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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
March 6, 2025
7:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present

Katie Knutsen, Mark Sherwood, Kim McCormick, Brienna Woodworth,
Donald Woodworth, Alyssa Kowalczyk, Shauna Manthorn, Jack Sapia

Excused absence: Paul LeCain

Seated at the Board Table

Justin Krieger, Superintendent
Sandra Allaire, Assistant Superintendent
Chris Martin, Director of Operations
Abigail Robinson, Student Representative

Administrators Present

Mark Pedersen, Director of Secondary Education

Mrs. Knutsen called the meeting to order at 7:02 pm.

STUDENT, STAFF & FAMILY SHARE

Mr. Harrises, Principal of Atkinson Academy introduced the Atkinson Academy Bear Robotics team and brought with him six students to showcase what they've learned. The students introduced themselves. They explained they had received a grant from the NH Department of Education which they used to get new robotic kits. They have a competition coming up in May. The students described how they use block coding. They brought with them two robots they built. The students spoke of what they have learned so far being part of the Bear Robotics. All the students agreed that this has taught them problem solving, working together and they have a lot of fun doing it.

Assistant Principal Danielle Foley at the High School talked about the alternative education pathways that are offered at the high school. She gave a brief explanation of the ELO program,

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the Evening Division program and HiSet. The Extended Learning Opportunities (ELO) is where students earn elective credits by pursuing interests outside of the traditional classroom. The Evening Division is for those students who want to take classes in the evening in order to earn credits toward their diploma. The HiSet is for students who prepare to pass the high school equivalency test to earn a high school equivalency certificate.

She brought three students with her to talk about the pathways they chose. A high school senior just finished his BioTrek ELO at ARMI in Manchester. He is also doing an engineering study and is designing an electric skateboard. Another senior explained he is working on getting his private pilot's license. He received his first class medical license in Lawrence which is required by the FAA. He will be moving to Florida to receive the other licenses he needs in order to get his commercial license. His end goal is to be able to fly airlines or private jets. Another high school senior is attending the Evening Division which allows her to work full time while earning credits towards her diploma. She admitted to not being a very good student but this program has really helped her and she got accepted into college. She wants to be an underwater welder and diesel mechanic. The Evening Division allows her the flexibility to really focus on the interests she has.

APPROVAL OF MINUTES

MOTION: Mrs. Woodworth motioned to approve the public minutes of 1/20/25 as amended. Seconded by Mrs. McCormick Motion passed: 7-0-1 (Mr. Sapia abstained)

STUDENT REPRESENTATIVE

Abigail Robinson presented her school-wide report and highlighted happenings around the district. Some of the highlights included the high school boys wrestling team and cheer team won the State Title. Atkinson Academy grades K-2 celebrated the 100th day of school. Danville 5th graders and staff members were thanked for participating in the dodge ball tournament. Sandown North will begin their 10-week reading event. Sandown Central will host a kindergarten information night on March 18th from 6:00 pm – 7:00 pm. The middle school has over 90 students in the ski club this year.

DELEGATES & INDIVIDUALS

MOTION: Mr. Sherwood motioned to add the 30 minutes to the end of the meeting. Seconded by Mr. Sapia Motion passed: 8-0-0

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CURRENT BUSINESS

a. NESDEC SY2024-2025 Enrollment Projection Report

Mr. Pedersen reviewed the New England School Development Council (NESDEC) report with the Board. The report shows the enrollment being stable for the next ten years. We will need the same body of staff for the next ten years. He compared the NESDEC report to reality and compared them with actual enrollments starting with 2003. The majority of the time, their projections were smaller compared to reality.

Mr. Sherwood stated that NESDEC goes by the number of births in each town but they did not take into account new building permits and that is where they get their fluctuations. Mr. Pedersen believes that they do take into account building permits but he doesn't know exactly what formulas they are using to do some of their projections.

b. Winter i-Ready Results

Mrs. Allaire presented the Fall/Winter i-Ready results to the Board. She explained i-Ready is used as a diagnostic tool. It assesses reading and math three times a year through Grade 8. It measures individual student performance against end of year grade level and curriculum standards and skills. The report shows how a class, grade level, and schools are performing along with domain-specific needs. The diagnostic results for an individual student shows their strengths and areas of need. This enables teachers to plan differentiated instruction and identify appropriate supports.

Mrs. Allaire explained that i-Ready is a national assessment developed by an independent company. These results are also for individual students and once the diagnostic is administered, there are family reports for each individual student in math and reading. These are available to parents in PowerSchool or parents can request a paper copy.

She presented some sample diagnostic reports. The assessments are done in September, January, and June. Mrs. Allaire reviewed the District i-Ready winter diagnostic results in reading and math. She explained the color coding used in the report, with green being mid or above grade level.

Mrs. Manthorn asked Mrs. Allaire to speak to what PLC is and how our grade level teachers use data in PLC meetings related to i-Ready. Mrs. Allaire explained that PLC functions a little differently between elementary and middle school. PLC is an acronym for Professional Learning Community. At the elementary level, our PLC's are our grade level teachers at each elementary school. For example, the first grade team is a PLC. They meet for 90 minutes each week and one of their functions is to look at student data. The Middle School PLC time is 45 minutes a

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week. Some of their work is focused on the data and some is focused on instructional planning.

Mr. Krieger stated that parents can always reach out to their teacher if they have any questions or concerns with their student's results.

c. Policies EBBB, JLCE, and FF

Mrs. Manthorn presented Policy EBBB Indoor Air Quality and Water Quality and Policy JLCE Emergency Care and First Aid for Second Read. Neither of these two policies had any changes from the First Read.

Mrs. Woodworth asked about the Danville lead in the water. Dr. Martin explained it has been mitigated with filtering systems and the appropriate replacement of fixtures. She said there are hand wash only faucets all over the District. She will check on whether or not there are still fixtures that may have signs on them and will share that information.

Mr. Sherwood asked for clarification on where it states in the policy "requires schools to install compliant water bottle filling stations or test and remediate all water outlets".

Dr. Martin said the Department of Environmental Services has certain requirements for water testing based on their statute. We are required to test. In addition to replacing fixtures, water filters are put on the fixtures that are deemed to contain lead.

Mr. Sherwood asked why they wouldn't put filters on all the water spigots. Dr. Martin explained it would be a cost issue and she said she doesn't feel there is a need to have to do that because they are still going to require us to test.

Dr. Martin stated she will put the testing data in a spreadsheet for the year to see where we are.

MOTION: Mr. Sapia motioned to accept Policy EBBB and Policy JLCE for a Second Read. Seconded by Mrs. Manthorn. Motion passed 7-0-1 (Mr. Sherwood abstained)

Mrs. Manthorn presented Policy FF Naming New Facilities as a First Read. This is an existing policy that has had more parameters added. Their current policy is vague and non-descriptive. She explained this policy is a tapestry of other school districts and from the NHSBA. There is criteria and general guidelines.

MOTION: Mr. Sherwood motioned to accept Policy FF as a First Read. Seconded by Mr. Woodworth. Motion passed 8-0-0

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ADMINISTRATORS REPORT

Dr. Martin announced it is Music in our Schools Month. The Dallas Brass Concert will be held at the PAC on April 15th at 7:00 PM. She thanked the Pollard PTSA for allowing her to talk with them about the warrants and some of the metrics of our District. The Athletic Department has fully staffed their coaching positions. She will be meeting tomorrow with the grounds crew and athletic department to discuss our spring season. On March 11th, a 30 foot milled oak beam will be installed in the 1803 portion of Atkinson Academy. Mr. Sapia would like to have some pictures or videos taken of that installation. There was a great deal of work done during February break throughout the district. There was a gas leak at the middle school due to the snow and ice. The timing was good that it happened over break. Dr. Martin referred to the video Mr. Sapia sent her regarding the envelope of the high school and the issues that exist on the façade. The facilities will identify areas inside the building to assess leakage and a tour will be provided for those areas if anyone is interested. EEI worked on punch list items during vacation. Summer work at the high school was discussed today which includes the remaining window work. Summer school will be held at the high school.

Mr. Sapia asked Dr. Martin about the canopy in front of the high school. There is a lot of ice up there. He asked if that is still scheduled for the spring. Dr. Martin said the guys are very mindful of it and it is on the list for demo. We have yet to firm up a date but it will be done.

Mrs. Allaire was with the Sandown PTA on Monday evening. She mentioned the amazing community members who are planning some really special activities for kids. Tuesday will be a PD Day. Teachers, paras, and administrators will be in attendance. There will be different workshops available throughout the day. Mrs. Allaire spoke of some significant work being done at the State level. The State Board of Education is moving toward potentially adopting revised minimum standards for public school approval. These are known as the ED 306 rules.

Mr. Krieger let the Board know that he just finished up his second round of visits with the Boards of Selectmen and they presented factual information on the District and pieces of information he believed the people needed to see and understand.

Mr. Krieger talked about the Dodge Ball game which was awesome. There were 150 kids and 60 staff who played. The Penguin Plunge raised \$10,000 for the Special Olympics. He will lead a PD session around discriminatory experiences with their students. They will be holding off signing the Phase 3 of the lease until after the vote. He will bring it to the Board at the next meeting. He will bring actual budget reports once a month to review the numbers. The NECC

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program was brought to the State Board of Education earlier in the year. We have an invitation from the Deputy Commissioner of Education to bring that presentation to the Council on March 19th. NECC is a contracted service at TLC and Atkinson Academy.

COMMITTEE REPORTS

Mr. Woodworth attended a policy meeting today and there will be four new things for first and second read coming.

Mrs. Knutsen attended the policy meeting today. Safety Committee met earlier this week.

Mrs. McCormick referred to the education bill that was passed and it is an enormous amount of work. Being on the Curriculum and Assessment Committee has been so eye opening about the work you don't see that gets done. It is very appreciated.

Mrs. Woodworth has a CIP meeting on April 14th and the Strategic Planning Committee will meet on March 20th.

Mrs. Kowalczyk asked if the Policy Committee will be working on a cell phone policy. Mrs. Manthorn said they have not yet worked on that.

OTHER BUSINESS

Mrs. Knutsen announced this will be Mrs. McCormick's last Board meeting. She has been a great asset to the Board and she thanked her for all she has done. She will be missed. The Board members shared that same sentiment.

Mr. Sherwood mentioned one question that comes up a lot regarding the administrative load in the District and asked Mr. Krieger to help explain it.

Mr. Krieger indicated they employ 36 administrators. The standard ratio for administrators is one for every 500 students. He said Timberlane could get to one administrator per 500 students, however, it would be destructive and catastrophic to what we offer and hope to be able to offer in the future. Danville has 287 students with two administrators; Pollard has 437 students with two administrators; Sandown North has 325 students with two administrators; TLC has 190 students with one administrator; Atkinson Academy has 365 students with two administrators; middle school has 733 students with 4 administrators and a special education administrator; high school has 936 students with 4 administrators and a special education administrator.

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He compared our numbers with other districts with similar population (Salem, Pelham, Londonderry, Sanborn, Hampstead). Hampstead elementary has 450 students with 2.5 administrators; middle school has 350 students with 2.5 administrators; Sanborn has PK-2 at 290 students with 3 administrators; Gr. 3-5 has 280 students with 3 administrators; the high school has 750 students with 7 admin. Londonderry has 450-520 elementary students with 3 administrators; the middle school has 950 students with 6 administrators; high school has 1,220 students with 10 administrators; Pelham elementary has 750 students with 4 administrators; middle school has 345 students with 3 administrators; high school has 512 students with 5 administrators. Salem high school has 1,115 students with 10 administrators; middle school has 774 students with 3 administrators; elementary schools range from 267-381 with one principal but possibly has a special education administrator. Mr. Krieger stated these numbers of administrators are similar to ours and on par with our model.

Mr. Sapia asked Mr. Krieger to provide some insight into teachers taking time out of their classrooms for training and growth and the need to have a substitute.

Mr. Krieger explained it is teacher/professional development. Teachers have the opportunity to request it as part of their professional development or we will direct them to attend some of those trainings. All of it happens with the approval of their administrator. When that happens, we fill that role with a substitute teacher.

DELEGATES AND INDIVIDUALS (cont'd) - There were no delegates or individuals requesting to speak.

Mrs. Knutsen reminded everyone that voting is on Tuesday and encourages everyone to get out to vote. There was no other public business before the Board.

**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. McCormick
Motion passed 8-0-0**

The Board was polled:

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

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Motion passed 8-0-0 to enter non-public at 9:20 pm.

The Board returned to public session at 10:55 PM to seal the minutes and adjourn.

MOTION: Mrs. Woodworth motioned to seal the minutes. Seconded by Mrs. McCormick Motion passed: 8-0-0

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on March 20, 2025