

# 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/229979741?fbclid=IwAR0IPXg3RQc546WLy5Mf8FJDVVbBz7OJSiBYoqibCN87luZDldl7q-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**  
**March 17, 2022**  
**7:01 PM**

Performing Arts Center  
40 Greenough Road  
Plaistow, NH

### **Call to Order:**

Chair Steven Finnegan called the March 17, 2022 meeting of the Timberlane Regional School Board to order at 7:18PM (roll call and Pledge of Allegiance completed at organizational meeting).

### **Board Members Present**

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

### **Seated at the Board Table**

Mr. Christopher Kellan, Superintendent of Schools

Kaylie Sheffield, Student Representative to the TRSD School Board (arrived during the brief recess around 7:30 PM)

### **APPROVAL OF MINUTES (00:17:16)**

**MOTION: Dr. Farah motioned to accept the TRSB deliberative meeting minutes of February 10 2022; seconded by Mrs. Kiszka. The motion passed 5-0-3. New members abstained.**

**(00:18:05)**

**MOTION: Mrs. Kiszka motioned to accept the TRSB deliberative meeting minutes of March 3 2022; seconded by Dr. Farah. The motion passed 2-0-6. New members and absent members abstained.**

**(00:19:00)** Kim Farah mentioned there are 7 sets of non-public minutes to approve. After discussion, Chair Finnegan called for a brief recess from 7:22 PM till 7:30 PM for all existing members to review in order to vote on each set after returning from the recess. Any discussions needed would need to be discussed in a non-public meeting. Superintendent Kellan handed out the non-public minutes for review.

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Once returned, they will all be destroyed except for one copy that will be stored at the SAU.

**(00:29:06)** Upon return from brief recess, Chair Finnegan welcomed members back and proceeded to vote on each individual non-public minute. Steven Finnegan requested an amendment to the October 7, 2021 non-public minutes as he was marked as not present however he was present.

**MOTION: Mrs. Kiszka motioned to accept the TRSB non-public meeting minutes as amended of October 10, 2021; seconded by Dr. Farah. The motion passed 5-0-3. New members abstained.**

**MOTION: Dr. Farah motioned to accept the TRSB non-public meeting minutes of November 9, 2021; seconded by Mrs. Kiszka. The motion passed 5-0-3. New members abstained.**

**MOTION: Dr. Farah motioned to accept the TRSB non-public meeting minutes of November 18, 2021; seconded by Mrs. Kiszka. The motion passed 5-0-3. New members abstained.**

**MOTION: Dr. Farah motioned to accept the TRSB non-public meeting minutes of December 2, 2021; seconded by Mrs. Kiszka. The motion passed 4-0-4. New members and absent members abstained.**

**MOTION: Mrs. Kiszka motioned to accept the TRSB non-public meeting minutes of December 16, 2021; seconded by Mrs. Knutsen. The motion passed 3-0-5. New members and absent members abstained.**

**MOTION: Dr. Farah motioned to accept the TRSB non-public meeting minutes of January 6, 2022; seconded by Mrs. Kiszka. The motion passed 5-0-3. New members abstained.**

**MOTION: Dr. Farah motioned to accept the TRSB non-public meeting minutes of February 3, 2022; seconded by Mrs. Kiszka. The motion passed 5-0-3. New members abstained.**

**(00:32:05)** all non-public minutes returned to Superintendent Kellan for destruction.

## **DELEGATES & INDIVIDUALS (00:33:25)**

**Coral Hampe, Vice President of the Timberlane Teachers Association, Danville,** came to welcome the new members and stated the teachers association was excited to work with the new and returning members.

## **STUDENT REPRESENTATIVE (00:34:03)**

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

**Pollard Elementary:** Pollard is currently hosting a Book Fair. This event raises money to support Pollard's library by buying materials and paying for programming. 3/14 was Pi Day! Staff and students ate pie and participated in learning activities. They had lots of fun celebrating the most famous transcendental number! The Pollard chorus joined the Atkinson chorus as part of the Advisory/District choral concert. It was a wonderful night of live music that celebrated the vocal talents of many of Pollard's penguins.

**Danville:** Danville School was happy to welcome several new families to incoming Kindergarten information night on March 7th. Staff says that they are excited to meet several new families and look forward to welcoming their newest Danville Hawkes in the fall. Many 4th and 5th graders joined with students from Sandown North for the spring chorus concert on March 14th. They did an excellent job performing on the stage for the first time together as one group.

**TLC:** If you want to know how to catch a Leprechaun, stop by Sandown Central school and ask any kindergarten student. As part of their science unit, Pushes and Pulls, kindergarteners have been busy designing Leprechaun Traps! During Play this week, you will find the preschool students visiting the local flower shop, and Pre-K students venturing into space. They have so many stories to tell and write about. Last Thursday, the kindergarten staff held TLC's Kindergarten Parent Information Night.

**Atkinson Academy:** This week, Mrs. Galligher from Atkinson Academy was kind enough to send in a full newsletter about what academy students are up to. This letter will be emailed to the board following my report tonight. In art with Mrs. Alexander, Kindergarten students are learning about the color wheel. Our First grade students are learning to weave on a paper loom. Third graders are printing radial symmetrical designs. Fourth grade is practicing clay construction techniques and Fifth graders are making Chinese New Year Dragons. On the music side of things, Atkinson is additionally participating in Music in our School's Month. The purpose of MIOSM is to raise awareness of the importance of music education for all children – and to remind citizens that school is where all children should have access to music. Led by the National Association for Music Education (NAfME), music educators and students throughout the United States and overseas are demonstrating this March the powerful role a quality music program plays in the lives of young people. This year's theme is "Pre-Modern Music History" There are many events and activities that have been planned at the Academy.

1. The morning announcements will include a short music blurb each day.
2. The vote for best instrumental will take place each day during morning- meeting as a part of Music Instrument Madness.
3. The school is holding a Music Spirit Week

More information about other areas of study at the Academy can be found in the emailed newsletter.

**TRHS and TRMS:** Up at the High School, Spring sports are getting ready to begin. Tryouts for High School Sports including track, tennis, lacrosse, baseball, and softball start Monday 3/21. Boys' Volleyball will start on 3/28. Middle School tryouts will also start on 3/28. **Timberlane athletics would additionally like to say a huge congratulations to TRHS Gymnast, Jenna Mermet. Jenna qualified for**

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**Nationals after a strong performance at the New England Championship Meet on Saturday, March 12th.** In the Recital Hall the Timberlane Players are having opening night for their student and faculty written one act comedies all about the subject of metatheatre—plays about plays. The Spanish and French honors societies are continuing their elementary school outreach program and this is going very well. Yesterday, the Spanish honors society traveled to Pollard to teach fourth and fifth graders about spring celebrations in Spain. Project Hope had an immense success this past weekend in their annual “Strut for a Cure” event. Over 10,000 dollars were raised for local families battling cancer. TRHS would like to thank everyone who volunteered, attended, and donated, and especially issue a huge thanks to Ms. Bird and Ms. Treanor for coordinating this event. Student council members have been hard at work preparing for upcoming events such as the annual Big Buddy Little Buddy mentorship program with 3rd graders at Sandown North. These students have received pen pal letters from high school sophomores through seniors, and will get to come up to the high school to spend the day with their “big buddy” this spring. In addition, the student council is planning their annual “Egg My House” Easter fundraiser. More information about this can be found on both the Timberlane High School and Student Council Facebook and Instagram pages. Student council members are also currently in the works of planning a charity coin drive for those affected by current events in Ukraine. More information will be made available about this early on next week.

## **CURRENT BUSINESS (00:38:34)**

### **Facilities Update, Karl Ingoldsby, Director of Plant Operations**

Chair Finnegan invited Karl Ingoldsby up for the facilities update.

- Energy Rebate - the first round of rebate checks have been received.
- ESSER Funds project - meeting on March 4th to go over final details of the plan being put together for the ESSER funds and HVAC upgrades for middle school.
- Performance Contracting audits are continuing with preliminary budgetary numbers to be ready for the fall.
- SN Room Partition- scheduled for April vacation. Supply issues have held up the project several times.
- SN Arsenic Filtration - has been completed.
- SN Fire Panel - scheduled for April vacation. Supply issues have held up the project several times.
- MS Guidance and Technology Office carpet replacement - has been completed.
- New SAU 106 sign has come in and is being installed.
- HS/MS batting cages have been properly installed. Due to weather, the final ground’s work is put off until Spring.
- PE Boiler room repairs and upgrades - contacted Bosch to come to look at the boilers and

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recommission them.

- Personnel update - currently interviewing for multiple positions (maintenance, custodial, groundskeeper)

**(00:42:34)** Mark Sherwood asks about the SN Fire Panel fees, specifically what the cost of the fire panel is and what is included. Karl advised the cost includes the panel and installation. There is an additional \$4,000 cost for troubleshooting inside the buildings to make sure all the wires are set up correctly. Michael Boucher asked about the boilers functionality and Karl advised a pump has been replaced and they are awaiting Bosch's visit as 2 out of the 6 are not working to full capacity. Barbara Kiszka asked how many are in trouble and what are the plans to repair them and Karl advised the high school panel is in trouble, the Sandown North panel is constantly in trouble and the PAC panel is in trouble. All the panels are old. Their Fire Panel Inspection company offered to replace them for approximately \$30,000 which he is trying to not do as it is intermittently causing issues at this time.

## **(00:47:39) REQUEST TO WAIVE SCHOOL BOARD DJE BID POLICY**

Michael Boucher asked if this waiver would be ongoing on a one-time waiver. He was advised it was a one-time waiver. Barbara Kiszka asked for an amendment to not exceed the budgeted amount. Kim Farah advised you cannot bid on an estimate and Maria Watkins stated she would appreciate some flexibility in order for them to get the best deals for the vehicles due to the current shortage due to microchips. Mark Sherwood asked if there had been any research done and Karl Ingoldsby stated as it is a tough market, he only received one bidder. He stated what he is seeing is still within the budget and the issue is that there are no vehicles available so they would have to buy the vehicles prior to getting the vehicles.

**Motion: Dr. Farah motions to waive Policy DJE and to authorize Superintendent Kellan to write a letter of commitment for needed maintenance vehicles; seconded by Mrs. Kiszka. Motion approved 8-0-0.**

## **(00:56:53) TRSD SUMMER LEARNING 2022 UPDATE**

Sandra Allaire provided a brief update for the Board as there are some new members, which she welcomed to the Board.

Summer learning opportunities that run every summer are Extended School Year (ESY) and Title One Summer and TRHS Summer School Credit Recovery. ESY and Title One are through invitation only and the high school offers credit recovery and/or athletic eligibility for students.

In addition to these annual summer programs, TRSD is actively planning for new summer learning opportunities funded through the American Rescue Plan Elementary and Secondary Relief III (ARP ESSER III) grant. Morning sessions will be focused on academic intervention in Math and ELA (by invitation only.) Afternoon enrichment opportunities are planned for all TRSD students. They are actively surveying staff for interest to participate and are going through the data as it comes in.

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Amy Gentile asked if Sandra sees any staffing issues which Sandra confirmed they are seeing. They have a total of 29 internally interested and may have to post externally if they are short. Kim Farah broached the concern on parents, especially single parents being able to get the students to the programs and asked if they considered reaching out to parents of students in the greatest need to see if transportation/childcare is an issue. Sandra advised these students would be dropped off in the mornings and they could stay for the afternoon enrichment sessions and that there are discussions underway with potential transportation and childcare collaborations with surrounding programs. Superintendent Kellan advised the first step is to make sure they have enough staffing. Michael Boucher asked for data on the amount of students invited versus how many attended. Sandra advised she could look at this and provide an update on the data. Superintendent Kellan advised that for students with IEPs, about 50% attended and that they will be tracking this moving forward.

## **(01:12:45) TRHS END OF YEAR EVENTS**

Board discussed end of year dates for the high school.

## **(01:14:30) LUMENOS HEALTH INSURANCE COVERAGE FOR UNDER 65 RETIREES**

Retirees under 65 that live outside New England did not have insurance options with HMO or POS and the only way to meet the requirements under NHRS-state rules is the Lumenous Health Plan. Amy Gentile asked about HMO and Dana O’Gara advised the only way to meet this requirement for outside New England is the Lumenous Health Plan. HMO will only cover emergencies outside of New England. POS will always be as if you are paying out of network. Insurance is a state-specific plan.

**Motion: Dr. Farah motions to approve the Lumenos health insurance coverage for under 65 retirees that live outside of New England; seconded by Ms. Gentile. Motion approved 8-0-0.**

## **(01:19:53) SCHOOL BOARD COMMITTEE ASSIGNMENTS**

Chair Finnegan asked if it was good to wait till the next meeting for assignments. Look at the assignments and what committee(s) you would like to participate in. Upon Mark Sherwood’s request, Kim Farah summarized what each committee entailed. Amy Gentile asks who decides who is on the district's placements and why there are no teacher representatives. Superintendent Kellan and Kim Farah advised that there should be a discussion between the Superintendent and the Board. They discussed the possibility of subcommittees, especially for Curriculum and Policy Committees and to keep the Committee attendees to a manageable size. Kim Farah suggests that the Personnel Committee should have more members as there are now 6 unions to be negotiated. Kim Farah asks for confirmation that they are at the end of the Strategic Plan and Superintendent Kellan confirmed and stated he would share the Strategic Planning with the Board this week.

Michael Boucher asks regarding creating new committees. Sandra Allaire shared the process to create committees and subcommittees. Category BDE and BDF which identifies how to create Board Committees and Advisory Committees. These would need to go through Policy to approve. DEIJ Committee (Diversity, Equity, Inclusion and Justice) is the committee Michael Boucher would like to go

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through Policy.

## **(01:39:29) LEADERSHIP RETREAT**

Superintendent Kellan gave a brief summary of the Leadership Retreat scheduled for June 28-29, 2022 for Principals, Assistant Principals, Directors, all Administrators at Mills Falls in Meredith, NH for team building and laying out a plan for a number of activities and work they need to do around moving forward with their vision and their mission as a school district with their plans to engage the community and to move forward the way they want, and need to, in order to benefit the students and the community as a whole. Kim Farah stated that she did not believe this needed action to be taken on this as there is money in the budget for professional development.

## **(01:26:51) IRS PENALTY UPDATE**

The pending penalty with the IRS in the amount of \$131,000 has been resolved. All documentation and forms have been submitted to the IRS. Confirmation has been received from the IRS.

## **(01:28:14) ADMINISTRATOR'S REPORT**

Superintendent Kellan congratulated the new board members and thanked them in advance for their sacrifices and support on behalf of our students and community.

Atkinson Academy (K-2) for the 100th day celebration read-a-thon challenge read 100 books within 10 minutes and raised over \$10,000. The funds, books, learning materials and supplies are to be donated to Children's Hospital at Dartmouth Hitchcock Hospital. Project Hope participants selflessly donated their time as well for the benefit of others.

There are resignations and retirements coming up with many open positions. They are looking to fill positions in all areas. Superintendent Kellan asked anyone interested to go to the school district's website to apply. Anyone that needs assistance with the application process, please reach out to the school district's office and they will be able to help you.

He would also like to thank all the custodians and maintenance staff, who although they have been very short-staffed, they continue to do a remarkable job at the schools and facilities.

He would also like to thank Kelly and Kerry from his office for stepping up due to the sudden resignation of the Executive Administrative Assistant this week.

## **01:32:32 PERSONNEL REPORT**

Susan Basso, Social Studies Teacher at TRHS is seeking to submit for professional request to submit for retirement under extra-ordinary circumstances. TTA Article 13.2 seeking to submit for retirement incentive after January 1, 2022.

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Kim Farah explained that this late request would typically warrant a waiver from the Board however due to a teacher coming out of retirement at the last Board meeting, this does not need a waiver in order to receive the retirement incentive.

**Motion: Kim Farah motions to accept Ms. Basso's resignation; second by Barbara Kiszka. Motion passed 8-0-0.**

Michelle Azulay, Executive Assistant to the Superintendent, submitted her professional resignation. Ronald Turcotte, Computer Science Teacher at TRHS, submitted his professional resignation. Steven Finnegan asks if there is a motion to accept Ms. Azulay and Mr. Turcotte's resignations.

**Motion: Kim Farah motions to accept Ms. Azulay and Mr. Turcotte's resignations; seconded by Katie Knutsen. Motion passed 7-0-1.**

## 01:35:17 SUPERINTENDENT'S EVALUATION AND GOAL SETTING

Kim Farah had asked for Policy CBI and CBI-R to be added as it was adopted on 2/18/2021. When they moved out of SAU 55, some of the SAU policies had to be changed to Timberlane policies. This was one that was reformatted. The superintendent needs to be evaluated yearly. She suggests Chairman Finnegan meets with Superintendent Kellan to come up with some timeline for the Superintendent's Goals. Maybe have goals by August 1st each year and the Board can do an informal evaluation each January and then a formal evaluation in March or April each year. The Board should also be setting their goals, which the Superintendent uses for his goals, by the Spring as well. If the Strategic Plan needs to be done, that will be a big goal the Board will need to have done. Barbara Kiszka asked about the modified goals the Board already had for the superintendent and Kim Farah advised she had asked him to create short-term goals through the end of the academic year. Steven Finnegan asked for new goals for the coming year to be brought for evaluation. Steven Finnegan stated he would compile it and bring it back to the Board to move forward with that.

## (01:39:11) COMMITTEE REPORTS

**Kim Farah** - no updates

**Katie Knutsen** - no updates

**Barbara Kiszka** provided an update on the Energy Committee meeting where Carl provided the information regarding the rebate which will result in a great return on our LED project. Regarding the construction, they will be doing the middle school this summer and the rest of the elementary schools will be almost all during the following summer. There is a \$25,000 cap on spending limits and her concern is that because this is happening in the summer where there are only two school board meetings, it may hold up the construction which Carl felt possibly creating a Construction Committee or identify people on the school board that could make the decisions in between the school board meetings. Kim Farah asked what policy states there require the School Board to authorize for anything over \$25,000.

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After discussion, it was discovered the \$25,000 cap was for budget transfers and thus was not applicable. As long as they do not make a budget transfer, the Board does not need to approve. Due to this, Kim Farah felt a Construction Committee was not needed. Superintendent Kellan advised they could set up a team to discuss these construction needs.

**Amy Gentile** - no updates

**Steven Finnegan** - no updates

## **(01:43:53) CORRESPONDENCE**

All correspondence will now be forwarded to all board members as it comes in.

## **(01:44:01) 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.

## **(01:44:16) OTHER BUSINESS**

In the past, Kim Farah was great at sending emails to all board members asking if they had any items to discuss. Steve will continue this practice to reach out to each board member to provide agenda items for future meeting consideration.

The next regular meeting will be held Thursday, April 7, 2022.

With no further discussion, Steven Finnegan requests that they enter into a non-public under 91-A:3, Paragraph II (c).

## **(01:45:18)**

**Motion: Kim Farah 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 Barbara Kiszka. Motion passed 8-0-0.**

## **The Board was polled:**

Boucher -Yes    Farah - Yes    Finnegan - Yes    Gentile - yes  
Kiszka - Yes    Knutsen - Yes    McCormick - Yes    Sherwood

The motion carried an 8-0-0 to enter non-public at 9:01 PM and Steven Finnegan advised this will conclude the public portion of the meeting and they only come out to seal the minutes so we will not come back again.

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**Motion: Katie Knutsen motioned to exit the non-public session meeting; seconded by Kim Farah.  
The motion passed 8-0-0.**

**The Board was polled:**

Boucher -Yes    Farah - Yes    Finnegan - Yes    Gentile - yes  
Kiszka - Yes    Knutsen - Yes    McCormick - Yes    Sherwood

**The motion carried 8-0-0 and the Board entered public session at 9:24 PM.**

Respectfully submitted,

Cori Zeuli  
Recording Secretary

Approved by the Board on 4/7/2022.