

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

**Regular Meeting**  
**October 2, 2014**  
**7:30 PM**

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

**Call to Order**

Madam Chair Steenson called this October 2, 2014 public meeting of the Timberlane Regional School Board to order at 7:30PM. Roll call was taken.

**Board Members Present**

Mr. Bealo, Mr. Blair, Mr. Collins, Mrs. Delfino, Mrs. Green, Mrs. Sherman and Mrs. Steenson.  
Absent: Mr. Ward.

**Administrators Present**

Dr. Metzler, Superintendent of Schools  
Mr. Stokinger, Business Administrator  
Mrs. Armfield, Director of Curriculum, Assessment and Professional Learning K-12  
Mrs. Rasicot, Director of Student Services  
Mrs. Barcelos, Principal of Danville Elementary School  
Mrs. Dayotis, Principal of Atkinson Academy  
Mrs. Gaydos, Principal of Pollard School  
Mrs. Georgian, Principal of Sandown North School  
Mr. Rolph, Principal of Sandown Central School  
Mr. Woodworth, Principal of TRHS  
Mrs. Vance, Assistant Principal of Pollard School  
Mr. Shawley, Assistant Principal of Atkinson Academy

**Pledge of Allegiance**

Madam Chair Steenson led the assembly in the Pledge of Allegiance.

Madam Chair Steenson noted that since the school board meetings have been running long, she will enforce the agreed upon practice that each board member will be allowed three minutes of discussion. If a board member requires additional time it will be put to a vote of the board.

**Minutes (00:02:18)**

The board reviewed the meeting minutes of September 18, 2014. **Motion: Mr. Blair motioned accept the September 18, 2014 meeting minutes with changes. Mrs. Delfino seconded. With no further discussion the minutes were approved by general consent.**

**Delegates and Individuals (00:14:19)**

None

**Current Business**

**Montreal Trip Request (00:03:37)**

Mademoiselle Lacourse requested approval of a student trip to Montreal for eighth graders currently enrolled in her French class. The trip will be May 15 and 16, 2015. **Motion: Mr. Collins motioned to approve the 2015 Montreal trip for eight grade students. Mrs. Sherman seconded. With no further discussion, the motion passed by a unanimous vote 7-0-0.**

**Motion: Mr. Bealo motioned to authorize the students that attend the Montreal trip to be excused from school on Friday, May 15, 2015. Mr. Collins seconded. With no further discussion, the motion passed by a vote of 6-1-0 (Mrs. Green opposed).**

#### **Full Day Kindergarten Update (00:06:03)**

Mrs. Armfield outlined the kindergarten program including the benefits for early learners that enrich student with full day learning and foreign language. Senora Hughes and Senorita Jones outlined the accomplishments of the Foreign Language in Elementary School program (FLES) for kindergarten students. Kindergarten teachers Mrs. Mezquita and Mrs. Bell outlined the benefits of a full day program for the students noting how fast they have come along with the Spanish language and how accustomed to the full day schedule they have become. Mrs. Barcelos and Mrs. Dayotis thanked the board for this rich opportunity for both students and staff. They reported on positive feedback from families who have embraced the FLES program. **Motion: Mr. Collins motioned to approve the progression of the FLES program through the fifth grade in keeping with the current kindergarten students. Mrs. Sherman seconded. After a lengthy discussion, the motion passed by a vote of 6-1-0 (Mrs. Green opposed).**

#### **Elementary Action Plans (01:06:24)**

The elementary principals outlined two common goals for the 2014-2015 school year for the elementary schools. Each school principal then presented their third and fourth school specific goals.

#### **Fund Balance Retention (00:00:00)**

In March of 2013 the voters approved a plan to retain year-end unassigned general funds in an amount not to exceed 2.5% of the current year's net assignment. Mr. Stokinger presented anticipated year-end balances for the board's consideration. **Motion: Mrs. Green motioned to authorize taking \$350,680 that is currently earmarked for the fund balance retention and transferring it to surplus. Mrs. Delfino seconded.**

**Motion to amend: Mr. Collins motioned to amend the motion on the floor by retaining \$100,000 of the \$350,680 and changing the amount to be transferred to surplus to \$250,680. Mr. Bealo seconded. After a discussion, the motion to amend the motion passed by a vote of 6-1-0 (Mrs. Green opposed).**

**With no further discussion the motion as newly amended passed by a vote of 6-1-0 (Mrs. Green opposed).**

#### **Policies (00:00:00)**

Mr. Bealo recommended policy DJG Vendor Relations for a second reading and adoption. **Motion: Mr. Collins motioned to approve policy DJG - Vendor Relations for a second reading and adoption. Mrs. Delfino seconded. With no further discussion the motion passed by a vote of 6-1-0 (Mrs. Green opposed).**

#### **Career and Technical Education (00:00:00)**

Mr. Woodworth presented the Career and Technical Education Regional agreement for the board's consideration. He noted that no substantial changes have been made to the program except for the addition of Windham School District to the regional group. **Motion: Mr. Blair motioned to approve the continuation of the Career and Technical Education Regional agreement. Mrs. Delfino seconded the motion. With no further discussion the motion passed by a unanimous vote of 7-0-0.**

#### **New Hampshire School Board Association (00:00:00)**

Madam Cahir Steenson read Mr. Bealo's proposed resolution from the Timberlane Regional School District to change the New Hampshire Retirement System plan type from a defined benefit to a defined contribution plan. **Motion: Mr. Blair motioned to approve the proposed NHSBA to change the retirement plan for public employees to a defined contribution plan from a defined benefit plan. Mrs. Green seconded. With no further discussion the motion passed by a vote of 6-1-0 (Mrs. Sherman opposed).**

#### **Board/SLT Committee Goals (00:00:00)**

Madam Chair Steenson requested co-chairs to review their respective committee's goals and provide updated goals at future board meetings.

#### **Administrators Report (00:00:00)**

Dr. Metzler reported that the high school held its first school-wide community service event in April (Relay for a Cause) and the high school PTSA (parent-teacher-student association) wishes to donate \$1,000 to the in-school food pantry to help those in need. **Motion: Mr. Blair motioned to authorize the acceptance of the \$1,000 donation from the TRSD PTSA. Mr. Bealo seconded. With no further discussion, the motion passed by a unanimous vote 6-0-0 (Mrs. Delfino had stepped out of the meeting during this motion and vote).**

Dr. Metzler continued his report by informing the public of the 2015-16 budget presentations to be held at the Performing Arts Center Thursday, October 16, 2014. He noted the budget survey results will be presented at the SAU board meeting on Wednesday, October 8, 2014 and the summer school financials are included in the board packets. He stated that the NESDEC enrollment projections request has been submitted to NESDEC for the October 1<sup>st</sup> data and that an Atkinson school board and a Plaistow budget committee representatives are expected to be confirmed by end of next week.

#### **Personnel (00:00:00)**

Dr. Metzler requested a non-public session under RSA 91-A:3 paragraph II (c) matters which, if discussed in public, would likely affect adversely the reputation of any person. **Motion: Mrs. Delfino motioned to enter into a non-public session under RSA 91-A: 3 paragraph II (c). Mrs. Sherman seconded. With no further discussion, the board was polled.**

- **Bealo** Yes
- **Blair** Yes
- **Collins** Yes
- **Delfino** Yes
- **Green** Yes
- **Sherman** Yes
- **Steenson** Yes

**The board entered into a non-public session at 10:00 PM.**

**Motion: Collins motioned to exit the non-public session and enter a public session at 10:15 PM. Mrs. Delfino seconded. With no further discussion, the board was polled.**

- **Bealo** Yes
- **Blair** Yes
- **Collins** Yes
- **Delfino** Yes
- **Green** Yes
- **Sherman** Yes
- **Steenson** Yes

**No action was taken during the non-public session.**

Dr. Metzler recommended accepting the resignation request of Lee-Ann Cammett, Technology Integration Specialist.

**Motion: Mr. Blair motioned to accept the resignation of Lee-Ann Cammett, Technology Integration Specialist. Mrs. Sherman seconded. With no further discussion the motion passed by a unanimous vote (7-0-0).**

Dr. Metzler recommended the nomination of Maria Menczywor as a Danville fifth grade teacher.

**Motion: Mrs. Sherman motioned to nominate Maria Menczywor to the position of Danville fifth grade teacher. Mr. Collins seconded. With no further discussion the motion passed by a vote 6-0-1 (Mrs. Green abstained).**

### **Reports of the School Board (02:31:58)**

Mr. Bealo and Mr. Collins attended the Policy Committee meeting; Mr. Collins presented a district Capital Improvement Plan letter for each town's Board of Selectmen for board consideration.

**Motion: Mr. Blair motioned to approve the letter for the Board of Selectmen referencing the district's Capital Improvement Plan as corrected. Mrs. Delfino seconded. With no further discussion, the motion passed by a unanimous vote 7-0-0.**

Mr. Collins and Mrs. Delfino reported the Community Relations Committee's survey is ready for distribution and the committee has asked for the district to secure a professional public relations expert. They requested Mr. Stokinger draft an RFP (request for proposal). Mrs. Delfino outlined the some of the expected tasks:

- School board notes
- Produce articles for local newspapers
- Should have connections to news media
- Ability to write educational articles and letters
- Maintain district "Facebook" page
- Connect to staff including administration and teachers
- Attend events and upload photographs
- Consistent professional positive voice

**Motion: Mrs. Delfino motioned to approve drafting an RFP for a Public Relations person. Mrs. Sherman seconded. With no further discussion, the motion passed by a vote 6-1-0 (Mrs. Green opposed).**

### **Correspondence (00:00:00)**

All board members were presented the correspondence received since the last board meeting.

### **Vendor and Payroll (00:00:00)**

Vendor and payroll registers were signed by the board.

### **Other (00:00:00)**

Having no further business before the board Madam Chair Steenson adjourned the meeting at 10:49 pm.

Respectfully submitted,

Nancy Danahy  
School Board Clerk