will provide official responses to incoming correspondence and then provide a copy of his responses for board members to view.

MOTION: Mrs. Dube motioned the Baird letter be placed on the agenda of the next meeting for discussion; seconded by Mrs. Green.

Discussion: Members discussed in great length the letter in reference to the motion noting many claims in the letter are inaccurate, thus it is best for the chairman to provide clarifications and respond. Also noted was the precedence the board would set in placing correspondence items on the agenda. An argument was made that the contents of the letter warranted a public discussion.

With no further discussion the motion failed 2-6-1 (Mrs. Green and Mrs. Dube in favor and Mrs. Sherman abstained).

MINUTES (03:34:35)

Chairman Bealo deferred the approval of minutes until the next board meeting.

OTHER BUSINESS (03:34:36)

Mrs. Green reported she sent an email to the Chairman requesting the minutes of all the committees be emailed to the School Board. Chairman Bealo responded the minutes are posted to the public website once approved by their respective committees. Mrs. Green responded it is too cumbersome for her to continually look and see which committees have posted their minutes.

MOTION: Mrs. Green motioned the board be notified by email when committee and advisory committee meeting minutes are posted to the district website; seconded by Mrs. Dube. With no further discussion the motion failed 1-6-1 (Mrs. Green in favor and Mrs. Dube abstained).

MOTION: Mrs. Green motioned to review the right-to-know procedure at the board level and establish a board policy; seconded by Mrs. Dube.

Discussion: Board members noted this procedure was developed by the Superintendent to adhere to the recent Supreme Court ruling as he is authorized to do so by state statute. Furthermore, such interference in drafting of office protocols and procedures constitutes a level of micromanagement unacceptable to the remaining members of the board. Argument was made that the current procedure is a harsh unilateral procedure against constituents. Most board members disagreed.

With no further discussion the motion failed 2-7-0 (Mrs. Green and Mrs. Dube in favor).

Mrs. Green motioned the board hold a discussion on board committees having nonpublic meetings in exclusion of other board members. The motion failed for lack of a second.

MOTION: Mrs. Green motioned that issues to be discussed at Superintendent Advisory Committees be vetted by the School Board before given public discussion; seconded by Mrs. Dube.

Discussion: Board members commented on how impractical this motion is as they cannot predict what items will be brought up in advisory committees. Dr. Metzler responded that best practices have school districts reaching out to the community for public input before implementing programs and significant changes; districts do this all over the country. Timberlane chooses to do this in a very public way. Mrs. Green stated that advisory committees are a good idea with appropriate notice and minutes, but believes topics should be vetted by the School Board.

With no further discussion the motion failed 1-7-1 (Mrs. Green in favor and Mrs. Dube abstained).

NONPUBLIC SESSION (04:03:21)

MOTION: Mr. Collins 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 and (i) consideration of matters relating to the preparation for and the carrying out of emergency preparations to prevent widespread injury or loss of life (security); seconded by Mr. Guide.

The board was polled:

Bealo – yes	Sapia – yes
Collins – yes	Sherman – yes
Dube – yes	Spero – yes
Green – yes	Ward – yes
Guide – yes	

The board entered nonpublic session at 11:56pm.

MOTION: Mr. Collins motioned the board exit nonpublic session; seconded by Mr. Spero.

The board was polled:

Bealo – yes	Sapia – yes
Collins – yes	Sherman – yes
Dube – yes	Spero – yes
Green – yes	Ward – yes
Guide – yes	

The board entered public session at 1:05am.

No action taken during nonpublic session.

The meeting adjourned at 1:05AM.

Respectfully submitted,

A handwritten signature in black ink that reads "Catherine Belcher". The signature is written in a cursive, flowing style.

Catherine Belcher
Recording Clerk

Approved by the School Board May 5, 2016.