

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/758038223>

Materials presented at the board meeting may be viewed at: [School Board Meeting Documents](#)

Timberlane Regional School Board Meeting Minutes

**Regular Board Meeting
October 6, 2022
7:00 PM**

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

Call to Order

Chairman Finnegan opened the October 6, 2022 Timberlane Regional School Board meeting at 7:02 PM; this was followed by roll call and the Pledge of Allegiance.

Board Members Present

Michael Boucher, Katie Knutsen, Shauna Manthorn, Kim Farah, Steven Finnegan, Kristin Savage, Mark Sherwood, Kim McCormick and Brian Boyle.

Seated at the Board Table

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

Administrators Present

Lucy Canotas, Director of Elementary Curriculum
Mark Pedersen, Director of Secondary Curriculum
Lisa Oliver, Assistant Business Administrator
Maria Watkins, CFO/Business Administrator
Fran Decinto, Director of Human Resources
Ginger Drechsel, Director of Student Services
Kelley Brooks, Director of Special Education
Stephanie Lafreniere, Principal at Pollard School

APPROVAL OF MINUTES (00:01:03)

MOTION: Dr. Farah motioned to approve the September 15, 2022 meeting minutes; seconded by Mrs. Knutsen. Motion passed 9-0-0.

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DELEGATES AND INDIVIDUALS (00:01:30)

None

CURRENT BUSINESS

a. Student Representative Announcement (00:01:35)

Chairman Finnegan welcomed Matthew LaBelle as the new student representative. Matthew presented the events occurring at the schools including Project Hope, the annual high school college fair, the Milkman Improv show, the pen pal program, and ice cream social. He announced the dates for the upcoming Spirit Week and parent-teacher conferences.

b. Policies (00:06:03)

Chairman Finnegan requested a motion to invoke Policy BGF due to Policies IHBG, JICD, and JJJ being out of compliance.

MOTION: Mr. Sherwood motioned to invoke Policy BGF; seconded by Dr. Farah. Motion passed 9-0-0.

Chairman Finnegan requested a motion to adopt Policies IHBG, JICD, and JJJ.

MOTION: Mr. Sherwood motioned to adopt Policies IHBG, JICD, and JJJ; seconded by Mrs. Knutsen. Motion passed 9-0-0.

Chairman Finnegan requested a motion for second read and adoption of Policies BCA, BCB, BDE, GBCD, JKA, and JLCJA.

MOTION: Mr. Sherwood motioned for second read and adoption of Policies BCA, BCB, BDE, GBCD, JKA, and JLCJA; seconded by Mrs. Knutsen. Motion passed 9-0-0.

Dr. Farah requested an update on the list of policies that require reviewal and should be prioritized according to Dr. Cochrane's policy review. Discussion ensued and it was determined that an updated spreadsheet will be produced for the next School Board meeting.

c. Superintendent's Evaluation Process (00:12:13)

Chairman Finnegan presented a timeline for the Board to determine the process for the Superintendent's evaluation. Discussion ensued regarding locating and reviewing the previous electronic survey. Discussion continued with the survey to be completed in January and the evaluation to be finalized in February.

d. Pollard School Donation Action Plan (00:23:40)

Mrs. Lafreniere presented the donation from the Plaistow Conservation Committee of \$759 to the Pollard School's 5th grade field trip which will cover related expenses and busing.

MOTION: Mrs. McCormick motioned to accept the donation of \$759 for Pollard School to go on their hiking field trip; seconded by Mrs. Knutsen. Motion passed 9-0-0.

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e. High School Donation (00:26:23)

Mr. Pedersen asked the Board to accept a \$2,500 donation from ExxonMobil and Beede Site Group to be used towards STEM education at the High School.

MOTION: Mrs. Savage motioned to accept the donation from ExxonMobil in the amount of \$2,500 for the Timberlane High School's STEM program; seconded by Mr. Boucher. Motion passed 9-0-0.

f. Annual Meeting and Election Calendar (00:28:16)

Chairman Finnegan announced the dates for the Public Hearing for the Proposed Budget and Bond on January 12th, Deliberative Session on February 9th, and Voting Day on March 14th. Mrs. Savage highlighted the finalization of CBA items is required by January 10th and discussion ensued regarding date for the Board to vote on the CBA items which resulted in an anticipated date of January 5th.

g. Budget Personnel Request (00:31:40)

Mrs. Brooks and Mrs. Drechsel proposed to the Board to accept a budget transfer from the contracted service line into the salary line for an hourly-service provider position and an evaluator/case manager position. Mr. Boyle discussed reclassifying the positions and to expend the budgeted salary positions. Mrs. Watkins informed the Board that these positions have to be coded under special education and detailed that the special education budget is part of the general budget, but it is a separate budget as it encompasses all special education obligations. Discussion ensued regarding contracted services, eliminating a position, and determining which budget line to use for these two new positions.

MOTION: Dr. Farah motioned to repurpose a position to allow for the hiring of two part-time employees; seconded by Mrs. Savage. Motion passed 7-2-0 (opposed by Ms. Manthorn and Mrs. McCormick).

ADMINISTRATORS' REPORT (00:52:00)

Mr. Krieger discussed the potential of special education OTs and PTs visiting the District this year from North Shore Community College. He detailed the successfulness of the recent Professional Development Day.

Mr. Kellan informed the Board that the Retirement Committee will be inviting the 2019/2020 retirees to the next retirement celebration. He reminisced of his attendance at the Boys' Soccer Senior Night. He encouraged the public to visit the District's Community Bulletin Board for information regarding upcoming events and organizations. He expressed his appreciation to the organizations who submitted bid proposals for the two Transportation RFPs and the need to organize an ad-hoc Transportation Committee. Discussion ensued regarding the Transportation Committee and its duty to review the bid proposals, but the Board will have the final vote. Ms. Manthorn and Mr. Boucher offered to be members on the Transportation Committee.

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PERSONNEL REPORT (01:00:00)

None

COMMITTEE REPORTS (01:00:19)

Strategic Planning Committee: Mr. Boucher presented the results from the Thought Exchange survey which included 479 participants and generated 341 thoughts; the Committee will be reviewing those thoughts to determine how to move forward with the Strategic Plan. Mr. Kellan discussed the student component of the survey which has been converted to a Survey Monkey and is optional for students to participate.

Safety Committee: Mrs. Knutsen announced that the Safety Committee will be meeting on October 18th. Mrs. Savage announced safety training will be starting that week and the Safety Committee discussed upgrading the kits at each school.

Wellness Committee: Ms. Manthorn announced the next meeting will be on October 12th and they will be setting goals and reviewing policies.

CIP: Ms. Manthorn announced that CIP will be meeting on October 11th. Dr. Farah discussed the presentation by EEI showcasing their evaluation of the entire District's facilities. She expressed the need to put more money into our buildings to stop deterioration or to think about pushing for building funds, but this will need to start now. Discussion ensued regarding the state of the District's facilities, the hard work by the District's facilities staff and EEI presenting their evaluation to the Board and public. Mr. Boyle suggested increasing the budget for facilities by \$3-4 million per year. Discussion ensued regarding the probability of passing a bond.

Policy Committee: Chairman Finnegan announced that the Policy Committee will be meeting next month and will bring a list of policies to review by priority.

Mrs. Savage expressed her condolences to those affected by Hurricane Ian.

Mrs. McCormick encouraged all Board members to review the Monadnock's School Board presentation which was shown at the NHSBA's Delegate Assembly regarding streamlining policies and public outreach.

Chairman Finnegan requested that they enter into a non-public under 91-A:3, Paragraph II (a). At 8:24 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: Dr. Farah motioned to enter non-public under 91-A:3, Paragraph II (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; seconded by Mrs. Savage. Motion passed 9-0-0.

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The Board was polled:

Boucher – Yes

Farah – Yes

Sherwood – Yes

Knutsen – Yes

Finnegan – Yes

McCormick – Yes

Manthorn – Yes

Savage – Yes

Boyle – Yes

The motion carried a 9-0-0 to enter non-public at 8:24 PM.

Respectfully submitted,

Kelly Salovitch

Chief Executive Assistant to the Superintendent

Approved by the School Board October 20, 2022.