

APPROVED

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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 4, 2024
7:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present

Donald Woodworth, Jack Sapia, Brienna Woodworth, Kim McCormick, Katie Knutsen, Paul LeCain, Mark Sherwood, Shauna Manthorn, Kristin Savage (arrived 7:05 pm)

Seated at the Board Table

Justin Krieger, Interim Superintendent
Sandra Allaire, Acting Assistant Superintendent
Armaan Anthony, Student Representative

Administrators Present

Karl Ingoldsby, Director of Plant Operations
Maria Watkins, Business Administrator/CFO (remote)

APPROVAL OF MINUTES

MOTION: Mrs. Woodworth motioned to approve the December 21, 2023 public minutes as amended. Seconded by Mrs. Manthorn Motion passed: 8-0-1 (Mrs. Savage abstained).

DELEGATES AND INDIVIDUALS

Mr. Brian Boyle of Atkinson, NH expressed concern over the proposed default budget. He cited the NH RSA 40:13 IX(b) and they are supposed to reduce it by one-time expenditures contained in the operating budget. He doesn't believe they've done that. Mr. Boyle referred to the tennis courts and the work that was done on the track. He stated those are one-time expenditures because they are not likely to occur next year and should not be in the default budget. He referred to the Budget Committee meeting where some changes to contractual obligations were made in the proposed operating budget and those changes should also match the default budget. He said contracts and staffing need to be the same in both budgets.

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MOTION: Mrs. Savage motioned to move the remaining 20 minutes to the end of the meeting. Seconded by Mrs. Manthorn. Motion passed: 9-0-0

STUDENT REPRESENTATIVE

Armaan Anthony presented his report highlighting the events and activities throughout the schools in the District. The fence for the back side of the playground at Sandown Central has been installed and looks great. Sandown North will have their winter concert in the PAC next Wednesday. Danville Elementary will have their winter concert in the PAC on January 17th. Atkinson Academy String and Chorus concert will be on January 8th in the PAC. The Middle School will be finishing Quarter 2 on January 19th. After school academic support is offered to high school students in the library on Tuesdays and Thursdays. The French Honor Society will have a bake sale on January 8th to help raise money for the trip to Quebec City in May. There will be no school on January 15th in honor of Martin Luther King Day.

CURRENT BUSINESS

- a. TRMS Math Curriculum Edits: Statistics & Probability and Rational Numbers/Real Numbers

Mrs. Allaire presented these proposed edits to the Board as a Second Read. One change being proposed is to change the title in the Grade 8 Math Curriculum from “Statistics and Probability” to just “Statistics”.

**MOTION: Mrs. Manthorn motioned to approve the Middle School math curriculum edits to “Statistics and Probability”. Seconded by Mrs. McCormick.
Motion passed: 9-0-0**

The other proposed change is a competency change to the Middle School Math. They are looking to remove the rational numbers competency and to keep the real numbers competency since they both fit under the umbrella of real numbers.

MOTION: Mrs. Manthorn motioned to remove the competency for rational numbers in the Middle School Math and to keep the Real numbers competency. Seconded by Mrs. Woodworth. Motioned passed: 9-0-0

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b. 2024-2025 School Calendar (Second Read)

Mrs. Allaire presented two drafts for Board review. Both draft calendars include 173 full school days and seven (7) Early Release days for a total of 180 instructional days. Both calendars also include five (5) Professional Development days which are non-instructional days for students.

Draft 1 has school starting on Wednesday, August 28th with the final day of school on Tuesday, June 17th. Draft 2 has school starting on Monday, August 26th with the final day of school on Friday, June 13th. The Board discussed the draft calendars with Mrs. Allaire.

Mrs. Woodworth commented on Draft 2 of the calendar. She understands they are benefitting the seniors on the June side of things, but if they look at the new teachers and returning teachers, which outweigh the seniors as far as straight up numbers wise, in Draft 2 they are asking new teachers to come back on August 14th versus August 20th in Draft 1. They are asking returning teachers to come back on August 21st versus August 26th in Draft 1.

Mrs. Savage stated Draft 2 isn't just benefitting the seniors, she believes it will be benefitting the entire school district and they need to look at the community as a whole.

MOTION: Mrs. Manthorn motioned to approve Draft 2 of the 2024-2025 School Calendar. Seconded by Mr. Sherwood. Motion passed 7-0-2 (Mr. Woodworth; Mrs. Woodworth abstained)

c. Policies

Policies JKAA and JLCA are before the Board as a Second Read. There have been no changes since the First Read for either policy.

MOTION: Mrs. Manthorn motioned to accept Policy JKAA and Policy JLCA for a second read and for adoption. Seconded by Mr. Sapia Motion passed: 9-0-0

d. Facilities Update

Mr. Ingoldsby presented his Facilities Update to the Board. He provided an extensive list of projects in an Executive Summary.

Mr. Sherwood referred to the Reviewing Sandown North expansion project documents from 2008 and asked Mr. Ingoldsby if he has had any time to dedicate to that.

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Mr. Ingoldsby explained he has not had time to completely dedicate to that but has glanced over it. He found a one-page engineering report explaining what they were going to do at Sandown North and he knows who the engineering firm was.

Mr. Sapia referred to the Dark Room Renovation regarding the asbestos abatement and flooring. He asked if they considered encapsulating the floors which would be more cost effective as opposed to ripping up the tile floors and abating the asbestos that is in the glue of the tile at the high school and middle school.

Mr. Ingoldsby explained he is trying to get away from waxing the floors. There are regulations coming with regards to PFOA's, which is a contaminant that is starting to be found in floor wax. He also mentioned the added weight to the tile with encapsulating them. This would increase the cost if the tile ever had to be removed. He said there are a lot of reasons why he wants to move away from waxing the floors every year.

Mrs. Manthorn asked Mr. Ingoldsby about Pollard School. She only sees the LED lights for Pollard and asked if there are other things that need to be addressed at Pollard.

Mr. Ingoldsby explained three new boilers were installed in Pollard that are only four years old. There was no real engineering done and since that time, they have spent quite a lot of money on those boilers. He described a problem with the boilers this week and said they might be looking to replace the controls for them in the next couple of days. He said this didn't make the list because it just happened this week.

Mrs. Woodworth asked about the possibility of using money from the Capital Reserve to fund the boilers. Mrs. Watkins said the funds are to be used for emergencies and if it is determined an emergency, a public hearing would be required.

Mr. Ingoldsby stated that right now, the boilers are working because they have been set on manual.

Mrs. Woodworth questioned the solar and thought it was determined not feasible. Mr. Ingoldsby said it is not feasible here, but could be feasible at the other schools.

e. Controls Contractor: Policy DJE Request

Mr. Ingoldsby is requesting an exemption from the competitive bidding requirement outlined in Policy DJE for their controls contractor. He explained they have exclusively partnered with Control Technologies Integrators (CTI) for several years. The current contract is valid until June 30, 2024 and if they switch vendors now, they could be impeding the progress of the District's controls upgrades, given the extensive knowledge of CTI with our buildings and existing controls systems.

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Mr. Sapia stated he likes putting things out to bid to make sure everyone's pencils stay sharp. Mr. LeCain agrees and doesn't want to give up the bid process.

Mrs. Knutsen asked what would happen if we go with a different company. Mr. Ingoldsby said he did not know. He said the equipment they are using now anyone can work on.

Mr. Sapia said the bid process is to make sure the taxpayers are being treated properly and fairly.

Mr. LeCain said the fact they have been with CTI so long, is a good reason why they should do a bidding process.

**MOTION: Mr. Sapia motioned to put this out to bid. Seconded by Mr. LeCain.
Motion passed: 5-0-4 (Savage; Manthorn; Knutsen; McCormick abstained).**

f. Annual Audit Report

Mrs. Watkins joined the meeting remotely. She presented the 2023 Annual Audit Report done by Plodzick & Sanderson, P.A. At the completion of the audit, there were no findings.

g. FY2025 Default & Proposed Budget (Presentation 4)

Mr. Krieger addressed the Default Budget. He read RSA 40:13 IX (b). He stated the proposed default budget in front of them tonight meets that statute.

Mr. Krieger stated after doing a legal analysis with their legal counsel, they are confident that both expenditures for the tennis court and resurfacing of the track should be included in the default budget but for different reasons. There was no money in the operating budget for that specific purpose. With regards to the tennis courts, the Board saw an opportunity to have a company on campus and it was going to be cost effective. On June 1st, the Board voted to enter into a contract to redo the tennis courts. Later in June, the Board authorized a line item transfer to move the money from one line to another line to meet this expenditure. That line it was taken from, moves into the default budget for next school year.

Mr. Krieger explained the resurfacing of the track is included in the default but for a different reason. It was resurfaced using CIP funds. The CIP line is not only likely to reoccur, it does reoccur from year to year from the operating budget to the default budget in this district since 2021 and most likely before that. The resurfacing of the track can be determined a one-time expense for that specific piece. The CIP line is not a one-time expense. All the CIP funds move into the default budget and the Board votes on individual projects throughout the school year. Those exact projects are not listed in the operating budget and therefore, not excluded from moving into the default budget.

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Mr. Krieger informed the Board of another alternative for the Board to consider. If they wanted a different process for the CIP, the district could map out all those projects in advance and could all be individual line items in the budget. There are a lot of complications and challenges that could come of that, however, he wanted to provide the Board with an alternative to the current process.

Mrs. Watkins joined the discussion remotely. She reviewed the items that make up the default budget. The default budget is \$89,835,373.00 which is a 3.2% increase over last year's voted budget.

Mrs. Savage understands that the Board reserved the remaining time for Delegates and Individuals to the end of the meeting, however, she asked to hear from Mrs. Lowes before they vote on the default budget.

MOTION: Mrs. Manthorn motioned to move the Delegates and Individuals session of the meeting to now. Seconded by Mr. Sapia Motion passed: 5-2-2

Mrs. Lowes referred to the Budget Committee meeting on December 28th and what that committee voted to remove from the operating budget. She asked why doesn't the default budget reflect what the Budget Committee voted. If contracted services came out of the operating budget, it should come out of the default budget. They need to match.

MOTION: Mrs. Savage motioned to move the remaining 14 minutes for Delegates & Individuals to the end of the meeting. Seconded by Mrs. Manthorn. Motion passed: 9-0-0

Mr. Krieger mentioned that legal was consulted around the default budget regarding the changes to transportation and contracted services and they are still in agreement we are meeting the statute.

Mrs. Savage would like to table the vote on the default budget until they go over the operating budget and learn how it was set because she wants to hear where these changes were made.

Mrs. Watkins reviewed the proposed operating budget. She stated the Budget Committee put \$500,000 back into the account which brought the proposed budget to \$89,370,265 which is a 2.7% increase. She reviewed the largest drivers in the budget which are salaries and benefits.

MOTION: Mrs. McCormick motioned to approve the FY 2025 Default Budget in the amount of \$89,835,373.00 Seconded by Mr. Woodworth Motion passed: 9-0-0

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h. Draft Warrant Articles

The draft warrant articles will be voted on after the public hearing on January 11, 2024 and will wait to sign them until January 18, 2024.

ADMINISTRATORS REPORT

Mr. Krieger stated they currently have some open RFP's that have been brought to the Board and will be closing shortly. They now have another RFP for paving which will close sometime in March.

Mrs. Allaire and Mr. Krieger met with secondary and elementary principals and special education director and coordinators to talk about where they are at and set some goals for the spring. They have also been meeting and digging into their state assessment results from last spring and will be bringing those results to the Board at their next meeting.

COMMITTEE REPORTS

Mrs. Woodworth stated the Strategic Planning Committee met. The Facilities subcommittee will be meeting on January 18th.

Mrs. McCormick stated the Curriculum and Assessment Committee will meet next Tuesday.

Mrs. Manthorn said the Policy Committee met today and they will be bringing two policies to the Board at their next meeting. The Wellness Committee meets on January 10th.

Mr. Sapia stated they may have some low cost alternatives to the masonry issues they have. He suggests that for anything they would like to have done, they get budget numbers and have gone out to bid before the end of the year. He also feels strongly about the band uniforms and would like to move on them. Mrs. Knutsen said Mr. Schweiss has a path he wants to pursue.

Mr. LeCain said Curriculum and Assessment will be meeting next week. The next Construction Committee meeting is scheduled for January 24th.

OTHER BUSINESS

Mrs. Woodworth asked about the Financial Analyst position. Mr. Krieger stated there is a Board presentation planned for January 18th.

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There was no other public business before the Board. Mrs. Knutsen adjourned the meeting at 9:10 pm.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on January 18, 2024