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<https://livestream.com/trsd/trsb/videos/229407988?fbclid=IwAR0lPXg3RQc546WLty5Mf8FJDVVBbz7OJSiBYoqibCN87luZDldl7q-EdYw>

*Materials presented at the board meeting may be viewed at:*

[2021-22 - All Documents \(timberlane.net\)](#)

## TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

**Regular Business Meeting**  
**March 3, 2022**  
**7:02 PM**

Performing Arts Center  
40 Greenough Road  
Plaistow, NH

### **Call to Order:**

Chairwoman Kim Farah called the March 3, 2022 meeting of the Timberlane Regional School Board to order at 7:02PM, took roll call and then led the assembly in the Pledge of Allegiance.

### **Board Members Present**

Brian Boyle, Kimberly Farah, Katie Knutsen, Sheila Lowes, Shawn O'Neil and Kristin Savage

### **Attended via Zoom**

Mr. Christopher Kellan, Superintendent of Schools

### **(00:01:17) APPROVAL OF MINUTES**

**MOTION: Mr. O'Neil motioned to accept the TRSB public meeting minutes of February 17, 2022; seconded by Mrs. Knutsen. The motion passed 5-0-1 with Ms. Lowes abstaining due to absence at February 17, 2022 meeting.**

### **DELEGATES & INDIVIDUALS**

**(00:01:56) Michael Boucher, Atkinson**, came to thank the Board members that are here and for their time, especially Sheila Lowes and Brian Boyle as they are moving on. He made a suggestion for Superintendent Kellan to assist with keeping track of the Covid positive cases, to look into the UNH Safer at School Screening voluntary program as he feels it may help with keeping track of positive cases and resulting in more accurate rates.

**(00:03:32) Jack Sapia, Atkinson**, came to also thank the Board members, especially Sheila Lowes and Brian Boyle and commended them for stepping up to be on the Board as it is a rocky road you are taking on. He mentions how sometimes he would agree with the Board, and other times he would not, however he stated one thing we all have in common is that we care about our kids. He reminded people that have never sat on a board to remember that there is a lot that goes into being a board member, it is not just for an hour or so a few times a month. He thanked the Board again for caring for the kids enough to put in the time and energy needed for these positions.

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**(00:05:24) NO STUDENT REPRESENTATIVE TONIGHT** - due to school vacation Kaylie Sheffield not in attendance

## **(00:05:40) CURRENT BUSINESS**

**Special Education Report** - Superintendent Kellan requested it be moved to the end of Current Business as Kelley Brooks, Director of Special Education, was unexpectedly out of town and landing shortly.

**(00:06:14) SUMMER LEARNING** - This is an informative update for the Board as they are discussing doing some additional summer learning. Kim Farah reads that the update states there are summer learning opportunities outside of the Extended School Year (ESY) and Title One Summer programs and asks if they have a timeline of when they will be notifying parents of the programs in order for them to plan out their summer schedules.

**Sandra Allaire, Director of Curriculum, Assessment & Professional Learning** - there is a follow-up meeting Tuesday morning after returning from break to finalize some of the plans as they have to look at the financial and staffing resources for these additional programs. They are going to poll their staff to gauge their interest level in participating in all three of these summer programs they are to offer. Once they know the staff interest, they will be sending out more information to parents hopefully by the end of March. Kim Farah asks if ESSR funds will be used and Sandra confirms they will be using ESSR3 funds for the other programs. Title 1 comes from Title 1 funds, ESY is in the district's budget but the other enrichment programs will be from ESSR3 funds.

Kim Farah asks if the district is planning to put out to parents of the kids that are 2 to 3 grade levels behind an invitation to certain programs. Sandra stated that it will be opened up for anyone interested in the program, however specific invitations will be sent out from each school to the students that are in need of more targeted intervention and some of that catch up growth discussed last meeting. Kim Farah feels that sometimes parents may not understand that even if a student is passing, that all is fine when it may not be. She asked that they put it out there so parents that are not educators understand the importance. Sandra stated they would keep the Board updated as things develop.

## **(00:09:37) ELEMENTARY ENROLLMENT**

Sheila Lowes asks **Lucy Canotas, Director of Elementary Curriculum (K-5)** if the anticipated 5th grade on the report is this current year's 4th grade. Lucy confirms this to be true. Sheila feels this number is way too close and that they need to have less. Kim Farah disagrees with this statement. Sheila feels where we were this year with Grade 4, in Atkinson it was a big deal, as the class sizes were really large and she feels it is going to be hit again in Grade 5 because we are taking the problem and moving it a year. Lucy advises that this is 3 months early, and because of those conversations, they wanted the Board to have a heads up now because as of March 1st, this is where we are. In the packet, it explains how the district can staff these numbers with the same number of staff now and advises that they will definitely come back in June as per policy and we can have a discussion then before making any final decisions.

**(00:11:35)** Sheila asks about Pollard's numbers which is another red sign (warning) for her. Her last question, she would like to go back to a conversation the Board had a few months ago about taking a teacher out of Sandown North, Grade 5 she believes, and looking to make the teacher a Math Interventionist. Lucy states that Sandown North is actually adding 1 teacher in Grade 2. Currently they have:

- 4 at First Grade

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- 3 at Second Grade
- 3 at Third Grade
- 3 at Fourth Grade
- 3 at Fifth Grade

So they are staying equal but adding one to accommodate that 2nd Grade. The position Sheila is speaking about are the two positions they never filled that are technically not included in the report. They posted for them, they never filled them and they are not included in this packet. Sheila asks if one was at Sandown North and Lucy confirms one was Sandown North and the other was at Atkinson Academy. Sheila states she is going to hold that thought and come back to it when they discuss Special Education.

**(00:12:57)** Kristin Savage asks if the district saw a big drop due to COVID in class or school enrollment. Lucy states that the numbers on the packet are exactly who we have right now, so they are projected up. We tend to see some students withdraw as well as enroll that usually evens themselves out, except for Kindergarten and 1st Grade. She stated that we actually have seen a drastic enrollment this year due to a lot of homeschooling that happened last year.

**(00:13:50)** Shawn O'Neil wants to expand upon the comment Sheila made. I would be more supportive of something like a school that has been identified by our test scores, like at Pollard, would be more advantageous to have the added teacher there versus over at Atkinson Academy. Atkinson Academy is the leader of the district. So having the fifth grade, or the fourth grade currently, if they were going through and they were a higher student-teacher ratio. They sure would pull it out with flying colors so it's not a direct correlation for teachers and the number of student teacher ratio and the quality of the education. Lucy comments that there are two schools identified by the state as Additional Targeted Support (ATS) schools, which are Danville and Pollard so we have to take that into consideration. Kim Farah states it would be good at some point to hear about those two schools and what actions are being taken to get them off of that list.

## **(00:15:06) ACCEPTANCE OF FY2021 ANNUAL AUDIT REPORT**

This is the acceptance of the 2021 annual audit report. So for new board members, we get a copy of the audit every year. We can actually ask the auditors to come in and have a discussion with us. Given that there were not many findings on this audit, I didn't really feel that was necessary to talk to Maria and ask her to provide a summary to respond to any of the findings. So that's what you'll see in our packet. The action items taken to prevent these findings in the future. So I'll be looking for a motion at some point to accept that 2021 audit.

Shawn O'Neil states it is always great news to see this stuff. It's something that we have not seen at this board level for years. And it's been surely missed, and this is where we want to be. And I commend you for your complete, in my opinion, turning around that whole entire department and kudos to you Maria.

**Motion: Shawn O'Neil motions to accept the 2021 Annual Audit Report; seconded by Sheila Lowes. The motion passed 6-0-0.**

## **(00:16:57) APPROVAL OF HEALTHTRUST WELLNESS DONATION**

The donation is in the amount of \$500. This is a donation to the high school wellness account that

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they're making in recognition that the district is actively participating in wellness challenges to stay healthy.

**Motion: Sheila Lowes motions to accept the donation; seconded by Shawn O'Neil. The motion passed 6-0-0.**

## **(00:19:24) SUPERINTENDENT'S GOALS MARCH 2022-JUNE 30, 2022**

1. Work with the Director of Human Resources, and Administration to revise and create job descriptions for all administrative positions. Evaluate and revise as appropriate the new SAU organizational structure, function, procedures. Deliverables: Summary of procedures to be developed.
2. Recruit and hire highly qualified candidates for all positions including Administration, Instructional Staff, Support Staff, Maintenance, Custodial and Food Service. Deliverables: Develop Partnerships with post-secondary organizations to establish programs leading to employment.
3. Special Education Audit: Work with the Director of Special Education to perform a district wide audit of special education programs, services, and processes. Deliverables: Summary report to the School Board with recommendations.
4. Review, evaluate, and revise as necessary the budget development processes. Deliverables: Calendar of dates for proposed budget, default budget proposal, description of budget drivers, recommendations to School Board and Budget Committee for budget development process.
5. Maintain timely and frequent communication to the School Board, families, staff and community. Rationale: Provide meaningful information to the School Board, families, staff and community. Engage and develop trust among the Timberlane Education Community.
6. Work collaboratively with Administration to develop a new evaluation system for all Administrators. Deliverables: Evaluation system implemented for 2022-2023.
7. Develop systems and programs to provide learning opportunities that support meaningful academic growth for all students. Deliverables. Summer Learning provided 2022. Recommendations to Curriculum and Assessment Committee will be ongoing.
8. Review and revise procedures regarding anti-bullying practices that promote a safe and welcome learning environment for all students. Deliverables: Adoption and implementation of anti-bullying plan and curriculum.
9. Work with the Timberlane Regional Behavioral Health Team to revise and implement a Student Safety Protocol. Deliverables: Development, training and implementation of a Student Safety Protocol.
10. Work with Police Departments from all four towns to provide K-12 ALICE School Safety Training. Deliverables: ALICE School Safety Training will begin June 2022.

**(00:21:31)** Superintendent Kellan stated: I'm very impressed with all of whom I've been working with and it makes it easy to generate ambitious roles. Many of these are already underway. Finalization of

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some of these things, of course will be finalized to some degree as we will always be looking to improve on certain things getting the systems in place and articulating those systems by June 30, I'm comfortable with the support that I see with the district that we're going to be able to achieve good progress towards all of these goals.

Kim Farah stated another thing I just thought of in terms of goals evaluations is we revised the policy related to Superintendent evaluation. I think that should come to the board at some point just for information so the board members are aware of what the evaluation process is for the Superintendent and have a discussion as to when that's going to occur and how frequently there'll be discussions about that. So we could get that as an action item, I think that would be a good idea. We can have this as an action item at the next meeting. We already approved this at Policy and for the Board members, several of them have not even seen it and I actually don't recall what we put in for specific language as to when it needs to be done and things like that. I just know it was revised so we need to bring it to the Board.

Sheila Lowes asked if we changed from 1 to 10 and Kim confirmed that the Board changed the evaluation instrument. I don't recall what it is and as the board moves forward and they start to think about doing the evaluation, they should have in their mind what that evaluation tool looks like.

Brian Boyle suggests that they add on a reference to the facilities on the Superintendent Goals as well.

Kim Farah states that is a good idea and states another goal that would make sense to add is to continue to monitor the ongoing work with the performance contract and update the Board on a periodic basis.

**Motion: Shawn O'Neil motions to approve the Superintendent Goals with the additional goal of to continue to monitor the ongoing work with the performance contract and update the Board on a periodic basis; seconded by Sheila Lowes. Motion passed 6-0-0.**

## **(00:26:00) POLICIES REVIEW**

Kim Farah presents as neither of the policy board members are present tonight. Looking for a motion to accept as a second read. Policy ACA Non-Discrimination: Title IX Grievances policy, ADA Special Education Philosophy Statement, and ADAB Timberlane Regional Middle School Statement of Purpose. We're looking at revoking/repealing these policies because they have been outdated with the introduction of other policies.

**Motion: Sheila Lowes motions to approve the policies for second read revoke/repeal; seconded by Kristin Savage. Motion passed 6-0-0.**

## **(00:27:07) SPECIAL EDUCATION REPORT**

Superintendent Kellan presents the special education report as Kelly Brooks is still unavailable and the Board can have her back to answer any questions if needed.

Kelly Brooks, Director of Special Education put this information together for us. Looking at what the percentages are. We look at the enrollment. This is total enrollment over from 2018, 2019 and 2020, you can see we have a decreasing enrollment. We have a comparison of New Hampshire and

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Timberlane Regional School District Special Education percentages. So this is a comparison of us to the state of New Hampshire. As you can see, the state of New Hampshire has been holding again 2018 through 2020 was the data that we have available. So you can see where we have had an increase in identification of 1%. However, having to consider all of the factors, including that decrease in enrollment, has a little bit of a compounded effect when we see that number going up. We see some more information specific to schools. But before that, if you go to the next slide, this is 2018-19 data on different disability type percentages. This is looking at the profile basically of the United States and the types of disabilities that make up the special education population across the country, specifically learning the disability being the most profound and followed by speech and language impairment, other health impairment that can include any type of medical condition. One of the most common is that students with ADHD are identified if they need to identify special education services. That's where they wind up in other health impairments but it could be a number of other medical conditions that aren't accounted for in any of the other disability categories. Autism, Developmental Delay which is something that children can be identified through the age of 9 but what developmental delay is sort of a hold. Because the staff knows the student has special education needs and this is the suspected disability. We need to identify a suspected disability and continue to evaluate the student and make the decision before they turn ten on what one of the other disability categories would be their primary disability. It's a way of providing early intervention services for students up through that age nine. Intellectual disability, emotional disturbance, multiple disabilities, hearing impairment and orthopedic impairment.

The percentage of special education students in each school. So, yes, we have great variation and that's of course, of concern. This is the point where we need to dig deeply into looking at our processes for identification. The discrepancy from Sandown Central, of course, is preschool and kindergarten. So because we don't have public preschool, you really have no measurement to say whether that percentage is too high because half of the school basically is really designed for providing special education services.

Kim Farah interrupts to state that unless any on the Board wants to go through each individual school, it is ok to skip to the last slide, which is the out of district year to year comparison. So this one is important because, as you know, our special education cost has been increasing by roughly a million dollars each year and a lot of that, I think, is driven by how many out of district placements we have. So it looks like we're going down. From 2021 to 2022, we went down. We went down a little but we are still hot. Any questions from the Board?

Sheila Lowes states that there is a debate on the board. How she looks at it as Atkinson, Danville, and Pollard are pretty stable. Sandown North, I'm not even looking at TLC because I know what TLC is about. It's our early intervention. So I'm taking TLC right out of the mix. However, Sandown North at the 23%, this number has fluctuated up and down 2% for approximately four to five years now because I've been watching it and it seemed consistent at that percentage. So my feelings were that we have a lot of special education in Sandown North and others said, well, actually, no, to them it looks like Atkinson, Danville and Pollard were not identified enough as we have the middle school and high school at 23%. Care to elaborate what you might think it is?

Superintendent Kellan said they can take a deep dive into the data, but with talking with Kelley, and what he has learned so far being here, we need to be looking at our process identification. Sheila asks if we are identifying too much or not enough. Superintendent Kellan states maybe it is both.

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Sheila brings it back to her comment to Lucy about the two open positions never filled. She feels there needs to be a conversation between Curriculum, Special Education and the Board. Should it be a Math Intervention, Reading Intervention or Special Educator?

Superintendent Kellan thinks the first step is completing this audit but to your point and getting to the point you were making earlier, if we need to hire people for whatever position it is, we want to look at that most qualified candidate prior to the summertime. So, we have to wait to look at our support structure within special education until June or July. We need to do that now. This is what Kelley has been working with her team on and we need to look how we distribute our staff to meet these needs, case loads, logistics. I think we need to take the couple months to complete the audit but there are things that we can do in the interim. We had program approval in Danville and re-establishing some of those programs and balancing caseloads and we have to look at balancing instructional support where we need them, not where they once were, not for any other reason but what is the most helpful to the kids.

**(00:44:57)** Sheila asks when they will be coming back with the audit results as she would like to tune into that meeting. Superintendent Kellan states he will send her a special invite for that however he believes they will have the results by mid-May.

Kim Farah asks if these percentages only include IEP or 504 plans also. Kellan confirms just IEP. Kim asks if it is typical to see what we're seeing here in the increase from elementary, the middle school and high school? Other than Sandown North, the elementary schools are around 17% and then we jump up to 22-23% in the middle and high school. What kind of concerns about that is if we're down at 17% in elementary schools and all of a sudden we jump up to 22% in middle school, why weren't those kids identified down in elementary school? Superintendent Kellan states that this is the big question and states that students become adolescents however they have to look at the identifications. Sometimes you have students that have specific learning disability that had coping strategies in elementary school and able to perform better than before due to the structure in the elementary school. If it is a moderate disability or more severe, they should be identified. Years ago, the old model used was a wait and fail model many years ago in special education. We want to identify them earlier rather than later and provide mediation strategies and work with them to develop coping skills as expectations change once they get into middle and high school. We want to look at not just the expectations but also the supports put in place in the middle and high schools which typically change to create more opportunities for students to succeed. We need to provide the support for the catch up growth so they can keep up with their peers.

Kim states that they will send out Sheila's special invitation once the audit is back and agrees that there are a lot of concerns with special education in terms of identifying why we have so many students and also the cost. The longer you wait, the more expensive probably can result in, especially when we have to send students out. I'm glad we're getting a better handle on it, and we have the Superintendent's expertise.

Sheila also says to thank Kelley for the great information.

## **(05:50:03) ADMINISTRATOR'S REPORT**

- Superintendent Kellan states that as of February 25, 2022, the federal government has lifted the mask mandate on public transportation and masks are no longer needed on buses. Masks are optional on school buses and bus drivers will still have a supply of masks for any student who needs/wants a mask.

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- Project Hope fundraiser for a cure is coming up Saturday March 12th.
- On Tuesday, March 8th, please get out and vote. It is your opportunity to be heard

Sheila Lowes asks about notifying parents about the bus change and Kellan states will be sending an email out to parents over the weekend.

## **(00:51:54) PERSONNEL REPORT**

So there's one request here to rescind a retirement from Lee Daneau, a math teacher in the high school.

Sheila Lowes would like to make the motion to rescind Ms. Daneau's retirement and say I'm happily, really happy I'm doing it. Not happy for her, but I'm really happy for us.

**Motion: Sheila Lowes motions to rescind a retirement from Lee Daneau; seconded by Shawn O'Neil.  
Motion passed 6-0-0.**

## **(00:52:34) COMMITTEE REPORTS**

No committee reports while we wait for the board to change over.

**(00:52:50)** Superintendent Kellan would like to thank Sheila and Brian for their service to all of the children and the entire community for the Timberlane school district. Maria hands cards to Kim Farah to hand out to Sheila and Brian.

Kim wanted to thank everyone on the Board that is running again

**(00:55:09)** Sheila Lowes states she is going to miss each of you. When we started this, we all had a common goal and we killed it. We all had common goals, and we achieved every one of those goals. So I'm pretty proud of this Board. We've gone from a budget that was 2 million a year, raised whether we needed it or not. I did a little Digging. 2012-2017, the budget went up about \$10 million and from 2018 to 2022, it went up \$3.5 million, so we should be very proud of it. We were able to maintain it, keep it down, and still maintain what we were doing. But did COVID hit us hard. We sat out there for meeting, upon meeting, upon meeting every week, sometimes 4 or 5 meetings a week. God bless every one of you that are still staying in but I want to thank you all and it has been great.

**(00:56:32)** Brian Boyle states he wants to first of all, thank the voters of Atkinson for trusting me. I really appreciate the support over the years. Like Sheila, we have done a lot together and a lot to be done. I congratulate anyone who has even signed up to seek to serve on the school Board. There's a lot of effort, and you will learn fast, and I guess I'd be remiss, don't ask me why, but I watched one of these candidate nights but people don't believe everything you have heard and read. The truth is far from what you've seen, and I wish everyone has the opportunity to serve the Community in different capacities. I think that's very key in New Hampshire. We are that kind of state and look at the good fortune that there are people on the ballots in all four towns so I want to reiterate what Chris Kellan said. Make sure to get out and vote. I've one regret that I just wish that we could bring some of these union agreements and try to close a couple of deals. I hope the Board next year is more successful on that. I knew we bargained in good faith. You've got a great staff out there. There's no question in my mind. So when Timberlane looks ahead, you've got a very strong Superintendent in here. You've had a very strong leadership team and a bunch of dedicated employees. I think Timberlane is in good hands

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and I wish you all the best.

With no other business before the Board, Chair Farah adjourned the meeting at 8:01 PM.

Reorganization meeting is March 17, 2022, followed directly after by the regular Board meeting.

At the reorganization meeting, we will elect new Board officers.

For those that are still on the Board, you should start thinking about who you'd like for Chairperson and Vice Chairperson. Kim Farah states for the record that she will not be the Chairwoman or Vice Chairwoman next year.

Respectfully submitted,

Cori Zeuli  
Recording Secretary

Approved by the Board on 3/17/2022