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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 26, 2023
7:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present

Brian Boyle, Sheila Lowes, Kim McCormick, Shauna Manthorn, Katie Knutsen, Michael Boucher, Mark Sherwood Excused absence: Kristin Savage, Kim Farah

Seated at the Board Table

Christopher Kellan, Superintendent of Schools
Justin Krieger, Assistant Superintendent

Administrators Present

Mark Pedersen, Director of Secondary Curriculum
Dr. Neal Campbell, TRHS Asst. Principal Alternative Programs
Sandra Allaire, Executive Director of Curriculum Assessment, and Learning
Lucy Canotas, Director of Elementary Education

APPROVAL OF MINUTES

MOTION: Mrs. Lowes motioned to approve the January 5, 2023 public minutes as written. Seconded by Mrs. Manthorn Motioned passed: 6-0-1 (Mrs. McCormick abstained)

MOTION: Mr. Boucher motioned to approve the January 9, 2023 special meeting minutes as written. Seconded by Mrs. Knutsen Motion passed: 5-0-2 (Mrs. Lowes, Mrs. McCormick abstained)

MOTION: Mrs. Lowes motioned to approve the sealed non public minutes of January 5, 2023 as written. Seconded by Mrs. Manthorn Motion passed: 6-0-1 (Mrs. McCormick abstained)

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DELEGATES AND INDIVIDUALS – none present

STUDENT REPRESENTATIVE – not present

CURRENT BUSINESS

a. ELO Goals Update

Dr. Campbell presented the ELO goals to the School Board. He provided a brief explanation of what the Extended Learning Opportunities program is and the idea behind it. This is a credit bearing class. There are 14 students actively participating in ELO and he invited a few of those students to come before the Board to talk about what they are working on. Each student described the career they are interested in pursuing and the opportunities this program offers them. Two of the students are seniors who are pursuing Equine Studies and Occupational Therapy and a Freshman who is pursuing Technical Theatre. Dr. Campbell explained this program allows students to see if this is something they want to pursue after high school. This provides them with an opportunity to explore different avenues and try different things to help guide their future decisions.

Dr. Campbell answered questions from the Board and he explained ELO is not just limited to Juniors and Seniors. He doesn't want to close the door on anyone but wants to make sure it is the right fit. One of the prerequisites to participating in ELO is the student must have transportation to go where they need to get to. This work can also be done over the summer.

Dr. Campbell described his goals and elaborated on each one. The first goal is Recruitment and he wants to have up to 100 students involved in ELO. Other goals include community networking, building an informal website, having a real life application process, and to create a CTE pathway for Work Based Learning (WBL). Dr. Campbell would also like to use an Evening Division to create more opportunities by taking classes in the evening.

b. Policies

Mrs. Lowes motioned to accept Policy ACAB for a First and Second Read. Seconded by Mr. Sherwood Motioned passed: 7-0-0

Mrs. Lowes motioned to accept Policy EFAA School Lunch Program as the First Read. Seconded by Mrs. Manthorn. Motion passed: 7-0-0

Mr. Boucher questioned whether Policy EFAA should be so specific to mention the District utilizes the services of Myschoolbucks.com. If they change that in the future, they would have to

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change the policy. He suggested changing the wording to “online service”. Mr. Kriegar will make sure they can leave the wording as is in time for the Second Read.

c. Preschool Tuition Rate

Mrs. Canotas referred to her Executive Summary provided to the Board. In the fall 2021, they began a feasibility study of their Early Childhood Education programs. Out of that study, they are proposing to increase the preschool program for 3 year olds. Currently, they offer two half days per week and they are looking to increase it to four half days per week which would increase the tuition from \$1,100 per year to \$2,200 per year. The rate will remain the same. They propose running it on Mondays and Tuesdays and Thursdays and Fridays with a morning and afternoon session offered. There is no public bussing for non-identified 3 year olds. Mrs. Canotas added that increasing the amount of days per week to four days, would also benefit parents who cannot commit to the two day a week program.

There was a brief discussion and questions from the Board with Mrs. Canotas.

Mrs. Lowes motioned to approve the proposal to increase preschool tuition. Seconded by Mrs. Manthorn Motioned passed: 7-0-0

Mrs. Canotas announced registration will be available online beginning February 1, 2023.

d. Youth and Government Overnight Field Trip

Mr. Pedersen presented this proposal to the Board and referred to the Executive Summary summarizing the purpose of the YMCA Youth & Government Program. This is a proposed overnight field trip which requires approval from the Board. This trip has been run successfully for years. Mrs. Lowes asked if this is replacing the Harvard trip. Mr. Pedersen said it is not replacing it.

Mr. Sherwood motioned to accept and approve the Youth and Government Model Legislature Program at the Concord State House in Concord NH on April 14-15, 2023. Seconded by Mrs. McCormick Motion passed: 7-0-0

e. Discipline Update

Mr. Kriegar provided Secondary Discipline Data which was requested by the Board regarding the data specific to suspensions issued in grades 6-12. The table is broken down by month, category and the number of suspension days determined by school administration. He explained the difference between the middle school and high school is the middle school is attempting to conduct some form of in-school suspension. He added this is not ideal, however, roughly half of

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the suspensions issued are in school suspensions with continued support for the student throughout the day. The high school suspensions are all out of school.

Mrs. Lowes requested to discuss this further in non-public session.

f. Superintendent Evaluation

Mrs. Lowes requested to have the evaluation form set up to be completed electronically and then sent to the Board members. She would recommend having the evaluations back before the last meeting in February and believes it should be completed by the current Board members with a decision made by the first meeting in March while the current board members are still on the Board.

Mrs. Lowes motioned to have the form set up so it can be electronically filled out and sent to the Board members. The Board members will send it back with all their thoughts and ideas. The Board will need to return their evaluations no later than February 15, 2023 and we should have an item on the agenda for February 16, 2023 to start deliberations in regards to the evaluation. Seconded by Mrs. Knutsen Motion passed: 7-0-0

g. ESSER Funds Update

Mrs. Allaire provided an update on the ESSER funds based on a request she received from the Board. She referred to the Executive Summary provided. The purpose of the ESSER III funds is to help sustain the safe and effective operations of our schools and to address the impact of the COVID 19 pandemic on student learning. This grant goes to the end of September 2024 and we are at the mid-point of this grant. She spoke on the requirements of the grant. In August 2021, a survey went out to help provide the District with input on how they should prioritize the expenditure of the ESSER III funds. The two top rated categories from the stakeholders surveyed were to hire additional staff trained to help accelerate learning and reduce learning gaps for identified students. Also, to provide repair and/or improve facilities including improved indoor air quality and help with crowding and capacity concerns. The District received a total ESSER III allocation of \$1,223,191.28 and the District has allocated 80% of the grant to capital improvements and the remaining 20% was allocated to address learning loss. They have encountered difficulty in hiring and staffing. They have several open positions right now. They have allocated just under \$142,000 for those positions and have filled one. She described the variety of options they can do with the remaining allocation of \$115,000. Another survey is being planned which is limited to areas within the learning loss category as defined by the federal government.

Mrs. Allaire also provided an Executive Summary of the district-wide measures to address learning loss. She explained they have actively worked to address learning loss through a variety of measures outside of this funding stream and provided details to some of those measures.

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After further discussion and questions from the Board, they thanked Mrs. Allaire for the information she provided.

h. Public Hearing Update

Mr. Sherwood spoke about the meeting with the Budget Committee that was held at 6:00 pm this evening. He mentioned there were some changes made but nothing substantially was changed.

Mr. Boyle informed the public the difference between the proposed operating budget and default budget is \$1.8 million and if the operating budget fails, they would be taking away \$1.8 million from the buildings. That is the major difference and it is very important the budget passes.

i. Warrants

Mr. Boyle read aloud each Warrant Article and the Board voted individually on each warrant article on whether or not to recommend. Warrant Articles 2 through 14 and Warrant Article 16 are Recommended by the School Board 7-0-0. Warrant Article 15 Fund Balance Retention is Recommended by the School Board by a vote of 6-1-0. Mrs. Lowes opposed Article 15.

j. Voting Postcard and Voter's Guide

The Board reviewed the draft of the postcard and voter's guide. Mr. Kellan explained both will be mailed to all the voters in all the towns. The Board members offered feedback and recommended edits to the voter's guide before it is mailed. The cost for the mailings is \$5,000.

ADMINISTRATORS' REPORT

Mr. Kriegar said the SLT has gone through the process of refining their hiring flow chart. They are looking at job descriptions across the District and there are more than 100 of those. With regards to partnerships, the William James College has reached out and will be potentially sending interns at the outset of next school year. He welcomed an intern to Sandown Central who will be working 60 hours in a PK setting and will take us to the end of March. A Student Youth Leadership conference is scheduled in March.

Mr. Kellan attended an induction ceremony and luncheon for Max Orio from Atkinson who graduated last year. He was inducted as an Eagle Scout with Troup 9 in Atkinson. Mr. Kellan attended the All State Chamber Ensemble on January 7th. He attended PTA meetings and provided information about the proposed budget. The Deliberative Session is scheduled on January 9th and encouraged all community members to participate.

PERSONNEL REPORT – no report

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COMMITTEE REPORTS

Mr. Boucher - Curriculum Assessment meeting was held earlier this week and will be coming forth with an agenda item.

Mrs. Knutsen – There is an upcoming Personnel Committee meeting scheduled for February 7th.

Mrs. Manthorn – The Wellness Committee met and had great discussion and activities across the District. The Policy Committee will meet next week.

Mr. Boyle – The Plaistow YMCA will be hosting the 5th Annual Education Celebration on Wednesday, March 22nd at 5:00 PM at the Plaistow YMCA.

Mrs. Lowes – no report

Mr. Sherwood – The Policy Committee will meet next week.

Mrs. McCormick – no report

CORRESPONDENCE

No correspondence

VENDOR AND PAYROLL REGISTERS

No Vendor and Payroll registers

OTHER BUSINESS

Mr. Sherwood asked the Board for feedback to making a friendly request to the TTA Union to meet in person instead of Zoom at future negotiations. He believes this would help improve communication and allow a smoother process in negotiations. The Board agreed. Mr. Sherwood said he would be approaching the next Board to reaffirm the statement as well.

MOTION: Mrs. Lowes motioned to enter non-public under 91-A:3, Paragraph II (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. Knutsen. Motion passed 7-0-0

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The Board was polled:

Boucher – yes Knutsen – yes Manthorn – yes McCormick – yes Lowes – yes Boyle – yes
Sherwood - yes

The motion carried 7-0-0 to enter non-public at 9:17 PM. The Board will not be coming back into public session.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on February 2, 2023