

# 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**  
**December 1, 2022**  
**7:00 PM**

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

### Call to Order

Chairman Brian Boyle opened the December 1, 2022 Timberlane Regional School Board meeting at 7:00 PM; this was followed by roll call and the Pledge of Allegiance.

### Board Members Present

Brian Boyle, Sheila Lowes, Mark Sherwood, Kristin Savage, Kim Farah, Shauna Manthorn, Katie Knutsen, Michael Boucher. Excused absence: Kim McCormick, Matthew LaBelle

### Seated at the Board Table

Christopher Kellan, Superintendent of Schools  
Justin Krieger, Assistant Superintendent

### Administrators Present

Maria Watkins, CFO/Business Administrator  
Karl Ingoldsby, Director of Plant Operations  
Mark Pedersen, Director of Secondary Curriculum  
Fran DeCinto, Director of Human Resources  
Kurt Schweiss, Director of Music  
Ken Henderson, Director of Technology  
Sandra Allaire, Executive Director of Curriculum and Professional Learning  
Kelley Brooks, Director of Special Education

## APPROVAL OF MINUTES

**MOTION: Dr. Farah motioned to approve the November 17, 2022 meeting minutes; seconded by Mr. Boucher. Motion passed 7-0-1 (Mr. Sherwood abstained)**

**MOTION: Mrs. Lowes motioned to accept the November 17, 2022 non-public minutes; seconded by Mrs. Savage**

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Dr. Farah asked to strike 5, 6, and 7 from the minutes.

**MOTION: Dr. Farah motioned to amend the minutes. Seconded by Mrs. Lowes. Motion passed 7-0-1 (Mr. Sherwood abstained)**

**MOTION: Mrs. Lowes motioned to accept the November 17, 2022 non-public minutes per the amendment and is withdrawing her previous motion. Seconded by Mrs. Savage. Mrs. Savage withdrew her second on the previous motion. Motion passed 7-0-1 (Mr. Sherwood abstained)**

## DELEGATES AND INDIVIDUALS

No public comment

## STUDENT REPRESENTATIVE

Matthew LaBelle was absent.

## CURRENT BUSINESS

### a. First Read: Program of Studies

Mr. Pedersen addressed the Board. The Second Read will be at the December 15, 2022 School Board meeting before it goes to print. He referred the Board to the Executive Summary that highlights the changes and those were reviewed with the Board. Salem and Pinkerton still have changes coming in. Mrs. Allaire let the Board know that at a recent State level meeting of Curriculum Directors, it was explained that the requirement will be to offer a Financial Literacy Course which is already offered and it will not affect graduation credit requirements. She mentioned that Economics is required for graduation. Mr. Pedersen stated the online version of the Program of Studies is the most up-to-date version.

**MOTION: Mrs. Lowes motioned to accept the First Read of Program of Studies for school year 23/24. Seconded by Mrs. Savage. Motion passed 8-0-0**

### b. NESDEC Enrollment Reports

Mr. Kellan presented the NESDEC enrollment report to the Board and stated it is the most recent report that has been received. The Board had discussion on the historical enrollment and the methodology used in determining their projections.

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### **c. Goals: High School and Music Department**

Mr. Kellan referred the Board to the Executive Summary which includes a brief introduction to goal setting. He explained we are trying to be much more aligned in our goal setting, having a common direction, clear vision moving forward with goal setting as a District. The Executive Summary also includes the School Board and Superintendent goals. Mr. Vaccarezza addressed the Board and introduced his administrative team. He spoke about last year's goals for Timberlane Regional High School. He explained the additional grading and training on additional competencies and explained how the process is done. He stated they are looking for a 4% student achievement increase in reading, writing and speaking, a 4% improvement to culture and climate and a 4% increase in participation rates and achievement scores on the SAT test. There was discussion on competency training.

The Board had a lengthy discussion on SAT participation rates and achievement scores. Mr. Vaccarezza said they are hoping to implement the usage of PSAT's. Currently, he said 77% of the students are taking the SAT's.

Mr. Schweiss addressed the Board to discuss music goals and the Performing Arts Center goals. He indicated this is mainly a continuation of the goals from last year. The Music Department will improve communication by augmenting and enhancing the digital and social media footprint as measured by the creation of a website and updating social media accounts. The Music Department will evaluate secondary music elective offerings and the instrumental lesson program. They will explore new and expand opportunities for student musicians to perform for their school and greater community as measured by an increase in student performances. A small holiday performance is planned at the beginning of the next school board meeting on December 15, 2022 which will be held at the Performing Arts Center.

Goals for the Performing Arts Center were discussed. They want to bring in more student artwork into the building for display. They would like to provide opportunities to workshop with and watch Timberlane alumni perform outside of high school. They are looking to explore, implement and refine new box office software, protocols, and procedures. Tickets will still be available at the ticket booth and cash and checks will still be accepted, however, people will be able to also purchase tickets on line using a credit card which will reduce time and long lines. They are also hoping to have the ability to choose their seating.

### **d. Draft of 2023-2024 School Calendar**

Mr. Kellan presented the draft calendar to the Board. He mentioned that legislation now requires that there be greater coordination between sending schools who are accessing CTE programs. That legislation speaks to the fact you can only have less than 10 days different from Salem and Pinkerton. There was discussion with Mrs. Allaire on the proposed changes to Early Release days, Professional Development days and required

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trainings. It was noted that this draft calendar is not on the website yet. This calendar will be brought back before the Board.

### **e. Policies**

**MOTION: Mrs. Lowes motioned to adopt as a second read Policy DJE and Policy KF as written. Seconded by Mr. Sherwood Motion passed 8-0-0**

### **f. Transportation Contract**

Mr. Kellan presented his Executive Summary to the Board regarding the Transportation Committee's contract recommendation. It is the recommendation of the Committee to award First Student all three transportation contracts and explained their reasoning. The Board members reviewed the transportation financials and breakdown showing the budgets for transportation for FY 2023 through FY 2026. This would be a 3-year contract. A boilerplate was provided for the Board members and Mr. Kellan explained they have not yet negotiated a contract. There was some discussion of what the members would like to have included in the contract, such as, an escalation clause and a \$500 penalty but the language is not yet in the contract. It was the consensus of the Board to hold off on a vote until the contract is presented to them.

Mrs. Lowes asked if they will continue to look at ride shares with First Student. Mr. Kellan said they would.

**MOTION: Mrs. Savage motioned to give authority to proceed to negotiate a contract with First Student. Seconded by Dr. Farah. Motion passed 8-0-0**

### **g. Proposed Budget and Default Budget**

Mrs. Watkins presented the proposed default budget to the Board along with a detail page with explanations of the line items. Dr. Farah questioned the special education increase and asked if it was driven by the increase in student numbers or in the cost of the services being provided by outside providers. Mr. Kellan explained a significant portion of that is the legislation that requires us to fund students to their 22<sup>nd</sup> birthday where previously it was only to their 21<sup>st</sup> birthday. That legislation came into play after budgets were voted in last year for this year. The Department of Education is assisting districts with that funding, essentially covering any expenses that we have and we submit those expenses and they are going to fund those for this year. We now have to prepare for the future. Mrs. Brooks commented there are also increases in some of their tuitions for the out of district students. The Board reviewed the proposed budget line items. Free and Reduced

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lunches were discussed. There was no further questions or discussion on the proposed default budget.

Mrs. Watkins presented the proposed budget and informed the Board the Budget Committee has requested we add in a \$1 million contingency for capital improvements and adding it to the 4600 line on top of what they had in there last year. This was the first pass for the Budget Committee. After some discussion regarding the lease proposal, it was mentioned the Budget Committee has two more meetings and is expected to finalize the budget by December 22, 2022. A joint meeting is scheduled with the Budget Committee for December 15, 2022 and the School Board meeting will follow.

Mrs. Savage asked Mrs. Watkins how long she expected the Voucher presentation by Commissioner Frank Edelblut to last. The Board would like it to last no longer than 30-45 minutes and should be done by 8:00 PM.

### **h. Warrant Articles**

Mr. Mike Davey with EEI and Mr. Ingoldsby submitted preliminary budgets to the CIP Committee and reviewed them with the Board. Mr. Davey explained that most of the major infrastructure was installed between 1996 to early 2000. A lot of the systems will be coming up at the end of life. He stated when they looked at everything that could be done in the next 5 to 10 years, the numbers came in at over \$100 million. He discussed with the Board the possibility of a 20-year lease which would allow a lot more work to be done over time. He provided a breakdown of figures for four options. The options were reviewed and discussed. Mr. Davey explained the options and the cost savings from rebates and grants. The Board discussed whether to include the lease amount in the budget or present it to the voters as a separate warrant article. After further discussion, it was the consensus of the Board to have the lease as a warrant article. The \$1 million requested by the Budget Committee should still remain in the budget for capital improvements and the lease will be a warrant article. It was also the consensus of the Board to go with Lease Option A.

Mrs. Watkins suggested getting the boilers done for Article 15 Use of Capital Reserve Fund.

### **ADMINISTRATORS' REPORT**

Mr. Krieger informed the Board about some preliminary contact and work they have done with Dr. Bill Preble who works out of The Center for School Climate and Learning. Moving forward, they will most likely form a team and send it to a conference on January 18, 2023. They are beginning to talk to Bill about doing some professional development here as a staff in January. He will continue to provide the Board with updates about how they are moving forward.

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With regards to trying to partner with colleges and universities, Mr. Krieger informed the Board of the intensive application process with UNH. Unfortunately, we were not selected to participate in some of their 3-year intern programs. He said the reason they were not selected was due to the unprecedented number of schools that applied and UNH only awards it to two high schools and two middle schools across the State of New Hampshire. They will still be continuing with their relationship with SNHU, Rivier, Granite State and Northshore Community.

Mr. Kellan spoke regarding how we had Pollard and Danville both as ATSI schools starting back in 2018. They have since come off of that are out of ATSI for both of those schools. Hayden Simmons from Pollard School was elected as the next Kid Governor. For 3 out of 4 years, Timberlane students have been selected as Kid Governor. Hayden will be at the next School Board meeting on December 15, 2022. They finished the Disc Assessment. Mr. Kellan read the list of students selected for All Eastern. He read the list of students selected for classical All-States. Mr. Kellan mentioned the holiday season has begun at the PAC with lots of concerts. He participated in some of the rehearsals and encouraged everyone to come out and enjoy it. Raffle tickets are available on line for the raffle baskets. Mr. Kellan presented a slide show showing Grade 6 Superheroes and Supervillain projects based on elements that were randomly selected by students from a hat and he described what the project involved.

## PERSONNEL REPORT

**MOTION: Dr. Farah motioned to accept the nomination of Mia Brennan as school nurse at the Sandown North Elementary School. Seconded by Mrs. Manthorn. Motion passed 8-0-0**

## COMMITTEE REPORTS

Mr. Boucher highlighted the middle school robotics team had a regional qualifier competition. Unfortunately, it didn't end as they had hoped. He stated that hopefully as the program continues to be offered, they can get the word out to get more volunteers to coach the teams.

Mr. Sherwood stated the Policy Committee was able to get through everything on the agenda. Some policies will be coming to the Board at next meeting.

Mrs. Savage has no report. Mr. Boyle had no report. Dr. Farah has no report. Mrs. Manthorn had no report. Mrs. Knutsen had no report. Mrs. Lowes had no report.

## CORRESPONDENCE

No correspondence

## VENDOR AND PAYROLL REGISTERS

No Vendor and Payroll registers

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## OTHER BUSINESS

No 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 8-0-0**

The Board was polled:

Boucher – yes Knutsen – yes Manthorn – yes Farah – yes Savage – yes Sherwood – yes  
Lowe – yes Boyle – yes

The motion carried 8-0-0 to enter non-public at 9:45 PM.

Respectfully submitted,

Linda Mahoney  
Recording Secretary