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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: [TRSB Video](#)*

*Materials presented at the board meeting may be viewed at:  
[09 01 22 TRSB Meeting Materials](#)*

## TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

**Regular Business Meeting**  
**September 1, 2022**  
**7:03 PM**

SAU 106 Boardroom  
30 Greenough Rd.  
Plaistow, NH 03865

### **Call to Order:**

Chairman Steven Finnegan called the September 1, 2022 meeting of the Timberlane Regional School Board to order at 7:03; this was followed by the roll call and the Pledge of Allegiance.

### **Board Members Present**

Michael Boucher, Kimberly Farah, Steven Finnegan, Shauna Manthorn, Katie Knutsen, Kim McCormick, Mark Sherwood, Kristin Savage and Brian Boyle (Mr. Boyle arrived at 7:11 PM).

### **Seated at the Board Table**

Mr. Christopher Kellan, Superintendent of Schools  
Mr. Justin Krieger, Assistant Superintendent

### **Administrators Present**

Maria Watkins, CFO/Business Administrator  
Lisa Oliver, Assistant Business Administrator  
Lucy Canotas, Director of Elementary Curriculum  
Mark Pedersen, Director of Secondary Curriculum  
Sandra Allaire, Executive Director of Curriculum, Assessment and Learning  
Fran Decinto, Director of Human Resources

### **00:01:10 APPROVAL OF MINUTES**

**MOTION: Dr. Farah motioned to accept the August 18, 2022 meeting minutes; seconded by Ms. Savage. The motion passed 8-0-0.**

**MOTION: Dr. Farah motioned to accept the August 18, 2022 nonpublic meeting minutes; seconded by Mr. Boucher. The motion passed 8-0-0.**

# Approved

**MOTION: Ms. Savage motioned to accept the August 23, 2022 nonpublic meeting minutes; seconded by Ms. Knutsen. The motion passed 6-0-2 (Dr. Farah and Ms. Manthorn abstained).**

## 00:03:30 DELEGATES & INDIVIDUALS

Mr. Jack Sapia of Atkinson expressed his interest in having the schools and students honor our veterans by encouraging the schools to participate in moments of silence, inviting veterans to share their stories with students, and participating in veteran fundraisers.

## CURRENT BUSINESS

### a. NHSBA Resolutions (00:07:15)

The Board reviewed the 2022 Proposed NHSBA Resolutions and advised Mrs. McCormick, who will represent as the NHSBA Delegate for the TRSB, to vote in accordance with the proposed recommendations by the NHSBA.

\*Mr. Boyle joined the School Board meeting at 7:11 PM.

**MOTION: Dr. Farah motioned to authorize the Delegate to vote in accordance with the NHSBA recommendations; seconded by Ms. Savage. Motion passed 9-0-0.**

### b. Update TRSD School Calendar (00:09:19)

Superintendent Kellan presented an updated school calendar reflecting six additional early release days for the purpose of District staff to participate in safety training. Discussion ensued regarding bussing concerns and support from the District's unions. The discussion was tabled, and a decision will be made at the next School Board meeting.

### c. Donation to TRHS Substance Abuse Program (00:20:11)

Chairman Finnegan presented the \$750 donation from the Atkinson Women's Civic Club to the Timberlane Regional High School's Peer to Peer Substance Abuse Prevention Program to be used to support the Teen Mental Health First Aid Course, and for workbooks and supplies.

**MOTION: Dr. Farah motioned to accept the \$750 donation from the Atkinson Women's Civic Club; seconded by Mr. Boucher. Motion passed 9-0-0.**

### d. Policies (00:22:25)

The Board reviewed the second read of Policies GBEA, GBEAB, IKF, JFABD, JFABE, and JICH.

**MOTION: Dr. Farah motioned to accept the second read and adoption of Policies GBEA, GBEAB, IKF, JFABD, JFABE, and JICH; seconded by Ms. Savage. Motion passed 9-0-0.**

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**e. School Financial Reporting of MS-24/25 (00:23:22)**

Mrs. Watkins informed the Board that the MS-24 and 25 have been submitted to the DRA and DOE, and approved.

**f. Budget Development Update (00:25:25)**

Mrs. Watkins presented the Budget Presentation Schedule and informed the Board that the Budget Committee is requesting a joint meeting. Mrs. Watkins will bring the School Board Budget to the next School Board meeting for the Board to review.

**g. Funding for Special Education Surveys (00:28:32)**

Superintendent Kellan presented the UNH Survey Center's proposed cost to develop a special education survey. Four surveys will be developed individually for administrators, professional staff, paraprofessionals, and families with identified children.

**MOTION: Ms. Savage motioned to approve the total project cost of \$3,519.83 to use the University of New Hampshire for a Special Education Survey; seconded by Mrs. McCormick. Motion passed 9-0-0.**

**h. TLC Enrollment Update (00:35:06)**

Mrs. Canotas verbally amended the enrollment count by adding one more student, resulting in 22 students in the AM kindergarten class at TLC. Mrs. Canotas expressed that the school will add another paraeducator to the class and is requesting the Board to waive Policy IIB.

**MOTION: Dr. Farah motioned to waive Policy IIB; seconded by Mr. Sherwood. Motion passed 8-1-0 (opposed by Mrs. McCormick).**

**i. Job Postings (00:38:32)**

Mrs. Decinto presented the updated employment vacancy report. Discussion ensued regarding the open positions.

**j. Superintendent's Evaluation and Goal Setting (00:42:50)**

Superintendent Kellan presented his Proposed 2022-23 Superintendent Goals. Discussion ensued regarding adding goals related to improving academic achievement and the district. Chairman Finnegan requested that the Board report their suggestions to him, and a final list will be brought to the Board at the next School Board meeting.

**ADMINISTRATOR'S REPORT (00:47:11)**

Superintendent Kellan discussed working with First Student to refine the school bus routes, addressing school bus stop concerns submitted by families, and improving communication with families regarding bus backups and delays. He informed the Board that the High School will be

# Approved

hosting an election for the School Board Student Representative. He reiterated the dates of the Budget Committee's Facilities Tours which are open to the public.

Mr. Krieger discussed the events of Opening Day for staff which included showcasing a video of students and administrators. He noted that the District hired close to 40 people. He expressed the excitement and value of establishing relationships with students on their first day back to school. He informed the Board that an administrative calendar has been set to establish purpose and outcomes for their buildings.

## PERSONNEL REPORT (01:12:16)

### Nominations

1. Andrew Riccardi, Special Education Teacher, Timberlane Regional High School
2. Marianne McDonough, School Counselor, Pollard Elementary School

**MOTION: Dr. Farah motioned to accept the nominations of Andrew Riccardi and Marianne McDonough; seconded by Ms. Knutsen. Motion passed 9-0-0.**

### Resignations

1. Kendra Cahill, BCBA, District-Wide
2. Allison Lenihan, Art Teacher, Sandown North Elementary School

**MOTION: Dr. Farah motioned to accept the resignations of Kendra Cahill and Allison Lenihan; seconded by Ms. Knutsen. Motion passed 9-0-0.**

## COMMITTEE REPORTS (01:13:30)

**Curriculum and Assessment:** Mrs. McCormick explained that the schedule will be available soon.

**Budget Committee:** Mr. Sherwood discussed the past meeting which included introducing two new members and reaching out to the towns to promote the Facilities Tours.

**Safety Committee:** Ms. Savage explained that following the safety training at TLC, the committee will meet to discuss any tweaks that will need to be made to the safety training.

**Policy Committee:** Chairman Finnegan announced that more policies will be coming to the Board.

**Union Negotiations:** Chairman Finnegan noted that negotiations are ongoing.

**CIP:** Dr. Farah announced the next meeting will be on September 27<sup>th</sup>.

**Chairman Finnegan requested that they enter into a non-public under 91-A:3, Paragraph II (c). At 8:20 PM, Chairman Finnegan advised this will conclude the public portion of the meeting and they will only come back into public session to seal the minutes.**

**MOTION: Chairman Finnegan 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**

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**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 Dr. Farah. Motion passed 9-0-0.**

The Board was polled:

Boucher -Yes	Farah - Yes	Finnegan - Yes	Manthorn - Yes
Knutsen – Yes	McCormick – Yes	Boyle – Yes	
Sherwood – Yes	Savage – Yes		

The motion carried a 9-0-0 to enter non-public at 8:21 PM.

Respectfully submitted,

Kelly Salovitch  
Chief Executive Assistant to the Superintendent

Approved by the School Board on 9/15/22.