

## **TIMBERLANE REGIONAL SCHOOL BOARD**

*Atkinson, Danville, Plaistow, Sandown  
New Hampshire*

**Regular Meeting**  
**August 29, 2013**  
**7:30 PM**

**SAU No 55**  
**30 Greenough Road**  
**Plaistow, NH**

### **Call to Order**

*Chairman Collins called this August 29, 2013 meeting of the Timberlane Regional School Board to order at 7:31 PM.*

### **Board Members Present**

*Mr. Barczak, Mr. Bealo, Mr. Blair, Mr. Collins, Mrs. Delfino, Mr. Mascola, Mrs. Sherman, Mrs. Steenson and Mr. Ward. Ben Militello was in attendance as student representation to the school board.*

### **Administrators Present**

*Dr. Metzler, Superintendent of Schools  
Mr. Stokinger, Business Administrator  
Mrs. Armfield, Director of Professional Learning  
Mr. Chooljian, Director of Guidance  
Mrs. Rincon, Director of Special Education  
Mr. Hughes, Director of Facilities*

### **Pledge of Allegiance**

*Ben Militello led the assembly in the Pledge of Allegiance.*

### **Minutes (00:01:43)**

*The board reviewed and approved the June 6, 2013 public and two non-public meeting minutes of the Timberlane Regional School Board. **The minutes were approved by general consent.***

### **Delegations and Individuals**

*None*

### **CURRENT BUSINESS (00:02:20)**

#### **New Member Appointment (00:02:21)**

*Chairman Collins reviewed the rules regarding filling the vacated position of Liz Kosta. He noted that this appointment expires in March of 2014 at which time the remainder of the term will be filled by an elected official. Mrs. Sherman was interviewed by Mr. Bealo and Mr. Blair, Plaistow representatives to the school board. The board welcomed Mrs. Sherman. Mrs. Sherman thanked the board for their support and is looking forward to relying on her many years of educational experience to help create a great school district for students.*

#### **Student Representative Appointment (00:03:55)**

*Chairman Collins welcomed high school senior Ben Militello as the new student representative to the school board.*

#### **Portables and Summer Projects Update (00:04:50)**

*Facilities Director James Hughes presented an update on the installation of the portables at the high school as well as other district wide summer projects. Dr. Metzler updated the board on the financing of the portables. After exhaustive research, a five years lease to own financing arrangement was put in place. The board expressed their appreciation to Mr. Hughes and his staff for their diligent work ethics over the shorten summer months in accomplishing the amount of high quality projects.*

#### **Summer Professional Development Update (00:16:37)**

*Mrs. Armfield, Director of Professional Learning presented a summary of the summer professional development activities and a recap of some of the ongoing professional learning programs being offered to staff.*

### **Special Education Process and Procedure Manual (00:25:30)**

Mrs. Rincon, Director of Special Education presented the second reading of the Special Education Process and Procedure manual for the board consideration for adoption. After a brief discussion and clarification of specific points with a few minor changes the board made a motion for adoption. **Motion: Mr. Barczak motioned to approve the proposed Special Education Policies and Procedures manual with changes. Mr. Ward seconded the motion. With no further discussion the motion passed by a unanimous vote of 9-0-0.**

### **College Fair Plans (00:00:33:46)**

Mr. Chooljian, Director of Guidance announced he has arranged a partnership with Bishop Guertin High School for a college fair. Over eighty colleges have committed to attend the fair that will be held over two days with more colleges expected. Students will be provided with suggested questions to guide them during these sessions. Mr. Chooljian thanked his staff for their meticulous work over the summer months in accomplishing an event of this caliber for junior and senior students as well as parents. The board thanked Mr. Chooljian and his staff, Mrs. Steenson and Mrs. Delfino volunteered themselves to assist where needed for the college fair.

### **Exit Interview (00:50:45)**

Dr. Metzler presented a summary report of exit interviews he held over the summer months and a written survey by departing staff. He talked about a job fair and the hiring process as well as the need for a fair and respectful evaluation plan for all staff. Mrs. Sherman participated in the exit interview and stated the exit interview made her feel appreciated and valued as a professional and that her opinion mattered. She highly supports this process going forward.

### **School Board Venue (00:59:35)**

Chairman Collins solicited input from the board on locations for upcoming school board meetings. They agreed upon a schedule where every school in the district will be visited once every two years. The schedule will be posted for the public's review.

### **Policies (01:04:36)**

Mr. Mascola reviewed polices presented this evening for a first reading.

- **CA Administration Goals**
- **CB School Superintendent/Chief Executive Officer**
- **CB-R Duties of the Superintendent /CEO**
- **BDE Board/Superintendent leadership Team Standing Committees**
- **ADA Special Education Philosophy Statement**
- **CBB Appointment of Superintendent**
- **BCA-R and X School Board Ethics Statement**

Mrs. Delfino requested a small change on the language in policy BDE.

**Motion: Mr. Mascola motioned to approve with a minor change to BDE.**

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**Mr. Bealo seconded. With no further discussion the motion passed by a unanimous vote of 9-0-0.**

### **Ratify Summer Hiring (01:13:37)**

- The board reviewed the summer hiring list that was approved by Madam Vice Chair Steenson during the summer school board recess.

**Motion: Mrs. Steenson motioned to approve the resignations and nominations as presented this evening. Mr. Mascola seconded. With no further discussion the motion passed by a unanimous vote of 9-0-0.**

**School Board Goals (01:16:04)**

Chairman Collins presented the school board goals for the board's consideration.

**Motion: Mr. Mascola motioned to approve the 2013-2014 school board goals as presented. Mr. Barczak seconded. With no further discussion the motion passed by a unanimous vote of 9-0-0.**

**Administrator's Report (01:22:37)**

Dr. Metzler reported on the successful opening day for the schools throughout the district. He congratulated Thomas Dawson who is a 2013 graduate who achieved rank of Eagle Scout this summer and Michael Blache a current sophomore who will be recognized for achieving this rank in October.

Dr. Metzler then reviewed the in district transfer report and explained that he met with each individual person requesting a transfer prior to making a decision. He talked about the SEA waiver and the release from "No child Left Behind". He noted that one of the new requirements is to have teacher and the principal's evaluation process tied to student achievement. He reaffirmed that the evaluation plan will be fair and respectful of all staff. He then reported on the time spend in school board meetings for all three boards, astounding 160 hours of time spent in meeting for the three districts. He updated the board on the School Resource Officer status as well.

The board then reviewed the details of their school board business cards and asked to have them clarify specific information.

**Committee and Reports of the School Board (01:50:00)**

School board members reported on their activities throughout the district. Mr. Blair presented to the high, middle, PAC, Atkinson and Pollard schools for the welcome back staff events. Mr. Bealo attended the Old Home Days in Plaistow and Danville with Mrs. Delfino and Mrs. Steenson. Mr. Barczak welcomed the staff of the Sandown schools while Mrs. Steenson welcomed the Danville staff. Mrs. Delfino arranged meeting with Selectman on behalf of the Community Relations Committee. Mr. Ward, Chairman Collins and Mrs. Steenson attended the Freshman Orientation while Mr. Mascola reported the next Policy Committee meeting is scheduled on September 5, 2013.

**Correspondence (01:55:03)**

Done

**Vendor and Payroll Check Registers (01:55:25)**

Vendor and payroll registers have been signed by the board.

**Other Business (01:55:36)**

The board thanked Dr. Metzler for his first year of service which occurred one year ago tonight.

Having no further business before the board Chairman Collins adjourned the meeting at 9:21 pm.

Respectfully submitted,

Nancy Danahy  
School Board Clerk