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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/230974339?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
May 5, 2022
7:03 PM

SAU 106 Boardroom
30 Greenough Rd.
Plaistow, NH 03865

Call to Order:

Chair Steven Finnegan called the May 5, 2022 meeting of the Timberlane Regional School Board to order at 7:03PM, took roll call, lead the assembly in the Pledge of Allegiance and started the meeting thanking all teachers, staff, administration and paraprofessionals for all their hard work and dedication to the district in recognition of Teacher Appreciation week.

Board Members Present

Michael Boucher, Kimberly Farah, Steven Finnegan, Amy Gentile, Barbara Kiszka (via Zoom), Katie Knutsen, Kim McCormick, Mark Sherwood, Kristin Savage (arrived at 7:47pm)

Seated at the Board Table

Mr. Christopher Kellan, Superintendent of Schools

00:02:00 APPROVAL OF MINUTES

After discussion, the April 21, 2022 public minutes and the April 21, 2022 non-public minutes were deferred to discuss in non-public the amendments needed.

00:04:59 DELEGATES & INDIVIDUALS

No speakers tonight

00:05:11 STUDENT REPRESENTATIVE

No Student Representative report on the student activities at this meeting.

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CURRENT BUSINESS

00:07:00

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

Michael Boucher gave the Board a brief overview of the differences based on his comparison.

- Page 1, Section A4 - updated the definition of the requirements of the Assistance Awarding Agency
- Page 4, Section 27 - they changed the date from March to December
- Page 4, Section 30 - this section was added
- Page 5 and Page 6 - they updated the written policies and procedures. Maria Watkins advised this was based on the audit.
- Page 8 - they added an email for the form of contact
- Page 8 - they changed the date from March to December for the single audit for certification

Motion: Kim Farah motions to authorize the Chair to sign the Fiscal Year 2023 General Assurances on behalf of the Board; seconded by Katie Knutsen. Motion passed 8-0-0.

00:10:00

- b. **Middle School Schedule Update** - Review of the proposed 2022-2023 Middle School Schedule presented by Dan Woodward and Mark Pederson

Dan Woodworth - Interim Assistant Principal, TRMS and Mark Pederson - Director of Secondary Curriculum provided the Board with an overview of the changes to be made for the upcoming school year for the Middle School where the students will have their core classes every day and they are changing them from the trimester model to a semester model.

00:26:00

- c. **Supply Chain Assistance Funds** - Motion to act on the funds awarded to TRSD from the NHDOE, Office of Nutrition Programs and Services

Maria Watkins presented to the Board the reasoning behind the funds awarded to TRSD from the NHDOE, Office of Nutrition Programs and Services to help offset the cost of food and supply challenges.

Motion: Kim Farah motions to accept the NHDOE award of \$58,862.29; seconded by Mark Sherwood. Motion passed 8-0-0.

00:28:00

- d. **Food Service RFP** - Motion to act on selecting a Food Service Provider

Maria Watkins presented the Board with an update on the two suppliers that placed bids and the logic behind which one they went with. This will be for a 3-year contract with a +1 option and a +1 option.

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Motion: Kim Farah motions to award Whitson Culinary Group the Food Service Provider contract; seconded by Katie Knutsen. Motion passed 8-0-0.

00:34:00

- e. Federal Fiscal Monitoring Final Report** - Motion to act on the Federal Fiscal Monitoring Final Report provided by the NHDOE, Bureau of Federal Compliance

Maria Watkins advised that the final report from the audit has been received. There are three findings on the report, which Maria advised this was due to changes the federal government has changed so the district has to change to be in compliance. The two policies presented to the Board last meeting and being voted on tonight are the policies in question. The four new procedures need to be adopted and Maria advised these are being worked on and they will have them ready by the 30 day deadline to submit the correction action plan instead of waiting till the August 30, 2022 deadline. Steven Finnegan advised on Sexual Abuse Policy GADA - this was sent to Legal to confirm language and has been sent back to Policy and will be prepared during the next policy committee meeting on May 12, 2022 and ready for the Board to vote on at the next Board meeting for a first read.

Kim Farah advised due to the tight deadline (30 days), that the Chair can announce that the Board will be doing a first read and a second read at the next meeting.

Maria Watkins provided an update on the regular audit which was submitted today and they will be onsite early July and the audit will be completed by September.

00:40:00

- f. Policies** - Second read and adoption of Policies ADB, BGF, DAF, and GBEC

- ADB Drug-Free Workplace and Drug/Free Schools - second read and adopt
- BGF Waiving, Suspending and Revoking Policies - second read and adopt
- DAF Administration of Federal Grant Funds - second read and adopt
- GBEC Drug-Free Workplace - second read and adopt

Motion: Kim Farah motions to accept Policies ADB, BGF, DAF and GBEC for second read; seconded by Barbara Kiszka. Motion passed 8-0-0.

00:42:00 Chair Finnegan announces that at the next Board meeting, they will be acting on the first and second read for Policy GADA.

01:13:37

- g. Special Education Compliance Audit** – Review the FFY 2021 Local Education Agency determination letters from the NHDOE, Bureau of Special Education Support.

Kelley Brooks, Director of Special Education presents to the Board the Special Education Compliance

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Audit findings and the areas the SAU is in need of intervention in. She notes this information was data from 2021 pulled from a database system which her department has already started working on this year so some of their findings have already been addressed, or are being currently worked on.

Superintendent Kellan stated this Special Education audit will be paired with an internal audit they will be bringing to the next Board meeting for review.

Kim Farah requested that after all current business is completed, that they go into non-public to discuss personnel for this report.

With these findings, the SAU has been assigned to attend a root cause analysis zoom meeting all Summer through the Fall and Winter until the next audit next March.

Chair Finnegan asked for them to come back in early Fall with the Special Education audit and any issues to the Board.

01:02:00 ADMINISTRATOR'S REPORT

Superintendent Kellan advised that the high school theater group is opening SPAMALOT tonight. Tickets can be purchased at the PAC at \$15/adult and \$10/student. Superintendent Kellan is making a cameo in the show each night as well.

The NH SAS testing has begun. The remaining testings are:

Grade 3 - ELA and Math the week of May 16

Grade 4 & 5 - ELA and Math the week of May 10

Grades 6-8 - Math on May 10

Grade 8 - Science on May 11

Grade 11 - Science the week of May 16

Drafts of the Special Education surveys will be coming to the Board next meeting for review prior to being sent out to the parents, administrators, teachers & related service providers and paraprofessionals. This will be a streamlined version of the survey they used back in Derry in 2004 and 2007. This is the format the state adopted and changed (extensively).

On May 16, 2022 at 6pm, the high school will host Jaime Ford, bestselling author of Hotel on the Corner of Bitter and Sweet which was awarded the Asian Pacific Award for Literature. He will discuss his literacy process and there will be a book signing afterwards.

01:07:00 PERSONNEL REPORT

Professional Nominations

1. Melissa Dixey, Special Education teacher, Sandown North Elementary
2. Taylor Kenney, Mathematics teacher, Timberlane Regional High School

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Motion: Kim Farah motions to approve the nominations of Melissa Dixey, Special Education teacher at Sandown North and Taylor Kenney, Mathematics teacher at Timberlane Regional High School; seconded by Kristin Savage. Motion passed 9-0-0.

Professional Resignations

1. Deborah Covino, Special Education Teacher/Case Manager, Danville
2. Stephanie Pomykato, Board Certified Behavioral Analyst, Timberlane School District

Motion: Kim Farah motions to accept the 2 resignations as stated; seconded by Kristin Savage. Motion passed 9-0-0.

Administrative Resignations

1. Michael Feeley, Facility and Custodial Supervisor, Timberlane Regional School District

Motion: Kim Farah motions to accept the resignation of Michael Feeley, Facility and Custodial Supervisor for TRSD; seconded by Kristin Savage. Motion passed 9-0-0.

01:09:00 COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD

Michael Boucher - no updates

Katie Knutsen - no updates

Kim Farah - She requested Superintendent Kellan to send out a notice to the town representatives to let us know, existing or new nominees who will be attending the CIP Committees representative by the beginning of June to be up to speed for the next CIP Committee meeting on June 14, 2022.

Superintendent Kellan asked if any other committees would need to have a town representative. Kim McCormick confirmed that this had been discussed for the Strategic Planning Committee.

Steven Finnegan - no updates

Kristin Savage - Kristin apologized for being late as she was at a lacrosse game. She mentioned that Project Hope is raising awareness for lung cancer and throughout the month of May you may donate lightly-used shoes. There are pink decorated boxes around the high school. Project Hope is partnering with Funds2Orgs and high school alum Lauren Coy to collect shoes in an effort to raise funds and awareness for lung cancer as well as donating shoes to individuals in need in other countries. There is more information on the school website regarding this for anyone interested in donating.

Amy Gentile - Curriculum and Assessment met and talked about the summer learning policy that is headed back to the Policy Committee. They also had a great discussion regarding class size and are doing

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some research on that and hopefully will have some more information coming forward.

Mark Sherwood - no updates

Kim McCormick - no updates

01:12:00 CORRESPONDENCE

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

01:12:00 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.

Steven Finnegan requests that they enter into a non-public under 91-A:3, Paragraph II (c). Kim Farah suggests cutting the zoom link for Barbara and that Kim will call Barbara in for the non-public meeting.

01:13:00

Motion: Kristin Savage 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 Kim Farah. Motion passed 9-0-0.

The Board was polled:

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

The motion carried a 9-0-0 to enter non-public at 8:17 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: Kristin Savage motioned to exit the non-public session meeting; seconded by Katie Knutsen. The motion passed 9-0-0.

The Board was polled:

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

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The motion carried 9-0-0 and the Board entered public session at 8:34 PM.

Motion: Kristin Savage motioned to seal the non-public session minutes; seconded by Katie Knutsen. The motion passed 9-0-0.

The Board was polled:

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