

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
July 18, 2024
7:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present: Donald Woodworth, Jack Sapia, Kim McCormick, Brienna Woodworth, Alyssa Kowalczyk (arrived at 7:07 pm), Paul LeCain, Shauna Manthorn, Mark Sherwood

Excused Absence: Katie Knutsen

Seated at the Board Table

Justin Krieger, Superintendent
Sandra Allaire, Assistant Superintendent

Administrators Present

Fran DeCinto, Director of Human Resources
Karl Ingoldsby, Director of Plant Operations
Ken Henderson, Director of Technology
Angelo Fantasia, Athletic Director

Mr. Krieger introduced three new administrators and asked them to speak briefly about the interview process and of any experiences they want to share.

Chris Martin is the Executive Director of Operations and Special Projects. She described what she liked about the interview process and what interested her in the Director of Operations position.

Mary Sullivan is Principal at Pollard Elementary. She explained she had interviewed for a couple of different positions within the District because she wanted to be back in the District. She stated that so far, it has been fantastic.

Bill McCarthy is the Assistant Principal at the Middle School and is excited to work at there. He enjoyed the out of the box thinking during the entire hiring process.

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DELEGATES AND INDIVIDUALS

Lisa Schiff of Danville explained how communication is important to her. She would have liked to have had better communication from the Danville reps who did not attend a Danville Board of Selectman meeting to communicate any updates concerning the surplus.

Marianne Springer of Danville talked about a field usage request from the Tornados for a date in late August. She referred to Policy KFR. She doesn't believe the game in late August should warrant a fee waiver.

MOTION: Mr. Sherwood motioned to move the remaining 25 minutes to the end of the meeting. Seconded by Mrs. Manthorn Motion passed: 8-0-0

APPROVAL OF MINUTES

Mrs. Woodworth noted two typographical errors in the public meeting minutes.

MOTION: Mrs. Woodworth motioned to accept the regular public meeting minutes of June 6, 2024 as amended. Seconded by Mrs. Kowalczyk. Motion passed: 5-0-3 (Sherwood, LeCain, Manthorn abstained)

MOTION: Mr. Sapia motioned to accept the non-public minutes of June 6, 2024 as written. Seconded by Mrs. Woodworth. Motion passed 5-0-3 (Sherwood, LeCain, Manthorn abstained)

CURRENT BUSINESS

a. Athletic Booster Sign Sponsorship

Mr. Fantasia explained that each year Booster groups wishing to display sign sponsorships from businesses on school grounds must have School Board approval. He provided completed fund raising forms outlining the sign sponsorship details and requested Board approval for all the sign sponsorships for the booster groups.

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MOTION: Mr. Sapia motioned to allow signage to go up with different sports teams with the caveat that they are safely placed and do not obstruct line of sight. Seconded by Mr. Sherwood. Motion passed 8-0-0

Mr. Sherwood stated all the monies raised go to the sports teams, scholarships, field lights, equipment, uniforms and to defer costs to the families and to tax dollars.

b. Annual Review of Sports Injury Emergency Action Plan

Mr. Fantasia stated that Emergency Action Plans are required for sports related injuries. In addition to practicing emergency drills in preparation for a traumatic incident, two additional fixed AED's were installed on the high school and middle school campus.

c. Elementary Enrollment Update

Mrs. Allaire explained they are not coming with any request to increase staff. They feel confident they will not exceed the class sizes that would require additional staff.

d. Policies

1. Mrs. Manthorn presented Policy EFAA-Meal Charging. No changes have been made since the First Read. There was a clerical error to be corrected and to change the section in red to be black.

Policy IHBAB-Special Education Evaluations. Mrs. Manthorn said there have been no changes since the First Read.

Policy IKFC-Alternate Diplomas for Students with Significant Cognitive Disabilities. There have been no changes since the First Read. This was part of another policy that was repealed.

MOTION: Mr. Sherwood motioned to accept Policy EFAA as amended, Policy IHBAB, and Policy IKFC. Seconded by Mr. Sapia Motion passed: 8-0-0

2. Policy EHAA, IHBAC, IHBAM – First Read

Mr. Henderson spoke to Policy EHAA-Computer, Security, E-Mail and Internet Communications. Mrs. Manthorn explained they look at this Policy annually and there are some changes from the NHSBA. Mrs. Woodworth referred to Item 12 regarding retainment. It had been 14 days but there is no time indicated for retainment. Mrs. Manthorn explained this is more inclusive.

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Mr. Henderson explained why he doesn't believe they should define a time period. Some systems retain indefinitely and other systems would be for a few weeks. It depends on the system and how much space is available.

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

Policy IHBAC-Developmental Delay as Qualifying Disability. Mrs. Manthorn explained this District did not have this policy and we needed one in order to comply with the law. This is the sample policy from NHSBA.

MOTION: Mrs. Woodworth motioned to accept Policy IHBAC as a First and Second Read. Seconded by Mrs. Manthorn. Motion passed: 8-0-0

Policy IHBAM-District Special Education Policy and Procedures Manual. Mrs. Manthorn explained this is a sample NHSBA policy. They did not have a policy for this.

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

Mr. Sherwood wants to look at the meeting notes from the discussion they had on the fees and fee waivers.

e. 2024-2025 School Board Calendar

There are two proposed changes to the School Board calendar. The first is changing May 1st to May 8th due to Spring Break. The second change is the removal of the February 8th meeting as it is the anticipated date for the Deliberative Session.

MOTION: Mrs. McCormick motioned to accept the School Board meeting dates for the 24/25 school year. Seconded by Mrs. Manthorn. Motion passed 8-0-0

f. NHSBA Resolution/Delegate Assembly

The NHSBA Delegate Assembly is scheduled for Saturday, October 19, 2024 in Concord, NH. The NHSBA is now accepting submissions for their annual NHSBA Delegate Assembly. Mrs. McCormick stated she would like to be the delegate, however, any and all school board members can attend. Any proposed Resolutions are due to the NHSBA by August 2, 2024.

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g. RFP Recommendations

1. Classroom Projectors

Mr. Henderson spoke to the RFP for Classroom Projectors. They received 8 bids. He recommends Pro AV for this project and they were also the lowest bidder.

MOTION: Mr. Sapia motioned to accept Pro AV for this project and who was recommended by Mr. Henderson. Seconded by Mrs. Woodworth.
Motion passed: 8-0-0

2. Parking Lot Crack Sealing and Line Painting

Mr. Ingoldsby presented his proposal recommendation. He recommends going with Premier Asphalt for crack sealing any new cracks this year for \$10,500.00 and for the next 3 subsequent years and to leave him with flexibility to have them sealcoat some of their parking lots. He recommends American Striping for the line striping for 3 years based off the base bid and to allow the Director of Plant Operations to authorize seal coating and line striping with the recommended companies to stay within the confines of the approved annual budget of \$70,000 for the next 3 years.

Mr. Sapia stated he is all for sealing cracks because it prevents things from getting worse. He doesn't know the wisdom in sealcoating these big industrial lots that cars are just going to be parked on.

MOTION: Mrs. Manthorn motioned to accept the bid proposals recommended by Mr. Ingoldsby. Seconded by Mr. LeCain Motion passed: 7-0-1 (Sapia abstained)

3. Sandown North Boiler

Mr. Ingoldsby presented his proposal recommendation to replace the failed boiler at Sandown North with a similar model. Eckhardt & Johnson indicated they could replace the existing one based on what we had available and they were the only vendor to submit a proposal. He recommends Eckhardt & Johnson for \$117,537.00 to replace the failed boiler.

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MOTION: Mr. Sherwood motioned to accept Eckhardt & Johnson to replace the boiler as recommended by Mr. Ingoldsby. Seconded by Mrs. Woodworth.
Motion passed: 8-0-0

Mrs. Manthorn asked where the money is coming from for this and what is the timeline to get it replaced.

Mr. Ingoldsby explained there is one operational boiler there and they will have the failed boiler replaced before the big heating season. They will be looking to the 24/25 budget for this.

4. Infield Groomer

Mr. Ingoldsby brought this to the Board. The facilities team needs a replacement infield groomer for their grounds team. This was approved through the budgetary process. They received 3 proposals. The budgeted amount is \$39,620.00. Mr. Ingoldsby recommends Alta Equipment Company for their proposed ABI Force Z23SLT with associated attachments for \$35,100.00

Mr. Ingoldsby said if the Board approves this, he would get it as soon as he could.

Mrs. Woodworth asked what the warranty is and Mr. Ingoldsby said it comes with a 3 year warranty.

MOTION: Mr. Woodworth motioned to fund the infield groomer. Seconded by Mr. Sapia Motion passed: 8-0-0

5. Turf Grass Products and Management Services

Mr. Ingoldsby recommends continuing the relationship with Tom Irwin, Inc. The actual prices are based on actual supplies used. A price should not be recommended, just the approval of the vendor. Actual supplies will be based on needs based on testing, conditions, and observations. He explained this to the Budget Committee. He put out what products they might use. He will stay within the budget based on what he needs.

MOTION: Mr. Woodworth motioned to accept the recommended company to continue our relationship with Tom Irwin, Inc. Seconded by Mrs. Manthorn
Motion passed: 8-0-0

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h. Facilities Update

Mr. Krieger said the Facilities subcommittee held their reorganization meeting on July 11th. They revamped and reaffirmed their mission statement and it is now buildings and grounds. They were really clear that all of it is to support the delivery of educational services. They are working on replacing fire panels across the District. They are doing the high school windows in the 100 corridor this summer and the rest of the project next summer. All the roof work is being done at the high school. He feels good about the progress. Work on the Atkinson Academy Belfry will extend into the fall. The LCHIP grant was submitted for Phase III of the Belfry. The track renovation is underway. The outdoor learning environment at the Middle School is on target to be ready for the fall. They are most likely entering the last phase of the \$25 million project. There are \$12.7M earmarked for the next phase. Discussions will be held throughout this year as to what projects they are going to prioritize.

They continue to try to reach the DES to help them map out a long term plan for the floors across the District. He will keep the Board updated.

There are many active programs happening at the Middle School and many other smaller programs happening all throughout the buildings in our school district this summer.

RFP's for the outdoor classroom is due the end of July and he will bring recommendations to the Board in August.

The RFP for the demolition of the high school canopy closes July 30th and he will bring his recommendations to the Board in August.

ADMINISTRATORS' REPORT

Mr. Krieger presented his Administrator's report.

The Plaistow Police are in a good position to have an SRO beginning in the fall.

They are on track to have tours of the buildings for Budget Committee and will be able to tie the tours in with events happening in the schools.

Mr. Krieger will be scheduling two workshops to explain how the tax rates are set.

First Student Bus Company held a BBQ event for the incoming kindergartners and first grade families for students who have never been on a bus before to come and see what they look like to help make their first experience easier.

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Mr. Krieger provided an update on the unassigned fund balance. He doesn't expect any substantial changes to the number and it becomes static on September 1st.

As they move through July and August, they just had their last check run this week. They are anticipating more on the revenue side and a lot of things in special education are still unknown and coming into focus, such as, transportation, tuition and special services for the kids.

Mr. Krieger joined a hike with the Adventure PE Class and hiked Cannon Mountain. This experience was generated by teachers and clearly provided a different pathway to get PE credit. They recognized and thanked the teachers for arranging this and for the experience they gave the kids.

PERSONNEL REPORT

a. Professional nominations

Mrs. Manthorn read into the record the Professional Nominations electronically accepted on July 11, 2024.

Angela LeBrecque, Kindergarten teacher at Pollard
Molly Termorshuizen, Assistant Principal at Atkinson
Vilma Rivers, .5 ESOL teacher for the District.
Kimberley Esposito, Elementary teacher at Sandown North
Katie Emmons, Elementary teacher at Atkinson Academy
Isabelle Merosola, Elementary teacher at Pollard
Lauren Boulter, Special Education teacher at TRHS
Adam Faulconer, Special Education teacher at Pollard

Mrs. Manthorn read into the record the Professional Retirement electronically accepted on July 11, 2024: Mikella Eichen, Elementary teacher at Atkinson

Mrs. Manthorn read into the record the Professional Nominations electronically accepted on June 25, 2024.

Anthony Gentile, Elementary teacher at Pollard
Janet Currier, Elementary teacher at Pollard
Mary Sullivan, Principal at Pollard
Michael McLaughlin, Jr., School Counselor at TRMS

Mrs. Manthorn read into the record the Professional Resignation electronically accepted on June 25, 2024: Sarah Cote, Elementary teacher at Sandown North.

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Mrs. Manthorn read into the record the Professional Renomination electronically accepted on June 25, 2024: Kaitlyn Brown, Physical Education teacher at TRMS.

MOTION: Mrs. Manthorn motioned to accept the professional nomination of: Krysta Nelson, BCBA, District wide; Robin Gould, Special Education Facilitator at Sandown North. Natasha Baker, Kindergarten teacher at TLC; Margaret Goodwin, Elementary teacher at Atkinson; William McCarthy II, Assistant Principal at TRMS; Abigail Mezquita, Special Education at TRMS and to accept the professional resignation of Adam Sullivan, Special Education at TRMS. Seconded by Mr. Sherwood Motion passed: 8-0-0

b. Vacancy Report

Mrs. DeCinto provided the vacancy report as of July 15, 2024. They have hired 58 professional positions.

COMMITTEE REPORTS

Mr. Sapia – He was invited to the Danville masonry project. He asked Mr. Krieger if Gale Associates signed off on not doing the entire scope of the project. Mr. Krieger can get that answer for him. He has concerns when we don't follow the scope of work that is designated. He also shared concerns regarding his suggestion of an 8 inch overhang and he wanted to know how the determination was made that it wasn't necessary because there was plenty of room.

Mr. Woodworth – He attended the Policy Committee meeting and the Curriculum & Assessment Committee meeting where they worked hard to match up courses and they are doing a reorganization so the units make more sense.

Mrs. McCormick – Mr. Woodworth already gave a report on the Curriculum and Assessment Committee meeting. They also voted on a new Science resource for Kindergarten through Grade 5.

Mrs. Woodworth – Strategic Planning will meet in the fall. The CIP meets August 12th.

Mr. LeCain – He attended the Facilities Committee and Mr. Krieger already covered that.

Mrs. Manthorn – The Wellness Committee meets in the fall. Policies were already covered. She said it is absolutely wonderful to see the kids welcomed in the summer and the services we are legally obligated to provide. She gave a shout out to all the teachers and staff who help support the kids year round.

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OTHER BUSINESS

Mr. Sapia attended the Tornados Jamboree and explained what a jamboree is. He explained how this is a feeder program to our football team.

He attended the Facilities Committee meeting. His main concern is with the envelope of the high school. He is frustrated with the complexion of the Facilities Committee and is disappointed because they had a number of people on the Construction Committee with experience in engineering, contractors, and a property manager. They had a tremendous pool of resources and he becomes concerned when they are not maximizing the resources available to them.

DELEGATES AND INDIVIDUALS – cont'd

John Downing of Sandown said he loved the event held by the First Student bus company and hopes they will continue every year. He wanted to know what part of the budget the money for the replacement boiler will be taken from. He wants to be sure the controls are compatible with the new boiler. He understands the need for the infield groomer, however, the attachments being purchased later feels like they are trying to circumvent the \$20,000 threshold process. He questioned whether each department has their own actual budget to work from.

Steph Hewey of Danville said after hearing that 58 professional positions have been filled, that would bring the unassigned fund balance down to \$6.7 million and not \$11 million.

NON-PUBLIC SESSION

There was no further public business before the Board.

The public meeting adjourned at 9:23 pm and the School Board will not be returning to public session.

MOTION: Mrs. Manthorn 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 8-0-0

The Board was polled:

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

Motion passed 8-0-0 to enter non-public at 9:30 pm.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on August 15, 2024