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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/231216372?fbclid=IwAR0IPXg3RQc546WLTy5Mf8FJDVVbZ7OJSiBYoqibCN87luZDIdl7q-EdYw>

Materials presented at the board meeting may be viewed at:

https://trsdpublic.timberlane.net/trsb/_layouts/15/start.aspx#/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Ftrsb%2FShared%20Documents%2FSCHOOL%20BOARD%20MEETING%20AGENDA%20MATERIALS%2F2021%2D22%2F05%2019%2022%20School%20Board%20Meeting&FolderCTID=0x0120004312551B46136E4BA51A2C05822A071C&View=%7BD71C77CA%2D529B%2D49D7%2D8C91%2DE62575BBB707%7D

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Business Meeting
May 19, 2022
7:01 PM

SAU 106 Boardroom
30 Greenough Rd.
Plaistow, NH 03865

Call to Order:

Chair Steven Finnegan called the May 19, 2022 meeting of the Timberlane Regional School Board to order at 7:01PM, took roll call and led the assembly in the Pledge of Allegiance.

Board Members Present

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

Seated at the Board Table

Mr. Christopher Kellan, Superintendent of Schools

00:01:00 APPROVAL OF MINUTES

Kim Farah requested minor edits on Page 4 of April 21, 2022 minutes. Minutes approved with the amended text on Page 4.

Motion: Kim Farah motions to approve the April 21, 2022 meeting minutes as amended; seconded by Barbara Kiszka. Motion passed 5-0-1. (absent member abstained)

00:05:00 After brief discussion on a small edit to be made on Page 5 of May 5, 2022 meeting minutes, the minutes were approved with the amended text on Page 5.

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Motion: Kim Farah motions to approve the May 5, 2022 meeting minutes as amended; seconded by Barbara Kiszka. Motion passed 6-0-0.

00:07:00

Motion: Kim Farah motions to approve the April 21, 2022 sealed non-public meeting minutes; seconded by Barbara Kiszka. Motion passed 5-0-1. (absent member abstained)

00:08:00 May 5, 2022 sealed non-public meeting minutes held for the non-public meeting to discuss edits needed.

DELEGATES & INDIVIDUALS

No speakers tonight

STUDENT REPRESENTATIVE

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

CURRENT BUSINESS

00:09:00

a and b. Last Day of School - Presentation on the confirmed last day of school and **End of Year Calendar** - Presentation of the End of Year Activities

Superintendent Kellan summarized end of year dates and confirmed the last day of school will be Thursday, June 16, 2022 and that it would be an early release day. Teachers and staff will attend an ALICE training on June 17, 2022 to wrap up their year.

00:12:00

d. Superintendent Evaluation Process - Discuss the Superintendent Evaluation Process

The Board discussed the Superintendent's Evaluation and Goal Setting presented. Kim Farah advised that the Board needs to present their preliminary board goals for discussion at the next board meeting. These preliminary goals are used by the Superintendent to set his goals which will be presented to the Board the first meeting of July.

There was a discussion if the evaluation instruments were to change or if the goals would be the only things to change. The Board also discussed if they needed to widen the population surveyed with potentially expanding to include Building Administration in the survey to better inform the Board of how all areas of the district feel. It was discussed that currently, with feedback from SAU employees, the Board members would evaluate the Superintendent and this could be expanded to include Building Administration as well.

Superintendent Kellan confirmed that they are working on setting up Building Administration evaluations

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and it would be brought to the Board this coming year.

After a suggested revision to the policy was discussed by sending it back to the Policy Committee, Kim Farah advised the policy had been updated when they moved to the new SAU, thus no revisions would be needed.

The typical timeline for the Superintendent evaluation was discussed and when they would like to have this to review. Kim Farah advised the CFO would need to have this done by EOY for the budget. Steven Finnegan stated he would have a 360 evaluation piece along with the Board preliminary goals by the next meeting.

00:26:00

c. Budget Transfer Request – Motion to act on transferring funds from the High School Private Tuition account to Middle School and Elementary Private Tuition accounts

Maria Watkins requested a special budget transfer of funds from the High School Private Tuition account to the Middle and Elementary Private Tuition accounts.

Motion: Kim Farah motions to approve the special budget transfer Maria Watkins requested from the High School private Tuition account to the Middle School and Elementary School Private Tuition accounts; seconded by Barbara Kiszka. Motion passed 6-0-0.

00:27:00

e. Waterline – Karl Ingoldsby to present the waterline tie to Plaistow Public Works

Karl Ingoldsby presented the Board with an update on the potential switch from well water to the Plaistow Water Line. The Board raised questions for Karl to bring answers back to the Board from the company to confirm this is the best option for the future due to the drastic price hikes water customers have been seeing over the last couple years. Some of the questions the Board would like answers to are if the prices will be stable, if the water will be coming from Plaistow or another reservoir and if there could be a cap/set rate for 3 years. One area that will need to be updated now, even if they do not sign up with PWL to transfer to their water system, is to connect the Fire Suppression System to the town's new water system for compatibility reasons.

00:45:00

f. Policies – Motion to act on Policies ADC, GADA, and IHCA

- ADC Tobacco Products Ban First Read-Adopt NHSBA's ADC Policy - first read and adopt
- GADA Employment References and Verification First and Second Reads - Adopt NHSBA's GADA Policy
- IHCA Summer Learning First Read- Adopt revised TRSD IHCA policy

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Motion: Mark Sherwood motions to accept Policy ADB for first read; seconded by Barbara Kiszka. Motion passed 6-0-0.

Steven Finnegan advised that having a policy come to the Board for action as a first and second read is not typical however as they discussed last meeting, there is an imminent deadline which needed an expedited process. Dana O’Gara spoke to the importance of having this policy in place which will allow us to get recommendations for staff rather than just verifying employment.

Motion: Kim Farah motions to accept Policy GADA for first and second read; seconded by Mark Sherwood. Motion passed 6-0-0.

Steven Finnegan invited Sandra Allaire to speak to Policy IHCA Summer Learning. This policy was brought before the Board in February which they requested go back to Curriculum to revise wording, It was sent back to the Policy Committee once the Curriculum Committee made the necessary changes.

The Curriculum Committee researched and believed that engaging students and parents rather than making summer learning mandatory will produce better results. The wording for this updated policy is based on the NHSBA model policy. They are moving towards having personalized summer learning for every student however they are not at that stage yet. Due to this, they will make sure that parents have access to all the summer learning available to students to pick and choose which they would like to do based on teacher comments via direct recommendations, report cards, iReady, etc.

They will continue to offer the ESL and Title One summer programs by invitation only and will still provide credit recovery for high school students and will be providing summer credit classes such as physical education in a summer boot camp format. They have already started to add the opportunities for all students online and it will be ever-evolving for families to review and pick what will best suit their child’s needs based on feedback from their teachers.

Amy Gentile believes this will be more flexible which will be more meaningful for the students. Barbara Kiszka asked for confirmation that they are moving from every student being assigned the same summer learning to now a more targeted learning. Sandra Allaire advised that elementary students may be more targeted at this time but middle school and high school students would have the same assignments based on what classes they were taking in the Fall. Individual personalization for every student is a goal they are working towards over time. The new model will be to help students maintain their current skills, and for some it may improve their skills or get caught up.

Kim Farah understands it is NHSBA language however she feels it doesn’t make sense and requested a minor change in the 2nd sentence to be changed from students to administration due to administration and teachers are the ones that will be planning summer learning for the students. The changed sentence would then read: **“Therefore, the Board encourages administration to have a plan for summer activities that support student learning.”**

Kim Farah also voiced her opinion that she believes making summer learning mandatory is best for

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students.

Steven Finnegan advised the Policy Committee discussed if this was the right time for a change based on recent test score percentages. He understands Kim Farah's view on this change and hopes that with more ways to engage the students it will help to bring those test scores up. He also stated that Sandra Allaire and her team provided extensive data in support of this model.

01:14:00 Kim Farah made the motion to accept Policy IHCA as amended for first read.

Motion: Kim Farah motions to accept Policy IHCA as amended for first read; seconded by Barbara Kiszka. Motion passed 5-1-0.

The Board was polled:

Boucher -Yes Farah - No Finnegan - Yes Gentile - Yes Kiszka - Yes

Sherwood - Yes

01:16:00

g. Special Education Surveys – Review the Special Education Surveys to be sent to Administrators, Paraprofessionals and Families

Kelley Brooks, Director of Special Education along with Superintendent Christopher Kellan presented the Board with the four (4) surveys they have created based off the robust survey Superintendent Kellan in his previous position in Derry, NH created with the assistance of the University of New Hampshire which the state adopted as a model. The surveys presented were a streamlined version of the original survey created. It was discussed about possible changes to make the survey more effective and different platforms that could be used for the survey to get better results. Steven Finnegan and Kim Farah also commented that if UNH could be consulted on this to make it more effective, they would like this to happen. As there is a pressing need for this data from the different surveys, the Board does not want to stall the launch of the surveys however they would like to see some changes such as:

- Change the necessary questions from a 4-point to a 5-point scale
- Have an open response option on questions
- Use something like Survey Monkey for the surveys
- Ask the high school's AP Statistics teacher to review and provide feedback
- Run a small test pilot and tweak as needed based on the feedback received
- Have this out before the end of the year so people are available to complete it

01:27:00

h. School Board to Visit Schools - Finalize dates/times to visit each school in the TRSD

Steven Finnegan and Superintendent Kellan have been discussing when would be best for the Board

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members to visit all the schools so they have a better understanding of what is going on within each building. They are hoping to have this set up for the end of June and it was discussed to potentially visit two (2) schools per day. After a discussion regarding restrictions for these visits, Kim Farah advised that the Board must remain neutral and that the Board is not supposed to interfere with the day-to-day running of the schools. This is the Superintendent's responsibility.

Maria Watkins informed the Board that the Budget Committee already has tours scheduled to visit each school.

01:31:00

i. NEDSEC Enrollment Projections - Review the 2021-22 NESDEC Enrollment Projection Report

Steven Finnegan advised the NEDSEC is a predictor of historical data for potential enrollment for each grade level. Kim Farah stated this is typically very good data to predict enrollment over the next 10 years as an aggregate however at the school level it may not be as accurate. However, overall it is usually very beneficial and spot on. Kim Farah asked for this to be brought to the Board based on previous conversations about class sizes so she thought this would be helpful to see predictions of enrollment to start discussions about adding additional resources when the needs arise. Kim Farah voiced her concern regarding Sandown North and if it makes sense to consolidate Sandown Central and Sandown North into one school to share resources.

Lucy Canatos, Director of Elementary Curriculum (K-5) confirmed Sandown North was running out of space. She also mentioned that the only big discrepancies she sees in this report is for Pre-K and Kindergarten numbers, however 1-5 numbers are much more accurate for what the district actually has.

01:42:00 ADMINISTRATOR'S REPORT

Superintendent Christopher Kellan updated the Board with what is happening in the district.

- NH SAAS testing is completing with some students needing to do make-up testing but largely we are completing the NH SAAS assessments which is exciting.
- Individual student reports will be sent home typically by the end of the year
- State comparison data will not be available until October next year
- Friday, May 20, 2022 will be the Senior Prom held at the Atkinson Country Club
- Passion Projects are happening at the middle school. Students are already reaching out to him regarding improvements they would like to be worked on. He has already had conversations with a couple students. The students are looking at creating plans, what it entails, cost, etc and presenting their findings to the Superintendent.

01:45:00 PERSONNEL REPORT

Administrative Nominations

1. Ginger Drechsler, Student Service Coordinator, Timberlane Regional School District **(held for non-public discussion)**

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2. Maura Maher, Director of Guidance Grades 6-12, TRMS & TRHS
3. Erica Shovein, Special Ed Coordinator, TRHS

Motion: Kim Farah motions to accept the 2 nominations of Maura Maher and Erica Shovein as stated; seconded by Barbara Kiszka. Motion passed 6-0-0.

Professional Nominations

1. Phillip Balanoff, Physical Education Teacher, TRMS
2. Kelley Graham, Special Education Teacher, Danville Elementary
3. Amy Lagasse, School Counselor, Pollard Elementary
4. Cassondra Mello, Special Education Teacher, Danville Elementary
5. Kristin Paulson, Elementary Teacher, Sandown North Elementary
6. Ashlee Sarnie, English Education, Timberlane Middle School
7. Christopher Wiedenfeld, Physical Education, TRMS

Motion: Kim Farah motions to approve the 7 nominations as stated; seconded by Barbara Kiszka. Motion passed 6-0-0.

Professional Resignations

1. Stephanie Barkanic, Science Teacher, TRHS
2. Megan Carter, School Psychologist, , Pollard and Atkinson Academy
3. Lisa Kennedy, Technology Teacher, Atkinson Academy
4. Nancy Leavitt, Mathematics Teacher , TRMS
5. Clyde Perezcataneda, Special Ed, TRHS
6. Lauren Smith, Mathematics Teacher, TRHS
7. Andrea Warchaizer, Technical Education, TRHS

Motion: Kim Farah motions to accept the 7 resignations as stated; seconded by Barbara Kiszka. Motion passed 6-0-0.

Administrative Resignations

1. Meghan Corcoran, Assistant Principal, Danville Elementary

Motion: Kim Farah motions to accept the resignation of Meghan Corcoran, Assistant Principal, Danville Elementary; seconded by Barbara Kiszka. Motion passed 6-0-0.

01:49:00 COMMITTEE REPORTS

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Michael Boucher - Strategic Planning had a small meeting that involved determining what administrators they wanted to have on the committee and reviewing the current Strategic Plan to start drafting the new Strategic Plan. They are interested in receiving public input and pulling in more administrators to receive a better view of what they should include on the Strategic Plan.

Barbara Kiszka - no updates

Kim Farah - no updates

Steven Finnegan - Policy Committee met last week and will not be meeting in June. They will meet for a prolonged 4-hour meeting to read a lot of policies to be able to bring to the Board by the end of the summer.

Amy Gentile - no updates

Mark Sherwood - no updates

01:51:00 CORRESPONDENCE

Correspondence reviewed was already sent to all Board members via email. All correspondence now forwarded to board members as it comes in.

01:51:00 VENDOR AND PAYROLL REGISTERS

Michael Boucher has been in touch with Maria Watkins with any questions that arise.

Steven Finnegan requests that they enter into a non-public under 91-A:3, Paragraph II (a) and (c). He asks Maria Watkins and Karl Ingoldsby to remain.

01:52:00

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 Mark Sherwood. Motion passed 6-0-0.

The Board was polled:

Boucher -Yes Farah - Yes Finnegan - Yes Gentile - Yes Kiszka - Yes

Sherwood - Yes

The motion carried a 6-0-0 to enter non-public at 8:53 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

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minutes.

Motion: Steven Finnegan motioned to exit the non-public session meeting; seconded by Barbara Kiszka. The motion passed 6-0-0.

The Board was polled:

Boucher -Yes Farah - Yes Finnegan - Yes Gentile - Yes Kiszka - Yes
Sherwood - Yes

The motion carried 6-0-0 and the Board entered public session at 9:55 PM.

Motion: Kim Farah motioned to seal the non-public session minutes; seconded by Mark Sherwood. The motion passed 6-0-0.

The Board was polled:

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