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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%2f06%2002%202016&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Board Meeting
June 2, 2016
7:30PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order (00:00:08)

Chairman Bealo called this June 2, 2016 Timberlane Regional School Board meeting to order at 7:32pm with the roll call followed by the Pledge of Allegiance led by Jim Hughes.

Board Members Present

Peter Bealo, Stefanie Dube, Dan Guide, Jack Sapia, Susan Sherman, Gregory Spero and Kelly Ward. Absent: Rob Collins and Donna Green.

Seated at the Board's Table

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

Other Administrators Present

Rebecca Carlson, Dean of Math, Business and ICT
Kathie Dayotis, Principal, Atkinson Academy
Jim Hughes, Director of Facilities
Mark Pedersen, Dean of STEM
Mary Widman, Assistant Principal of Academics

CURRENT BUSINESS

PUBLIC HEARING ON DONATION (00:01:59)

Chairman Bealo opened the public hearing at 7:34pm for a donation in excess of \$5k as required under the provisions of policy KCD and RSA 198:20-b. Mr. Spero recused himself from board table and sat at the presentation table as representative of the Atkinson Night Owls (a father's community organization affiliated with the Atkinson PTO).

Mrs. Dayotis presented a PowerPoint outlining the details of a donation from the Atkinson PTO which entailed plans to purchase a 10x13 shed to be constructed and located at Atkinson Academy, specifically to the right of the gymnasium. The shed would be used to house equipment for the Night Owls, the PTA and school PE equipment. The cost of the project totals \$5,385.25 which includes the cost of the building materials as well as storage totes. Construction of the shed would be completed by local business Post Woodworking from Danville who also put together the building kit for the high school observatory and the high school ticket booth.

MOTION: Mr. Ward motioned to accept the donation of \$5,385.25 as presented; seconded by Mr. Sapia. With no further discussion the motion passed 6-0-0.

Chairman Bealo closed the public hearing at 7:38pm and Mr. Spero returned to his seat at the board table.

NEW BALANCE DONATION (00:05:16)

Mark Pedersen presented a donation of \$4k from business partner New Balance. This is the 3rd year New Balance has made such a donation for the purpose of supporting the Robotics program. He presented highlights of how the donation has been spent in the past as well as plans for using the money moving forward (increase number of competitions, have a second robot, secure larger storage, and recruit more members of the robotics

team.

MOTION: Mr. Sapia motioned to accept the donation of \$4,000 as presented; seconded by Mr. Spero.

Discussion: Suggestions for soliciting more participation in the program were noted (9th grade Welcome Wagon, middle school exposure, etc.). By competing in the Vex Competitions, students have more opportunity to participate and develop an interest. Dr. Metzler indicated he is currently looking into options to provide more space for the program at the high school in order to attract more students and build out the program. Appreciation was extended to New Balance for being supportive of small businesses, the country and the military. Timberlane parent and New Balance engineer Frank Cornelius was commended as an excellent resource to the program. Board members encouraged other businesses to partner with the district.

With no further discussion the motion passed 7-0-0.

DELEGATES AND INDIVIDUALS (00:16:02)

Student representative Jordan DiTore reported on current high school senior activities that included finals, mandatory breakfast to pick up cap, gowns and yearbooks, Excellence in Academics dinner, senior athlete's dinner, recognitions and award events, graduation rehearsals, senior picnic and the graduation ceremony scheduled for 10:00am on June 11th.

STUDENT TRIPS (00:19:04)

TRHS teacher Marilyn Goscinski presented two out-of-country student trips for board consideration for the 2016-17 school year. The first was to Mexico during the February vacation and the second was to Tanzania during summer 2017. She provided an overview of the purpose of trips, the benefits, safety and organizational measures and costs.

MOTION: Mr. Ward motioned to approve the two trips as presented; seconded by Mr. Guide.

Discussion: Other trip specifics were noted as the fact that no school days were affected by these dates (one during vacation and the other during summer recess). Trip deposits have not yet been taken as prior board approval is needed; however, meeting deposit deadlines could save as much as \$500 per ticket. Continental travel risk factors were noted as was the fact that parents make the ultimate decision on whether or not to allow students to travel abroad. Clarification on the motion was provided in that the board will be voting to approve both trips.

At the request of board members Mr. Ward and Mr. Guide withdrew their motion and second.

MOTION: Mr. Ward motioned to approve the Mexico trip scheduled for February 2017 as presented; seconded by Mr. Guide.

Discussion: Ms. Goscinski reported she has already been on six student trips. Measures to keep parents informed right up until the time of the trip will also be taken.

With no further discussion the motion passed 7-0-0.

MOTION: Mr. Ward motioned to approve the Tanzania trip scheduled for summer 2017 as presented; seconded by Mr. Guide.

Discussion: Concern was noted over the 17-hour travel time to which Ms. Goscinski responded the 17 hours will be used to connect with the students; she presents herself as an experienced world traveler having been to 30

countries. Board members noted the trips are very well organized, safety measures are priority and they would provide memories for a lifetime for the students.

With no further discussion the motion passed 6-1-0 (Mrs. Sherman opposed).

HEALTH CURRICULUM (00:41:20)

Mr. Pedersen presented the first read on K-12 health curriculum commending the work of the teachers who were responsible for developing it. The curriculum is aligned for students in K-12 and each level has components for mastering learning objectives, skill levels, competencies, and growth. They are written to the National Health Education Standards which incorporates the contributions from other national health organizations.

MOTION: Mr. Ward motioned to approve the K-12 Health curriculum for first read; seconded by Mr. Sapia.

Discussion: Mr. Pedersen fielded questions relating to prevention methods for the youngest population noting that unit planning will take into consideration the sensitivity needed to address topics that will keep students safe; individual teachers will have the flexibility to adjust the unit planning to meet the needs of their particular students. Dr. Metzler advised parents to contact their building principals with any concerns regarding the execution of lesson plans.

With no further discussion the motion passed 7-0-0.

ICT CURRICULUM (00:51:25)

Rebecca Carlson presented the first read on the ICT curriculum noting the process began with computer science components to align from kindergarten to grade 8. They will present the high school ICT curriculum in 2016-17. The elementary levels will focus on units of basic operation, managing the hardware and files, learning keyboarding and web literacy that includes web safety. Middle schoolers will focus on digital citizenship, research, cyberbullying, emerging technologies, spreadsheets and graphs, and managing data. CAD programming falls under the category of emerging technologies; however, it is targeted for the high school level.

MOTION: Mr. Guide motioned to approve the ICT curriculum for first read; seconded by Mr. Ward. With no further discussion the motion passed 7-0-0.

SUMMER HIRING (00:55:57)

Per Policy GCF, the school board may appoint any three board members to act on personnel matters between the dates of June 15 through September 1st or by majority vote, may authorize any one board member to make recommendation in lieu of the three board member provision.

MOTION: Mr. Sapia motioned to delegate Peter Bealo to oversee the hiring over the summer per policy GCF with Kelly Ward and Sue Sherman serving as alternates; seconded by Mr. Ward. With no further discussion the motion passed 7-0-0.

The board requested personnel reports be forwarded to the board in the months of July and August in an effort to keep them apprised of the hiring process until the full summer personnel report is ratified in late August.

Dr. Metzler reported that he has personally interviewed several high school students for consideration of being hired as summer facilities workers. These students will be supervised at each building and will be mentored by Mr. Mills. The purpose of the student summer hiring plan is to provide necessary assistance to ensure all summer projects are completed and buildings are ready to open in the fall. Students will be scheduled as

needed and assigned to projects at district buildings as needed. It was noted summer help vacancies were announced at the high school to solicit student candidates. Student representative DiTore indicated he has participated in the summer help program in the past and looks forward to working again this year; he is thankful for the opportunity. Discussion ensued about hiring more students; however, it was determined that hiring too many students would force the district to hire another maintenance supervisor to manage them.

FACILITIES PROJECTS (01:10:39)

Mr. Hughes reviewed the 2016 Major Maintenance and Renovations Projects list noting the anticipated cost of each project, the actual cost expended and the variance between the two. He noted most of the projects have been completed. Mr. Stokinger noted the bottom line reflects the district underspent \$366,239; however, \$250k of that is due to the moneys set aside for the Danville sprinkler project which can now go back to the taxpayer as surplus or be encumbered. Mr. Hughes also highlighted the moneys underspent for site work (\$69K). He then moved on to review, line-by-line, the projects scheduled for the 2016-17 school year and the bidding status of each. Board members favored adding painting of the middle school gymnasium, replacing banners in the middle school gym and replacing ceiling tiles to the 2016 summer projects list (Mr. Hughes to obtain a quote on these projects). Mr. Hughes reviewed the 2016-17 site improvements list. It was noted that senior citizens find it difficult to use the v-shaped entrances at the JV baseball field; Mr. Hughes will look at other options. Several projects are targeted for Sandown North at the recommendation of the Sandown North Play Field and Outside Classroom Advisory Committee.

POLICIES (01:54:51)

Chairman Bealo presented 14 policies for second read – EI Risk Management, BDE Board/SLT Standing Committees, ILD Educational Questionnaires, Surveys and Research, JRA Student Educational Records, ADC Tobacco Products Ban, AC Nondiscrimination/Equal Opportunity, GBAB Compliance with the Age Discrimination Act, GBCD Background Investigation and Criminal Records Check, JICDAA Staff Student Relations, GBG Employment Protection, JLCCA HIV Aids, IHAMC HIV Aids, JLCEA Use of Automated External Defibrillations and KFD Use of Automated External Defibrillations. Board members noted that changes from the first read were incorporated into the policies for second read as requested.

MOTION: Mr. Ward motioned to approve all 14 policies as presented; seconded by Mrs. Dube. With no further discussion the motion passed 7-0-0.

TRIPOD ANALYSIS (01:56:24)

Ms. Armfield and Mrs. Michaud presented a PowerPoint on the 2015-16 Tripod Student Survey results noting the survey was also administered two years ago. The survey was developed through Harvard University to report out on and analyze student perspectives about teaching and learning. They reviewed each of the seven components (Care, Clarify, Classroom Management, Challenge, Captivate, Confer and Consolidate). The survey was administered in 2013-14, 2015-16 and will be administered again in 2016-17 with the results to be used to inform individual teacher goal setting, school improvement and action planning and to identify areas for professional learning. The scores for each school were then reviewed noting the scores for the 13-14 school year and the 15-16 school year were generated by different cohorts. Areas needing work were identified and the data will be used to set goals for action plans as well as to design professional development opportunities. It was noted that parents are notified of the student survey via parent letters and the district website; opt out options are available and parents are invited to review the survey should they wish to do so. The survey provides a unique tool for teachers to self-reflect and improve their skills; the survey is not used to evaluate teachers, nor is individual teacher data provided to the district.

TRUSTEES OF THE TRUST FUND (02:34:27)

Chairman Bealo reported he reached out to the Danville Trustees of the Trust Fund to schedule a time for them to report out on district trusts and investments. The Trustees themselves offered to meet with the board once they ascertained the necessary trust information; however, the Danville Board of Selectmen have intervened

and suggested the Trustees not meet with the board at a school board meeting, but to meet at in Danville instead. This exchange has persuaded Mr. Bealo that the Town of Danville may not be the best option for district trust funds and he will be drafting a warrant article in the fall to be placed on the district ballot to change trustees. Research on town investment holdings will be conducted over the summer. He stated he holds nothing against the Town of Danville personally; he would just like to get the best return on the district's trusts and have this reported back to the board when needed.

ADMINISTRATOR'S REPORT (02:41:18)

Dr. Metzler informed the board about a sign donation at Danville Elementary School. Estimated cost of materials is \$350 with labor to be donated by parent Spencer O'Connor. He then apprised the board on a tuition situation whereby a Timberlane student has been attending Pinkerton Academy for the past three years while a Hampstead student attended Timberlane. This resulted in an even swap of students with zero tuition liability for both families. The Hampstead student has since graduated and the Timberlane student has one more year to go before graduation. If there is no even swap by the start of the 2016-17 school year, the Timberlane student will be responsible for paying the cost of Pinkerton tuition (\$11,477.63). It was noted the Timberlane student would be entering his/her senior year.

MOTION: Mr. Ward motioned the board approve paying the tuition to allow the student to attend Pinkerton Academy for their senior year without tuition liability to the family; seconded by Mrs. Sherman.

Discussion: Concern was raised that the student's family was well aware of the risk that an even swap was not guaranteed each year.

With no further discussion the motion passed 6-1-0 (Chairman Bealo opposed).

Dr. Metzler noted the district received a 30-day late notice for a report from the DRA when in fact the report was submitted 38 days early.

PERSONNEL REPORT (02:47:24)

Dr. Metzler reported that he will hold off on producing an organizational chart until such time as all administrative positions are filled and determination has been made on position locations. He will continue to move administrators around to maximize district talent. He then recommended the board renominate the following administrators for the 2016-17 school year. He noted the new hiring of Lucy Canotas and that the board has already approved the nominations of Academic Deans Clark, Mencis, and Puchlopek.

NAME	ASSIGNMENT	District yrs completed 06/30/16
Allaire, Sandra	Academic Dean - TRHS	9
Armfield, Debra	Director of Curriculum, Assessment & Professional Learning	4
Auger, Michelle	Principal – Pollard	12
Barcelos, Nancy	Principal – Danville	27
Caffelle, Lorin	Special Education Dept Head - TRMS	7
Canotas, Lucy	Assistant Principal/CC - Danville	0
Carlson, Rebecca	Academic Dean - TRHS	4
Chooljian, Barry	Guidance Department Head – TRHS	31
*Clark, Jennifer	Academic Dean - TRHS nominated on 4/7/16	9
Dayotis, Kathleen	Principal – Atkinson	42
Desrochers, Christine	Curriculum Coordinator - TRMS	7
DiBartolomeo, Anthony	Director of Music – TRSD	29

NAME	ASSIGNMENT	District yrs completed 06/30/16
Fantasia, Angelo	Director of Athletics - TRSD	8
Flynn, Michael	Assistant Principal - TRMS	3
Georgian, Jo-Ann	Principal – Sandown North	29
Hogan, Michael	Principal – TRMS	10
Hutnick, Marilyn	Assistant Principal – TRMS	14
Lavrich, Susan	Special Education Dept Head - TRHS	5
Liff, Patrice	Assistant Principal/CC – Atkinson	26
MacDonald, Melissa	Elementary Literacy Coordinator - TRSD	1
McKechnie, Kathleen	Preschool Coordinator - TRSD	12
*Mencis, Mitchell	Academic Dean - TRHS	6
Michaud, Christi	Director of Data, Assessment and Accountability	1
Mrowka, Carol	Assistant Principal - TRMS	27
O'Connell, Brian	Assistant Principal - TRHS	4
Paul, Lois	Technology Coordinator - TRSD	32
Pedersen, Mark	Academic Dean - TRHS	16
*Puchlopek, Jennifer R	Academic Dean - TRHS	13
Rasicot, Susan	Director of Student Services - TRSD	3
Rincon, Elizabeth	Director of Special Education - TRSD	16
Rolph, Douglas	Principal – Sandown Central	31
Roy, Heather	Assistant Principal - TRHS	9
Shawley, Brian	Assistant Principal/CC - Pollard	11
Stafford, Nancy H.	Assistant Principal/CC - Sandown North	15
Strange, Scott	Senior Academic Dean & Director of Alt/Continuing Ed & Enrichment	13
Widman, Mary	Assistant Principal - TRHS	9
Woodworth, Donald	Principal – TRHS	36

MOTION: Mr. Ward motioned the board approve the list of administrators as presented for renomination and the nomination of Lucy Canotas for the 2016-17 school year; Mrs. Sherman seconded. With no further discussion the motion passed 7-0-0.

COMMITTEE REPORTS (02:53:57)

Mrs. Sherman reported the *CIP Committee* met the day before and processed a number of facilities request. The committee now has a bird’s eye view of the task at hand and will continue in their efforts to build out a 6-year capital improvement plan. All of the request for the 2016-17 school year have been incorporated into the plan.

Mr. Spero announced he co-chaired the *Community Relations* and *Strategic Planning Committees* earlier in the evening and then provided a report on each. The CRC received notification that the PR consultant will not be looking to renew her contract for the 2016-17 school year. The CRC would like her to produce one more newsletter with a focus on 2016 graduation activities and is looking for the board’s support on this.

MOTION: Mr. Ward motioned the CRC ask the PR consultant to develop a final newsletter as presented; Mrs. Sherman seconded. With no further discussion the motion passed 7-0-0.

Mr. Spero then publically thanked Gretchen Grosky for her work as PR consultant for the district. He then went on to provide an update on the Strategic Planning Committee citing the need to review in depth the last plan. He would now like board support in moving forward and creating a steering committee to drive the work of developing a new plan.

MOTION: Mrs. Dube motioned the board approve the creating of a steering committee for the purpose of updating the strategic plan; Mr. Ward seconded.

Mr. Spero thanked Mrs. Sherman for her assistance in helping him to understand the strategic planning process and noted the excellent teamwork of the school board as a whole.

With no further discussion the motion passed 7-0-0.

Mrs. Dube reported she had attended both the *Community Relations Committee* and *Strategic Planning Committee* meetings; both committees had great discussion and Mr. Spero did an excellent job co-chairing.

SCHOOL BOARD REPORTS (03:00:40)

Mr. Bealo congratulated Physical Science and Engineering teacher Steve Rugoletti for his recent distinction of New Hampshire High School STEM Teacher of the Year. He then noted a number of graduation activities on the calendar.

Mr. Guide attended the choral concert at the PAC and noted the middle school presented a great tribute to the country's veterans.

Mrs. Sherman attended Wellness Day at Pollard School, commended the Girl Scout group at Pollard for their recent donation of mallard boxes for the town of Plaistow and commended Dean Zanello for his work in delivering Livestream to the district. She congratulated the varsity softball team for their qualification to the NHIAA Tournament and noted she would be the school board speaker at the upcoming retirement celebration.

Mr. Sapia announced the boys varsity baseball team was eliminated in 11 innings this evening and that the facilities are being used well.

Mr. Spero attended the musical field trip at Atkinson Academy, the 5th grade car wash which raised over \$400, and the middle school chorus concert where the veterans tribute was spectacular. He then wished the B team baseball team at the middle school the very best moving forward in their upcoming baseball competition.

Mrs. Dube reported she will be attending the Excellence in Academics dinner and graduation.

MINUTES (03:09:22)

The board reviewed the minutes from the May 19th school board meeting: one set of public session.

MOTION: Mr. Guide motioned to approve the May 19, 2016 meeting minutes as presented; seconded by Mrs. Sherman. With no further discussion the motion passed 7-0-0.

VENDOR AND PAYROLL REGISTERS (03:09:47)

Chairman Bealo noted both items have been around the table for board review and signatures.

CORRESPONDENCE (03:09:55)

Chairman Bealo announced the correspondence folder has gone around the table.

With no further business before the board the meeting adjourned at 10:43pm.

Respectfully submitted,



Catherine Belcher

Recording Clerk

Approved by the School Board on June 16, 2016.