

*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/226779814>
Materials presented at the board meeting may be viewed at:
https://trsdpublic.timberlane.net/trsb/_layouts/15/start.aspx#/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Ftrsb%2FShared%20Documents%2FSCCHOOL%20BOARD%20MEETING%20AGENDA%20MATERIALS%2F2021%2D22&FolderCTID=0x0120004312551B46136E4BA51A2C05822A071C&View=%7BD71C77CA%2D529B%2D49D7%2D8C91%2DE62575BBB707%7D*

**TIMBERLANE REGIONAL SCHOOL BOARD
MEETING MINUTES**

**Regular Business Meeting
October 21, 2021
8:01PM**

**Performing Arts Center
40 Greenough Road
Plaistow, NH**

Call to Order

Chairman Farah opened the October 21st, 2021 meeting of the Timberlane Regional School Board to order at 8:01PM and took roll call.

Board Members Present

Brian Boyle, Kimberly Farah, Steven Finnegan, Amy Gentile, Barbara Kiszka, Katie Knutsen, Sheila Lowes, Shawn O’Neil and Kristin Savage (arrived at 8:06PM)

Seated at the Board Table

Dr. Brian Cochrane, Superintendent of Schools
Mr. Christopher Kellan, Assistant Superintendent of Schools

APPROVAL OF MINUTES (00:05:45)

MOTION: Mrs. Kiszka motioned to accept the TRSB public hearing minutes of 10/07/2021; seconded by Mr. Finnegan. The motion passed 8-0-0.

MOTION: Mr. Finnegan motioned to accept the TRSB regular meeting minutes of 10/7/2021; seconded by Mrs. Kiszka. The motion passed 8-0-0.

STUDENT REPRESENTATIVE (00:06:21)

Ms. Kaylie Sheffield gave thorough updates on what is going on at each of the schools in the district. She discussed teacher coffee with parents, parent teacher conferences, various fundraisers, and spirit days, etc. She also highlighted the Administration’s use of social media pages this year and brought special attention to the monthly staff OWL nominations.

DELEGATES & INDIVIDUALS (00:012:12)

No one came forward to speak.

PERFORMANCE CONTRACT (00:12:22)

The performance Contractor Selection Committee has selected Energy Efficiency Investments to be the performance contractor and construction management firm for the energy efficiency upgrades and other facilities upgrades. The decision was based on EEI’s continued involvement and successful completion of project in local NH schools and communities.

MOTION: Mrs. Kiszka motioned to accept EEI as our contractor for the energy savings performance contract; seconded by Mrs. Savage. The motion passed 9-0-0.

FY 2023 SCHOOL BOARD BUDGET (00:13:28)

Dr. Farah explained that she requested to increase the legal fee line to \$175K. She also stated that the School

Board stipends only pay \$1K per year and \$1200 to the Board Chair for a large amount of work. She requested that the Budget Committee review this for the future. Mrs. Watkins stated that they raised the audit line by \$11K.

ACCEPTANCE OF FY 2020 FINANCIAL STATEMENTS (00:17:04)

According to the management letter in the agenda packet, there were no significant findings and no material weaknesses.

Mr. O’Neil requested some detail on how the findings of the audit would be fixed. He stated that some pointed questions were asked by the auditor, and he would like to understand the answers. Dr. Farah stated that she would work with Mrs. Watkins to get a written response to the Board for review.

MOTION: Mrs. Savage motioned to accept auditors report for 2020; seconded by Mr. O’Neil. The motion passed 9-0-0.

Dr. Farah stated she had the engagement letter for the auditors for the 2021 audit. She was looking for authorization from the Board to sign it. The amount stated is \$26,825; however, that does not include any extra work that they would have to do for ESSR funds or anything outside of the normal audit.

MOTION: Mr. O’Neil motioned to authorize the Chair to engage the auditor for next year; seconded by Mrs. Savage. The motion passed 9-0-0.

APPROVAL OF FY2023 CAPITAL IMPROVEMENT PRIORITIES (00:21:20)

Dr. Farah stated that this list has been re-worked and approved by the CIP committee. Typically, the Board approves this and then forwards to the Budget Committee so that they know what the priorities are in terms of capital improvements.

MOTION: Mrs. Savage motioned to approve the capital improvement priorities for FY 2022/2023; seconded by Mr. Finnegan. The motion passed 9-0-0.

BUDGET TRANSFER REQUEST (00:23:05)

MOTION: Ms. Lowes motioned to approve the budget transfer in the amounts and accounts specified in the CFO/BA’s budget transfer request dated 10/21/2021 in the amount of \$36K; seconded by Mrs. Kiszka. The motion passed 9-0-0.

EXXON MOBILE DONATION (00:24:16)

The High School is in receipt of a donation from Exxon Mobile in the amount of \$2500. This donation is to be used to support STEM education at TRHS helping to further sustain the great “real world” projects that have been occurring between TRHS Science classes and the Beede Site here in Plaistow.

MOTION: Ms. Lowes motioned to accept the Exxon Donation in the amount of \$2500; seconded by Mr. Finnegan. The motion passed 9-0-0.

NHSBA Delegate Session Report (00:25:28)

Mrs. Kiszka attended the meeting this year and provided notes to the Board. There are five scholarships available to school board members children or grandchildren. There is also a proposal put in this year to provide those scholarships for student representatives. Another proposed item was to allow school board members and the public to attend via a remote meeting.

TECHNOLOGY SPECIALIST POSITION CHANGE (00:27:19)

Mr. Henderson submitted an executive summary to the Board requesting to reclassify one technology specialist

position to have the title, responsibilities and salary of a Network Administrator.

MOTION: Mrs. Kiszka motioned to accept the change from Technology Specialist position to a Network administrator position with a subsequent increase in salary; seconded by Mrs. Savage. The motion passed 9-0-0.

PERSONNEL REPORT (00:28:40)

MOTION: Ms. Lowes motioned to accept the nomination of Michael Rice (Enrichment Teacher, Pollard Elementary); seconded by Mrs. Savage. The motion passed 9-0-0.

ADMINISTRATORS REPORT (00:29:06)

Nothing to report.

COMMITTEE REPORTS (00:29:12)

Dr. Farah stated that she attended the CIP committee meeting last week. They will be trying to get that committee back up and running in the spring and continue regularly so that people can enter requests.

Dr. Farah expressed concern that there have been no policies coming out of that committee. Mr. Finnegan and Mr. Kellan said they would soon be coming with stacks.

Ms. Lowes stated that union negotiations were ongoing.

Mr. O'Neil stated that the Budget Committee met, and four schools presented.

Dr. Farah stated there would be a joint meeting with the budget committee on November 18th, 2021. She requested the proposed budget be ready for that meeting. She further stated the Board needed to look at employees not in bargaining units regarding cost of living/raises for those employees. She requested this be on the agenda for the next meeting.

Mr. O'Neil stated that he has had multiple district employees contact him regarding vaccine mandates and whether the district will require it. He asked that it be put on the next agenda. Mrs. Savage felt like no one on the Board was seeking that, so there was no need to have that discussion as that was the current answer.

MOTION: Mr. O'Neil motioned that the Timberlane Regional School District will not mandate the Covid vaccine as a condition of employment in the district; seconded by Mr. Boyle. The motion failed 2-3-4 (Farah, Lowes & Gentile opposed. Finnegan, Kiszka, Knutsen & Savage abstained.)

With no other business before the board, Chairman Farah adjourned the meeting at 8:33PM.

Respectfully submitted,

Kat Lancaster
Recording Secretary

Approved by the Board on 11/9/21.