

# APPROVED

Note: When feasible, TRSB meetings are videotaped. These meeting minutes reflect only a basic summary of the meeting topics, discussion, and action. The Vimeo recording of this meeting can be viewed at: <https://vimeo.com/trsd>  
Materials presented at the board meeting may be viewed at: [School Board Meeting Agenda Materials](#)

## Timberlane Regional School Board Meeting Minutes

**Regular Board Meeting**  
**January 5, 2023**  
**7:00 PM**

**Superintendent's Office**  
**30 Greenough Road**  
**Plaistow, NH**

### Call to Order

#### Board Members Present

Brian Boyle, Sheila Lowes, Kim Farah (arrived at 7:05), Shauna Manthorn, Katie Knutsen, Michael Boucher, Mark Sherwood Excused absence: Kristin Savage, Kim McCormick, Matthew LaBelle

#### Seated at the Board Table

Christopher Kellan, Superintendent of Schools  
Justin Krieger, Assistant Superintendent

#### Administrators Present

Maria Watkins, CFO/Business Administrator  
Mark Pedersen, Director of Secondary Curriculum  
Fran DeCinto, Director of Human Resources  
Kelley Brooks, Director of Special Education

### APPROVAL OF MINUTES

**MOTION: Mrs. Lowes motioned to approve the public minutes from December 15, 2022 as amended; Seconded by Mrs. Manthorn Motion passed: 5-0-1 (Mrs. Knutsen abstained)**

**MOTION: Mrs. Lowes motioned to approve the non-public minutes from December 15, 2022 as amended; Seconded by Mr. Boucher Motion passed: 5-0-1 (Mrs. Knutsen abstained)**

(Dr. Farah arrived at 7:05 pm)

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## DELEGATES AND INDIVIDUALS

Kara Malo of Atkinson, NH addressed the Board. She is interested in learning more about the funds that have been allocated to the District and the 20% that was to be put toward hiring staff to train the teachers to help with the learning loss from the pandemic and how that has been going. Mr. Boyle informed her this is not a question and answer forum and suggested that she reach out to the Superintendent's office. Mrs. Malo also let the Board know that she has developed an innovative curriculum and would be willing to share it with the District for free. She sees a need for what she has created and would like to talk to the Superintendent about it. Mr. Kellan informed her he would reach out and schedule a time to discuss it. He would also like to have Sandy Allaire who is the Executive Director of Curriculum and Justin Kriegar, the Assistant Superintendent present also.

Dr. Farah requested from Mr. Boyle an update at a future meeting regarding the usage of the funds that Mrs. Malo referred to.

## STUDENT REPRESENTATIVE

Student representative was absent from the meeting.

## CURRENT BUSINESS

### a. Open Positions

A list of 44 open positions was provided to the Board.

Mr. Kellan explained the open positions and stated the majority are special education paraeducator positions. They are moving toward contracting with agencies to provide some of those supports for positions that have been unable to be filled. It is the plan to contract out 13 of the open positions for the remainder of the year. They are unable to contract out all the positions because the agencies cannot meet all of our needs.

Mrs. Brooks explained they will be contracting with five different companies. SERESC will not be providing contracted services for these open positions.

Mrs. Lowes inquired about the possibility of getting interns for some of these positions. Mr. Kriegar said they are seeking interns and it is an on-going process. He let the Board know they have an OTA intern starting on January 9<sup>th</sup> and there will be nine SNHU interns for Special Educator teaching positions starting on January 24<sup>th</sup>.

Mr. Boyle asked about the other open paraeducator positions that will not be contracted out. Mr. Kellan explained they are continuing to try to fill them.

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Dr. Farah suggested repurposing the TTA Nurse, TTA Choral instructor and Senior Administrative Assistant if those positions are no longer needed. Mr. Kellan replied that they could repurpose those positions. The Senior Administrative Assistant position was a Medicaid billing person and they are now contracted with MSB who handles the billing for them.

Dr. Farah stated it would be helpful if when they add positions, if they would come to the Board to let them know the positions that could be repurposed.

There was further discussion from the Board on the open positions and the reasons they are open.

Dr. Farah had suggested the possibility of advertising some of the open custodial positions as part-time in an effort to fill the positions, citing retired citizens who may be interested. The Board was receptive to the idea and Mrs. Watkins will do that.

### b. Financial Analyst Position

Mr. Kellan provided an Executive Summary to the Board. They are requesting to add a position of Financial Analyst. He explained this position is necessary to increase the operational efficiency with respect to the financial management of our approximately \$80,000,000 organization. This position can be used as a resource to complete in-depth analyses of the District's financial alternatives and projections while providing budgetary stability. A Position Summary was provided for review.

Mrs. Lowes asked Mrs. Watkins if this person would be replacing her on the collective bargaining. Mrs. Watkins stated probably not in the negotiations phase, but would be helping with the modeling of the numbers. Mrs. Lowes asked about the possibility of this position to include grant writing. Mrs. Watkins explained grant writing is a full time job. She believes they should have a grant writing position but a good grant writer is very hard to find.

Dr. Farah is in favor of adding this new position and agrees that Mrs. Watkins needs another person.

Mr. Boyle said the Board could approve this position and the funding could come from one, or a combination of the three open positions.

**Dr. Farah motioned to add this position and repurpose one or more of the open positions that we currently have in the budget that do not need to be filled; seconded by Mrs. Knutsen Motion passed: 7-0-0**

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### c. Budget Transfer

The Board was provided details on the budget transfer request of \$300,000 from the contracted open positions for Teacher/Specialist Salaries and Educational Assistant Salaries to the Contracted Services account line.

**Mrs. Lowes motioned to accept the budget transfers in the amounts and accounts specified in the C.F.O.'s budget transfer request dated 1/5/23; seconded by Mrs. Manthorn Motion passed: 7-0-0**

### c. FY 2024 Budget

Mrs. Watkins presented the proposed FY2024 budget including graphs and the FY2023 Budget recap details showing the previous three years. She reviewed the details of the FY2024 proposed budget vs default budget variance with the Board. The Default FY2024 total budget is \$81,151,107 and the FY2024 Proposed Budget is \$83,020,418 with a variance of \$1,869,311. She provided details and an explanation of the items the District would not be able to fulfill for the District if the proposed budget does not pass.

Dr. Farah stated she wants to see the \$1 million for Capital improvement in the budget, however, she is concerned the proposed budget, which is \$2 million more than the default budget, may not pass with the voters and feels they should pull that \$1 million out.

Mrs. Watkins informed the Board that the informational mailer is being prepared to be mailed to the voters. Mr. Kellan cautioned that the mailer cannot include any electioneering but only to provide information.

Mrs. Watkins also provided the Board with the tax rate impacts based on home values. She also explained a town's valuation has an impact on the tax rate for the town. This was reviewed and discussed with the Board.

Mr. Kellan discussed with the Board how the District will be impacted if they have to operate with a default budget. They will be needing to scale back in other areas of the budget.

### d. Policies

Mr. Kriegar presented Policy DK and Policy EHAB to the Board. He explained the changes and recommendations to the Board.

**Dr. Farah motioned to accept Policy DK and Policy EHAB as a Second Read; Seconded by Mrs. Lowes Motion passed: 7-0-0**

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### e. Advanced Placement Test Scores

Mr. Pedersen reviewed the Advanced Placement test scores with the Board which included the list of A.P. courses offered along with a comparison of the TRHS averages versus NH and Global averages. Mr. Pedersen also provided an overview of 5 year trends in Advanced Placement classes and scores from 2018-2022. He informed the Board that all TRHS students enrolled in an AP class are required to take the AP exam in May which is paid for by the District.

Dr. Farah is disappointed with the results and believes they should be stronger in the sciences and in math. Mr. Pedersen offered some possible contributing factors. He assured the Board there is action to be done to address that and they will figure it all out. He would not advocate for decreasing the number of A.P. courses being offered.

The Board reviewed and discussed the results with Mr. Pedersen and what could be contributing to the decrease in the number of students taking A.P. courses.

Mr. Kellan asked Mr. Pedersen if he believes they are offering the students with the ability to take any A.P. course they want to, barring any scheduling conflicts. Mr. Pedersen said the only two A.P. courses they don't offer, which has had some interest with the students in the past, were Psychology and Music Theory.

### f. Warrant Articles

Mr. Kellan presented the draft warrant articles which have been updated with the information they have to date.

Dr. Farah questioned the wording in Article 16. She wants to make sure that is the best way to word the Article. Mrs. Watkins informed her that it was reviewed by Legal and that was the suggested wording but they will find out for sure.

Dr. Farah said they are still in negotiations with TTA and they will have to finalize the warrant articles by January 10, 2023. In order to ratify the agreement, they would have to hold a Special Meeting on Monday, January 9, 2023 and asked to have the Special Meeting posted in the event an agreement is reached.

### g. 2023-2024 School Calendar

Mr. Krieger and Mr. Kellan presented the proposed 2023-2024 School Calendar to the Board for review and approval. There was discussion regarding the Professional Development days and Early Release days. Mr. Kellan commented the question is whether we can't have more than 10 conflicts individually, or whether we can't exceed 9 conflicts cumulatively as a region. This calendar is what they are proposing to the Board because cumulatively this keeps us under the 10 conflicts.

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**Mrs. Lowes motioned to accept the 2023-2024 School Calendar as presented; seconded by Mrs. Manthorn Motion passed: 6-0-1 (Dr. Farah was not present for the vote)**

h. Union Contracts

**Dr. Farah motioned to ratify the Timberlane Administrators Union Contract dated October 26, 2022; seconded by Mr. Sherwood Motion passed: 7-0-0**

**Dr. Farah motioned to ratify the Agreement with Teamsters Local 633 for the Administrative Assistants and Skilled Maintenance Employees; seconded by Mr. Sherwood Motion passed: 7-0-0**

**Dr. Farah motioned to ratify the 3-year contract for the Timberlane Support Staff Union; seconded by Mr. Sherwood Motion passed: 7-0-0**

### **ADMINISTRATORS' REPORT**

Mr. Kellan announced the NH All State Guitar music festival will be held this Saturday. Registration is open for spring sports and there are many games scheduled for this weekend. The Public Hearing with the Budget Committee to review the proposed 2023/2024 budget is scheduled for Thursday, January 12<sup>th</sup> at 7:00 pm in the PAC. There is no school on January 16<sup>th</sup> in honor of Martin Luther King Jr. Civil Rights Day.

He let the Board and public know that just prior to the holidays, Elaine Brasseur, who was a Timberlane School District employee passed away. Mrs. Brasseur was once the Secretary to the Superintendent and worked in one of their libraries. Their thoughts and prayers go out to her family.

Mr. Kriegar let the Board know the administrators went through a data dive. The building administrators left the meeting with their building data and a district team followed up with the building and district administrators. He let the Board know that they are continuing to look at their discipline framework. He stated that across the Timberlane School District, they had 149 out of school suspensions this year which equates to 420 student days outside of the school district. At the elementary level, they had 27 student days outside of the school district resulting from 20 different incidences. At the secondary level, they had 393 student days outside of the school district resulting from 129 different incidences. He welcomed Jenny Graves to the District as an intern at Sandown Central who will be starting on January 9<sup>th</sup>.

Mrs. Lowes requested a breakdown of the Out of School Suspension incidences in the schools. She would like to know what the incidences were that required the suspensions. For example, was it due to vaping, weapons, fights, bullying, etc. Mr. Kriegar said he could categorize it and will provide the information to the Board.

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## PERSONNEL REPORT

The Board was presented with a list of retirements and is looking for acceptance from the Board.

**Mrs. Lowes motioned to accept the following retirements: Kathleen Crotts, Special Education Teacher at TRMS; Lee Daneau, Math Teacher at TRHS; Kimberly Decristofaro, P.E./Health Teacher at Sandown North; Terri Demaine, Special Education Teacher at TRHS; Leslie Galle, Special Education Teacher at TRMS; Myra Hogan, P.E./Health Teacher at TRMS; Cathleen Lonergan, Special Education Teacher at TRHS; Nancy Magee, Elementary Teacher at Sandown North; John Mainella, Music Teacher at Pollard; Lisa Paladino, Elementary Teacher at Sandown North; Catherine Riley, Elementary Teacher at Atkinson Academy; John Secor, School Psychologist at TRMS; William Yorston, Science Teacher at TRMS. We would like to accept these retirements and thank you for your dedication and service to the District. Seconded by Mrs. Manthorn Motion passed 7-0-0**

Dr. Farah noted that staff need to submit their notice of retirement by January 1<sup>st</sup> in order to receive certain incentives upon retirement.

## COMMITTEE REPORTS

Mr. Boucher stated the Curriculum and Assessment meeting was cancelled. Mr. Sherwood worked on the policies and are still in negotiations with TTA. Mr. Boyle had no report. Dr. Farah had no report. Mrs. Manthorn worked on policies and the Wellness Committee will meet next week. Mrs. Knutsen said the Safety Committee will meet next week on January 10<sup>th</sup>. Mrs. Lowes replied she has five more meetings.

## CORRESPONDENCE

No correspondence

## VENDOR AND PAYROLL REGISTERS

No Vendor and Payroll registers

## OTHER BUSINESS

**MOTION: Dr. Farah motioned to enter non-public under 91-A:3, Paragraph II (a) and (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Seconded by Mrs. Manthorn. Motion passed 7-0-0**

# **APPROVED**

The Board was polled:

Boucher – yes Sherwood – yes Manthorn – yes Farah – yes Lowes – yes Boyle – yes  
Knutsen – yes

The motion carried 7-0-0 to enter non-public at 9:10 PM. The Board will not be coming back into public session.

Respectfully submitted,

Linda Mahoney  
Recording Secretary

**Approved by the School Board on January 26, 2023**