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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 Documents](#)

Timberlane Regional School Board Meeting Minutes

**Regular Board Meeting
October 20, 2022
7:00 PM**

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

Call to Order

Chairman Finnegan opened the October 20, 2022 Timberlane Regional School Board meeting at 7:00 PM; this was followed by roll call and the Pledge of Allegiance.

Board Members Present

Steven Finnegan, Shauna Manthorn, Katie Knutsen, Michael Boucher, Kristin Savage, and Mark Sherwood. Kim McCormick was absent. Brian Boyle arrived at 7:02PM and Kim Farah arrived at 7:15PM after roll call.

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
Sandra Allaire, Executive Director of Curriculum
Fran Decinto, Director of Human Resources
Lisa Oliver, Assistant Business Administrator
Ginger Drechsel, Director of Student Services
Karl Ingoldsby, Director of Plant Operations
Kelley Brooks, Director of Special Education
Maria Watkins, CFO/Business Administrator
Karl Ingoldsby, Director of Plant Operations

APPROVAL OF MINUTES (00:01:43)

MOTION: Mrs. Knutsen motioned to approve the October 6, 2022 meeting minutes; seconded by Mr. Boucher.

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Discussion ensued regarding the information transcribed in the Administrator's Report; Mrs. Manthorn explained that the information was incorrect as the OTs and PTs are visiting from North Shore Community College and special education interns will be visiting from SNHU.

MOTION: Mrs. Knutsen amended her motion to approve the October 6, 2022 meeting minutes to include "OTs and PTs are visiting from North Shore Community College and special education interns are visiting from SNHU." seconded by Mr. Boucher. Motion passed 7-0-0.

MOTION: Mr. Boucher motioned to approve the October 6, 2022 nonpublic meeting minutes; seconded by Mrs. Manthorn. Motion passed 7-0-0.

DELEGATES AND INDIVIDUALS (00:04:35)

None

STUDENT REPRESENTATIVE (00:04:40)

Matthew LaBelle presented the events that were happening at each of the schools including Spirit Week and college application season at the High School; an enactment of A Midsummer Night's Dream at the Performing Arts Center (PAC); parent-teacher conferences throughout the District; an ice cream social, an early release, and Harvest Fest at Atkinson Academy; Danville Elementary hosted a food drive and costume parade, developed a new publication: the Hawk News, had an early release day, and participated in their Fall Festival; Pollard School had an early release day, a 5th grade celebration, Halloween parade, and a meeting for 4th and 5th grade students and parents regarding social media; and Sandown North held their first coffee and conversation of the school year and a Halloween Parade.

CURRENT BUSINESS

a. Middle School Passion Projects (00:12:25)

Hunter Newman, a student at the Middle School, thanked the Board for their support in paving the basketball court. In his efforts with his partner, Samantha Mooney, who is also a Middle School student, they were able to accomplish their goal of paving the basketball court and explained the impact it has made on them and their fellow classmates. His next goal is to secure more basketballs for recess.

b. Athletics Annual Report (00:21:10)

The Board reviewed the Athletics Annual Report.

c. Policies (00:21:30)

The Board reviewed the policies presented for first read: BBBH, BEA, and DIH.

MOTION: Dr. Farah motioned to accept Policies BBBH, BEA, and DIH for first read; seconded by Mrs. Savage. Motion passed 8-0-0.

Discussion ensued regarding the Policy Review spreadsheet and the Policy Committee will cross-reference NHSBA's last January update with the spreadsheet to reprioritize policy updates.

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d. Warrant Articles (00:31:20)

The Board reviewed the draft warrant articles that may be presented to the voters in March 2023. Mrs. Watkins explained the rationale of proposing an Emergency Contingency Fund draft warrant article as there is concern for increasing rates of energy and other costs; this fund will give the School Board authority to release the funds to pay for costs that went overbudget. She described it as a safety net that will be returned to the taxpayers if it is not used. Discussion ensued regarding the requested \$500,000 in the Emergency Contingency Fund draft warrant article and the response from voters on similar past warrant articles. Mrs. Watkins presented the Fund Balance Retention draft warrant article which included an increase from 2.5% to 5%. Discussion ensued and continued onto the Use of Capital Reserve Fund draft warrant article. Dr. Farah asked to continually add the draft warrant articles on upcoming School Board agendas.

e. CIP Update (00:45:45)

Dr. Farah presented the list of proposed projects for this year from the CIP Committee that are over \$2,000,000, which included converting to LED lighting, upgrading pneumatic controls, replacing Atkinson Academy's roof, and replacing Sandown Central's electric panel. Discussion ensued regarding the prioritization of projects. Chairman Finnegan requested to have the complete list of projects to be presented to the Board for reviewal and a presentation from EEI at the November 17th School Board meeting.

MOTION: Dr. Farah motioned to use the current Capital Reserve Funds to replace the electric panels at Sandown Central and to replace the roof at Atkinson Academy; seconded by Mr. Sherwood. Motion passed 8-0-0.

f. Voucher Program (01:07:00)

Mrs. Watkins explained that she reached out to the New Hampshire Department of Education (NHDOE) to understand more about the Voucher Program. The NHDOE representative detailed that it is no different than if a student moves out of district as you will lose that ADM. The adequacy the District receives from the state is a straightforward formula, but the difference for this program is that if the student moves out of the district, the State is still giving the district some adequacy. Mrs. Watkins stated that the impact in adequacy or operating expenses is not substantial. She informed the Board that a representative from the NHDOE representative will be attending the Budget Committee/School Board meeting to present on the Voucher Program.

g. Exit Interviews Update (01:16:00)

Mrs. DeCinto explained that an employment separation letter is sent to all terminated employees, but in return the Human Resources Department has only received three. Her goal is to send these letters electronically to those employees terminated as of July 2021 and to share those responses with SLT quarterly. Chairman Finnegan requested to review the reasons employees are leaving the District yearly.

h. Assessment Calendar (01:18:00)

Mrs. Allaire presented the Assessment Calendar and highlighted the window of dates that the assessments will take place. She informed the Board that the Fall I-Ready assessment has been

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completed for grades K-8 and the results were submitted to families last week. She explained that the state assessment results are retrieved from two platforms and are shared through the TIDE platform. Discussion ensued regarding families opting out of participating in the state assessments and the impact it has on the District. Discussion ensued regarding offering PSATs to sophomores and Mrs. Allaire explained that she is actively planning and budgeting for the next year to administer the MSQT assessment for 11th graders in the Fall and in the Spring administering the PSAT for 10th graders. Also, Mrs. Allaire presented the possibility of offering I-Ready to 9th graders.

ADMINISTRATOR'S REPORT (01:33:30)

Mr. Kellan detailed Hailey MacDonald's passion project of cleaning up and improving the Middle School's courtyard, which he is actively participating in along with the Pollinators of New Hampshire, Atkinson Garden Club, several teachers, and Mr. Ingoldsby. He informed the Board that safety training has been completed at some of the schools and has had positive participation. He promoted the upcoming Wizarding Day at the PAC and the fundraisers occurring for the TRHS's Music Department's Disney trip. He informed the public to reach out to their child's teacher if they have any concerns for their child.

Mr. Krieger explained that the Leadership Team has explored the historical data of the last three years in terms of staff absences and an overview of the substitute pool. He explained that the purpose of this is to engage them and grow that group. He informed the Board that Ginger Drechsel has connected with CLM and will be offering training from CLM regarding students who are in crisis.

PERSONNEL REPORT (01:39:45)

None

COMMITTEE REPORTS (01:40:00)

Personnel Negotiations: Mr. Sherwood announced that the negotiations are ongoing.

Budget Committee: Mr. Sherwood explained that currently the heads of five schools have presented to the Committee and were cognizant of keeping their budgets tight.

Safety Committee: Mrs. Savage explained that safety training is currently in process and had been completed at several schools. She announced that a presenter from the Internet Crimes Against Children will be presenting at the PAC. The next meeting will be on November 8th.

Wellness Committee: Mrs. Manthorn explained that the Committee discussed revisions of their mission while considering including mental wellness.

Transportation Committee: Mrs. Manthorn and Mr. Boucher announced the next meeting will be on October 25th to review the bid proposals.

Strategic Planning Committee: Mr. Boucher explained that the Committee reviewed the Survey Monkey and Thought Exchange responses and will be creating themes.

OTHER BUSINESS (01:46:00)

Mrs. Manthorn presented an ongoing issue with buses as some children are arriving home later

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than they should be and remaining on the bus for more than an hour. She explained that she has received complaints from families regarding this issue and those families have not received a response to their submitted concerns on the District's Transportation Google form.

Mrs. Savage inquired about the My School Bucks' fees and addressing the maximum amount allowed to be deposited in the account.

Mrs. Savage promoted the Sophomore's class fundraiser of purchasing dinner rolls from the Texas Roadhouse.

Chairman Finnegan requested that they enter into a non-public under 91-A:3, Paragraph II (a). At 8:52 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 Mr. Sherwood. Motion passed 8-0-0.

The Board was polled:

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

The motion carried 8-0-0 to enter non-public at 8:52 PM.

Respectfully submitted,

Kelly Salovitch
Chief Executive Assistant to the Superintendent

Approved by the School Board on November 3, 2022.