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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
October 17, 2024
7:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present

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

Excused Absence: Donald Woodworth, Paul LeCain

Seated at the Board Table

Justin Krieger, Superintendent
Sandra Allaire, Assistant Superintendent
Abigail Robinson, Student Representative

Administrators Present

Angelo Fantasia, Athletics Director
Mark Pedersen, Director of Secondary Education
Ken Henderson, Director of Technology
Maria Watkins, Business Administrator/CFO

STUDENT, STAFF, AND FAMILY SHARE

Mrs. Yacek, Principal at Sandown North and Mrs. Difeo, Reading Specialist introduced several 5th Grade students who work on the school newspaper named The North Star Newspaper. The students provided a visual presentation of the work that goes into writing a school newspaper. The 5th graders will be mentoring 4th graders on the newspaper to prepare them when they move up to 6th Grade.

STUDENT REPRESENTATIVE

Abigail Robinson presented her district-wide report of the happenings in the schools and the following are some of the highlights. Atkinson Academy practiced their emergency offsite drill. The Danville PTA hosted their Fall Festival. The Pollard PTA will host a trick or treat event in

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the school. Sandown North practiced their ALICE drill. The high school will be holding spirit week. Abigail presented the sports highlights.

DELEGATES AND INDIVIDUALS

Madison Jamison of Atkinson described an incident involving her elementary school student who became very upset when she saw the word “dead” written on her desk. Mrs. Jamison expressed her dissatisfaction as to how the situation was handled and needs her daughter to feel safe in school.

Shawn O’Neil of Danville spoke to the lease agreement and believes the School Board will have enough funds to still pay off the lease early. He referred to an issue that was raised at the previous meeting in regards to adding Jack Sapia to the Facilities Committee. He did not agree with the way the Board handled it and cited a portion of the Policy BDE Board Standing Committees.

MOTION: Mrs. Manthorn motioned to move the remaining 24 minutes for Delegates and Individuals to the end of the meeting. Seconded by Mr. Sherwood
Motion passed: 7-0-0

APPROVAL OF MINUTES

MOTION: Mrs. Woodworth motioned to accept the regular public meeting minutes of October 3, 2024. Seconded by Mrs. McCormick **Motion passed: 7-0-0**

CURRENT BUSINESS

a. Construction Update

Chris Roy and Mike Davey with EEI presented a construction update to the Board. A visual presentation was given showing the work that was completed at the high school over the summer. They described how the work installing the ventilator units to the roof was accomplished and spoke of the benefits the new units will offer. They also spoke on the new window installation at the high school. In addition to the high school, they also installed a new ventilator unit at the Middle School. The Danville kitchen masonry upgrades were discussed. There are other projects that were also completed this summer regarding safety. New fire alarm panels and smoke detectors were installed. They replaced all the sprinkler heads at Pollard. Lighting upgrades were also done. Some demo work was done at Atkinson Academy in preparation for the repair of the Belfry tower. They have applied for a Conservation Grant to help with the cost.

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Mr. Sapia asked about the need to continue duct cleaning with the new units. Mr. Davey said they would need to maintain them but cleaning, if needed at all, should be cleaned every 12-15 years. He mentioned they should maintain the filters.

Mr. Davey recommends providing the Board with construction updates again in December or June and annually thereafter.

b. Annual Athletics Report

Mr. Fantasia presented his 2023-2024 annual report. At the high school level, 395 students participated in at least one NHIAA sanctioned sport, and 56% of those student-athletes participated in multiple sports. At the middle school, 370 students participated in at least one tri-county league sanctioned sport and 51% of those student-athletes participated in multiple sports.

NHADA/NHIAA recognized 39 high school senior scholar-athletes for their excellence in the classroom and on the field. The high school also hosted and provided leadership training opportunities for schools from around the State.

Mrs. McCormick asked if he experiences difficulty finding coaches. Mr. Fantasia stated it can be a challenge but people have been great in the school and in the community. They have 30 different sports programs and that is a lot of coaches.

The Board thanked him for his report

c. Draft Warrant

Mr. Krieger provided the Board with the first draft of the warrant articles. This is just informational and will be bringing it back before the Board when it gets updated. It will need to be completed by the end of January.

d. FY2024 Financials

Mrs. Watkins presented an overview of the FY2024 Financials. This also includes grant spending and food service spending. It includes the entire spending of the Timberlane Regional School District. She provided graphs which were reviewed with the Board. She provided graphs for Salaries & Benefits, Expenses by category, Technology, Student Services, and Facilities.

Mrs. Watkins referred to the Professional Services line under Student Services. That increased \$1.2 million which is the result of needing to hire contracted personnel because of positions we cannot fill in-house. The special education tuition line increased about \$500,000 due to an increase of out of district placements.

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Mr. Krieger explained these were the exact financials that have been presented to the Budget Committee.

Mr. Sapia asked about the possibility of having a workshop with the Budget Committee. Mrs. Knutsen said that could be arranged if it is the will of the Board.

e. Policies

Mrs. Manthorn presented a new policy as a First Read. It is Policy EG – District Communication Plan. They do not currently have this policy and this is recommended by the NHSBA. She stated that this policy would need to be reviewed and updated every two years.

MOTION: Mr. Sapia motioned to accept Policy EG as a First Read. Seconded by Mrs. McCormick Motion passes 7-0-0

f. Annual Data Governance Plan

Mr. Henderson presented his 2024-2025 Data Governance Manual. This manual is a collection of RSA's, Policies and Procedures, and reference materials. This manual is exactly the same as it was last year other than for Appendix N: Data Breach Response Plan. He explained he has been working with Primex these past few months on revamping this response plan. The Data Breach Response Plan enables the District to respond effectively and efficiently to a data breach. This is not subject to being posted publically.

Mrs. Woodworth asked if data retention is in the manual. Mr. Henderson said the Policy is cited in the manual but not the specifics of the policy.

Mr. Sapia thanked Mr. Henderson for doing a great job for the District.

g. Assessment Calendar

Mrs. Allaire explained the District administers a variety of assessments to students through the school year. She provided a calendar which includes the assessment dates or windows. She also stated that in addition to i-Ready, PSAT, and statewide assessments, our educators also administer a variety of other classroom or grade-level assessments to diagnose student needs, monitor progress, and report on student learning outcomes.

She talked about the State requirement that we meet 95% of student participation for the SAT exam. Anything below that amount is counted as zero toward our percent proficient with regard to accountability.

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Mr. Sapia commented on the lead time from when the students take the test to when the results are received. The lead time makes it difficult when we are trying to find out why these kids may need assistance. Mrs. Allaire stated they use different assessments for different purposes. I-Ready is what they use as a universal screener for the students. State assessments are administered for state accountability and funding.

h. TRHS Psychology Curriculum Revisions

Mr. Pedersen spoke to this. He explained the TRHS Social Studies Department is proposing a curriculum revision for the 11th/12th Grade Psychology elective. They currently have 3 units in the course and are proposing 5 units. The goal of this revision is to create a deeper specificity with smaller units in order to have a more unified scope and sequence used by all teachers of the course. The content is essentially the same, the organization of the units will help unify all the sections in a more sequential manner. He is looking for the Board to approve this as a First Read and he will be back before the Board at their next meeting.

Mrs. Woodworth questioned whether this offers any college credits. Mr. Pedersen replied that this one does not.

MOTION: Mrs. Woodworth motioned to accept the Psychology curriculum revisions as a First Read. Seconded by Mr. Sapia Motion passes 7-0-0

ADMINISTRATORS' REPORT

Mr. Krieger said they will be bringing the NH School Fair Funding Project before the Board on December 5, 2024. They have a small presentation to give and he will also be sharing that with the Budget Committee. There is a student portion to this also. The student group will be coming out with some recommendations and after they do, that student group will do a presentation to the Board after December 5, 2024.

Mr. Sapia asked whether the public will be allowed to have input and ask questions. Mr. Krieger said they could find a way to do that.

Mr. Krieger has had ongoing conversations at the Board of Selectmen meetings. He met with the Sandown Board of Selectmen and they were very engaged and we learned a lot. He will be meeting with the Plaistow Selectmen on Monday, and then Atkinson and then Plaistow.

There is an opportunity coming up with the ad hoc committee for Kindergarten and Early Childhood. They have completed their listening tours across the District and now they are looking to broaden that to the entire community. They have set a date of October 28, 2024 at the High School at 6:00 pm for the public listening session.

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Mr. Krieger stated they have registered for the Youth Risk Behavior Survey. This will be confidential for kids to participate in at the Middle School and the at the High School levels. The data we get back is not identifiable to the student but it gives us information on what our kids need from us moving forward.

They are close to getting a partnership in place with New England College to offer discounted graduate credits to our teachers.

Mr. Krieger explained that all of our kids are on devices. We want to continue promoting safety so we are looking at things that potentially kids are doing through email or search engines that could indicate self-harm or harming others. We are exploring ways we could get notified of those things. This will be coming back before the Board for notification as well.

Mrs. Allaire recognized Mandy Decew, a Kindergarten teacher at TLC. For many years, she has been at the forefront of developing guided play in Kindergarten. She has partnered with individuals at UNH and she has led trainings in our District for her colleagues. She was granted approval to partner with the Educational Research Laboratory to prepare a 10-minute video of herself and her students to be used for educational purposes to help and support other educators about guided play.

PERSONNEL REPORT

a. Personnel Report

**MOTION: Mrs. Manthorn motioned to accept the professional resignation of Brian Attardo, Social Studies teacher at the Middle School. Seconded by Mr. Sherwood
Motion passes 7-0-0**

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD

Mr. Sapia attended the CIP Committee meeting this week. They are waiting on some detailed items.

Mrs. Knutsen said the Elementary School Principals presented their budgets to the Budget Committee and every budget had either deductions or flat lined budgets.

Mrs. Manthorn said Wellness Committee met and worked on their mission statement and goals. She will share those with the Board at their November meeting. The Policy Committee will meet in November.

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Mr. Sherwood attended the Facilities meeting last Tuesday. They had vendors come in to show them some of their wares on encapsulating the outside of the high school. It was very informative and this is an ongoing process.

Mrs. Woodworth attended the Strategic Planning Committee and they will be meeting on November 21, 2024.

OTHER BUSINESS

Mr. Sapia mentioned the fields will need some work done to them before they freeze.

Mr. Sapia recognized Jerry Leavitt who resigned from the Tornados. He will be missed and he thanked him for his level of dedication.

There was no further 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 Mr. Sherwood Motion passed 7-0-0

The Board was polled:

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

Motion passed 7-0-0 to enter non-public at 8:53 pm.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on November 7, 2024