

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/230714561?fbclid=IwAR0IPXg3RQc546WLTy5Mf8FJDVVbBz7OJSiBYoqibCN87luZDIdl7q-EdYw>

Materials presented at the board meeting may be viewed at:

[03 17 22 School Board Meeting - All Documents \(timberlane.net\)](#)

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Business Meeting
April 21, 2022
7:03 PM

SAU 106 Boardroom
30 Greenough Rd.
Plaistow, NH 03865

Call to Order:

Chair Steven Finnegan called the April 21, 2022 meeting of the Timberlane Regional School Board to order at 7:03PM, took roll call and then led the assembly in the Pledge of Allegiance.

Board Members Present

Michael Boucher, Kimberly Farah, Steven Finnegan, Amy Gentile, Barbara Kiszka, Katie Knutsen, Kim McCormick, Kristin Savage (Mark Sherwood absent)

Seated at the Board Table

Mr. Christopher Kellan, Superintendent of Schools
Kaylie Sheffield, Student Representative to the TRSD School Board

00:00:55 APPROVAL OF MINUTES

MOTION: Mrs. Kiszka motioned to accept the TRSB organizational meeting minutes of April 7 2022; seconded by Mrs. Savage. The motion passed 7-0-1. Absent member abstained.

00:01:43

MOTION: Mrs. Kiszka motioned to accept the TRSB special meeting minutes of April 14, 2022; seconded by Mr. Boucher. The motion passed 5-0-3. Absent members abstained.

00:02:23 There are 3 sets of non-public minutes to approve. After a discussion, due to revisions needed, Kim Farah requested this be held to discuss in non-public for necessary revisions.

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00:04:59 DELEGATES & INDIVIDUALS

No speakers tonight

00:05:11 STUDENT REPRESENTATIVE

Kaylie Sheffield, Student Representative, provided a biweekly report on the student activities.

Pollard School:

In an effort to bring back some of Pollard school's traditions impacted by Covid, the second grade performed the play "How Does Your Garden Grow" at the PAC. It was a wonderful performance and enjoyed by all. The video is made available on the TRSD Vimeo. On April 16th, Pollard had their Spring Pancake Breakfast. With over 200 attendees it was the busiest ever! Pollard would like to thank everyone for attending and give a huge shout out to Nurse Kate for organizing this event.

Sandown Central

The students at Sandown Central School have been enjoying the Scholastic Book Fair for the past two weeks. Students were given the opportunity to preview the selection and create wish lists. This week, each class visited and made purchases. The students were so excited. Additionally, the school held extended hours on Wednesday, April 20 for families to come together.

Danville

This week, Danville elementary staff had the pleasure of meeting several new Danville Families at the Pre-K information night held at TLC. They look forward to welcoming their newest "Hawkes" next fall. Staff and students recently participated in a spirit week centered around Autism Awareness. Danville staff says "It was so nice to see our school community embrace the theme for the day and raise awareness for such an important purpose at the same time." Lastly, Danville Elementary was thrilled to offer the Mother/Son dodgeball event at Danville School again this year. Many of their K-5 students and families enjoyed a fun-filled evening with friendly competition.

Atkinson Academy

Students at Atkinson academy are diving into community service, and the community has been so incredibly giving. Atkinson Academy generously donated over 900 hundred socks for adults and children. The socks went to two charities: The Caring Closet and Cafe 1269 in Manchester. Additionally, Students had a wonderful couple of weeks preparing for Quaver Live!! Students at The Academy did such a great job during "Music in our Schools" Month's "Quaver Day". Mrs. Pellegrino sent Quaver himself a video of our students all dressed up as Quaver characters. He, in return, volunteered to do a LIVE Zoom with Atkinson students. He wrote the students a song, answered student questions, and told

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some lovely stories about how to work hard. It was an AMAZING day for many involved. On the steam side of things, First grade classes recently completed a marble maze project that touched on all 3 Makerspace big ideas: schema, creativity, and cooperation. After studying the features of a maze, they cooperated to design, build, and USE a marble maze. Second grade classes have all completed a Makerspace engineering task that is part of their life science unit about plants. After learning how animals help with the dispersion of seeds in order for new plants to grow, students planned, constructed, tested, and improved a seed dispersion device that operated like an animal. Third and fourth grade classes just completed a study of four STE(A)M-related picture books as part of this year's Cook Prize competition. Fifth grade classes are working on a Fluor Engineering Challenge - - designing a volley system to send a ping pong ball back and forth over a paper net.

Sandown North

April Humor month continues with students reading jokes each morning. The students have enjoyed learning to speak loudly, slowly and how to deliver the punchline over the intercom.

District wide, Honors Elementary Orchestra, Band, and Chorus Students had a combined concert with the all 4 schools on Tuesday, April 19th for the first time since 2019 which featured over 60 elementary musicians. They did a fantastic job! NH SAS science testing for grade 5 students district wide began last week. The reading, writing and math sections of NH SAS testing will continue when school resumes following April break.

TRHS

Spring sports are well underway and our teams are representing us very well. The boys and girls lacrosse teams held pre game ceremonies recognizing former TRHS student-athlete Michael Levitt. Michael's family attended the ceremonies and Coach Blaszkla delivered very emotional reflections. The athletic department would like to say Thank you to the players, coaches, and families, as well as our opposing schools for helping to remember Michael. April 7, 8, and 9th Timberlane had 21 students participate in the New Hampshire Music Educators Association's All-State Music Festival. Students rehearsed Thursday evening, all day Friday, and performed on Saturday at the Capitol Center for the Arts. The Timberlane Music department also just completed Solo and Ensemble concerts with over 35 individual performances. Students and PAC staff are looking forward to presenting the musical Spamalot! May 5-7 - tickets are on sale currently. Juniors at the high school completed SAT testing last week, and applications for honors societies and student government (including a new student school board representative) are well underway. Seniors are headed straight on into a variety of senior events including cording ceremonies, and tickets are currently being sold for senior prom, which will be held at the Atkinson Country Club.

CURRENT BUSINESS

00:09:58

- a. School Reopening Plan - presentation by Mark Pederson, Director of Secondary Curriculum**

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Mark Pederson provided an executive summary of proposed updates to the return to school plan last approved on February 18, 2022. Two key points of these updates focus on permitting school building and office access to parties and others attending student-focused meetings and facility use will be permitted as long as organizations receive approval through the Facility Use Permission Process.

The Covid emails sent out district-wide were discussed. After discussion, it was decided that the Return to School Plan is a requirement for the ESSER Grant as the grant requires the RTSP to be active through 2024 and it needs to be reviewed and amended every six (6) months during this time. If any ESSER Grant requirements change and the RTSP is no longer required, this will be brought before the Board to discuss.

Kim Farah asked if according to the new state legislature, that local boards will no longer be handling mask mandates. While the Covid update is not required, it can be helpful to community members deciding if their children will attend in-person or remote and seeing they still need to compile the data, the updates will continue to be sent out for the time being. Kim Farah requested the School Reopening Plan be brought back to the Board every six (6) months to review and amend as needed.

Motion: Barbara Kiszka motions to accept the April 21, 2022 updated language for the School Reopening Plan; seconded by Kim Farah. Motion passed 8-0-0.

00:23:04

b. CHaD Fundraiser - Presentation of Atkinson Academy's donation to Children's Hospital at Dartmouth

Stephen Harrises, Principal of Atkinson Academy showed a news clip of the efforts of the Kindergarten, first and second grade students who read 100 books in under 100 minutes for a 100th day challenge. The students were able to raise more than \$10,000 and donated all proceeds to the Children's Hospital at Dartmouth, Norris Cotton Cancer Center, and Friends of the Norris Cotton Cancer Center.

In addition, they also raised over \$3,000 for the Heart Association in the Jump Rope for Hearts Challenge.

00:25:59

c. Policies: First Read - Act on first read of Policy recommendations

- Policy BGF Waiving, Suspending and Revoking Policies - edited in January 2022. Kim Farah and Barbara Kiszka suggested minor edits to be made before Second Read.

- DAF Administration of Federal Grant Funds - Policy Committee will implement NHSBA's updated DAF policy with the following edits:

- Cross-reference our policies to the referenced policies in the text
- Edit the updated policy to be on TRSD's policy template
- Insert "Superintendent or designee" in areas where it is required/highlighted
- Remove footnotes/notes
- Remove line "e" on page 19

- GBEC Drug-Free Workplace - moved to adopt the changing of policy title "ADB" to GBEC/ADB - part of the audit findings was that GBEC is outdated and needs to be identical to the updated ADB language. This needs to be updated by May 8, 2022.

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Motion: Kim Farah motions to accept as First Read Policies BGF, DAF and GBEC.ADB; seconded by Kristin Savage. Motion passed 8-0-0.

00:35:36

- d. Fiscal Year 2023 General Assurances** - Requirement by NHDOE to act on General Assurances, Requirements and Definitions for Participation in Federal Programs.

Barbara Kiszka asked what has changed since last year as it states to read carefully as a side-by-side comparison. Kim Farah asks Maria Watkins to send out last years to the Board so they can do a side-by-side comparison prior to bringing this back to the Board for the next meeting.

00:39:24

- e. Digital Community Bulletin Board** - Presentation of the District's new digital community bulletin board on the district and school websites.

The Superintendent has final approval of everything posted on the bulletin board. Barbara Kiszka asked if there were expiration dates so they got cleaned up once over and was advised they will be taken down once expired.

00:49:51

- f. Enrollment Update** - Presentation of the District's enrollment report and updates

Lucy Canotas, Director of Elementary Curriculum presented a summary of the elementary enrollment projections for 2022-2023 for Grades 2-5. The Curriculum department will bring this back to the 2nd meeting in June to get ahead of hiring if needed. Kim Farah asked if she tracked this with NESDEC (New England School Development) projections to see what we are seeing in reality versus what the projections are and if we have lost any students because of Covid. She also asked for them to send to the Board when new projections come out so the new Board members can see what it is about. Kim Farah asked for a review of the October 1, 2021 NESDEC numbers to be put on the agenda for the next board meeting.

Academic RedShirting for Kindergarten level in the district is another concern. This is where the parents are requesting to keep their children back a grade or out another year as they do not feel their child is ready due to the pandemic. This follows specific procedures with the final decision being with the Superintendent. Most of the cases being presented to the Superintendent's office are for no education, or interrupted education due to the pandemic, developmental levels and where the child's birthday falls. Lucy mentioned it is not solely for Kindergarten. They are seeing it from PreK through Grade 2 as some of the older children were in private settings for Kindergarten and PreKindergarten. During the investigative process, they require parents to provide any data and assessments taken along with the curriculum followed if applicable to gauge what they have learned and what they have not to best place them. Another concern is if there are any developmental delays that need to be addressed.

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g. State Building Aid – Discussion of State Building Aid

Kim Farah asked for this to be put on the agenda as it came up during the CIP Committee meeting. Maria Watkins and Karl Ingoldsby provided details regarding the NH DOE Building Aid application process. As this is a very competitive award process, Maria suggested there needs to be a plan in place of what the money would be used for if we were approved for the award. This award program runs every two (2) years and the next run will be in January 2024. If we are approved, it would not be until the fall of 2025 we would be notified and the construction would commence in the summer of 2026. It was suggested to make a plan with multiple phases to account for the different stages. This award is only given one (1) time and only accounts for 32% of your strategic plan, the district needs to make sure it is the optimal time to apply and the strategic plan Maria Watkins and Karl Ingoldsby are working on will need to account for this. Kim Farah suggests creating a Building Aid Committee specifically for this process, separate from the Strategic Plan Committee or CIP Committee so this committee can research and poll other districts who have been funded by this award to structure a plan in that template/model to set our district for success in the award process. The Performance Plan being conducted by EEI can be used to expedite this data collection. Karl advised EEI is currently only focused on energy savings however they are willing to expand this to factor in the Award criteria. Kim Farah states this needs to be on a warrant article rather than included in the operating budget as it is a huge expense. Maria Watkins advises that the district needs to put in a letter of intent in January and write the warrant article contingent on if we are approved for the award.

Steven Finnegan asks Maria Watkins and Karl Ingoldsby to create an ad hoc committee to study this State Building Aid and tie it into the Facilities Committee. He suggests they next consider who they would like to be on this committee, along with numerous board members. Steven Finnegan, Kim Farah and Katie Knutsen volunteer to be on this Ad Hoc Facilities Committee which will focus solely on this project.

01:31:38

h. School Board Goals 2022-23 – Discuss the framework for creating goals for the School Board

Steven Finnegan will send the Board an updated proposed School Board Goals for 2022-2023. What he is looking for from the Board is for them to review and provide feedback on what they would like on the Goals for 2022-2023.

01:32:37

- i. Timberlane Football Booster Club –** The Timberlane Football Booster Club is seeking approval and acceptance of a \$4600 donation (to be paid in two installments - \$2300 in 2022/\$2300 in 2023) to the football program for the purchase of a new sideline communication system. This donation will be distributed over the next two (2) years. \$2300 in 2022 and \$2300 in 2023. There are no ongoing maintenance fees for this upgrade the district will incur.

Motion: Kristin Savage motions to accept the Football Booster Club donation for a new sideline communication system distributed over the next two (2) years; seconded by Katie Knutsen. Motion passed 8-0-0.

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- j. **Staples Donation** – Act on the Donation Agreement with Staples Connect

The district’s attorney has reviewed and approved the donation contract.

Motion: Katie Knutsen motions to accept the Staples \$4500 donation of kits of school supplies; seconded by Barbara Kiszka. Motion passed 8-0-0.

01:35:35 ADMINISTRATOR’S REPORT

Superintendent Kellan reminds that it is hiring season and there are new candidates that are being presented tonight for approval.

He reminds parents to check your balances on MySchoolBucks and add additional funds for meals and tuition if needed.

Pre-pandemic events are back and if anyone is interested in volunteering at the schools, please reach out to Heather Greenfield for fingerprinting prior to volunteering.

01:38:04 PERSONNEL REPORT

Administrative Nominations

1. Justin Krieger, Assistant Superintendent, Timberlane Regional School District

Motion: Kim Farah motions to approve the nomination of Justin Krieger as the Assistant Superintendent; seconded by Barbara Kiszka. Motion passed 8-0-0.

2. Fran Decinto, Human Resource Director, Timberlane Regional School District

Fran will be starting May 21, 2022 and taking over fully July 1, 2022. She comes to Timberlane with previous experience in the Pelham/Windham School District.

Motion: Kim Farah motions to approve the nomination of Fran Decinto as the HR Director starting July 1, 2022; seconded by Barbara Kiszka. Motion passed 8-0-0.

3. Dr. Cornelius Campbell, Assistant Principal of Alternative Programs, TRHS

Dr. Campbell will be in charge of the evening and extended learning programs and will be available during the daytime hours as well.

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Motion: Kim Farah motions to approve the nomination of Dr. Cornelius Campbell as the Assistant Principal of Alternative Programs at TRHS; seconded by Barbara Kiszka. Motion passed 8-0-0.

4. Danielle Foley, Assistant Principal, TRHS

Motion: Kim Farah motions to approve the nomination of Danielle Foley, Assistant Principal, TRHS; seconded by Kristin Savage. Motion passed 8-0-0.

Professional Nominations

1. Karen Reinhold, Elementary Teacher, Pollard Elementary

Motion: Kim Farah motions to approve the nomination of Karen Reinhold, Elementary Teacher at Pollard Elementary; seconded by Katie Knutsen. Motion passed 8-0-0.

2. Dr. Allyna Ward, English Language Arts Teacher, Timberlane Regional High School

Motion: Kim Farah motions to approve the nomination of Dr. Allyna Ward, English Language Arts Teacher at TRHS; seconded by Katie Knutsen. Motion passed 8-0-0.

Professional Resignations

1. Ashley Haselton, Grade 1, Pollard Elementary
2. Kristen Seymour, School Psychologist, District Wide
3. Jennifer McDonough, Grade 1 Teacher, Sandown North Elementary
4. Brian Weigler, Special Education Teacher, Danville Elementary School

Motion: Kim Farah motions to accept the 4 resignations as stated; seconded by Kristin Savage. Motion passed 8-0-0.

Professional Renomination

1. Megan Palmieri, Art Teacher, TRHS

Motion: Kim Farah motions to approve Megan Palmieri, Art Teacher at TRHS renomination as stated; seconded by Kristin Savage. Motion passed 8-0-0.

01:47:29 COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD

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Kim McCormick - no updates

Amy Gentile - no updates

Kristin Savage - she was just nominated for Policy Committee so she does not have any updates for this. She wanted to thank everyone that came out and participated in the Run of the Savages and wanted to thank Kaylie Sheffield for singing the National Anthem amazingly at the event. They raised over \$7,000 this year with over \$70,000 total over the last 10 years it has been running. The next run will be on April 15, 2023.

Steven Finnegan - Policy Committee met again as they have lots of work to do. They will be meeting again in May and continuing to look at what is a priority according to the School Board Association. There will be First and Second Reads coming to the Board shortly.

Kim Farah - CIP Committee met last week and they are a little behind due to the change overs to the SAU administration and school principals. The plan moving forward is to ask the building principals what their priorities are moving forward. The Capital Improvement Plan is a 5-year plan and once they receive that information and feed in information from the Performance Contract evaluation currently underway, the CIP Committee will meet again on June 14, 2022 to rebuild and restructure the CIP given the new priorities for the district moving into the Fall as we move into the budget year and see what major equipments or potential warrant articles may be needed for capital improvements. Additionally, they changed the threshold for inclusion into the CIP from \$10,000 to anything over \$30,000.

Barbara Kiszka - no updates

Katie Knutsen - no updates

Michael Boucher - the Strategic Planning Committee was hoping to have their first planning meeting in May to review the current plan and then hopefully get started working on the next plan. They will be meeting on May 11th and hopefully again in June. Kim Farah asked if they have started the process of getting community members on the committee. Superintendent Kellan advised they have not yet but have plans to do so.

01:53:01 CORRESPONDENCE

All correspondence now forwarded to board members as it comes in. Kristin Savage mentioned previously having a correspondence folder that was passed around during the board meetings for members to review. After discussion, it was agreed upon that they would have this folder, along with the electronic correspondence sent to all board members when they are received.

01:55:10 VENDOR AND PAYROLL REGISTERS

Please be sure to review and electronically sign vendor and payroll registers that will be going to each board member's emails.

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01:55:15 OTHER BUSINESS

Michael Boucher wanted to follow up on the Community message that went out. Due to the vague wording, it confused parents on what it was about. Superintendent Kellan advised there was a standard operating procedure (SOP) for this and that he would be making sure everyone followed this process and that for emergency correspondence, they would have to go through him prior to sending out the correspondence. Kim Farah and Steven Finnegan advised this would be discussed in non-public.

Steven Finnegan requests that they enter into a non-public under 91-A:3, Paragraph II (c).

01:57:10

Motion: Kim McCormick motions 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; seconded by Kristin Savage. Motion passed 8-0-0.

The Board was polled:

Boucher -Yes	Farah - Yes	Finnegan - Yes	Gentile - Yes
Kiszka - Yes	Knutsen - Yes	McCormick - Yes	Savage - Yes

The motion carried an 8-0-0 to enter non-public at 9:04 PM and Steven 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: Barbara Kiszka motioned to exit the non-public session meeting; seconded by Katie Knutsen. The motion passed 8-0-0.

The Board was polled:

Boucher - Yes	Farah - Yes	Finnegan - Yes	Gentile - Yes
Kiszka - Yes	Knutsen - Yes	McCormick - Yes	Savage - Yes

The motion carried 8-0-0 and the Board entered public session at 9:49 PM.

Motion: Kim Farah motioned to approve the 2/17/22 non-public minutes as amended; seconded by Katie Knutsen. The motion passed 6-0-2.

Motion: Kim Farah motioned to approve the 4/7/22 non-public minutes as amended; seconded by

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Katie Knutsen. The motion passed 7-0-1.

Motion: Kim Farah motioned to approve the 3/17/22 non-public minutes as amended; seconded by Katie Knutsen. The motion passed 7-0-1.

Motion: Barbara Kiszka motioned to seal the non-public session minutes; seconded by Katie Knutsen. The motion passed 8-0-0.

The Board was polled:

Boucher -Yes	Farah - Yes	Finnegan - Yes	Gentile - Yes
Kiszka - Yes	Knutsen - Yes	McCormick - Yes	Savage - Yes

As there was no further business, this concluded the public portion of the meeting.

Respectfully submitted,

Cori Zeuli
Recording Secretary

Approved by the Board on 6/2/2022.