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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%2fSCHOOL%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2015%2d16%2f05%2019%202016&FolderCTID=%7b8B0F59BE%2d93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Board Meeting
May 19, 2016
7:30PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order (00:00:01)

Chairman Bealo called this May 19, 2016 Timberlane Regional School Board meeting to order at 7:35pm with the roll call followed by the Pledge of Allegiance.

Board Members Present

Peter Bealo, Rob Collins (8:00pm), Stefanie Dube, Dan Guide, Jack Sapia, Susan Sherman, and Kelly Ward.
Absent: Donna Green and Gregory Spero

Seated at the Board's Table

Dr. Earl Metzler, Superintendent of Schools
George Stokinger, Business Administrator
Christi Michaud, Director of Data, Assessment and
Accountability
Jordan DiTore, Student Representative

Other Administrators Present

Sandra Allaire, Dean of Arts and Humanities
Rebecca Carlson, Dean of Math, Business and ICT
Barry Chooljian, Director of Guidance
Susan Lavrich, Special Ed Administrator, TRHS
Mark Pedersen, Dean of STEM
Mary Widman, Assistant Principal of Academics
Don Woodworth, Principal, TRHS

Other District Personnel Present

Lou Broad, TTA President
Ryan Richman, TTA Vice President

DELEGATES AND INDIVIDUALS (00:01:57)

Student representative Jordan DiTore reported on current high school activities that included the Battle of the Bands, a Domino fundraiser, election of class officers, and end of year senior activities.

CURRENT BUSINESS

PE AND LIFE SKILLS CURRICULUM (00:05:48)

Mary Widman and Mark Pedersen presented the district's K-12 physical education curriculum and the high school's special education Life Skills curriculum for second read. Both curriculum units have been posted for board members to review more closely.

MOTION: Mr. Ward motioned to approve the Life Skills curriculum for second read; seconded by Mr. Guide.

Discussion: Mrs. Sherman noted that the curriculum is written in a format familiar for educators; however, the layperson might find it difficult to understand. Once approved by the board the curriculum will be posted for public viewing.

With no further discussion the motion passed 6-0-0.

MOTION: Mr. Ward motioned to approve the PE curriculum for second read; seconded by Mr. Guide.

Discussion: Mr. Pedersen commended the faculty responsible for the writing of the curriculum noting it is very well written.

With no further discussion the motion passed 6-0-0.

WORLD LANGUAGE CURRICULUM (00:09:00)

Mrs. Widman and Sandra Allaire presented the district's world language curriculum for first read noting the curriculum is a product of the faculty in grades 6-12 in which the World Language Readiness Standards are incorporated into every unit. The curriculum is proficiency-based and aligns with the American Council of Teaching Foreign Languages which integrates performance level indicators. It is a well-rounded curriculum that provides exposure to languages and cultures around the globe. Noting the curriculum was just uploaded to SharePoint for board review yesterday, board members requested to schedule the second read for the second meeting in June.

MOTION: Mr. Guide motioned to approve the World Language curriculum for first read; seconded by Mr. Ward.

Discussion: Mrs. Allaire noted this is the first time the course levels have been aligned to target proficiency skills.

With no further discussion the motion passed 6-0-0.

THEATRE CURRICULUM (00:15:17)

Mrs. Widman reported the Theatre curriculum went through the Curriculum and Assessment Committee back in January and February but was erroneously omitted from the School Board's agenda on schedule. She explained the curriculum is written in accordance with the National Core Arts Standards as well as the NH College Career and Readiness Standards for writing components. Members requested they review this curriculum for four weeks before second read as well.

MOTION: Mr. Ward motioned to approve the Theatre curriculum for first read; seconded by Mr. Guide. With no further discussion the motion passed 6-0-0.

POLICIES (00:18:34)

Noting there were 15 policies up for first read, Mr. Guide requested the board table this agenda item to later in the meeting in consideration of the other presenters. By general consent this item was tabled.

SCHOOL BOARD GOALS (00:19:57)

Chairman Bealo opened discussion on the 2016-17 school board goals and presented a first draft which incorporated board member's feedback. Categories included Academic Excellence, Community Engagement and Parental Involvement, Capital Improvement Plan, Working with the Budget Committee, Annual Report, Campuses and Grounds, and Drug Awareness. It was noted that the goals are intended for the school board and not the Superintendent or the SLT. The Superintendent and SLT are charged with the day-to-day operations of the district and the board is charged with overview of the district as a whole.

Mr. Collins entered the meeting (8:00pm).

Board members reviewed each goal, its intention, and the expected board action or indicator to be used to measure the goal's completion. Much discussion ensued on the annual report goal as well as the need to form a subcommittee of sorts to discuss what information should be included. After more discussion that involved the word-smithing many of the goals, the board was in agreement of the proposed goals as re-presented:

1. Academic Excellence
 - 1.1 Support the Superintendent’s Leadership Team and instructional staff in their pursuit of academic excellence and continuous improvement.
 - 2.1 Timely and comprehensive presentations regarding all of the major assessment results will be presented to the Board (i.e. SAT, STAR, SBAC, AP, etc...).

2. Community Engagement and Parental Involvement

The Board will continue to dedicate district resources towards a centralized, professional and consistent community relations effort. The TPAF (Timberlane Parent Advisory Forum) is one of the ways the district is working toward this effort.

3. Capital Improvement Plan

The Board will review, adjust and implement the Capital Improvement Plan through school year 2016-17.

4. Working with the Budget Committee

The Board will increase communication with the Budget Committee, strive to improve our working relationship with the Budget Committee, and, in so doing, improve the budget process. In the spirit of collaboration, we will schedule one workshop to be held in conjunction with the Budget Committee.

5. Annual Report
 - 5.1 Add significant content to the Annual report in an effort to make district information more accessible.
 - 5.2 Support and perform necessary work to get annual audit completed in time to be part of the Annual Report.

6. Campuses and Grounds

The Board will support and dedicate appropriate resources in the pursuit of well-kept campuses and grounds in which we can all take great pride.

7. Drug Awareness

The Board will work in conjunction with community partners and school district leaders to keep the public aware of efforts regarding the substance abuse epidemic. The Student Assistance Program webpage is an example of this support.

MOTION: Mr. Ward motioned to adopt the 2016-17 School Board goals as re-presented; seconded by Mrs. Sherman. With no further discussion the motion passed 7-0-0.

SURPLUS (01:06:10)

Mr. Stokinger presented estimated budget variances for the 2015-16 school year. Budget items listed as having favorable account balance included salaries, health and dental, benefits, books and software, special education, professional improvement, utilities, transportation, major maintenance and other. Unfavorable account balances included speech services and legal expenses. After applying the \$250k capital reserve fund deposit, the projected surplus for year 2016 is estimated at \$2,169,788.

Board members discussed the fund retention balance process as well as the requirement to revote on moneys already in the fund on an annual basis – voting shall not be based on incremental amounts but on the total fund balance. They also noted the cap of 1.2 million dollars and that the moneys can only be used for 1) a shortfall in revenue or 2) emergencies which will need the approval from the DOE to spend, otherwise it would be returned to the voters to reduce the tax rate.

MOTION: Mr. Ward motioned to raise the current fund retention balance to \$700k by adding an additional \$100k to the existing \$600k balance; seconded by Mr. Sapia.

Discussion: Mr. Stoking clarified the account variances are estimates only. Board members also discussed bringing this item up again for vote in September once the end-of-year numbers are finalized. The major maintenance balance of \$300k will also be revisited to determine the reason for the savings. Board members expressed a desire to see the \$300k re-invested back into district facilities.

With no further discussion the motion passed 4-3-0 (Mr. Collins, Mrs. Sherman and Mr. Guide opposed).

It was agreed that further discussion on the matter was needed; however, it would be tabled to the next meeting at which point Mr. Stoking could obtain the rationale behind the budget savings as well as provide a facilities projects list.

CLEANER GREENER TIMBERLANE (01:25:39)

Mrs. Dube (in collaboration with Mr. Sapia and Dr. Metzler) presented a proposal to bring parents, students and staff members together for the purpose of beautifying the district grounds in the fall and spring of each year. The initiative could also include a family fun festival as a means to raise funds for future grounds projects. The fall and spring cleanups would include raking, spreading mulch and planting flowers and the project would align nicely with the recently adopted campuses and grounds goal. The consensus of the board was to support the endeavor; the administration would provide specific dates for the cleanup projects and Mr. Sapia and Mrs. Dube would work with Dr. Metzler to organize a committee to get the project off the ground. It was clarified the committee would be a Superintendent committee and not a board committee.

TPAF UPDATE (01:36:45)

Christi Michaud, Kate Delfino and Julie Hammond presented an overview of the Timberlane Parent Advisory Forum's last two meetings, the outcomes, the September 2016 forum topic as well as the forum schedule for the 2016-17 school year. Notable points included the parent engagement/participate rate with the advisory committee as well as the numerous means for active participation (in person, via livestream, and email in real time). The September forum will focus on block scheduling; however, it will not be the same block scheduling as was introduced to the district years back; the Curriculum and Assessment Committee looked at another block scheduling option. Additional communications will go out in preparation for the next forum.

2014-15 AP AND SAT RESULTS (01:54:30)

Barry Chooljian, Mr. Pedersen, Sandra Allaire and Rebecca Carlson presented the 2015 AP and SAT results noting a 3, 4 or 5 was a qualifying score. They reviewed the AP scores in several subjects, the four-year and two-year trends as well as the increase in participants (the exam is now district funded and all AP students are required to take the exam) as well as an increase in qualifying scores. Moving forward academic deans will continue to meet with teachers to discuss reporting, planning, and professional development. SAT scores were then reviewed noting an increase in overall scores, in critical thinking, in math and in writing. The SAT has changed significantly since the state adopted the assessment to replace the standardized state testing and these scores/results cannot be compared to the new SATs which were redesigned to align with the NH College and Career Readiness standards. Mr. Chooljian concluded the report noting students are taking the test more seriously now that it has college placement implications.

TEACHER UPDATE (02:18:28)

Lou Broad and Ryan Richman presented teacher climate report as an indicator of how teachers are feeling in the area of support. They noted a positive increase at Pollard and Sandown North which is significant as Sandown North has recently undergone substantial changes. The high and middle schools numbers are down slightly to which they attributed to anecdotal reporting that teachers feel they are not supported when it comes to applying measures of rigor and discipline to students. They reviewed interpretations, recommendations to the Superintendent and areas where support is needed most. Discussion centered on administering the Tripod survey and 360 administrator evaluations. Board members opined that teachers should not be evaluating administrators; however, if there is a disconnect associated with perception, it should be addressed.

POLICIES (02:47:56)

Chairman Bealo asked the board for questions on the policies before entertaining any motions. Members reviewed policies EI Risk Management, BDE Board/Superintendent Leadership Team 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, GBEBB Staff-Student Relations, JICDAA Staff-Student Relations, GBG Employee Protection, JLCCA HIV Aids, IHAMC HIV Aids, JLCEA Use of Automated External Defibrillators, and KFD Use of Automated External Defibrillators. Modifications were made to ILD for clarity and sentence flow and GBEBB was remanded back to the Policy Committee to apply a disclaimer to specific items within the policy.

MOTION: Mr. Ward motioned to approve for first read of policies 1-8 and 10-15 with changes to ILD; seconded by Mrs. Sherman.

Board members asked that referenced policies be included in the policy packets for informational purposes.

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

MOTION: Mr. Guide motioned the board continue the meeting past the fast stop of 10:30pm; seconded by Mrs. Sherman. With no further discussion the motion passed 6-1-0 (Mr. Collins opposed).

ADMINISTRATOR'S REPORT (03:02:47)

None

PERSONNEL REPORT (03:02:51)

Dr. Metzler recommended the board accept the resignations of Catherine Loughlin, Joseph Mancinelli, Jeffrey Shaw and Suzanne White.

MOTION: Mr. Collins motioned the board accept the four resignations as presented; seconded by Mr. Ward. With no further discussion the motion passed 7-0-0.

Dr. Metzler recommended the board grant a one year leave of absence for Gretchen Scruton.

MOTION: Mr. Guide motioned the board grant a one year leave of absence as presented; seconded by Mr. Collins. With no further discussion the motion passed 7-0-0.

COMMITTEE REPORTS (03:03:57)

Mr. Ward reported the *Safety Committee* met at Sandown North last week and the *Energy Committee* met prior to tonight's board meeting. The Energy Committee recommended Unutil perform a lighting audit on district schools.

Mrs. Sherman announced the *CIP Committee* met and received 85 facilities request for consideration in the CIP. None were approved as the committee felt more information was needed. The *C&A Committee* met and discussed textbooks. They also discussed conducting an inventory/audit of curriculum and textbooks to assist in future planning.

Mr. Sapia stated the *Facilities Committee* meeting focused on the CIP process and the *Athletic Advisory Committee* is moving forward in an organized, structured way.

Mrs. Dube attended the *CIP Committee* meeting and supports the idea of a facilities strategic plan so as not to

duplicate efforts.

SCHOOL BOARD REPORTS (03:09:19)

Mr. Bealo commended the efforts of Mr. Sapia and Mrs. Sherman regarding the recent drug prevention forum.

Mr. Ward attended the drug prevention forum as well as the Sandown Playfield Advisory Committee meeting in which the committee solicited feedback from the public on outside play proposals. The committee has since made recommendations to the Superintendent who will present when he is ready.

Mrs. Sherman attended the drug prevention forum stating it was a good turnout. She and Mr. Sapia thanked the many who assisted in the event.

Mr. Sapia requested the item of hiring students for summer grounds and facilities be placed on the next meeting's agenda. Dr. Metzler noted the septic vent pipe at the middle school will be relocated as it is not just a filter issue.

Mr. Collins attended the Jazz performance and solo ensemble night at the PAC.

Mrs. Dube attended the drug prevention forum. Dr. Metzler asked for board direction moving forward; does the board want to establish a task force, and should it be a district or district and community effort? Mr. Sapia suggested the continuation of efforts by a possible subcommittee of the Wellness Committee. More discussion on the topic would be slated for a future meeting.

MINUTES (03:22:20)

The board reviewed two sets of minutes from the May 5th school board meeting.

MOTION:	Mr. Collins motioned to approve the May 5, 2016 meeting minutes as presented; seconded by Mr. Guide. With no further discussion the motion passed 7-0-0.
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MOTION:	Mr. Ward motioned to approve the May 5, 2016 sealed, nonpublic minutes as presented; seconded by Mr. Sapia. With no further discussion the motion passed 7-0-0.
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Mr. Guide motioned to unseal the May 5th nonpublic meeting minutes seconded by Mrs. Sherman; however after further discussion the motion and second were withdrawn. The board will revisit this item in the fall.

CORRESPONDENCE (03:25:27)

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

VENDOR AND PAYROLL REGISTERS (03:25:33)

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

OTHER BUSINESS (03:25:39)

Mrs. Dube publically thanked all veterans, both past and present, for their service in recognition of the upcoming Memorial Day holiday.

With no further business before the board the meeting adjourned at 11:02pm.

Respectfully submitted,



Catherine Belcher

Recording Clerk

Approved by the School Board June 2, 2016.