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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 Agenda Materials](#)

Timberlane Regional School Board Meeting Minutes

Regular Board Meeting
November 17, 2022
7:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Vice-Chair Savage opened the November 17, 2022 Timberlane Regional School Board meeting at 7:02 PM; this was followed by roll call and the Pledge of Allegiance.

Board Members Present

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

Seated at the Board Table

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

Administrators Present

Maria Watkins, CFO/Business Administrator
Karl Ingoldsby, Director of Plant Operations
Mark Pedersen, Director of Secondary Curriculum

APPROVAL OF MINUTES

MOTION: Mrs. Knutsen motioned to approve the November 3, 2022 meeting minutes; seconded by Mrs. Manthorn Motion passed 5-0-3 (Mr. Boyle, Dr. Farah, Mrs. Lowes abstained)

DELEGATES AND INDIVIDUALS

Laurie Herchenroder of Plaistow spoke on the importance of paras and described their responsibilities. She urged the Board to move forward with a fair contract to the community.

The Honorable Representative Deb Desimone of Atkinson addressed the Board on behalf of her constituents. She explained she is very plagued by the amount of phone calls she received a couple of weeks ago. These were calls from parents regarding a dance that was to take place October 27, 2022. This dance was put on by the LBGTQ community and applied for by the GSA group. The parents were told there would be no Homecoming dance because they didn't apply for that evening prior to the LBGTQ kids. She asked the Board what they will do in the future to stop this from happening. Mrs.

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Savage thanked her for her comments but explained the Board does not respond to comments during Delegates and Individuals forum.

Laura Ross of Sandown spoke in support of the Timberlane staff and urged the Board to support the family of Timberlane and give them what they need and come together to come up with a solution.

Catherine Lindblad of Plaistow spoke in support of her colleagues to address the fact they are working without a contract.

Coral Hampe of Danville shared some comments from District staff as to why they love working at Timberlane and hope they strive for a fair contract.

STUDENT REPRESENTATIVE

Matthew LaBelle provided highlights of events occurring in all schools. All the elementary schools were visited by an author over the past few weeks. The high school is hosting a gingerbread house making party on December 6th. They had a Veterans celebration on November 8th. Raffle baskets are being collected now until December 18th. Project Hope is gearing up for a fashion show and they are looking for donations. Timberlane is hosting the semi-final football game on November 18th against Bedford. He provided an update on the various teams. NHS is having a month of thankfulness during November. Atkinson Academy is celebrating Kindness Week this week. Voting for NH Kid Governor ends November 15th. Pollard PTA is hosting their annual holiday party on December 2nd and December 3rd. They are also hosting their annual Pancake breakfast on December 3rd and December 8th.

Mrs. Lowes asked to have something put up on our community board about the need for donations for the Project Hope Fashion Show.

CURRENT BUSINESS

a. Second Read of High School Curriculum Units

Mark Pedersen, Director of Secondary Curriculum addressed the Board. He is looking to the Board to adopt both of these packets as curriculum documents to get accepted and made official. The two TRHS courses are Studies in Women's Health and Wellness; and Probability, Statistics, and Trigonometry.

MOTION: Dr. Farah motioned to approve and adopt as the second read. Seconded by Mrs. Lowes. Motion passed 8-0-0

b. First Read of Policies

The Board reviewed Policy DJE Bidding Requirements. Mrs. Watkins explained they are requesting the amount of \$10,000 be increased to \$50,000 regarding the requirement to get written competitive bids on purchases of supplies, materials, equipment, and contractual services. Mrs. Lowes questioned why we are raising the bidding requirements from \$10,000 to \$50,000. Mrs. Watkins explained that \$10,000 is not enough. It was also suggested to increase the amount of purchases from \$5,000 to \$10,000 for the requirement to get at least three competitive documented quotes for the open market.

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MOTION: Mrs. Lowes motioned to accept Policy DJE as amended for the First Read. Seconded by Mrs. McCormick. Motion passed 8-0-0

The Board reviewed Policy KF Use of School Buildings and Facilities. Mrs. Lowes explained the facilities are not under us and that is part of the superintendent's job. She doesn't think this should come to us because that is day to day operations for him.

MOTION: Mrs. Farah motioned to accept Policy KF for the First Read. Seconded by Mrs. Lowes. Motion passed 8-0-0

c. Online Safety Training

A motion is being requested to subscribe to the Navigate 360 online safety training platform submitted by Mr. Kellan. He described Navigate 360 to the Board. This will provide instructional materials and resources to our staff to be used to support student learning at developmentally appropriate levels. The cost is \$9,400.00 for a 36-month subscription. This new expenditure will come from the Professional Services line.

MOTION: Mrs. Lowes motioned to enter into a contract with Navigate 360. This contract will include the resources from November 30, 2022 and end on 11/29/2025 at the cost of \$9,400.00. Seconded by Mrs. Knutsen. Motion passed 8-0-0

d. Transportation Contract

Mr. Kellan informed the Board the Transportation Committee has met and reviewed the proposals from First Student for the 29 regular education busses and on the in and out of district special education busses. The only other bidder for in and out of district special education busses was Durham School Services who we already have. He stated the Transportation Committee reviewed the proposals and discussed the current level of services with the providers. First Student said they would match Durham's special education in district and out of district price for the first year and for the second and third year, they would want an increase of 3.5%. Currently, Durham's proposal is asking for an increase of 3% in the second and third year.

The Board discussed the level of services that could be expected from First Student and Durham. It was explained that Durham doesn't have the same level of resource pool as First Student. Mr. Kellan informed the Board of the penalty clause in the contracts. After further discussion, the Board requested a fine-tuned summary sheet between the two different proposals and a recommendation from the Transportation Committee. Mrs. Watkins said she could provide that information to the Board for the next meeting.

e. Facilities Update

Mr. Ingoldsby provided a document for the Board that included a list of outstanding approved projects. The Board reviewed the list with Mr. Ingoldsby. Discussion and questions on some of the projects ensued as the Board went through the list. Mr. Ingoldsby gave updates on the projects. These projects are District Wide Re-keying and Door Locking Hardware Replacement, Timberlane Regional Middle School Boiler replacement, school window replacement and HVAC

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replacement. HS and MS building automation systems server failure/upgrade, High School/Performing Arts Center Sprinkler Water Supply Leak, lead in drinking water, paving repairs, and HS Server room mini-split replacement. He informed the Board they received \$26,190 from the State Agency Auction for the vehicles that were replaced.

f. **Request for Additional Maintenance Employees**

Mr. Ingoldsby discussed the need for two additional maintenance technicians. He explained the current staffing of three maintenance technicians for 620,000 s.f. of facility is too much for three maintenance guys. Mr. Ingoldsby explained the method used in determining the standards for the number of maintenance personnel according to square footage and informed the Board of the amount of work his current maintenance technicians are doing. He is requesting two additional maintenance technicians for next year. He provided justification for his request. Mrs. Watkins will provide the cost associated with hiring two additional staff for the next Board meeting. Mr. Boucher also requested that the cost of hiring an additional third maintenance technician be included. It was the consensus of the Board that this request is warranted and to move forward with receiving the cost for these additional technicians.

Mrs. Watkins informed the Board she will be going to the Budget Committee before the next school board meeting and will let the Budget Committee put a number in there for the two additional staff for the next Board meeting.

g. **CIP Recommendations**

Dr. Farah briefed the Board on what was done at the last CIP meeting. EEI did an evaluation of the buildings and found there are issues with the concrete walls. A feasibility study will need to be done. They are moving forward \$1 million into the budget for next year and asked if the Board was in agreement with approving this CIP priority plan for this year and into the proposed budget. Dr. Farah read aloud the list of CIP projects and provided a detailed explanation for each. Dr. Farah met with EEI and they are struggling because they need to know if we are looking to build a new middle and high school or looking to renovate and repair our existing facilities. She said the Board needs to make a decision on how we are moving forward so we can best determine how we are going to allocate resources and repairs to the buildings. The Board discussed the lease option. It is the recommendation of EEI that we do a 15-year lease for a cost of about \$18 million. There was discussion on whether to do a lease or put forward a new high school and middle school. Dr. Farah suggested forming a Building Committee to work with EEI. Their charge would be to look at either renovating vs. building new, as well as, other options. She asked for a consensus from the Board.

Mr. Ingoldsby spoke in favor of the lease.

Dr. Farah said they would need a warrant drafted for the lease and to have EEI give us more concrete numbers and to look at the total cost of the lease. Then EEI can make a presentation to the Board and move it forward.

It was the consensus of the Board to accept the projects listed on the CIP and are what we are moving forward with this year and get it into the proposed budget.

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Dr. Farah also reviewed the Alternate Projects that are being considered and suggested putting the roof into the warrant and take the money from the Capital Reserve Fund. The Board was in agreement.

h. **Warrant Articles**

Dr. Farah discussed Article 20 which is the high school roof. Mrs. Watkins will get confirmation from EEI on the dollar amount. She will contact Legal regarding the drafting of the warrant article for the lease and will provide a draft at the next meeting.

Mrs. Lowes asked about the default budget because it needs to be dealt with. Mrs. Watkins said she is waiting on the transportation dollar amount. She is looking at a 6% increase to the default budget and explained the reasons for the increase. Mrs. Watkins informed the Board health insurance is projected to increase 10.8%. Mrs. Lowes requested that Mrs. Watkins provide the Board with the default budget including all the changes. Mrs. Watkins stated she will do that.

i. **Reorganization of School Board**

Mrs. Savage discussed the vacancy on the Board for a Chairperson. She cannot devote the time necessary for the position of Chairman, however, she has agreed to remain as Vice Chairman. She recommends Mr. Boyle for Chairman. The Board discussed this and Mr. Boyle said he would agree to be Chairman.

MOTION: Mrs. Savage motioned to nominate Brian Boyle as Chairman for the remainder of this term until the next election in March. Seconded by Mrs. Manthorn. Motion passed 6-1-1 (Mrs. McCormick abstained; Mr. Boucher opposed)

The Board reviewed the committee assignments and it was agreed to leave it as it is.

ADMINISTRATORS' REPORT

Mr. Krieger gave the Board an update on the Strategic Planning Committee and the timeline. At the last meeting, they defined four target buckets and will be breaking into smaller groups. The goal is to get a draft to the Board in April. They are focusing on the learning environments, personnel, learning, and community connections and communications. He shared some observations with the Board from Pollard School on how they celebrate student's birthdays. He also visited Sandown North and talked about what they are working on in the 5th Grade PLC and strategies and instructional places.

Mr. Kellan is continuing to work with local agencies and developing partnerships. They met with CLM last week and shared information from that meeting with the Board. This weekend we have a number of students who will audition for the NH Guitar All States. The Heroes Wall was a very moving ceremony. He enjoyed time at the Vic Geary Center with the 10 high school students. This was a student led activity and it was well attended. He spent time in the Middle School and spoke of the Thanksgiving lunch and visited different middle school classrooms and talked about the projects and classroom activities in the school.

PERSONNEL REPORT

The Special Education Survey was reviewed by the Board. Mr. Kellan said it is ready to go out and said it can go out as early as November 21, 2022 and stay up through December 12, 2022.

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COMMITTEE REPORTS

Mr. Boucher had no further committee reports other than Strategic Planning Committee. Mr. Boyle had no committee reports to present. Mrs. Knutsen said the Personnel Committee won't be meeting again until January. Mrs. Manthorn said the Policy Committee will meet on December 1, 2022 and the Wellness Committee will meet in January. Mrs. McCormick had no committee reports to present. Mr. Boyle informed the Board they have come to terms with the Administrators union and have an agreement. Mrs. Lowes had no committee reports.

CORRESPONDENCE

No correspondence

VENDOR AND PAYROLL REGISTERS

No Vendor and Payroll registers

OTHER BUSINESS

The NHDOE Commissioner will be coming before the Board to discuss the Voucher Program. The Budget Committee asked to have a joint meeting with the School Board. Mrs. Watkins stated the proposed budget will be going to the Budget Committee on November 29th. The proposed budget and default budget will come before the Board on December 1, 2022.

Mrs. Savage requested they enter into a non-public session under RSA 91-A:3, Paragraph II (c) at 9:14 PM. Mrs. Savage advised this will conclude the public portion of the meeting and they will only come back into public session to seal the minutes.

Mrs. Savage gave a shout out to the football team and the coaching staff. The semi-final game is available on YouTube.

MOTION: Dr. Farah 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 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. Manthorn. Motion passed 8-0-0

The Board was polled:

Boucher – yes Knutsen – yes Manthorn – yes Farah – yes Savage – yes McCormick – yes
Lowes – yes Boyle – yes The motion carried 8-0-0 to enter non-public at 9:14 PM.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on December 1, 2022