

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
March 9, 2023
7:02 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, Kristin Savage, Kim Farah

Seated at the Board Table

Christopher Kellan, Superintendent of Schools
Justin Krieger, Assistant Superintendent
Matthew Labelle, Student Representative

Administrators Present

Mark Pedersen, Director of Secondary Curriculum
Maria Watkins, CFO/Business Administrator
Sandra Allaire, Executive Director of Curriculum Assessment, and Learning
Lucy Canotas, Director of Elementary Education
Kelley Brooks, Director of Special Education

APPROVAL OF MINUTES

MOTION: Mrs. Lowes motioned to approve the minutes from the February 9, 2023 Deliberative Session as amended. Seconded by Mrs. Manthorn Motioned passed: 9-0-0

MOTION: Mrs. Lowes motioned to approve the public minutes of 2/16/23. Seconded by Mrs. Knutsen Motion passed: 8-0-1 (Mr. Sherwood abstained)

MOTION: Dr. Farah motioned to approve the 2/16/23 non-public minutes. Seconded by Mrs. Lowes Motion passed: 8-0-1 (Mr. Sherwood abstained)

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DELEGATES AND INDIVIDUALS - None

STUDENT REPRESENTATIVE

Matthew LaBelle provided highlights of the happenings and upcoming events in the schools. Project Hope's fashion show will be held on March 11th. The money raised will go towards families in the district who are fighting cancer. The Spanish Honor Society held a bake sale and the money raised went to the Spanish Honor Society. Grades 6 through 12 will have an orchestra concert on March 13th. Pie Day will be held on March 14th and the money raised will go toward the Math Honor Society for scholarships. The Junior Semi will be held on March 25th. There will be no school on March 28th due to a professional development day at the high school. An Improv Show is scheduled for March 10th. Atkinson Academy grades K through 2 celebrated the 100th Day of School read-a-thon challenge in late February and raised \$5,526.00. The money raised will be donated to the Upper Room. Atkinson Academy kindergarten parent information night for incoming students will be held on March 15th at 6:00 pm. The Danville Wellness Committee's step challenge is in March. Pollard School has five educators who have been nominated for the 5th Annual Plaistow Community YMCA's education celebration.

CURRENT BUSINESS

a. TRHS Baseball Booster Club Donation

Mr. Kellan informed the Board that the TRHS Booster Club would like to purchase a new Junior Hack Attack Baseball Pitching Machine for the baseball program. The cost of the machine is \$2,600.00.

MOTION: Mrs. Manthorn motioned to accept the donation of \$2,600.00 for a Junior Hack Attack Baseball Pitching Machine. Seconded by Mr. Boucher
Motion passed: 9-0-0

b. Enrollment Update

Mr. Pedersen and Mrs. Canotas provided a summary with current Elementary and Secondary Enrollment projections for the 2023-2024 school year. They reviewed the expected enrollment charts of the Early Childhood Programs at Atkinson Academy, Danville School, Pollard School, The Learning Center at Sandown Central. They reviewed the Grade 1 through Grade 5 projected enrollments in the elementary schools, as well as, secondary enrollment projections in Grades 6 through Grade 8 and Grades 9 through 12.

Mrs. Lowes commented that she can see some classes are close to capacity and wants to be sure they have enough teachers and they have enough time to know which teachers might be needed.

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c. Special Education Survey

Mrs. Brooks reviewed the results of the Special Education Survey with the Board. She summarized the key findings in her Executive Summary in the areas of Demographics, Staff, Parents, Administrators, and an overall assessment. Survey invitations were sent to 517 Timberlane staff members and administrators and to 708 parents of Timberlane students with special needs and community members. The response rate from the community was 23% and the response rate among staff and administrators was 36%, and the response rate among parents was 14%.

A slide presentation was given highlighting some of the key findings. The presentation included graphs depicting the response percentages of each question. Mrs. Brooks offered information regarding the responses to each of the questions with the Board.

Mrs. Brooks outlined the next steps that will be taken in response to the survey results. They will continue to collect information for the special education audit. They will schedule forums with staff and parents. A presentation of the special education audit to the School Board will be in May 2023. They will continue to evaluate programs and identify supports and organize resources.

The Board expressed concerns in regards to the transition from the elementary schools to the middle school.

Mrs. Knutsen would like this to be included for discussion during one of the Board meetings in April with an update on the plans to fix some of the problems. She asked if the special education audit is complete. Mr. Kellan stated the report itself is not complete and is planning to report out in mid-May. He stated they can do a preliminary report in April.

The Board discussed Professional Development days with Mrs. Brooks and Mrs. Allaire. Mrs. Allaire stated they are contractually obligated to offer five professional development days with two being held in August. Paraeducators have three professional development days.

d. FY 2022 Annual Audit Report

Mrs. Watkins presented the FY 2022 Annual Audit Report to the Board. She informed the Board the District had only one finding in this year's audit. That finding had to do with the purchase of gift cards.

Mrs. Lowes commended Mrs. Watkins and her entire team. For two years in a row, there have been no major problems.

Dr. Farah suggests that periodically, the Board should be provided with an overview of where the budget stands.

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e. TRSD 2021-2022 Annual Report

The annual report has been published and can be found on the school district website. District town libraries and halls were provided with flyers containing a scan code for the public to access the annual report electronically.

ADMINISTRATORS' REPORT

Mr. Krieger spoke on the principal search for Sandown North. They are in the final stages of creating the interview team. The Strategic Plan is in the synthesis stage. They will be bringing a draft report back to the Board on April 6, 2023. A job fair was held last night and they were able to secure a couple of positions. A new intern will be working at the high school and middle school doing some observation and field work with speech and language personnel. She will be here in March through May.

Mr. Kellan encouraged voters to cast their vote on Tuesday, March 14th. He said New Hampshire has the purest form of government and democracy in the United States. He thanked the outgoing school board members for their time and commitment to the School Board.

COMMITTEE REPORTS

Mr. Boyle was glad to have had the opportunity to serve on the School Board. He wished the best to the current Board members moving forward. He hopes the voters support all the warrant articles. It is very important to get the budget and other articles passed for the District.

Mr. Sherwood updated the Board on Curriculum and Assessment. They were talking about the different science and math competencies. He has asked for the full report of the i-Ready winter scores and to bring that to the school board in June. He said there was lot of data given. They reviewed some music theory text books. The idea is to have Music Theory I and II since there has been a great interest in that.

Mrs. Savage gave kudos to Matthew Labelle for being the student representative on the School Board and commended him for his leadership on Project Hope and to all the students and staff who are involved. She added that for all the negativity out there, we need to celebrate the students and all the positive things they do. She wished the best to the outgoing school board members who she came on the Board with.

CORRESPONDENCE

No correspondence

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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) (c) (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted 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. Knutsen. Motion passed 9-0-0

The Board was polled:

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

The motion carried 9-0-0 to enter non-public at 8:15 PM. The School Board announced they will not be coming back into Public Session. The Board took a brief recess before going into non-public session.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on March 23, 2023