

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://livestream.com/trsd/trsb/videos/23258185>

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

Timberlane Regional School Board Meeting Minutes

Regular Board Meeting
August 18, 2022
7:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Chairman Finnegan opened this August 18, 2022 Timberlane Regional School Board meeting at 7:02 PM; this was followed by the roll call and the Pledge of Allegiance.

Board Members Present

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

Seated at the Board Table

Justin Krieger, Assistant Superintendent

Christopher Kellan, Superintendent of Schools, attended the meeting via Zoom.

Administrators Present

Lisa Oliver, Assistant Business Administrator
Lucy Canotas, Director of Elementary Curriculum
Mark Pedersen, Director of Secondary Curriculum
Sandra Allaire, Executive Director of Curriculum
Kelley Brooks, Director of Special Education
Angelo Fantasia, Director of Athletics

Chairman Finnegan announced Brian Boyle as the new Atkinson Representative for the Timberlane Regional School Board. (00:03:50)

APPROVAL OF MINUTES (00:04:30)

MOTION: Dr. Farah motioned to approve the July 14, 2022 meeting minutes; seconded by Mr. Boucher. Motion passed 6-0-3 (Mr. Sherwood, Ms. Savage and Mr. Boyle abstained).

MOTION: Dr. Farah motioned to approve the July 14, 2022 non-public meeting minutes; seconded by Ms. Knutsen. Motion passed 6-0-3 (Mr. Sherwood, Ms. Savage and Mr. Boyle abstained).

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DELEGATES AND INDIVIDUALS (00:06:00)

None

CURRENT BUSINESS

a. Audit Engagement (00:06:10)

Mrs. Oliver informed the Board that the audit report has not been finalized and the authorized engagement letter is for Plodzik and Sanderson to be able to bill the District and to agree upon the procedures they perform.

MOTION: Dr. Farah motioned to authorize the School Board Chair to sign the audit engagement letter; seconded by Ms. Savage. Motion passed 9-0-0.

b. Primex Contribution Assurance Program FY2024-FY2026 Property and Liability (00:09:00)

Mrs. Oliver presented the Property and Liability CAP program by Primex which will not exceed 7% for the FY 2024-2026.

MOTION: Dr. Farah motioned to authorize the School Board Chair to sign the Primex Property and Liability Coverage Cap; seconded by Ms. Knutsen. Motion passed 9-0-0.

c. Extracurricular Sponsorship and Fundraising (00:10:00)

Mr. Fantasia discussed the process of approving sponsored signs from businesses that are on school grounds occurs every two years. He requested that the approval process be completed every even year. Discussion ensued regarding the policy to approve business sponsored signs. The Board instructed that the requests for approval of sponsored signs be brought to the Board every year.

MOTION: Dr. Farah motioned to approve the Booster opportunities that were presented to the Board from Mr. Fantasia; seconded by Mr. Sherwood. Motion passed 9-0-0.

d. Athletics Emergency Action Plan (00:17:20)

The Board reviewed the updated Athletics Emergency Action Plan.

e. Enrollment Update (00:18:00)

Mrs. Canotas presented the enrollment update and informed the Board that Danville Elementary is at capacity for grade 2.

MOTION: Dr. Farah motioned to allow for a waiver for Grade 2 at Danville Elementary School; seconded by Ms. Savage. Motion passed 9-0-0.

f. Staffing Update (00:22:00)

Chairman Finnegan welcomed newly hired Stephanie Lafreniere for Pollard Elementary School's Principal and Tiffany Eaton for Danville Elementary School's

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Assistant Principal. Discussion ensued regarding employment vacancies throughout the District.

g. Facilities Update (00:24:00)

Chairman Finnegan presented the Facilities Updated submitted by Karl Ingoldsby, Director of Plant Operations. Discussion ensued regarding the options of selling or repurposing the old grounds' dump truck. Discussion ensued regarding the electricity rates and reducing the lead in the District's drinking water. Ms. Savage announced that the HVAC projects are on hold because the materials are on backorder.

h. SNHU's Donation to TRHS College Fair (00:33:30)

Mr. Pedersen presented the \$1,000 donation from Southern New Hampshire University (SNHU) which is to be used to support the TRHS College Fair; the College Fair will be held on September 12, 2022. Discussion ensued regarding the presentation of SNHU's logo.

MOTION: Chairman Finnegan motioned to accept the \$1,000 donation from SNHU for the College Fair; seconded by Ms. Savage. Motion passed 8-0-1 (Dr. Farah abstained).

i. Donation of a Shed to TRMS (00:38:20)

Mr. Pedersen presented the donation of a 10'x12' shed from Tuff Shed to be used for storage and athletic equipment. The shed will be placed outside of the Middle School.

MOTION: Mr. Sherwood motioned to accept the donation of a shed for the Middle School; seconded by Mrs. McCormick. Motion passed 9-0-0.

j. School Bus Routes (00:40:42)

Mr. Kellan asked the School Board to approve all of the school bus routes which thereby forms the school bus stops and is required by law RSA 189:8. Discussion ensued regarding the statute and compliance of the school bus stops.

MOTION: Chairman Finnegan motioned to approve the 2022-23 School Bus Stops; seconded by Ms. Knutsen. Motion passed 9-0-0.

k. Policies (00:47:00)

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

MOTION: Ms. Savage motioned to approve the first read of Policies BDE, GBEA, GBEAB, IKF, JFABD, JFABE, and JICH; seconded by Mr. Sherwood.

Discussion ensued regarding adding Transportation as a Board/Superintendent Leadership Standing Committee. Discussion ensued regarding the competency assessment and citizenship test of Policy IKF and adding legal references to Policy GBEA.

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MOTION: Ms. Savage motioned to withdraw her motion to approve the first read of Policies BDE, GBEA, GBEAB, IKF, JFABD, JFABE, and JICH; Mr. Sherwood withdrew his second.

MOTION: Ms. Savage motioned to approve the first read of Policies GBEA, GBEAB, IKF, JFABD, JFABE, and JICH; seconded by Ms. Knutsen. Motion passed 9-0-0.

I. TRSD Committee Assignments/Reassignments (01:01:00)

Chairman Finnegan presented the assignments of the school board members on each School Board Committee. Mrs. McCormick volunteered to attend the NHSBA's Delegate Assembly.

ADMINISTRATOR'S REPORT (01:02:00)

Mr. Krieger discussed the onboarding of the new teachers and recognized the highly competitive hiring process of educators. He discussed his visits at all of the elementary schools and praised the routines of school administrators for the morning arrival of students. He presented the ELO partnerships that will be happening with the High School and partnerships with Rivier, SNHU, and UNH to host students of teacher graduate programs and accreditation programs.

Mr. Kellan sent his gratitude to all staff for their dedication to the District. He discussed school safety training and the anticipated changes to the school calendar. He discussed the calendar for the Budget Committee and touring the schools which is open to the public.

PERSONNEL REPORT (01:16:00)

Professional Nominations

1. Julia Plummer, Special Education Teacher, Atkinson Academy

MOTION: Chairman Finnegan motioned to accept the Professional Nomination; seconded by Dr. Farah. Motion passed 9-0-0.

COMMITTEE REPORTS (01:16:30)

Personnel Negotiations: Dr. Farah announced that the negotiations are ongoing.

Budget Committee: Mr. Boucher announced that the next meeting is August 25, 2022.

OTHER BUSINESS (01:17:15)

Mr. Boucher discussed his tours of the Middle School and High School. He acknowledged the need of repairs in specific rooms and suggested undertaking larger projects which he will bring forth to the Capital Improvement Plan Committee. He discussed the concern of mental health and the benefits of a permanent therapy dog.

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Discussion ensued regarding the process of requesting services and budgeting.

Mr. Sherwood announced the dates of the Budget Committee's tour dates of the schools' facilities which are open for the public to attend.

Chairman Finnegan requested that they enter into a non-public under 91-A:3, Paragraph II (i). At 8:27 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 (i): Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life; 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 8:27 PM.

Respectfully submitted,

Kelly Salovitch
Chief Executive Assistant to the Superintendent

Approved by the School Board on 9/1/22.