

*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/231682453>
Materials presented at the board meeting may be viewed at: [School Board Meeting Documents](#)*

Timberlane Regional School Board Meeting Minutes

**Regular Board Meeting
June 16, 2022
7:00 PM**

**Superintendent's Office
30 Greenough Road
Plaistow, NH**

Call to Order

Chairman Finnegan opened this June 16, 2022 Timberlane Regional School Board meeting at 7:01 PM with the roll call followed by the Pledge of Allegiance.

Board Members Present

Kim McCormick, Mark Sherwood, Kristin Savage, Steven Finnegan, Kim Farah, Barbara Kiszka, Katie Knutsen, and Michael Boucher. Absent: Amy Gentile

Seated at the Board Table

Mr. Christopher Kellan, Superintendent of Schools
Kaylie Sheffield, Student Representative to the TRSB

Administrators Present

Lisa Oliver, Assistant Business Administrator
Lucy Canotas, Director of Elementary Curriculum
Kenneth Henderson, Director of Technology
Mark Pedersen, Director of Secondary Curriculum
Kurt Schweiss, Director of Music

RECOGNITION OF THE STUDENT REPRESENTATIVE (00:01:40)

Mrs. Kiszka recognized Kaylie Sheffield for her contribution and dedication to the TRSB.

APPROVAL OF MINUTES (00:03:40)

MOTION: Barbara Kiszka motioned to approve the June 2, 2022 meeting minutes; seconded by Katie Knutsen. Motion passed 7-0-1 (Kristin Savage abstained).

Katie Knutsen and Kristin Savage noted that their names are absent as present board members on the June 2, 2022 nonpublic meeting minutes.

MOTION: Kim Farah motioned to approve the June 2, 2022 nonpublic sealed meeting minutes as amended; seconded by Mark Sherwood. Motion passed 8-0-0.

DELEGATES AND INDIVIDUALS (00:05:50)

Caitlin Jenkinson of Atkinson spoke on behalf of five families who have children considered first-grade age but are requesting to enroll their children in kindergarten at Atkinson Academy. She noted that these families have been approved for the kindergarten-grade level but were given the option to enroll at either Danville or TLC. She requested reconsideration for these students to be placed at Atkinson Academy in full-day kindergarten. Chairman Finnegan informed Mrs. Jenkinson that this item will be discussed later in the meeting.

STUDENT REPRESENTATIVE (00:12:50)

Kaylie Sheffield, Student Representative, provided an end-of-year report on the student activities.

CURRENT BUSINESS

a. Employee Bonus Fund (00:17:00)

Mrs. Oliver explained that the \$500 employee bonus is funded from the attrition savings account. Mr. Sherwood detailed that this is a portion of the extra money that is coming in due to the attrition of our current staff and teachers. Chairman Finnegan explained that this idea was polled from various School Board members and discussed with the TRSD's CFO. Chairman Finnegan noted that this was communicated with our legal team and all unions.

MOTION: Kim Farah motioned to authorize the payment of a \$500 year-end bonus to all employees who are in the district with letters of agreements and/or contracts; seconded by Mark Sherwood. Motion passed 8-0-0.

b. High School Excellence in Academics (00:26:00)

Chairman Finnegan recognized the top 11 senior students who were awarded Excellence in Academics.

c. Staff Retirement (00:29:00)

Mr. Kellan discussed celebrating staff who have retired and organizing a committee to recognize retirees in September. Chairman Finnegan recognized recent administrative retirees Dana O'Gara, Director of Human Resources, and Scott Strange, High School Associate Principal.

d. Primex Workers' Compensation Cap (00:31:30)

Mrs. Oliver presented the rate for the next three years for the Contribution Assurance Program through Primex to not exceed six percent. This allows to stabilize the budget. Ms. Farah recognizes that the Primex formal communication is not included in the packet and proposed to move this item further in the agenda.

e. Data Governance Plan (00:36:00)

MOTION: Barbara Kiszka motioned to accept the Data Governance Plan as amended; seconded by Kim Farah. Motion passed 8-0-0.

Mr. Sherwood recommended changing the grammatical error "recently use" to "recently

used” in Appendix L: Password Security (Pg. 34, Paragraph 2, Bullet 4).

f. Career Technical Education (00:39:00)

Mr. Pedersen presented a preliminary plan to expand Timberlane’s CTE program. Discussion ensued on the application process of becoming a state-approved regional center. Mr. Pedersen noted that the application process to become a regional CTE center is lengthy, but the benefits include state and federal grants and out-of-district tuition compared to in-house elective classes.

Discussion continued regarding the feasibility of providing spacing for a CTE center. Mr. Kellan noted there is spacing at some of our other schools. Mr. Pedersen concluded that he will continue to review all options and will return to present to the board at a later date. Chairman Finnegan noted that Mr. Pedersen has support from the School Board.

g. Performing Arts Center Proposed Music and Arts Schedule (00:59:00)

MOTION: Kim Farah motioned to accept the Proposed Music and Arts Schedule for the 2022-23 School Year; seconded by Katie Knutsen. Motion passed 8-0-0.

h. April 2023 Disney Music Trip (00:59:24)

Mr. Schweiss presented that this is a traditional trip for the marching band, concert choir and orchestra. They will be spending five days at Disney and will have different performances they will participate in. Mrs. Kiszka noted that this is a school-related trip, not a school-sponsored trip.

Discussion ensued regarding students who are not able to afford to attend this trip. Mr. Schweiss explained that there are several fundraising opportunities through the Timberlane Music Association.

MOTION: Kim Farah motioned to accept the April 2023 Disney Music Trip; seconded by Kim McCormick. Motion passed 8-0-0.

i. Anticipated Enrollment (01:03:00)

Mrs. Canotas presented the anticipated enrollment numbers which are brought to the School Board periodically for the purpose of budgeting and hiring. It was noted that there is concern for Grade 2 at Pollard School and possibly kindergarten at Atkinson Academy. Mrs. Canotas was asked to bring an update on enrollment numbers for the next school board meeting as it will be an agenda item to determine if we need to hire another teacher for Pollard School’s Grade 2.

Discussion continued to kindergarten enrollment at Atkinson Academy and allowing the six families requesting to enroll their children in kindergarten even though they are eligible for 1st grade. Mrs. Canotas presented four options for these requests. Mr. Kellan noted that due to the children’s ages that they must follow the Compulsory School Attendance law and be enrolled in school full time; therefore, the parents would be subjected to paying the full-day kindergarten tuition. Other options are presented, but the

School Board favors Option 1 of allowing the Atkinson Academy parents to enroll their children in full-day kindergarten and pay tuition.

MOTION: Kim Farah motioned to move forward with Option 1; seconded by Mark Sherwood.

Discussion ensued regarding the legality of this motion.

MOTION: Kim Farah motioned to amend the motion to include the stipulated settlement agreements to pay full-day kindergarten tuition.

Discussion ensued regarding the language presented in the motion.

MOTION: Kim Farah withdrew amendment and motion.

MOTION: Kim Farah motioned to allow the six families, who have requested to enroll their child who is age-eligible for grade 1, to be allowed to enroll their children in full-day kindergarten at Atkinson Academy with the stipulation that they pay the full-time kindergarten tuition. This motion is contingent upon legal approval; seconded by Barbara Kiszka. Motion passed 8-0-0.

j. Strategic Plan (01:34:53)

Discussion ensued regarding hiring a Strategic Plan Consultant. Chairman Finnegan instructed that if hiring a consultant is not feasible, the planning process will continue.

MOTION: Kim Farah motioned to authorize up to \$5,000 to spend for consulting services for the development of the plan; seconded by Kristin Savage. Motion passed 7-0-1 (Kristin Savage left the Boardroom during voting).

k. Encumbrances (01:42:35)

Mrs. Oliver presented capital projects that she would like to encumber \$1.6 million for the yearend, which includes safety locks, flame-retardant shades, replacement of the maintenance van, replacement of the boilers and single-pane windows at the Middle School, Pollard filtration system, and paving projects.

MOTION: Kim Farah motioned to waive the Bid Policy DJE to allowing a contract with Window Within to install flame-retardant shades on the classroom doors; seconded by Michael Boucher. Motion passed 8-0-0.

MOTION: Kim Farah motioned to encumber the \$1,633,463 projects as presented in the Executive Summary by the CFO; seconded by Michael Boucher. Motion passed 8-0-0.

l. Primex Workers' Compensation Cap (01:47:50)

Mrs. Oliver presented the Board with the requested communication from Primex.

MOTION: Kim Farah motioned to accept the CAP program and to allow the Chair to sign the resolution on behalf of the Board; seconded by Mark Sherwood. Motion passed 8-0-0.

m. Bullying (01:50:00)

Mr. Kellan presented Policy JICK: Pupil Safety, Violence Prevention and Anti-Bullying along with the District's processes and procedures for reported bullying incidents. Discussion ensued regarding the number of incidents of bullying in TRSD schools.

ADMINISTRATOR'S REPORT (02:07:00)

Mr. Kellan memorializes the passing of Patricia Passanisi, who was a beloved employee of TRSD. He continued with the presentation of the 3D Playground at the Timberlane Learning Center along with congratulating all of the Timberlane Regional High School Senior and Middle School 8th grade graduates. He informed there would be a district safety training which will be conducted on June 17, 2022 to provide information to staff and the opportunity to ask questions. He recognized Mrs. Kiszka for her contribution to the School Board and in lieu of her appreciation gift, she donated it to the TRHS Robotics team.

PERSONNEL REPORT (02:18:24)

Administrative Nominations

1. Jillian Lee, Assistant Principal, Pollard Elementary School

MOTION: Chairman Finnegan motioned to accept Jillian Lee as the Assistant Principal at Pollard Elementary; seconded by Barbara Kiszka. Motion passed 8-0-0.

Professional Nominations

1. Laura Jeffords, School Counselor, Timberlane Regional High School
2. Kim Dubois, Physical Therapist, District Wide
3. Tracy Gordon, Special Education Teacher, Pollard Elementary School
4. Jeremy Hachten, Band Music Teacher, Timberlane Regional Middle School
5. Rachel Glazier, Biology Teacher, Timberlane Regional High School
6. Alisha Ford, Physical Education Teacher, Pollard Elementary School

MOTION: Kim Farah motioned to accept the Professional Nominations; seconded by Kristin Savage. Motion passed 8-0-0.

Professional Resignations

1. Maureen Healy-Simmons, School Nurse, Sandown North
2. Susanne Gantz, Special Education Teacher, Danville Elementary School
3. Melissa Dixey, Special Education Teacher, Sandown North

MOTION: Kim Farah motioned to accept the Professional Resignations; seconded by Kristin Savage. Motioned passed 8-0-0.

COMMITTEE REPORTS (02:21:20)

CIP Committee Update: Ms. Farah announced that the CIP committee will meet in August.

TSSU Negotiations Committee: Mrs. McCormick announced that the date has been set.

Safety Committee: Mrs. Savage announced that the meeting will be on June 21st. She noted that the School Board member vacancy for the Plaistow seat has had four candidates and interviews will be scheduled in the next weeks. She recognized the Boys' Lacrosse Team's efforts and participation in the semi-finals, along with recognizing Ken Blaszk, who was named the Division Two Coach of the Year.

TTA and TSSU Negotiations Committees: Chairman Finnegan announced that the dates have been set for both committees to begin negotiations.

With no other business before the board, Chairman Finnegan adjourned the meeting at 9:27 PM.

Respectfully submitted,

Kelly Salovitch
Chief Executive Assistant to the Superintendent

Approved by the School Board on July 14, 2022.