

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

**Regular Meeting**  
**June 16, 2011**  
**7:30 PM**

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

**Call to Order**

Madam Chair Aubrey called this June 16, 2011 meeting of the Timberlane Regional School Board to order at 7:30 pm. Roll call was taken.

**Board Members Present**

Lori Aubrey, Peter Bealo, Elizabeth Kosta, Nancy Steenson, Lisa Withee and Connor Briggs (Student Representative).

**Board Members Absent**

William Baldwin, Robert Collins, Michael Mascola, and Louis Porcelli.

**Administrators Present**

Mr. La Salle, Superintendent of Schools  
Mr. Stokinger, Business Administrator  
Mrs. Smith, Assistant Business Administrator  
Mrs. Killen, Director of Elementary Education  
Mr. Woodworth, Principal of TRHS

Connor Briggs led the assembly in the Pledge of Allegiance.

**Minutes**

The board reviewed the public and nonpublic minutes of the June 2, 2011 meeting.

**Motion: Mrs. Withee motioned to approve the public and nonpublic meeting minutes of the June 2, 2011 meeting as written. Mrs. Kosta seconded. With no further discussion, the motion carried 5-0-0.**

**Delegations and Individuals**

Kaylyn Ryan, Community Agent reported on the following student activities: Welcome Wagon Tours to familiarize incoming 9<sup>th</sup> graders with the school, Student Council activities that included mini golfing, the next scheduled meeting, and next year's projects, Classroom Cleanout scheduled from June 21<sup>st</sup> to the 23<sup>rd</sup>, water bottle fundraiser, and the summer Student Council meeting scheduled for August 9<sup>th</sup>. She concluded her report by extending her well wishes for a great summer to board members and students alike.

**Student Representative**

Student Representative Connor Briggs began by introducing his parents Lisa and Mike Connor. He went on to report that tomorrow is the last day of school for seniors who will begin a new adventure. He noted his twelve years at Timberlane have been wonderful from first grade at Atkinson Academy through grade 12 at the High School. He thanked the School Board for all that they have taught him; he will value this experience throughout his adulthood. He concluded by thanking the board, administrators, staff and students of Timberlane for encouraging him and being a part of his life experience.

**Current Business**

**Destination Imagination**

DI Team members Kayleigh Sullivan, Cara Bishop, Sierra Obi and Alex Silver came before the board to thank them for their support and to report on the team's standing relative to the Global Finals in Knoxville, Tennessee; the team came in 18<sup>th</sup> out of a total of 52 teams. They then presented a video of their project and trip and fielded questions from board members. Madam Chair Aubrey thanked the team for representing the district so well and also thanked the team managers, the Sullivan's, for their support of the team.

**Pollard Flagpole Dedication Request**

Plaistow Fire Chief John McArdle presented the board with a plan to renovate the flagpole at Pollard School (sandblast, paint and replace hardware) and install a memorial marker honoring longtime resident and Pollard graduate (1937), Ruth Jenne, who passed away last year. He noted all work and supplies would be

donated, including a flag, with a completion date and dedication to be done sometime over the summer. He presented a sketch of the proposed memorial marker for board consideration.

**Motion: Mrs. Kosta motioned to approve the flagpole dedication project as presented. Mrs. Withee (and Mr. Bealo) seconded. With no further discussion, the motion carried 5-0-0.**

Chief McArdle thanked the board and agreed to notify them of the date of the dedication.

### **District Professional Development Plan**

Charlene Antonakas, Chair of the District Professional Development Committee reported on the District's annual professional development program citing the number of hours (over 2,000) as well as opportunities made available for staff members (85 training sessions). She stated that at the end of each year they conduct a needs assessment to determine what areas of professional development are most needed. She credited the district for having an incredible staff who contributes multiple learning opportunities to its staff members. She went on to say that every five years they must review the District plan and submit an updated plan to the Department of Education. The plan before the board is similar to the one submitted five years ago. It outlines the opportunities to be made available to professional staff members. She requested the board approve the plan as presented so that it can be submitted to the DOE for state approval.

Mrs. Kosta asserted the Professional Development Committee works hard to draft and implement the approved plan.

**Motion: Mrs. Kosta motioned to approve the Professional Development 5-Year Plan as presented. Mrs. Steenson seconded. With no further discussion, the motion carried 5-0-0.**

### **Youth Education Employment Services**

Mr. Woodworth introduced Jim Perry (manager of program), Lindsey Jodoin and Dylan Mullen, YEES counselors/case workers. He then provided an overview of the current program citing the number of students serviced, as well as their graduation status. He noted how the case workers are involved in judicial matters providing support to probation officers in developing plans of action to best meet the needs of the students as well as mediation relative to family problems at the home. He stated the program will continue over the summer working with nine to ten students providing support in employment searches as well as continuing to relationship build for a productive 2011-12 school year.

Ms. Jodoin read a letter from a student receiving services praising the program and how it helped her. Madam Chair Aubrey commended the efforts made by the counselors. Mr. La Salle added that the larger picture supports the District's graduation rate (remarkable record) as well as the program has helped the District create paths for student success. He noted the evening division, credit recovery program, literacy labs and algebra restructure efforts in meeting the needs of students.

Mr. Perry noted the Youth Education Employment Services has received state certification in home-based therapeutic services which offers tracking services, drug testing, and therapists available to work with students on a weekly basis (in addition to case workers). He then highlighted a middle school program pilot they will be conducting for the Merrimack School District in which they will operate an in-school suspension program with outreach to families. They hope to offer this service to other school districts. He also reported that the Laconia School District conducted a site visit of the Timberlane program and was impressed.

Mr. Woodworth continued by noting the state's budget cuts in the area of mental health services and commended the board for its efforts and approval of this program at the high school.

### **Food Service Contract**

Mrs. Smith presented the board with the proposed food service base bid and meal charges for the 2011-12 school year. She noted the food service program is sustaining itself which is more than other school districts can boast. Revenues went down slightly. She is seeking approval for meal pricing and the food service contract.

Mr. La Salle reviewed projected income noting student meals, staff meals, special functions (catering services), vending and federal and state reimbursements with a total anticipated income of \$1,587,960. He then reviewed projected costs that include labor and food costs, supplies, uniforms, insurance, management fee, etc. He stated they work hard to stay with the anticipated revenue while offering healthy choices.

Fielding board member questions, Mrs. Smith explained the difference between the total income and the total cost and how the difference (\$626,782) is applied to district staff costs, equipment maintenance, substitutes, etc. She reiterated the District maintains a level balance in revenue and expenses for the food service program.

**Motion: Mrs. Kosta motioned to approve the proposed food service contract and meal rates for the 2011-12 school year as presented. Mrs. Steenson seconded. With no further discussion, the motion carried 5-0-0.**

### **Suspension Authorization**

Mr. La Salle informed the board that the state requires annual authorization from the school board to delegate suspension rulings to the superintendent and his designee in accordance with RSA 193:13(b). Failure for the board to authorize would result in the board becoming involved in the day to day discipline proceedings for students.

**Motion: Mrs. Kosta motioned to authorize the superintendent and his designee to continue the suspension of a student for a period in excess of ten school days as provided for in RSA 193:13(b). Mrs. Withee seconded.** Discussion: Mr. La Salle noted the law has changed to remove the cap of “an additional ten days but not more than twenty days” from its language. **Madam Chair Aubrey called the vote, the motion carried 5-0-0.**

### **Policies**

Mr. La Salle presented policies for second reading: DJD, DJGA, DJGB, DKC, DL, DM, DN, ADAC, BHC, GBD, BBAA, IIB and KI.

**Motion: Mrs. Steenson motioned to approve the second reading and adoption of the policies presented by Mr. La Salle. Mr. Bealo seconded. With no further discussion, the motion carried 5-0-0.**

### **Administrators Report**

Mr. La Salle began his administrative report by citing the process for summer hiring of professional staff members (policy GCFA). In the absence of summer school board meetings, three board members may sign a personnel report thereby authorizing the board chair to approve and sign contracts. When the board reconvenes in the fall, a full summer hiring report will be presented for full board ratification. Board members will be notified via email when a personnel report is ready. This policy allows for the school district to secure professional staff members for the upcoming school year without having to wait until late August to issue contracts and risk losing those candidates.

He then reviewed the open positions to date: two nursing positions (one at Sandown North, one at Danville), one occupational therapist (Middle), one part-time physical therapist (Middle), one enrichment teacher (Atkinson), one health/technology teacher (Danville), one computer science teacher (High), two math teachers (High), two science teachers (High), three special education teachers (two at High, one at Sandown Central), and one tech ed/computer teacher (Middle). He noted these are specialty positions which are much harder to fill.

### **Personnel Report**

Mr. La Salle recommended the board accept the resignation of Sandra Cannon, TRHS math teacher.

**Motion: Mrs. Kosta motioned to accept the resignation of Sandra Cannon. Mrs. Withee seconded. With no further discussion, the motion carried 3-0-2 (Mr. Bealo and Mrs. Steenson abstained).**

Mr. Bealo noted he was disappointed in Mrs. Cannon’s resignation as the District is losing a good teacher.

Mr. La Salle recommended the board nominate the following teachers: Danielle Herman (TRMS science), Matthew Hunter (TRHS social studies), Elisa Kirschhoffer (TRHS French – one year assignment), Julie Opgenorth (TRMS math) and Michael Wilds (TRHS technology education).

**Motion: Mrs. Steenson motioned to nominate teachers: Danielle Herman (TRMS science), Matthew Hunter (TRHS social studies), Elisa Kirschhoffer (TRHS French – one year assignment), Julie Opgenorth (TRMS math) and Michael Wilds (TRHS technology). Mr. Bealo seconded. With no further discussion, the motion carried 5-0-0.**

For administrators, Mr. La Salle recommended the board nominate Mark Pedersen to the position of Curriculum Coordinator – STEM at the High School.

**Motion: Mrs. Kosta motioned to nominate Mark Pedersen to the position of Curriculum Coordinator – STEM at the High School. Mrs. Steenson seconded. With no further discussion, the motion carried 5-0-0.**

Mr. La Salle recommended the board nominate Michele Vance to the position of Assistant Principal at Pollard School.

**Motion: Mrs. Kosta motioned to nominate Michele Vance to the position of Assistant Principal at Pollard School. Mrs. Withee seconded. With no further discussion, the motion carried 5-0-0.**

Mr. La Salle informed the board he has assigned William Pimley as the Interim Assistant Principal at Danville Elementary School for a one year, part-time position (no board action necessary). He justified this assignment noting it is very late in the year to post and interview prospective candidates as most are already under agreement for the upcoming school year, this is an opportunity for the District to address the \$1.3 million shortfall this year and it also allows the District to be more flexible next year in terms of committing to a full-time position. He stated he is currently carrying an empty administrator's position at the Middle School, and if a prospective candidate does not arise, he will be doing the same with a position at the High School. He noted the financial savings this will have in further addressing the unanticipated budget shortfall.

He went on to state that Mr. Pimley is highly talented and experienced. He has met with the both the current Principal and Assistant Principal at Danville as well as the Assistant Superintendent and Director of Elementary Education, all of which approved of his candidacy.

Mrs. Steenson, noting her appreciation for budgetary constraints, inquired if there was a change in philosophy relative to elementary schools having both a principal and assistant principal. She stated if the philosophy is to have both, then the positions need to be filled in a full-time capacity and that the District needs to find the money to support this. The District should address the need before the cost if it is determined this is a consistent need amongst the buildings.

Mr. La Salle responded the District is in a situation with diminishing resources and diminishing enrollments where those determinations need to be made. He has held meetings with administrators relative to the differences at each school and they have determined they need more time to look at this. He review the existing model of assistance principal and curriculum coordinator roles and how, based on school proportion, they are filled by one or two individuals. They are looking at ways to better deliver services to students while meeting the challenges of the RTI model, PLC's, teacher probationary periods, etc. He expects he will have a recommendation on how to proceed in possibly reorganizing the administrative roles at the schools in time for budget season.

Mrs. Steenson expressed her concern for the presence of two administrators at any given time throughout the day and the impact to the workload with only one. Mr. La Salle stated he shares her concerns thus the position of interim assistant principal is for thirty-two hours a week, providing dual administrative coverage for most if not all of the school day while students are present. He added he will be able to provide a comprehensive report on the roles and coverage necessary in the fall.

Mrs. Steenson then inquired about enrollment. Mr. La Salle replied though he can't provide exact numbers, the elementary level enrollment numbers are significantly down to which he attributes to economic trends – affordability for homes within the Timberlane School District. Both Plaistow and Danville's numbers are down. They have been diminishing one to two teachers a year at Pollard and Danville over the past few years as a response to this reduction in enrollment.

#### **Committee and Reports of the School Board**

Mrs. Steenson reported she attended the Middle School band concert and the chamber strings for both the Middle and High schools and that she could not say enough about how well they did or the instruction the students receive. Mr. Bealo, speaking on behalf of the Community Relations Committee chair, presented a draft School Board Notes, edition volume 3, number 1 for board review and approval. He noted that as a draft all typos will be corrected before it is sent out. Mr. Stokinger indicated a check for mailing the newsletter

could be cut the week of July 11<sup>th</sup>.

**Motion: Mrs. Steenson motioned to approve the summer edition of the School Board Notes with anticipated edits and to expend up to \$2,000 for the cost of mailing. Mr. Bealo seconded.** Discussion: Madam Chair Aubrey noted she had not been given a copy of the publication until later that afternoon and would like additional time to review it. She asked if further edits were being accepted. Mr. Bealo responded affirmatively and noted his own request to have his email listed in addition to his telephone number. It was noted District counsel recommends the use of one email address for all board members as a means to comply with NH statutes relative to public record. Mr. Bealo agreed with the recommendation and requested the school board email address be printed on the newsletter. **Madam Chair Aubrey called the vote, the motion carried 4-0-1 (Mrs. Kosta abstained).**

Mr. Bealo announced the Community Relations Committee is proposing to provide a District report card in the fall. He distributed a list of topics to be graded with follow up discussion in the fall. Mrs. Aubrey reported on the last Safety Committee meeting of the year noting a review of District buildings and a presentation from a Primex<sup>3</sup> representative noting how well the District has done over the past year.

**Correspondence**

None

**Vendor and Payroll**

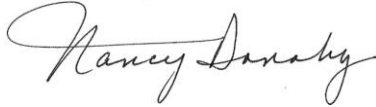
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**Other**

Mr. La Salle announced that he has spoken with the District Facilities Director about providing the board with bi-weekly reports on the progress of summer projects.

Having no further business before the board Madam Chair Aubrey adjourned the meeting at 8:55 pm.

Respectfully submitted,



Nancy Danahy  
School Board Clerk