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**
November 7, 2024 — **30 Greenough Road**
7:00 PM — **Plaistow, NH**

Call to Order
Board Members Present
Katie Knutsen, Mark Sherwood, Kim McCormick, Shauna Manthorn, Brienna Woodworth, Jack Sapia, Donald Woodworth, Paul LeCain

Excused Absence: Alyssa Kowalczyk

Seated at the Board Table
Justin Krieger, Superintendent
Sandra Allaire, Assistant Superintendent
Abigail Robinson, Student Representative

Administrators Present
Mark Pedersen, Director of Secondary Education
Fran DeCinto, Director of Human Resources
Kim Rivers, Early Childhood Coordinator

STUDENT, STAFF, AND FAMILY SHARE

Mrs. Rivers who is the building leader at TLC, invited a family to come in to speak on an initiative from a parent's perspective. This is a special education program and is open to the public and registration is up on the website. It is meant for families with students who are 2 ½ to 5 yrs. of age who aren't ready to make the full commitment to have their child go to school for the 2 ½ hours but who want to learn some things about being a parent and having their child interact with some other kids their age. This has been going really well.

Mr. and Mrs. Bleisch from Atkinson, along with their young son who has been diagnosed with autism, spoke about the program. The explained the challenges they face raising a child with his diagnosis. Mrs. Bleisch described the benefits and how much their son has progressed in such a short time at TLC. They stated having the NECC program has been a tremendous help and proves the importance of early intervention.

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STUDENT REPRESENTATIVE

Abigail Robinson presented her school-wide report and highlighted certain events going on in the District. The first show of "Our Town" was tonight at the high school. The National Honor Society had their first day of Kindness at the high school yesterday morning. She provided a recap of Spirit Week and provided a sports update. The elementary schools had their Halloween parades. Parent/Teacher conferences took place. After-school enrichment sessions continue. The Atkinson Fire Department visited the school on November 7th and 8th to discuss fire safety. The student council is holding a food drive on November 4th through November 14th. She described some of the student clubs that are offered. The Middle School Social Studies classes are excited to show their appreciation for the local veterans and will be working on a flag display outside the Middle School. A Spooky Concert was performed by the High School and Middle School orchestras.

DELEGATES AND INDIVIDUALS – No speakers

MOTION: Mr. Sherwood motioned to move the remaining 30 minutes for Delegates and Individuals to the end of the meeting. Seconded by Mrs. Manthorn
Motion passed: 8-0-0

APPROVAL OF MINUTES

MOTION: Mrs. Woodworth motioned to accept the regular public meeting minutes of October 17, 2024. Seconded by Mrs. McCormick Motion passed: 6-0-2 (Mr. LeCain and Mr. Woodworth abstained)

MOTION: Mr. Sapia motioned to approve the non-public minutes of October 17, 2024. Seconded by Mrs. Woodworth Motion passed: 6-0-2 (Mr. LeCain and Mr. Woodworth abstained)

CURRENT BUSINESS

a. 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. He is looking for the Board to approve this as a Second Read and there have been no changes from the First Read.

APPROVED

MOTION: Mrs. Woodworth motioned to accept and adopt the TRHS Psychology Curriculum Revisions as a Second Read. Seconded by Mrs. McCormick Motion passes: 8-0-0

b. Medicaid Billing Provider

Mr. Krieger referred to Dr. Martin's Executive Summary regarding the request for Board approval to drop our current Medicaid billing provider, Medicaid School Billing (MSB). They would like to engage with Relay to bill and collect Medicaid funds. For many years they had great success with MSB. However, since it was sold and under new management, they adopted a new reporting platform. This platform continues to be difficult to manage with frequent loss of data and crashes. Collected Medicaid revenue has been greatly reduced. This prompted them in 23/24 to look at another vendor.

They would like to go with Relay, a Medicaid billing company who charges 7% of what they bill, as opposed to MSB, who charges 8%. Relay also offers the same services with a more user friendly platform.

There is a fee to us for being relieved from the MSB contract which would be no more than $24,299.58.

MOTION: Mr. Sherwood motioned to terminate TRSD's contract with MSB and engage Relay as our new Medicaid billing provider. Seconded by Mrs. Manthorn Motion passed: 8-0-0

c. BCBA Budget Transfer

Mr. Krieger referred to an Executive Summary prepared by Mrs. Watkins. He explained they had a position in the salary line for a psychological intern and it has been very difficult for them to find someone like that. They were hoping to have someone like that to train some staff and to write some BCBA plans and behavior plans for non-identified students. They would like to take those funds out from that position and propose moving them into a contracted service provider, SERESC, who is currently our provider. In doing so, we can get 160 hours of professional training in here with a trainer/trainer model and we can educate some folks at the school level so then we can build out the capacity and provide the behavior supports for the non-identified students primarily at the elementary level.

MOTION: Mrs. Manthorn motioned to accept the budget transfer request in the amounts and accounts specified in the Special Education budget transfer request dated November 7, 2024. Seconded by Mr. Sherwood. Motion passed: 8-0-0

d. Position Title Change

Mrs. DeCinto explained they hire high school students to help during the summer. We have one student who would like to work during the school year. Mrs. DeCinto is requesting a title change from Facilities Summer Help to Youth Custodian Assistant.

It was suggested to include Facilities in the title also.

MOTION: Mr. Sherwood motioned to accept the title change of Facilities Summer Help to Youth Facilities/Custodian Assistant. Seconded by Mrs. Woodworth Motion passed: 8-0-0

d. Policies

Mrs. Manthorn presented Policy EG – District Communication Plan as a Second Read. There have been no revisions since the First Read.

MOTION: Mr. Sapia motioned to accept Policy EG: District Communication Plan as a Second Read/Adoption. Seconded by Mrs. Manthorn Motion passed: 8-0-0

e. Draft Warrant

Mrs. Knutsen explained the draft warrant articles are before them for informational purposes only.

Mr. Krieger shared with the Board some initial feedback he received from Drummond & Woodsum regarding the petition warrant articles.

Article #9 regarding the 2.5% tax cap is a lawfully written petition. It can be modified at the Deliberative Session in terms of the degree of percentage. There are a few districts in New Hampshire who operate under a tax cap and he has made contact with one. He and Mrs. Watkins will spend some time talking through their experience and what it has looked like practically for them. They will need to have some sort of connection between legal and the Board so they can have some clear understanding of what impact certain numbers would have in that percentage for the District moving forward.

Mr. Sherwood asked if Mr. Krieger was able to ferret out the question that 2.5% is inclusive of current obligations we have with our unions. Mr. Krieger said he was and it would be fully inclusive. Mr. Sherwood questioned if we are contractually obligated to have a 3% increase in salaries and provide them with health insurance, which we know is going to increase 11%, that is a huge delta to make up.

Mr. Krieger explained the conclusion is the 2.5% would make it impossible to have the District function. The next step is to educate what those numbers mean and the way to do that is talk with legal counsel and get some sense about mapping out the impact to particular numbers.

Mr. Sherwood stated perhaps they could have that at the PAC so people who are interested in wanting to understand the ramifications of it will be able to attend.

Mrs. Knutsen explained that anytime the public can come and speak with the experts on this, it would be a very good idea.

Mr. Krieger referred to the upcoming joint Budget Committee meeting on December 16th. That could be an opportune time to hear all the information together.

Mr. Krieger spoke to petition Article #10 regarding the lease purchase agreement. This is a lawfully written petition. It raises a lot of questions for legal counsel. One of the things that is most concerning, is that anytime a voting body would rescind a lease purchase agreement, there is language in there that states the equipment that was purchased needs to be returned. They need to understand what that would cost the District in the end.

Mr. Krieger spoke to petition Article #11 regarding the fund balance retention. This is a straightforward lawful petition warrant. The law allows for districts to retain up to 5% and the Board had decided to accept that. This is a vote to rescind the adopted 5% fund balance retention.

Mrs. Knutsen explained as they continue to get figures for the warrant articles, they will continue to review the warrants at upcoming Board meetings.

ADMINISTRATORS' REPORT

Mr. Krieger presented his administrators report. This past Tuesday was Professional Development Day. There were 19 individual sessions throughout the day.

He finished meeting with all the Boards of Selectmen. They were at Atkinson this past Monday with Mr. Woodworth and Mr. Sapia.

The School Board will be meeting in the PAC at their December 5th meeting. The New Hampshire School Funding Project will be joining them to talk about the New Hampshire School funding model. Every Board of Selectmen, members of every Budget Committee and Administration Team were invited. Members of the public are also invited.

The joint meeting with the Budget Committee will be on December 16th to discuss the impact of the warrant articles.

It is tentatively slated for December 19th to have the Early Childhood ad hoc committee present their findings to the Board.

Some robotics grants have come in for Atkinson Academy, Sandown North, and the Middle School. Between them they are looking at $25,000 of federal and state money to run robotics with our kids at no cost to the taxpayers in the District.

Mr. Krieger provided a handout to the Board regarding proposed position reductions. This is in response to the request of him by the Board to look at open positions. We have assessed our current needs with students as best as we can. As they look at those open and vacant positions, he feels comfortable recommending they be eliminated. There are 13 support staff positions and 5 professional staff positions that will result in a cost savings of $727,522.00. With a vote of the Board tonight, he would be able to bring that adjusted cost to the Budget Committee when he and Mrs. Watkins present the personnel budget report later in the coming week. These are not slated for contractual services for this year or next year.

Mr. Sapia asked if we were to find someone after we removed the position, would we have the ability to hire them and get away from the contracted service. Mr. Krieger stated we could but it is common to have language in the contract that there would be a penalty for breaking that.

MOTION: Mrs. Manthorn motioned to reduce the number of staffing positions by job code listed on the summary graphic page at the close of FY 25. Seconded by Mr. Sherwood. Motion passed: 8-0-0

Mr. Krieger asked from some direction from the Board regarding the CIP with regard to the upcoming budget recommendations through Budget Committee. The CIP line currently stands at $1.8 million. What will be coming out of the CIP group is recommended projects for FY 26. Those projects include the high school bathrooms at $500,000, the Atkinson Academy belfry project which is a little less than $700,000 with a pending LCHIP grant. The other project is the replacement of the exterior metal fencing here on the main campus with black metal fencing. He asked the Board what number would they want him to bring to the Budget Committee in the CIP line.

Mr. Sapia believes what drives the CIP amount should be the amount of work that needs to be done. He likes the $1.8 million. Once that amount of work gets addressed, he could see that amount going down.

Mrs. Knutsen said the CIP is a list of things that aren't failing, but they would like to improve them. We have a Facilities budget they should be looking at for the maintenance of the buildings and look down the road and put money in their budget to do that. She understands what the CIP has been used for, but if it has been used the right way.

Mrs. McCormick asked when was the last time they saw the list of items on the CIP. Before she can recommend giving the dollar amount, she would like to see what is on the list and what the priorities look like.

Mr. Krieger said they don't have to make a decision tonight, and he can get them the information and the CIP list they need and this can be brought up again in the next two weeks.

PERSONNEL REPORT

a. Personnel Report

MOTION: Mrs. Manthorn motioned to accept the professional nomination of Lisa Peterson, Social Studies Teacher, TRSD Middle School and Jaimie Dupuis, Special Education Teacher, Sandown North. Seconded by Mr. Sherwood Motion passed: 8-0-0

MOTION: Mrs. Manthorn motioned to accept the professional resignation of Jeffrey Petry, PE Teacher, TRSD Middle School. Seconded by Mr. Sherwood Motion passed: 8-0-0

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD

Mr. Woodworth is looking forward to presenting the ad hoc information.

Mrs. Knutsen said the Budget Committee met two weeks ago. The Middle School, High School, Athletics, and Performing Arts presented their budgets. They will be talking about the positions at the next meeting and Special Education will present to the Budget Committee on November 25th.

Mr. Sherwood stated the Facilities Committee met on October 28th. They talked about the next phase of the lease. The Insurance Committee met on October 31st and members representing the TTA and TSU attended. They had their first meeting on October 28th with the Food Service and Custodian unions. Their upcoming meetings are on November 13th, November 21st, and December 5th.

Mr. Sapia referred to the storage shed. He said this could be another potential item that could be put on the CIP. He heard there is a lack of manpower to get the fields put to sleep for the winter. He recommends calling the Lawrence Labors Union and explore that option.

Mrs. Manthorn stated the next Wellness meeting is in January. Policy met today and there will be 3 policies coming before the Board at the next meeting.

APPROVED

Mrs. McCormick said Curriculum and Assessment met this week. She is involved with the union negotiations with Mr. Sherwood, as well as the ad hoc committee.

Mr. LeCain said he understands the December 5th meeting will be a tight agenda, however, he would like the Board to review the Program of Studies ahead of time and possibly be ready to vote on it on December 5th.

Mrs. Woodworth said the CIP will meet on November 18th and Strategic Planning will be on November 21st.

OTHER BUSINESS

Mr. Sapia referred to the RFP process. He said last year an RFP was put out in March for the care of the grounds. By that time, companies have their business slated for the summer. He would like that RFP to go out again, but much earlier. He said for any possible project they are looking at, they should get budget numbers for it and put out RFP's in a timely fashion.

Mrs. Woodworth also suggests doing the same for the CIP list.

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 8-0-0

The Board was polled:

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

Motion passed 8-0-0 to enter non-public at 8:40 pm.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on November 21, 2024