

TIMBERLANE REGIONAL SCHOOL BOARD  
Atkinson, Danville, Plaistow, Sandown  
New Hampshire

**Work Session**  
**June 24, 2012**  
**8:40 PM**

**SAU 55 Office**  
**30 Greenough Road**  
**Plaistow, NH**

**Call to Order**

Chairman Collins called this July 24, 2012 work session of the Timberlane Regional School Board to order at 8:40 PM. Roll call was taken.

**Board Members Present**

Mrs. Aubrey, Mr. Barczak, Mr. Bealo, Mr. Collins, Mrs. Delfino, Mrs. Kosta, Mr. Mascola, Mrs. Steenson, Mrs. Withee

**Administration Present**

Roxanne Wilson, Director of Pupil Personnel  
Nancy Danahy, Director of Human Resources and Recording Secretary

**Pledge**

Chairman Collins led the assembly in the Pledge of Allegiance.

**Memorandum of Understanding**

Chairman Collins introduced Lieutenant Baldwin of the Plaistow Police Department. He explained that the memorandum of understanding is a coordinated effort of communication between the School Board and the Plaistow Police Department. It outlines the duties expected of the School Resource Officer as well provides definitions, outline of procedures and reportable acts as well the expected police response.

Mrs. Steenson questioned if the board should be addressing this matter in a work session and not a public meeting. Chairman Collins responded by noting that this procedure is based on the school board's policy and is usually signed without the school board's approval.

Mr. Barczak questioned why the reporting structure is not equal on page three of the document. Lt. Baldwin noted that it is not intended to be equal reporting structure since the police may involve an investigation process and confidentiality needs to be maintained.

Mr. Bealo noted that the wording should be that the school district should be notified not shall be notified.

Mrs. Steenson voiced her concern that this would be a legal document between the school district and the Plaistow Police Department. Chairman Collins noted that it is in good faith and there is no recourse if violated. Mrs. Delfino expressed her concern that the school district should be notified if there is a safety concern.

Mrs. Wilson noted that this is a boiler plate agreement and she reads it as the reporting issues confidentially is only if an arrest is made.

Chairman Collins voiced his concern for the changes made on page two regarding the reporting officials listed Principal or designed Assistant Principal. This would exclude Associate Principal Mr. Leary. Mrs. Delfino stated her concern regarding the reporting infrastructure. Mrs. Wilson explained that is in a normal reporting situation where the Principal or designee is aware of the situation and can provide the proper instructional procedures.

Chairman Collins would like to see the wording “shall” remain on page three under section 2(b) and not changed to “may.”

The changes will be made and the document will be then signed by Chairman Collins.

### **Self Evaluation**

The board reviewed the self evaluation results compiled by Mrs. Belcher. Chairman Collins noted that he would like to see the usual eight goals be reduced to 3 or 4 that are measurable and meaningful.

He started by outlining

- Understanding Assessment
- Community Involvement/Engagement
- Capital Improvement Plan

He then reviewed the responsibilities School Board’s

- Hire a Superintendent
- Budget
- Set policies

They then discussed measurability of the goals, suggesting reporting monthly on assessment information and what do they want to have accomplished by the end of the year.

Mrs. Delfino noted that she would like community involvement with the board and suggested a communication plan for the district as well as the board.

Mrs. Steenson expressed her opinion they have not done performed well on public relations, she suggested maybe hiring a consultant. She noted that many times when major changes happen the media should be informed in a positive light to communicate with the community. Chairman Collins noted that public relations are how the community sees us and the Community Relations Committee works on creating relationships with the community.

Mrs. Kosta would like to ensure that students are learning and understand what they need to learn. Mrs. Wilson noted that Common Core Standards will be practiced and that will assist in this area of concern.

Mrs. Aubrey stated she believes that initiatives should have a collaborative purpose with the Superintendent and this would benefit the district. Chairman Collins noted that this is a living document that is evolving that should keep the issues in the forefront. Mrs. Aubrey agreed and noted that the experts should be relied upon to achieve these goals.

Mrs. Steenson noted that a short list of concerns should be presented to the Superintendent for improvement. Mrs. Wilson agreed that looking at a target is helpful, allowing administrators to understand long and short term goals.

Chairman Collins asked the board to email him target ideas and at the next school board meeting targets and time frames can be discussed.

**Review of Nonpublic Minutes**

**Motion: Mr. Bealo motioned to enter into nonpublic session at 9:35 PM under RSA 91-A:3,II (c) reputation and student matters; seconded by Mrs. Delfino. The board was polled:**

**Aubrey –yes  
Barczak–yes  
Bealo–yes  
Collins–yes  
Delfino–yes  
Kosta–yes  
Mascola – yes  
Steenson – yes  
Withee – yes**

**Motion: Mrs. Steenson motioned to exit into nonpublic session; seconded by Mr. Mascola. The board was polled:**

**Aubrey –yes  
Barczak–yes  
Bealo–yes  
Collins–yes  
Delfino–yes  
Kosta–yes  
Mascola – yes  
Steenson – yes  
Withee – yes**

The board exited non-public session at 10:10 PM.

The board unsealed the non-public minutes of the following dates:

March 17, 2007  
March 20, 2008  
September 17, 2009

Having no further business before the board Chairman Collins adjourned the meeting at 10:15 pm.

Respectfully submitted,



Nancy Danahy  
School Board Clerk