# APPROVED

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** — **Superintendent's Office**
**August 15, 2024** — **30 Greenough Road**
**7:00 PM** — **Plaistow, NH**

**Call to Order**
**Board Members Present**
Donald Woodworth, Jack Sapia, Katie Knutsen, Mark Sherwood, Alyssa Kowalczyk, Brienna Woodworth, Paul LeCain

**Excused Absence**: Shauna Manthorn, Kim McCormick

**Seated at the Board Table**
Justin Krieger, Superintendent
Sandra Allaire, Acting Assistant Superintendent

**Administrators Present**
Lucy Canotas, Director of Elementary Education
Fran DeCinto, Director of Human Resources
Maria Watkins, Business Administrator/CFO
Chris Martin, Executive Director of Operations and Special Projects

The Board went into a brief non-public at 7:03 pm.

**MOTION: Mr. Sherwood motioned 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, 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. Sapia Motion passed: 7-0-0**

The Board was polled:

D. Woodworth – yes Knutsen – yes Sherwood – yes Sapia – yes B. Woodworth – yes LeCain – yes Alyssa Kowalczyk - yes

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The Board returned to public session at 7:20 pm.

**DELEGATES AND INDIVIDUALS**

**MOTION: Mr. Sherwood motioned to move the 30 minutes for Delegates and Individuals to the end of the meeting. Seconded by Mrs. Woodworth Motion passed: 7-0-0**

**APPROVAL OF MINUTES**

**MOTION: Mr. Woodworth motioned to accept the regular public meeting minutes of July 18, 2024 as amended. Seconded by Mrs. Woodworth Motion passed: 6-0-1 (Knutsen abstained)**

**MOTION: Mrs. Woodworth motioned to accept the non-public meeting minutes of July 18, 2024. Seconded by Mr. Sherwood Motion passed: 6-0-1 (Knutsen abstained)**

**CURRENT BUSINESS**

**a. Unassigned Fund Balance**

Mr. Krieger reviewed the process which began back in May. Currently the number of the unassigned fund balance is $16,390,237.00. Mr. Krieger broke that number down into two categories. He stated we have unanticipated revenue and unanticipated savings. He described the numbers that make up the revenue side. He also described the numbers that make up the savings side. Mr. Krieger explained those two primary components are what make up the unassigned fund balance.

Mr. Krieger explained the Board has the authority to retain 5% of the local tax assessment. That total is about $70 million and if they choose, they could retain up to about $3.5 million. The Board can make a decision tonight. The voters have the authority to decide how that money is to be spent and that would be done through a public hearing. If the Board votes to do that tonight, they would go to a special meeting and make the case to the voters and the voters are the ones who will make the decision if that money is going to be used for that purpose, and that purpose only.

Mr. Krieger further explained what will be submitted to the Department of Revenue and the New Hampshire Department of Education in September. It will be the unassigned fund

balance number and that number will be used to offset the December/January tax bill that the residents will see. This offsets that localized tax revenue.

Mr. Sherwood made mention of the idea to take some of these additional revenues we have and using it in a way that will help offset future taxes by essentially prepaying off the principal of the lease.

Mr. Krieger explained they are able to make a prepayment on the lease, however, there is a penalty to doing that in the amount of around $60,000. If that prepayment was made in the amount of $3 million, they would be saving $1.4 million in interest payments over the term of the lease.

Mr. Woodworth said the decision will be whether you want a long term benefit that is very significant, or do you want to have a significant immediate piece that would cost more over time.

Mrs. Woodworth confirmed that the voters would have the say as to whether to prepay the lease or not. Mr. Krieger stated that was correct.

Mrs. Woodworth asked if it was prepaid to save on the interest, would that be an amount every single year and would the end be now a year earlier.

Mrs. Watkins explained this would be for the first phase of the lease. If a prepayment of $3 million is made, we will not have debt any longer. The savings would be prorated over the term of 20 years. If we prepay $3 million for Phase 1, we won't have to pay the interest.

Mr. Woodworth asked if we would be earning interest on the $3 million. Mrs. Watkins informed him it is not an interest bearing account.

Mr. LeCain believes it would be good to offer this to the voters to decide whether they want to save $1.4 million in interest over 20 years for Phase 1.

Mrs. Woodworth asked if the voters turn it down and the money is returned to them, when would they see it. Mrs. Watkins stated it would be returned September 1, 2025 to offset the tax rate.

Mrs. Kowalczyk asked if the voters turn this down, could they have the ability to hold another special meeting in the event something happens that they could use the money for. Mr. Krieger said if the Board votes to retain the money, it is retained until it is either voted on by the public for what it would be used for or it gets returned September 1, 2025.

Mrs. Kowalczyk questioned when this public hearing would happen.

Mr. Sapia said it needs to be held two weeks from the date the meeting is posted.

Mrs. Watkins suggested waiting until after October 1, 2024.

**MOTION: Mr. LeCain motioned that the School Board authorizes retaining 5% of the net assessment and further notes that per RSA 198:4(b) prior to expending or retaining general funds, the School Board shall hold a prior special hearing on the action to be taken with such funds. Seconded by Mr. Woodworth. Motion passes: 6-1-0 (Mrs. Knutsen opposed)**

**MOTION: Mr. Sapia motioned to hold a special meeting to use the 5% retained to pay off the Phase 1 of the lease. Seconded by Mr. Sherwood. Motion passes: 7-0-0**

b. FY2024 Encumbrances

Mrs. Watkins presented the Board with the list of FY2024 encumbrances that still need to remain open. She explained at the close of each fiscal year, there are typically still Purchase Orders that remain open from the prior fiscal year. An exception would be to allow the funds to carry forward for amounts that have become encumbered by a legally enforceable obligation prior to the close of the fiscal year. She is asking the Board to vote to encumber the funds necessary for fulfillment of those Purchase Orders. She also explained, should the encumbered funds not be fully expended, any residual funding will be returned as part of our unrestricted fund balance in the subsequent year.

**MOTION: Mr. Woodworth motioned to approve the FY2024 encumbrances which total $1,216,840.00 Seconded by Mr. Sapia. Motion passes 7-0-0**

This will not impact the unassigned fund balance.

c. Concession Stand Refrigerator Donation

Dr. Martin presented Mr. Fantasia's executive summary regarding the acceptance of a new refrigerator for the concession stand near the football field because the old one needs to be replaced. The Football Boosters, Boys' Lacrosse Boosters, and the Timberlane Tornadoes Program are offering to donate funds to cover the cost of the refrigerator which is $6,200. This includes the cost of delivery and removal of the current refrigerator. Dr. Martin explained the groups understand this refrigerator would become the property of the Timberlane Regional School District.

Mr. Sapia stated he cannot support this. He doesn't believe we should accept this money. If something is broken on our campus, the District should be replacing it. He appreciates their offer but thinks we can do better than that.

**MOTION: Mr. LeCain motioned to approve the donation as written in the Executive Summary in the amount of $6,200.00. Seconded by Mrs. Woodworth Motion passes: 5-2-0 (Sapia, D. Woodworth opposed)**

**d. Policies**

Mrs. Allaire presented Policy EFAA-Meal Charging, Policy EHAA-Computer, Security, E-mail and Internet Communications, Policy IHBAM – District Special Education Policy and Procedures Manual.

Mrs. Allaire spoke to Policy EFAA. The Board voted to accept it with some recommended changes to the language back in July. She explained this is back before the Board because they learned after the fact that the language was specifically recommended to our auditors and is something that is a legal stipulation that was recommended. They included the language back into the Policy. This policy is before the Board for reconsideration.

**MOTION: Mr. Sherwood motioned to approve Policy EFAA with the original language. Seconded by Mr. LeCain Motion passes: 7-0-0**

**MOTION: Mr. Sherwood motioned to approve Policy EHAA and Policy IHBAM as a second read. Seconded by Mr. LeCain Motion passes: 7-0-0**

**e. Enrollment Update**

Mrs. Canotas provided an enrollment update. She explained there has been some shifts in enrollment. They had been projecting for three 5th Grade teachers. Their enrollment dropped to 50 and their 2nd Grade went over their maximum class size last week and they needed to shift that position. Grade 5 in Danville is at maximum capacity but not over. Grade 2 exceeds maximum class size and Grade 4 is also at maximum capacity and they are fully staffed for that grade.

**f. High School Canopy Removal RFP Recommendations**

Dr. Martin presented the proposal recommendation. They need to remove the existing concrete canopy over the front walkway at the high school due to deterioration, cracks and sagging. The request for proposal included three options for consideration.

They received proposals from Energy Efficient Investments and Busby Construction. They are proposing to go with Energy Efficient Investments option 1 at $47,765.00. This option includes demolition and removal of the concrete canopy only. The rust on the steel structure can be removed.

Mr. Sapia prefers holding off on this until the next meeting. He is concerned with the scope of work and doesn't understand why we would leave that steel up. It could potentially be a safety hazard. Originally, they were to take down the entire structure.

Dr. Martin said they are only proposing to remove the concrete canopy.

Mr. LeCain stated he would like to take another look at it.

It was the consensus of the Board to hold off making a decision until the next meeting.

**ADMINISTRATORS' REPORT**

Mrs. Allaire described two annual events that happen this time of year. These two events are funded through federal grants. The first event was welcoming their kindergartners and 1st graders at Sandown North were also invited to join in a week long opportunity to become comfortable with the building, start relationships and get to know their teachers. The second event they will have next week will be welcoming their new teachers to the District. There are about 36 new teachers expected to attend.

Dr. Martin provided a facilities update. The high school office staff will be moving back into their quarters on Monday. They are on track to have teacher classrooms and work space open on August 28th at the high school. There is a Professional Development Day on August 29th. With regards to Special Education, the addition of facilitators to our schools will be a real benefit and they are committed to training those individuals. She shared some comments that staff made as to what they bring to the District.

Mr. Krieger announced that Eric MacDonald has been appointed as the SRO for the Timberlane Regional School District from the Plaistow Police Department. He will start on August 26th.

They are looking to partner with the Budget Committee for scheduled facility tours that will be dovetailed with events happening in the schools.

Mr. Krieger updated the Board on a Title IX law change. They had legal training with the entire administrative team and are training specific administrators in the investigative process. They will need to do some policy changes to comply with the new law.

They are deep into the budgeting process right now. Formal presentations to the Budget Committee will begin on September 26th.

**PERSONNEL REPORT**

Mr. Sherwood read the following names that were electronically approved on July 1, 2024. The professional nominations of Colette Faucher, Kindergarten Teacher, TLC; Elizabeth Cregg, Kindergarten Teacher, TLC. Professional resignation of Sandra McKeen, Special Education Teacher, Sandown North. The renomination of Kathryn Morris, Science Teacher, TRMS.

The following professional nominations were read into the record that were electronically approved on July 29, 2024. Clay LaPlante, Tech Education, Teacher; Karen Scherbon, Nurse, Sandown North.

The following names were read into the record that were electronically approved on August 5, 2024. Professional nominations of Kathleen Pritty, Special Ed Facilitator, TRMS/TRHS; Cassandra Allder, Special Ed Facilitator, Danville Elementary. Professional resignations of Jessica Warwick, Elementary School Teacher, Sandown North; Clay LaPlante, Tech Education/Integration, Sandown North.

Mrs. DeCinto presented her personnel report.

**MOTION: Mr. Sherwood motioned to accept the professional nominations of Brianna Brown, Elementary Teacher at Pollard; Cheryl Remlin, Elementary Teacher at Danville; Wendy Bowen, Kindergarten Teacher at Danville; Lisa Trepaney, Elementary Teacher at Sandown North. Seconded by Mrs. Woodworth. Motion passes: 7-0-0**

**MOTION: Mr. Sherwood motioned to accept the professional resignation of Kathleen Scherbon, School Nurse at Sandown North. Seconded by Mrs. Woodworth. Motion passes: 7-0-0**

Mrs. DeCinto presented her vacancy report and stated that most of those open positions have now been filled.

**COMMITTEE REPORTS**

Mrs. Woodworth – Strategic Planning met today. The next meeting is September 9, 2024.

Mr. Sherwood – The ad hoc committee who is investigating Kindergarten has covered an awful lot of ground. They are working on the financial implications and state funding.

# APPROVED

Mrs. Knutsen – Open houses will be held in late September. It will now be called Meet Your Teacher Night instead of Open House. They will be holding this in the evening as well.

Mr. Woodworth – He thanked Mr. Krieger and Mrs. Watkins for setting up opportunities for the Board members to help them understand the budget process and the budget more thoroughly. It was very helpful.

Mr. Sapia – He agreed with Mr. Woodworth. The CIP met and have made their calendar for the year. They are looking at presenting to the Budget Committee in mid-October.

**DELEGATES AND INDIVIDUALS (cont'd)**

Marianne Springer of Danville thanked the administrators and the school board for their clear discussion about the retention of the unassigned funds for the purpose of savings in the long term. She appreciates having the $12 million being returned to the tax payers and she looks forward to their continued attentiveness to the financial concerns of the taxpayers.

There was no further public business before the Board.

**MOTION: Mr. Sherwood motioned 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, 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: 7-0-0**

The Board was polled:

D. Woodworth – yes Knutsen – yes Sherwood – yes Sapia – yes B. Woodworth – yes Alyssa Kowalczyk – yes LeCain - yes

Motion passed 7-0-0 to enter non-public at 9:00 pm.

The public meeting adjourned at 9:00 pm and the School Board will not be returning to public session.

Respectfully submitted,

Linda Mahoney
Recording Secretary

**Approved by the School Board on September 5, 2024**