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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
January 2, 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,
Jack Sapia, Donald Woodworth, Paul LeCain, Alyssa Kowalczyk

Excused absence: Shauna Manthorn

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
Fran DeCinto, Director of Human Resources
Lucy Canotas, Director of Elementary Education

Mrs. Knutsen called the meeting to order at 7:01 pm.

STUDENT REPRESENTATIVE

Abigail Robinson presented her school-wide report and highlighted events that have happened in the schools. At the high school, the incoming freshman will have an introductory night. Approximately \$900 was raised for Mealy's Meals. Atkinson Academy will have their winter concert on January 22, 2025 in the PAC. The middle school 8th grade students visited the North Shore Music Theatre. Danville will have their winter concert on January 15, 2025 in the PAC. Sandown's ski club starts tomorrow.

APPROVED

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 Mr. Sapia
Motion passed: 8-0-0

APPROVAL OF MINUTES

MOTION: Mr. Sherwood motioned to accept the regular public meeting minutes of December 19, 2024 as amended. Seconded by Mrs. McCormick Motion passed: 6-0-2 (Mrs. Woodworth, Mr. LeCain abstained)

MOTION: Mr. Sapia motioned to approve the non-public minutes of December 19, 2024. Seconded by Mr. Woodworth Motion passed: 6-0-2 (Mrs. Woodworth, Mr. LeCain abstained)

CURRENT BUSINESS

a. Rescind Previous School Board Action on 12/19/24

Mrs. Knutsen explained at the last meeting they made a motion and it passed to direct Mr. Krieger to find funds for full day kindergarten for FY25-26. It was found to be a procedural error on our part. It does violate the Articles of Agreement. It was not done with ill intentions, but with only the best intentions.

Mrs. McCormick commented that the motion was made by her and it was never her intention to go against the Articles of Agreement. It was her intention to enrich the practice they have had which is half day kindergarten for 17 years and tuitioned full day kindergarten. She will rescind her motion and every motion that had to do with funding full day kindergarten.

Mrs. McCormick motioned to rescind the motion that the School Board adopted at the December 19th meeting regarding full-day, tuition-free kindergarten. Seconded by Mr. Sherwood. Motion passed: 8-0-0

Mr. Sapia feels this falls on his shoulders because it should have been a warrant and he was remiss not to remember that it had already been on a warrant. It was all done with the best intentions and he would like to see this as a warrant.

APPROVED

Mrs. McCormick said there are families who can afford \$400 per month for their students to have full day kindergarten and the ad hoc committee spoke to teachers and special educators, who told them the kids who had full day kindergarten came to first grade more prepared than those kids who did not. That is what they saw most of and it seems to be so unfair. She would like to write a warrant with the Board and get it passed for next year so all these kids are on a level playing field.

Mr. Woodworth stated there is an emotional piece for families who would prefer to go full time but can't and seeing how that impacts their kids. To him, that is the compelling piece here. You want to be fair to all kids. It has never been anyone's intent not to be fair, but it is the reality.

Mr. Krieger said January 14th is the deadline for warrant articles.

Mr. Sapia believes it would be nice to be able to quantify the actual impact, per town, of this over time. Mr. Krieger said they will be including the tax impact on the warrant articles, but it won't be per town.

Mrs. McCormick explained the Articles of Agreement were written in the 1960's and they may, or may not speak to where we are as a District now. As a School Board, we should be reviewing the Articles on a regular basis. If they need to change anything, it would need to be on a Warrant Article.

Mrs. Kowalczyk asked if we have free full-day kindergarten, would the half day option go away. Mr. Sherwood said they only investigated full day. However, other towns who have gone to full day, did away with half day.

Mrs. Woodworth explained some parents may not want, or be ready to have their child attend full day kindergarten and would prefer half day.

Mr. LeCain said in the research he read, families would have the option to pick up their kids earlier.

Mrs. McCormick motioned to develop a warrant article for fully funded full-day kindergarten for SY25-26. Seconded by Mr. Woodworth.

Mrs. Woodworth stated she will need to abstain from the vote because this directly impacts her.

Motion passed: 7-0-1 (Mrs. Woodworth abstained)

APPROVED

b. Phase 3 Lease

Mr. Krieger presented a project list specific to Phase 3 of the lease-purchase agreement proposed by the Facilities Sub-committee of the School Board. Six projects will take place at Atkinson Academy with foundational units for HVAC and for HVAC controls at Sandown North. A rebate is available coming from Phase 2 and will be applied to Phase 3. They are looking for approval on this project list so they can begin drafting RFP's.

Mrs. Woodworth said the work on the Belfry is from the CIP Committee and these projects would cut down on the cost because the work can be coordinated and it makes sense to have all these together at the same location.

Mr. Sapia motioned to accept the Phase 3 project list. Seconded by Mrs. Kowalczyk

Mrs. Woodworth asked how many phases there are. Mrs. Knutsen explained that once the \$25 million is used up, then we are done because that is what the voters voted on. Right now, we are at \$15 million.

Motion passed: 8-0-0

c. FY26 Proposed Budget

Mr. Krieger provided the Board with information as to where the proposed budget is at. At the meeting of the Budget Committee on December 26th, this budget is going to change. There are two adjustments he anticipates the Budget Committee making to the budget. The first will be a re-negotiated transportation contract that they recently did with First Student to be more reflective of the services they are providing us as a District. That will reduce the transportation liability for FY26 by about \$100,000. There is also a motion that was made at the Budget Committee for the removal of the school board stipends. A special meeting will take place next Thursday, January 9th and those are two items of the proposed budget they will reopen and discuss. He is anticipating them moving forward in the affirmative for both of them. The proposed budget is a reduction from what last year's budget was.

d. Ratification of Tentative Agreements (2)

Mrs. DeCinto presented the tentative agreements for the TCU (Timberlane Custodians' Union) and the TCWU (Timberlane Cafeteria Workers' Union). She is looking for the Board to ratify both contracts. Both contracts are 3-year contracts.

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Mr. Sherwood thanked Mrs. DeCinto for all her support on this. He said it was not an easy process.

Mrs. McCormick motioned to accept the tentative agreement between Timberlane Regional School Board and Timberlane Custodians' Union. Seconded by Mr. Sherwood. Motion passed: 7-0-1 (Mrs. Woodworth abstained).

Mrs. McCormick motioned to accept the tentative agreement between the Timberlane Regional School Board and the Timberlane Cafeteria Workers' Union. Seconded by Mr. Woodworth. Motion passed: 7-0-1 (Mrs. Woodworth abstained).

e. SY2025-26 Calendar (First Read)

Mrs. Allaire presented two optional calendars for the Board to consider for SY25-26. One calendar starts before Labor Day and the other starts after Labor Day. She stated the staff are in favor of starting before Labor Day. Mr. Broad commented that those teachers who teach AP courses have a slight advantage to start earlier. Abigail Robinson also spoke from a student's standpoint, saying it would be preferred to start before Labor Day.

Mr. Sapia questioned whether it would be better to start after Labor Day due to all the work being scheduled at Atkinson Academy. He is concerned if we have bad weather over the summer, it may possibly impact the work.

Dr. Martin let him know that she had checked with the contractors and they said there is no need to start after Labor Day because of the construction projects.

Mr. Sapia said if Mrs. Allaire hears back from those other schools and they have for some reason changed their minds, it could be brought back to the Board for reconsideration.

Mrs. McCormick motioned to approve the First Read of the Before Labor Day calendar for SY25-26. Seconded by Mrs. Kowalczyk. Motioned passed: 7-0-1 (Mr. Sapia abstained)

f. Overnight Travel Requests (2)

Mr. Pederson described two overnight travel requests for Board approval. The first is the annual Harvard Model Congress. This allows TRHS students to work with students from the region and beyond to foster leadership skills in the school and local community. This conference will be held in Boston, MA from February 20, 2025 to February 23, 2025.

APPROVED

Mrs. Woodworth asked about the work for the missed school days. Mr. Pedersen said they make arrangements with their individual teachers.

Mr. Woodworth motioned to approve the Harvard Model Congress overnight travel request. Seconded by Mr. LeCain Motion passed: 8-0-0

Mr. Pedersen described the Youth and Government Club overnight travel. They have been doing this trip for the last 8 to 9 years. The purpose of the YMCA Youth & Government Program is to prepare participants for moral and political citizenship in local, state, or national government roles.

Mrs. McCormick motioned to approve the overnight travel requests for the Youth and Government Club to attend the James O'Neil Leadership Training and Youth and Government Model Legislature Program in Concord, NH. Seconded by Mr. Woodworth. Motion passed: 8-0-0

g. Curriculum Revisions/Additions

1. Mrs. Canotas spoke to the Pre-K Writing curriculum revisions. There have been no changes since the First Read.

Mrs. McCormack motioned to approve the second read/adoption of the Pre-K Writing Curriculum. Seconded by Mrs. Kowalczyk. Motion passed: 8-0-0

2. Mr. Pedersen presented the 6th Grade World Language as a First Read. He reviewed the three minor revisions to the "Exploration of Language and Culture" 6th Grade curriculum outlined in his Executive Summary.

Mrs. McCormick motioned to approve the first read of the 6th Grade World Language curriculum edits. Seconded by Mrs. Woodworth. Motion passed: 8-0-0

3. Mr. Pederson presented the 7th Grade Social Studies – Additional Curriculum Unit as a First Read. The middle school Social Studies Department is proposing an additional 7th grade curriculum unit that serves as an introduction to Genocide/The Holocaust. The unit serves the two purposes of satisfying the language of ED 306.49 that references RSA 193-E:2-f and providing historical context/background information for the Holocaust which is examined through a novel taught in 7th grade Language Arts.

Mrs. McCormick recognized the amount of work and coordination on these curriculums. There is so much work done before these come to the Board.

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Mrs. McCormick motioned to approve the first read of the 7th Grade Social Studies curriculum edits. Seconded by Mrs. Woodworth. Motion passed: 8-0-0

h. Warrant

Mr. Krieger presented the warrants for Board review. Article 2 is the operating budget and default budget. It is anticipated these numbers are going to change. Article 3 is the tax cap. He will be meeting with one of the primary petitioners to continue to understand the intent and have an opportunity to talk about the potential impact from the District's point of view. Article 4 is the Lease/Purchase Agreement and he will be meeting the primary petitioner next week. The intent was not for it to be retroactive. It was intended to be future oriented. They sought legal guidance around this. The first thing to consider is could the District restrict it's moving forward with entering lease agreements without penalty and the answer is "yes". It does not constitute a non-appropriation or a default.

Mr. Krieger stated that although this is what the warrant states, it is not the voters who get to make that decision of whether a School Board can enter into a lease or not. The voters have the authority whether they will appropriate the annual payments for them. When he meets with the petitioner next week, they might want to consider a revision to this article that is solely focused on Phase 3 and solely focused on the appropriation of the annual payment for Phase 3.

Mrs. Kowalczyk asked if the petitioners could rescind the article and Mr. Krieger said it is his understanding they cannot rescind it. They will either need to re-word it or create another petition that would be entered in as Article 11 as the last vote and it would go back and be the one that is final. The language in the Article cannot be amended on the floor at the Deliberative Session.

Article 5 is the Fund Balance Retention and he will be meeting with that primary petitioner next week.

The figures for the two CBA's are now included in the warrant.

Mrs. Knutsen spoke to Article 5. She recalls a warrant in the past that specified a dollar amount and asked if they could do a warrant like that. Mr. Sherwood asked if Article 11 covers that. Mr. Krieger said he will look into it.

ADMINISTRATORS' REPORT

Mr. Krieger reviewed the Budget Committee meeting from December 26th. The administration prepared \$2.4 million in areas of reduction and brought it to the Budget Committee. They took a

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vote and it was 5-4 not to make any reductions. He spoke to the default budget and one-time expenditures.

He stated we have 10 one-time expenditures. Mr. Krieger reminded the Board that they have the Public Hearing on January 16th, the Deliberative Session is on February 6th, and four upcoming community public hearings on the tax cap citizens petition. Danville will be on February 11th, Atkinson on February 18th, Sandown on February 28th and Plaistow on February 20th. All are scheduled for 7:00 pm. A quorum for these meetings is needed and the school board representatives should attend their town's meeting.

Mr. Krieger recognized Tom Black who recently passed away. He began working at the high school in 2004 as a paraprofessional.

VACANCY REPORT as of 12/30/24

Mr. Krieger provided the report to the Board for review.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD

Mrs. Knutsen has a Budget Committee meeting on January 9th.

Mrs. Woodworth has a Strategic Planning meeting on January 16th.

OTHER BUSINESS

Mr. Sapia asked if there is a way they could review IEP's yearly instead of every 3 years. Dr. Martin explained the 3-year review is mandated by the State Board of Education. However, parents can always request a review at any time.

Mr. Krieger added that you can add a service or retract a service on any given day or enter or return a student from a program on any given day.

Mr. Sapia spoke to the proficiency rates. He would like to have an in-depth discussion on how to improve those proficiency rates.

There was no further public business before the Board.

MOTION: Mr. Sherwood 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

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**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 McCormick – yes
B. Woodworth – yes LeCain – yes Kowalczyk - yes

Motion passed 8-0-0 to enter non-public at 9:00 pm.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on January 23, 2025