

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/230451961?fbclid=IwAR0IPXg3RQc546WLy5Mf8FJDVVbBz7OJSiBYoqibCN87luZDldl7q-EdYw>

Materials presented at the board meeting may be viewed at:

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

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Business Meeting
April 7, 2022
7:03 PM

SAU 106 Boardroom
30 Greenough Rd.
Plaistow, NH 03865

Call to Order:

Chair Steven Finnegan called the April 7, 2022 meeting of the Timberlane Regional School Board to order at 7:03PM (roll call and Pledge of Allegiance completed at organizational meeting).

Board Members Present

Michael Boucher, Kimberly Farah (arrived at 7:05PM), Steven Finnegan, Barbara Kiszka, Katie Knutsen, Kim McCormick and Mark Sherwood, Kristin Savage (Amy Gentile absent)

Seated at the Board Table

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

00:01:25 APPROVAL OF MINUTES

MOTION: Mrs. Kiszka motioned to accept the TRSB organizational meeting minutes of March 17 2022; seconded by Mrs. Knutsen. The motion passed 6-0-1. Absent member abstained.

00:01:59

MOTION: Mrs. Kiszka motioned to accept the TRSB regular meeting minutes of March 17 2022; seconded by Ms. Knutsen. The motion passed 6-0-1. Absent member abstained.

00:03:07 Steven Finnegan mentioned there are 2 sets of non-public minutes to approve. On February 17, 2022 non-public minutes, Kim Farah requested this be held to discuss in non-public for necessary revisions to page 1, paragraph 1, sentence 1 as it is unclear.

APPROVED

00:04:39 DELEGATES & INDIVIDUALS

No speakers tonight

00:04:47 STUDENT REPRESENTATIVE

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

Timberlane Music Department

On Saturday, March 12th the High School Jazz Band and Jazz Combo participated in the Clark Terry Jazz Festival at the University of New Hampshire. These students had a great time performing for professional jazz musician adjudicators and having opportunities to listen to other high school jazz bands, as well as a professional evening concert. The Jazz Band received an Outstanding Performance Award – one of only two given – as well as the Outstanding Rhythm Section award and the Outstanding Trombone Section award. Timberlane is very proud of the hard work and dedication of our Jazz Musicians! On Saturday, March 26th, 48 elementary and middle school string musicians participated in this year's Stringfest at Merrimack Valley Middle School in Goffstown. They spent the day rehearsing music with students from schools across the state and put on an evening performance. Timberlane was the most represented school at the festival. Lastly, as many are aware, March was Music in Our Schools month. 974 Timberlane musicians performed in the PAC at ten evening concerts in celebration of music and what it means to them. These were culminating performances that represented countless hours of preparation, practice, and rehearsal. The music department would like to say a huge congratulations to all of our Timberlane musicians and educators on an extremely successful Month-long celebration!

Danville Elementary

Trimester 2 report cards were released to families on Monday, March 21st. Danville's staff are also excited for a team from Nature's Classroom to work with our 4th and 5th grade students during the day on April 6th, and the beginning instrumental students will have their concert that same evening.

TLC at Sandown Central

On Monday, March 21st, staff and students at Sandown Central celebrated World Down Syndrome by "Rocking their Socks"! Kindergarten teacher, Mrs. Mandy DeCew spoke with the students about what Down Syndrome is and what it isn't. The students learned that people born with Down Syndrome have a triplication of chromosome 21 instead of the regular 2. Because socks look a lot like chromosomes, people all over the world wear them on March 21 of each year to raise awareness of Down Syndrome. Mrs. DeCew had help from two very special students who did an amazing job of leading all of us in a whole school body break! They were also happy to invite those student's families in for the presentation. Together, students learned that we are more alike than different! On April 5th, TLC wore blue in honor of World Autism Awareness Day (which is held each year on April 2nd). On Wednesday, April 6 we celebrated our amazing para educators on ParaEducator Appreciation Day! They were

APPROVED

treated to pizza, salads and all kinds of goodies by those of us who count on them every day!

Sandown North

Mrs. Paladino's class has started exchanging letters with their Big Buddies at the high school! This annual activity rotates through the elementary schools and helps encourage writing and teaches/reinforces letter writing. This spring the third graders will get to meet their buddies at the high school for a day of outdoor activities! In Innovations, fifth graders have been hard at work designing arcade games made from cardboard. They have been following the steps in the engineering design process and have had to troubleshoot problems that arose throughout the project. They will soon debut their games for the rest of the school to try! Sandown North has also spent the past several weeks collecting socks. Kid Governor and Pollard school 5th grader Charlotte Cotti reached out to the elementary schools asking for sock donations to be donated to a local homeless shelter. The school community was pleased to participate and is appreciative of Governor Cotti's hard work!

TRHS

Spring sports are up and running this week. Most teams wrapped up tryouts and announced teams last week and are gearing up for some scrimmages and competition. Practices are going well and the athletic department would like to say thank you to all the coaches, trainers, and athletes who have ensured a smooth start to the spring season. The student council is hard at work planning a number of events including the annual "Egg my House: fundraiser, senior prom, and Big Buddy Little Buddy. Last weekend, the junior class hosted their semi-formal dance for the first time since 2019. This event went very well and students had a lot of fun. Special thanks to the sophomore and junior class executive council, advisors Ms. Bird, Mr. Horgan, Ms. Libby, and a handful of parents that donated for making this event possible.

CURRENT BUSINESS

00:08:58

a. Strategic Plan Update - review of 2018-2023 Strategic Plan

This was brought for informational purposes only. The current Strategic Plan is set to expire in 2023. Upon discussion, it was agreed to start creating the Strategic Planning Committee in the summer instead of waiting till the fall. For this current plan, Kim Farah stated with Board money, a consultant was hired and the constituents were polled to draw information for the plan. Barbara Kiszka stated she believed a designer was hired to design new additions to facilities for the current plan. As this was brought up in the CIP Committee, Kim Farah agreed to discuss this during that committee meeting as she did not have a recollection of this.

Chair Finnegan referenced that the last page of the document lays out the mission, vision, goals and beliefs of this Strategic Plan and feels it would be good to reference the current Strategic Plan when they start creating the upcoming Strategic Plan to see what has been achieved and what needs to be worked on.

Michael Boucher asked if a date could be set to assess all the goals in the current Strategic Plan.

APPROVED

Superintendent Kellan reminded that this plan runs through the 2022-2023 school year and Barbara Kiszka mentions due to COVID, some goals may be delayed or not met as of yet. After discussion, Kim Farah suggests the first couple meetings of the new Strategic Planning Committee should be to review the current plan for what has been completed and what still needs to be worked on. Kim Farah mentions that prior to this current plan, there was no plan in place. She also suggests polling the parents and voters to see where they feel the district needs to improve. Kim Farah would like to see more on academic goals with specific benchmarks to meet in the new strategic plan. Chair Finnegan suggests meeting prior to the summer for the Strategic Planning Committee to get a head start on the new plan.

Barbara Kiszka reminds that there is a current survey for the community currently running, the Bright Futures Survey that could be a preview into what the next survey could be like. Superintendent Kellan states that data would be used along with any other data gathered. Chair Finnegan believes this will set the vision for the next 5 years where they want to take the district.

00:15:26

b. TRSB Committee Assignments - review TRSB Committee assignments

Kim Farah advised the Delegates to New Hampshire School Board Association meeting needs to be added. Barbara Kiszka advised the meeting has been changed from January to October. She will confirm the date and send it to Chair Finnegan.

Mark Sherwood asks if the Facilities Committee was previously on this. Steven Finnegan confirmed it was a committee and that it was discussed to move it into the Capital Improvement Project (CIP) Committee due to the overlap between the two committees. Kim Farah answered Mark Sherwood's follow-up question explaining that the CIP Committee strictly looks at capital improvement to the district buildings in excess of \$10,000. The work for this committee is supposed to be conducted between April-May through September-October, actually August as the CIP feeds into the budget so it should be done prior to the budget season. The Facilities Committee looks at the overall facilities issues within the district. After input from Maria Watkins and Karl Ingoldsby advising the Facilities Committee does not meet frequently any longer, it was discussed if the Facilities Committee should be removed. This would have to go back to Policy to remove the committee. After Karl Ingoldsby advises he sees a benefit in an active Facilities Committee between himself and one or two Board members, Kristin Savage volunteers and suggests that they meet after the Safety Committee meetings potentially.

Michael Boucher volunteers as the alternative for the Budget Committee. Superintendent Kellan states, looking at the Board Superintendent Leadership Team, that this policy should be brought to the Policy Committee as the Energy Committee is not listed as well as the Personnel Committee, which is more so negotiating rather than advisory committees.

Barbara Kiszka asks if a motion to accept these Committee assignments as listed is needed. Kim Farah states typically it is just by consensus, not by a formal vote.

00:25:22

c. Revised School Board Calendar

It is discussed to keep a meeting in July, move it to July 14th and if it is not needed, it can be canceled.

APPROVED

March 9, 2023 is added in lieu of the initial date that is during school vacation.

00:32:20

d. School Board Training - Policy BIB: training opportunities for TRSB. Review upcoming School Board trainings that are available through NHSBA.

Chair Finnegan strongly suggests all board members attend these trainings. Superintendent Kellan states it is currently available via webinars however they are willing, in the future, to offer in-person training to all Board Members.

00:33:40

e. School Board Goals Setting Process – Review Policy BA: Evaluation of Board Operational Procedures

To see how they did with the current goals, they briefly went through and discussed how each goal was met, ongoing or needed refocus.

Mark Sherwood asked for an update on the Music Director position at TRMS that was discussed in a previous meeting. Superintendent Kellan stated this could be discussed during the non-public portion of the meeting.

Chair Finnegan asks that based on what the Board just reviewed, if all Board Members think about what Board goals they would like and to please send to him so he can have a first draft to discuss during the first May meeting.

00:51:07

f. Summer Hiring Process - Act on Policy GCF: Professional Staff Hiring

Kim Farah asks if the list of non-renominations has been provided as the Board needs to vote on this before April 15th. **Dana O’Gara, Director of Human Resources** states she can run the report and have it to the Board prior to the end of the current meeting so there is not a need to have a special meeting prior to the April 15th deadline.

Kim Farah suggests that this go back to Policy eventually to revise. She also suggests that the Policy Committee look at the New Hampshire School Board policy as most districts are probably utilizing electronic signatures now.

00:56:20

g. Bright Future Survey – District survey sent to families, school staff and the community

Superintendent Kellan discusses the current Bright Future Survey that has been sent out to all student’s households, one for each student. He asks that everyone, including community members with no students enrolled in Timberlane schools, complete the survey that only takes only 15-20 minutes. It will give a lot of information on the schools but also a great comparison to the state. After a discussion on

APPROVED

the wording referencing IEP students, it is suggested to resend it with everyone to advise it is for all students, not just IEP students. The survey ends on April 29th.

00:59:45

h. Recognition of Former School Board Member – Recognition of Shawn O’Neil’s School Board service and his donation to the Engineering Department

In lieu of receiving a monetary gift for his service to the Board, Shawn O’Neal requested the district do a budget transfer and it be donated to the Engineering Program.

01:00:56

i. Staples Donation – Act on the Donation Agreement with Staples Connect

Staples in Plaistow brought a donation agreement to Superintendent Kellan which would provide supplies to students in need. After a discussion, and an agreement to have the lawyer briefly review the document, the Board agreed to vote on the contingency that the lawyer advised it was sound.

Motion: Kristin Savage motions to accept the Staples donation if approved by the district’s attorney; seconded by Kim Farah. Motion passed 8-0-0.

01:06:33

j. Safe Work Procedures – Review the Safe Work Procedures

Karl Ingoldsby, Director of Plant Operations synthesized the lengthy procedure down for the Board. Angelo Fantasia and Jess Soucy provided the Athletic Safety Policy to Karl after Kristin Savage requested this be collected into one central policy.

As with past positions, Karl would collect all safety procedures, put them on the websites and into safety manuals that were distributed to each custodian, in addition to training on each. He feels this is a necessity so people know there are safe procedures in place. Maria Watkins informed the Board that the Department of Labor has been performing unannounced audits of the SAU departments which is another reason that all schools need Safety Procedures in place.

Kim Farah asks if they have a MSDS (Materials Safety Data Sheets) binder and Karl states that we have a SDS (Safety Data Sheets) because the standard changed about 5 years ago. The SDS is for all chemicals being used by the district such as custodians, kitchens, scientists, etc. Some Karl could not find when he came, so he created them and these are all in binders for all schools.

01:11:01

k. 2023 Fiscal Final Voted Budget – Review the Fiscal Final Voted Budget for 2023

Kim Farah asks what was the health trust rate projected to be in the budget and what did it come in at. Maria Watkins stated the final numbers have not come out yet. In response to Kim Farah’s follow-up

APPROVED

question about when that typically is finalized, Maria states it is typically the first week of May.

Kim Farah asks when the Food Service and Bus Service contracts up. The Bus Service contract is good through the 2022-2023 school year. The Board took action last year on this and extended it.

The Food Service contract was up last week and is being worked on. The FRP for Food Services is out and responses are due from the interested food service companies by April 25, 2022. Maria Watkins will bring it to the Board once finalized for a vote.

Kim Farah asks if on the YTD budget, there are issues on the utility lines due to the steep increases or are we locked in. Karl Ingoldsby advises we are locked in at 6.8 kilowatts, however we are getting hit with the delivery charges so it may be over budget. Kim Farah asks if the Board can see a YTD budget at some time and is advised it is posted on the website. Maria states that the budget report she runs each month for the Board is on the Voted Budget not the budget with reallocations which is the more accurate budget. In the past, the Board would vote on reallocation of the voted budget before bringing it to the Budget Committee the next year. Kim Farah suggests that they do this so the budget is more in line with what is accurate. The timeframe for this is only 20 days which would not work for the full year as things come up throughout the year. Maria and Lisa talk about how they are working to take this data and put the finances into the correct buckets to help with the following year's budgets. After discussion, the Board would like the reallocation budget presented quarterly to compare the voted budget.

Kristin Savage suggests this should be put to a Board vote and asks Barbara Kiszka to write this down to bring it to the Board. Maria Watkins states she would like to eventually move to district-wide purchasing for supplies and mentions that Kelly Salovitch, SAU Receptionist, just went into the New Hampshire Contract bids and found water bubblers for the whole district which will save approximately \$400 per year.

01:29:29

I. Budget Transfer – Act on Requested Budget Transfer – Policy DBJ

This budget transfer request is for the district-wide wireless upgrade that was approved in the October special meeting. Bids have been received and now they need to be implemented. Kim Farah asks if both the transfers from 4600 to 1100 are EPB lines. Maria confirms they are as they are part of the bucket.

Motion: Kim Farah motions to approve the budget transfers in the amounts and account specified in the budget transfer request by the CFO dated April 7, 2022; seconded by Barbara Kiszka. Motion passed 8-0-0.

01:30:44

m. MS-22R DRA Reviewed Appropriations – Review 2022 MS-22-R DRA Revised/Reviewed Appropriations

Maria Watkins points to the last page where it states no DRA adjustments made or no adjustment notes available.

APPROVED

01:31:08

n. SAU55 Final Payment to SAU106 – SAU106 has received final payment from SAU55

We are officially done with the final payment from SAU55 to SAU106. Total paid to SAU106: \$202,509 in 2 payments. 1/18/2022 payment: \$198,519; 4/4/2022 payment: \$3,990.

01:31:58 ADMINISTRATOR'S REPORT

Superintendent Kellan reminds that It is hiring season and they are looking to fill a number of vacancies with some key administrative positions they are looking to fill as well. Mark Sherwood raises the question about a turnover concern and how are we capturing in a formal way, if we are, some of the reasons for the departures if they want to voluntarily disclose the reason behind their leaving. Superintendent Kellan confirms HR does exit interviews for leaving personnel, however some do not take advantage of this. He goes on to reference retention of personnel by continuing to build the culture and morale across the district in a variety of ways. Some things that will help with this is being able to settle the collective bargaining agreements with the TTA & Administrators Union.

01:34:36 PERSONNEL REPORT

Professional Resignation

1. Bobbi Matuszak, Nurse, TRHS
2. Dave Russell, Math Teacher, TRHS
3. Michael Connor, Special Education Coordinator, TRHS
4. Douglas Blay, Principal, Pollard School

**Motion: Kristin Savage motions to accept the 4 resignations as stated; second by Katie Knutsen.
Motion passed 8-0-0.**

01:35:51 COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD

Barbara Kiszka

1. Energy Committee did not meet
2. Curriculum Committee
 - Kelly Brooks gave them a Special Education update and they noticed there was a disparity in the number of identified students across the schools. This is something we noticed previously so Kelly will be going to each of the schools and they are trying to normalize the criteria so that they will be better aligned which should result in less discrepancies after she gets through with that normalization process.
 - We are continuing to work on the Special Education audit which will help with reallocating our resources.
 - They reviewed a new English book proposal. It is in our policy to review any new books introduced to the curriculum to confirm it does not have any objectionable content
3. A Professional Development day was held for teachers in March. In addition to the state-wide

APPROVED

professional development, there were several teachers lead in their subject matter experts fields. It was a great moral booster. Superintendent Kellan stated he participated in the Suicide Prevention training which was presented by a number of Timberlane's behavioral staff. Tim Lena, Kelly Binette and Shana McTague. The way they presented the material was outstanding and very effective.

Kim Farah - no updates

Steven Finnegan - Policy Committee met before tonight's board meeting and it was decided they will be meeting twice this month to catch up and have changed the schedule and time, still once per month but for 2 hour to get as many policies through to the Board for read. They are meeting again this month and will have policies to bring to the Board for the next meeting on April 21st.

Kristin Savage

1. Safety Committee

- We are moving forward with the wifi expanders from Verizon for the schools to help with dead spots.
- Continuing to look at all the schools for which ones still need additional cameras. Homeland Security gave input as well so we are working on those to fill in gaps and get those up to speed.
- Next meeting, most likely they will be discussing a proposed schedule and budget and coming back to the Board to talk about how we will move forward and what makes the most sense as far as doing it. Do we start with one school or do multiple schools to help with labor costs.

2. Reports of the School Board

- This Saturday is the Run of the Savages at Pollard which all proceeds are donated to the Jimmy Fund at Dana Farber Cancer Institute. There are 244 registered. Registration starts at 9am and the 5K begins at 10am.

01:43:32 CORRESPONDENCE

Kim McCormick hands Chair Finnegan a letter provided to her. It will be read privately and scanned in.

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.

01:44:39 CONTINUATION OF CURRENT BUSINESS

In accordance with RSA 189:39 and Item 1, Powers and Duties of School Boards, Regulations of the State Board of Education, the Superintendent is directed to present to the School Board, prior to, April 15, a listing of teacher nominations for re-employment for the coming year. The Board will act to elect teachers from the list of nominations without violating

APPROVED

RSA 189:14 (a & b). Dana O’Gara, HR Director furnishes reports for the Board to review. Kim Farah suggests moving into non-public to discuss the reports.

OTHER BUSINESS

A special meeting will be held Thursday, April 14, 2022. The next regular meeting will be held Thursday, April 21, 2022.

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

01:45:50

Motion: Kim Farah motions to enter non-public under 91-A:3, Paragraph II (a) The dismissal, promotion of compensation or disciplining of any public employee; and (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 Kiszka - Yes
Knutsen - Yes McCormick - Yes Sherwood - Yes Savage - Yes

The motion carried an 8-0-0 to enter non-public at 8:50 PM.

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

The Board was polled:

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

The motion carried 8-0-0 and the Board entered public session at 9:51 PM.

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 4/21/22.