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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://vimeo.com/trsd
Materials presented at the board meeting may be viewed at: School Board Meeting Agenda Materials

Timberlane Regional School Board
Meeting Minutes

Regular Board Meeting
January 23, 2025
7:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order at 7:00 PM

Board Members Present
Katie Knutsen, Alyssa Kowalczyk, Paul LeCain, Shauna Manthorn, Kim McCormick, Jack Sapia, Mark Sherwood, Brienna Woodworth, Don Woodworth

Seated at the Board Table
Justin Krieger, Superintendent
Sandra Allaire, Assistant Superintendent
Dr. Chris Martin, Executive Director of Operations & Special Projects
Abigail Robinson, Student Representative

Administrators Present
Mark Pedersen, Director of Secondary Education
Ginger Drechsel, Director of Student Services

PLEDGE OF ALLEGIANCE

STUDENT REPRESENTATIVE

Abigail Robinson delivered a sports update and a district-wide report, highlighting key events across the schools. At TRHS, the Health and Wellness class took part in a self-defense session, and seven Timberlane alumni returned to share insights from their first year of college. At Atkinson Academy, Mr. Goddard's Jump Rope Club and Let's Get Moving Program are in full swing. The four elementary schools recently held their winter concerts. Sandown North is preparing to launch its Winter Enrichment Clubs, while 4th graders are developing the Sandown Morning News program, sharing their videos with all classes. Danville School welcomed author Marty Kelly for a visit. At Pollard School, the Coin Wars fundraiser is concluding, and students will choose the principal's next hair color. TRMS recently hosted a High School Informational Night.

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DELEGATES AND INDIVIDUALS

None.

MOTION: Mrs. Manthorn motioned to move the remaining 30 minutes for Delegates and Individuals to the end of the meeting. Seconded by Mrs. Woodworth. Motion passed: 9-0-0

APPROVAL OF MINUTES

MOTION: Mrs. Woodworth motioned to accept the regular public meeting minutes of January 2, 2025. Seconded by Mrs. McCormick. Motion passed: 8-0-1 (Manthorn abstained).

MOTION: Mrs. McCormick motioned to accept the non-public meeting minutes of January 2, 2025. Seconded by Mr. Sherwood. Motion passed: 8-0-1 (Manthorn abstained).

Chair Knutsen requested to move the Personnel Report up on the agenda.

Superintendent explained that this introduction is for the new nomination of the Director of Facilities. Dr. Martin shared that Mr. Janvrin was one of seven candidates interviewed during the October selection process, though another candidate was initially chosen for the role. However, Mr. Janvrin remained interested in the position, leading Dr. Martin to develop a more individualized interview process for the next round. As part of this process, a core group of five met with each of the three interviewees individually, allowing them to tour multiple schools.

Mr. Janvrin then stepped forward, expressing gratitude for the nomination. He spoke about his previous work experience and the skills he has developed throughout his career.

MOTION: Mrs. McCormick motioned to accept the professional nomination of Frank Janvrin, Director of Facilities. Seconded by Mr. Woodworth. Motion passed: 9-0-0.

CURRENT BUSINESS

a. **SY2025-26 Calendar**

Mrs. Allaire revisited the two versions of the SY25-26 calendar previously presented to the School Board. Both versions—one starting before Labor Day and the other after—maintain the same tentative graduation date. The School Board had initially approved the

before-Labor Day version as a first read. Mrs. Allaire noted that a buffer of snow days, if converted to an hourly calendar, would not impact the graduation date unless an extreme weather event occurred. Additionally, this calendar aligns with the schedules of the CTE centers attended by Timberlane students and remains within the 10-day threshold for scheduling conflicts.

MOTION: Mrs. Manthorn motioned to approve the proposed 2025-2026 school calendar with a start date for students of August 27, 2025. Seconded by Mrs. McCormick. Motion passed 8-0-1 (B. Woodworth abstained).

b. Youth Risk Behavior Survey

Ginger Drechsel, Director of Student Services, Tim Lena, TRHS Student Assistance Counselor, and Mark Pasquini, TRHS Health Education Teacher, discussed the history, administration, and notification requirements of the survey. Mr. Lena explained that the survey was previously conducted from 2001 to 2011, providing valuable data that helped identify best practices and track trends in youth behavior. As an example, he highlighted the 2001 survey results, which revealed a lack of sufficient HIV/AIDS education for middle school students. This data led to the implementation of an evidence-based curriculum to address the gap. He emphasized that the self-reported data is highly accurate and that the survey ensures anonymity.

Mrs. Drechsel informed the Board that while the high school version of the survey is free, there is a cost associated with the middle school version. She anticipates that administering the survey this year may open access to additional funding sources to cover the middle school version in future years. Families will receive official communication outlining the purpose of the survey, the opt-out process, and opportunities to review the survey before it is administered.

c. Curriculum Edits

Mr. Pedersen presented the second read of curriculum revisions for 6th grade World Language, including a change in the Essential Question section and removing German and Latin as they are no longer offered for units at TRMS. Discussion ensued regarding the presence of Latin in current times. The revisions to 7th grade Social Studies include the addition of Introduction to Genocide/the Holocaust. No changes have been made since the first read.

MOTION: Mrs. McCormick motioned to approve the second read/adoption of the 6th grade World Language curriculum edits and the 7th grade Social Studies curriculum edits. Seconded b Mrs. Woodworth. Motion passed 9-0-0.

Mr. Pedersen presented the proposed edits to the Pre-Algebra curriculum, explaining that the course is offered to selected 7th-grade students to prepare them for Algebra I in 8th grade. The curriculum is designed to cover essential skills and content from both 7th and 8th grades, with intentional overlap. While the original curriculum included this overlap, teachers recommended revisions to ensure all key components are explicitly documented.

Mrs. Manthorn requested an expedited approval process for these curriculum edits. However, Mrs. Allaire clarified that, per policy, curriculum changes must go through both a first and second read. Mrs. McCormick acknowledged the significant efforts of the Curriculum and Assessment Committee in reviewing and refining the curricula.

MOTION: Mrs. McCormick motioned to approve the first/second read/adoption of the Pre-Algebra, 7th grade Math, and 8thgrade Math curriculum. Seconded by Mrs. Manthorn. Motion passed 9-0-0.

d. Student Chromebooks RFP

Mr. Henderson outlined the RFP process for acquiring 550 student Chromebooks, explaining that this is an annual purchase for incoming 6th and 9th graders as they begin middle and high school. Chromebooks are also used for SAT testing. The RFP was posted on the district website and emailed to vendors, resulting in 17 submitted bids. Mr. Henderson recommended awarding the contract to Archangel, which submitted the lowest bid.

Mrs. Kowalczyk inquired about the use of collected Chromebooks at the end of the school year. Mr. Henderson explained that devices in good condition are cleaned and redistributed to staff throughout the district. A discussion followed about potentially offering used Chromebooks to the community, though Mr. Henderson expressed concerns about distributing devices that may be in poor condition.

Mrs. Woodworth raised a question about whether students are still practicing handwriting, noting that she has encountered college students who struggle with writing due to frequent typing. Mrs. Allaire responded that state law addresses handwriting instruction at the elementary level.

MOTION: Mr. Sherwood motioned to approve entering into contract with Archangel for 550 chromebooks of $143,704. Seconded by Mrs. McCormick. Motion passed 9-0-0

e. Policies

Mrs. Manthorn presented the first read of policy JLC, Student Health Services, explaining that it aligns with the requirement for school nurses to hold DOE certification. Mrs. Kowalczyk asked about the certification process, and Mrs. Drechsel clarified that it

begins with an application followed by credentialing. To obtain DOE certification, school nurses must have a BSN and a minimum of three years of pediatric experience.
Mrs. Manthorn recommended to move this policy through the process if they do not have any further questions.

MOTION: Mrs. Manthorn motioned to approve Policy JLC Student Health Services for first, second read and adoption. Seconded by Mr. Sherwood. Motion passed 9-0-0

Mrs. Manthorn presented policy EBCA after it was sent back from the School Board to the Policy Committee for further review. She explained that some of the concerns raised were procedural in nature and that details regarding safety and crisis prevention should not be included in the policy to protect those practices. Mrs. Allaire added that the emergency operations plan is only accessible through designated platforms by the principal and superintendent, excluding designees.

Mrs. Manthorn also presented policy GBEB, Staff Conduct, which has returned from the Policy Committee. Mrs. Allaire noted that the updated language reflects existing practices already communicated to staff annually when contracts and letters of agreement are issued.

Mr. LeCain pointed out that policy EBCA references the principal or designee. Mrs. Allaire clarified that this applies only when someone is acting in the principal's place.

MOTION: Mr. Sapia motioned to approve Policies EBCA and GBEB for second read and adoption. Seconded by Mrs. Kowalczyk. Motion passed 9-0-0

ADMINISTRATORS' REPORT

Superintendent Krieger discussed the development of training videos based on Dr. Preble and the Lombard family's November presentation to the School Board. These videos will be used to train staff and support students requiring remediation. He also announced that New England College, with Dr. Preble's assistance, will offer a graduate course to secondary-level staff at a reduced tuition rate of $425 per credit.

Next, Superintendent Krieger presented a FY2024 vs. FY2025 Revenue & Expenses report. He highlighted a $500,000 reduction in apportionment revenue and a similar decrease in grant and tuition-based revenue compared to the previous fiscal year. Meanwhile, expenses have increased, with salaries up by approximately $1 million, benefits by $1.5 million, and general operations by $900,000. Moving forward, he plans to provide more frequent updates.

He also addressed the district's 66 open positions, noting that three have been filled and will soon be removed from the list, while 40 positions were transferred to contracted services with

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School Board approval on December 19, 2024. Mr. Sapia questioned why the funds do not remain in the contracted services budget, given that contracted positions cost the district two to three times more. Superintendent Krieger responded that hiring directly would be more cost-effective. Mr. Sherwood added that the 40 vacant positions are being used to fund approximately 20 contracted roles. A discussion followed on how best to communicate this to the public. Superintendent Krieger concluded that 17 positions remain open and funded.

Dr. Martin announced that 924 W-2s had been issued. Mrs. Kowalczyk suggested reporting the actual costs of contracted services compared to hiring in-house staff, which Superintendent Krieger agreed to provide. Mr. Sapia asked whether the district is required to maintain all positions for compliance. Superintendent Krieger clarified that while the state does not mandate specific positions, the district must provide necessary services to students. Dr. Martin emphasized that failing to meet these obligations could lead to costly legal action. She also noted that students today have significantly greater needs than those from 20 years ago.

Discussion returned to the number of W-2s issued and overall district staffing. Mr. Sherwood and Mrs. McCormick referenced an IRS rule change affecting employee classification. Superintendent Krieger stated he would compile a staff trend report.

Superintendent Krieger then outlined 19 unanticipated facility challenges the district has faced in FY25, including replacing a well pump at the high school and pumping sewage at Sandown North. He noted that the School Board recently approved the Phase 3 project list and will soon review the EEI contract. In addition to Phases 1-3, the provided chart included estimated costs for remaining projects under the $25 million lease. Mr. Sapia recommended having the top 20 RFPs ready to ensure preparedness for upcoming projects. He also pointed out that unexpended funds are due to timing and process constraints, not a lack of need.

It was noted that over $3,000 has been spent replacing emergency lights and addressing mitigation efforts at the middle school due to aging infrastructure. Mr. LeCain inquired about the unanticipated high school intercom system issue, to which Superintendent Krieger explained that certain classrooms and areas were not receiving emergency and safety messages.

Continuing discussions from previous School Board meetings, Superintendent Krieger provided an update on the warrant article for full-time kindergarten. He outlined the current costs of kindergarten in FY25, including 13.5 full-time equivalent (FTE) teachers, transportation, facilities, and classroom materials. He explained that eliminating tuition would result in a loss of $709,238 in revenue, while the district would receive an additional $403,102.98 in adequacy funding, based on $2,132.82 per student. The estimated first-year cost of implementing tuition-free full-time kindergarten would be $306,132.02.

A discussion followed on the number of teachers required for full-time kindergarten. Superintendent Krieger stated that 13.5 FTE teachers could accommodate up to 280 students, with a potential need for an additional teacher if enrollment surpasses 280, capping at 300

students. Concerns raised during the Public Hearing were revisited, particularly regarding the financial impact. Mr. Sapia voiced his support, emphasizing the benefits for students. Superintendent Krieger also confirmed that district legal counsel reviewed the current warrant article language, noting that it does not include a cost, as it is modifying the Articles of Agreement.

Superintendent Krieger announced that a 5th-grade round-robin dodgeball competition is scheduled for March 5th.

Mrs. Allaire shared updates from a recent Middle School PTSA meeting, highlighting opportunities for community participation in the upcoming Deliberative Session and Public Hearings. She also announced that childcare will be available for families attending the Deliberative Session.

Dr. Martin reported on her observation of a physics velocity experiment, expressing her admiration for the students' engagement. She also announced the hiring of a full-time first-shift HVAC technician and noted promising custodial interviews. Additionally, she shared that Pollard School and Danville Elementary are nearing completion of their facilities approval process. She concluded by stating she will be revisiting her 100-day entry plan to align with the duties and vision of her position.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD

Mrs. Manthorn announced that the Policy Committee meeting scheduled for the first month of February has been moved to February 10th due to the Deliberative Session. The Wellness Committee met on January 8th and reported there are numerous wellness initiatives happening across the district. The Wellness policy will be going back to Policy Committee for further discussion about nutrition.

Mrs. McCormick announced the next Curriculum & Assessment meeting is February 4th.

Mrs. Woodworth discussed the topics covered by the Strategic Plan Committee, including Universal Design for Learning, community communication with an emphasis on facility evaluations, and two contract warrant articles. The next meeting is March 20th at 5:30 PM. CIP will be meeting on February 17th at 6:15 PM.

OTHER BUSINESS

Mr. Sapia mentioned that Governor Ayotte will be introducing a bill banning cell phones in schools and shared his thoughts on the implementation of phone pouches in NJ schools.

Mr. Sapia expressed interest in receiving a quarterly report on progress in schools and suggested making it a regular part of the agenda each month. Mrs. Allaire explained that various assessments are administered for different purposes, with state-level assessments focused on proficiency rates conducted in the spring. These standardized assessments provide a benchmark

for how students are performing compared to grade-level standards. Additionally, the district uses other assessments, like iReady, which is a universal screener and diagnostic tool, to offer real-time data on students' progress against those same standards. The Curriculum & Assessment Committee recently reviewed the state assessment data and plans to present it to the School Board. Discussion followed about the impact of counting zeros and how they affect proficiency rates compared to state levels. Mr. LeCain emphasized the value of using an AI platform to identify trends and analyze the data comprehensively.

Mrs. McCormick inquired about the FY26 projection for calculating additional revenue based on 189 students. Superintendent Krieger clarified that adequacy payments are made in arrears, and the district receives varying tuition amounts from families. The person who sets the adequacy figures provided a conservative estimate for student numbers, but he noted that the actual figures could vary significantly.

Superintendent Krieger then asked the School Board if they wanted to vote on the articles they had not recommended at the Public Hearing or if they preferred to revote on all the warrant articles. Also, the Board will be attesting the warrant following this meeting. The Board decided not to proceed with voting on the recommendations for any of the warrant articles.

There were not anymore delegates and individuals.

MOTION: Mrs. Manthorn motioned to enter non-public under RSA 91-A:3, Paragraph II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Seconded by Mrs. Woodworth.
Motion passed 9-0-0

The Board was polled:

Knutsen - yes	Kowalczyk - yes	Lecain - yes	Manthorn - yes	McCormick - yes
Sapia - yes	Sherwood - yes	B. Woodworth - yes		D. Woodworth - yes

Motion passed 9-0-0 to enter non-public at 9:38 pm.

Respectfully submitted,
Kelly Salovitch
Chief Executive Assistant to the Superintendent
Approved by the School Board on February 20, 2025.

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