

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
January 18, 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 (arrived 7:30 pm), Paul LeCain, Mark Sherwood, Shauna Manthorn, Kristin Savage

Seated at the Board Table

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

Administrators Present

Maria Watkins, Business Administrator/CFO
Fran DeCinto, Director of Human Resources
Kelley Brooks, Director of Special Education

APPROVAL OF MINUTES

MOTION: Mr. Woodworth motioned to accept the public meeting minutes of January 4, 2024. Seconded by Mr. Sapia Motion passed: 8-0-0

MOTION: Mr. Sherwood motioned to accept the meeting minutes of January 11, 2024. Seconded by Mrs. Manthorn Motion passed: 8-0-0

DELEGATES AND INDIVIDUALS

MOTION: Mrs. Woodworth motioned to move the remaining 30 minutes to the end of the meeting. Seconded by Mrs. Manthorn. Motion passed: 8-0-0

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STUDENT REPRESENTATIVE

Armaan Anthony presented his report highlighting the events and activities throughout the schools in the District. Sandown Central PTA and families are looking forward to their 2nd Annual Paint afternoon on Saturday, 1/20/24. Sandown North held a performance for families last night. Sandown North's ski club is underway for grades 3-5. Danville staff were thanked for donating food to the Lion's Club during their food drive. Danville's winter concert was held last night in the PAC. Atkinson Academy had a winter concert on 1/9/24. Pollard held a Spelling Bee with the 4th and 5th graders. Pollard's winter concert is tonight, 1/18/24. Middle School is finishing Semester 1 on 1/22/24. The 8th graders have met with the high school counselors to prepare for their transition to high school. He congratulated the high school students who won the HOBI award. There will be no school on 1/26/24 due to a district wide professional development day.

CURRENT BUSINESS

a. Policies – First Read

The Board reviewed Policy EHB – Data/Records Retention and Destruction, Policy EHAB – Data Governance and Security, and Policy KD School District Social Media Websites.

Mrs. Woodworth referred to Policy EHB on page 2. She asked that it be listed as either A and B or 1 and 2. Currently it is A and 2. Mr. Krieger will have it changed to read 1 and 2.

MOTION: Mr. Sapia motioned to accept Policies EHB, EHAB, KD as a First Read as amended. Seconded by Mrs. Manthorn. Motion passed: 8-0-0

b. Special Education Budget Transfers

Mrs. Brooks presented her request and explained the need for the budget transfer requests. Due to Special Education staffing challenges, caseloads were assigned to existing staff and are being compensated according to the TTA MOU dated 12/15/23. The other request is due to the long term leave of a special educator at the middle school. A recently hired teacher at the middle school with special education experience expressed an interest in shifting to the special education position. A long term substitute was hired for the regular education teacher who moved to the special education position. This funding request is to move the funds from the regular education to cover the costs of the teacher who moved to the special education position. The long term substitute is funded through the substitute line in the budget.

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MOTION: Mrs. Manthorn motioned to accept the budget transfer in the amount and accounts as specified in the CFO/BA's budget transfer request dated January 18, 2024 in the amount of 38,267.69. Seconded by Mrs. Woodworth. Motion passed 8-0-0

MOTION: Mrs. Manthorn motioned to accept the budget transfer in the amount and accounts as specified in the CFO/BA's budget transfer request dated January 18, 2024 for a total of \$105,780. Seconded by Mrs. Woodworth Motion passed 8-0-0

c. Personnel Report

Mrs. DeCinto presented her personnel report.

MOTION: Mrs. Manthorn motioned to accept the professional nomination of Melissa Lioz, Interventionist at Timberlane Regional Middle School. Seconded by Mrs. McCormick Motion passed: 8-0-0

MOTION: Mrs. Manthorn motioned to accept the professional resignation of Patrick McAndrews, special education teacher at Timberlane Regional High School; Leah Poulin, school social worker at TLC/Sandown North. Seconded by Mrs. McCormick Motion passed: 8-0-0

MOTION: Mrs. Manthorn motioned to accept the professional retirements of Carol White, special education teacher at Sandown North; Dr. Sammy Richman, school psychologist District-Wide; Kate Farley, school nurse District-Wide; Joanne Markavitch, special education teacher at Timberlane Regional H.S.; Stacey Mulhall, FACs teacher at Timberlane Regional Middle School. Thank you for your dedication and commitment to the District. Seconded by Mrs. McCormick. Motion passed: 8-0-0

Mrs. DeCinto said there were no significant changes to the Vacancy Report.

d. Student Services Budget Transfer

Mr. Krieger presented this request. The Student Services Department has two elementary school social worker positions that remain unfilled for the 23-24SY. Currently, the school social workers remain on the critical shortage list. We have been able to identify an individual who would be willing to provide school social work services for Sandown North and TLC for three days per week until the end of the school year. The requested transfer from the Social Worker

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Salaries line to the Contract Services – Student Services line which will allow us to secure and compensate the individual we seek to hire as a contracted service provider.

MOTION: Mr. Sherwood motioned to accept the budget transfer in the amount and accounts as specified in the CFO/BA's budget transfer request dated January 18, 2024 in the amount of \$47,523.75. Seconded by Mrs. Manthorn. Motion passed: 8-0-0

e. NESDEC

Mr. Pedersen presented the 2023 NESDEC Projected Enrollment reports. The report displays the past, present, and projected enrollments for the district. Ten-year projects are designed to provide the district with yearly, up-to-date enrollment information that can be used by boards and administrators for effective planning and allocation of resources. Mr. Pedersen stated that enrollment projections are more reliable in years 1-4 and less reliable in the “out-years”. He did a comparison between the NESDEC report and the actual enrollments. He found that NESDEC projections are generally a little smaller than the actual enrollment is. He had projections for each town. Mr. Pedersen explained looking at the reports from year to year, you might use the information differently at the elementary level than you would at the high school level.

f. 2023 State Assessment Data

Mrs. Allaire presented the state assessment data results from last spring. The testing for ELA and Mathematics was taken by students in grades 3-8. Science was taken by students in grades 5, 8, and 11. They also have a SAT School Day for students in grade 11. We have increased participation and are moving in the right direction.

(7:30 pm-Mrs. Knutsen arrived to the meeting)

Mrs. Allaire explained that since we receive federal funding, 95% of students are required to take the assessment. Parents can exempt their children from taking the assessment. She explained what happens when we have less than 95% of students participating. It is our goal to bring awareness to the importance of participating in this assessment and we are doing much better than we were. She reviewed the data and provided a power point presentation as a visual aid. In many grade levels, you will see we are exceeding and others we fall slightly short. As an average for our District, we are slightly over on the State average for the District scores.

The Board discussed the results with Mrs. Allaire. She informed the Board that all our schools are in good standing with the State. They have seen growth and we are exceeding the State's average and we are growing faster than the State. This trend is consistent across the entire data set. She stated that she is cautiously optimistic and they are always striving to improve and celebrate areas of growth.

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g. Public Hearing Update

Mrs. Knutsen reviewed the budget committee's recommendations on the warrant articles. The Deliberative Session will be on February 8, 2024 in the PAC.

Mrs. Savage requested they reach out to the towns on how to get absentee ballots. This could happen at the Deliberative Session if they can't attend the vote in March.

h. Attestation of Warrant Articles

MOTION: Mrs. Manthorn motioned to accept the 2024 Warrant Articles Seconded by Mr. Sherwood Motion passed: 9-0-0

ADMINISTRATORS' REPORT

Mr. Krieger updated the Board on the RFP's which closed on 1/16/24. They received one bid for the irrigation and received two bids for the pond dredging and expansion. Mr. Ingoldsby will have more information for the next Board meeting.

A PD day is scheduled for January 26, 2024 and they have highly individualized sessions for what the staff need.

In terms of the public hearing they had, they will be pushing out informational videos to the community about the budget and TTA warrant and to have other information sessions. All the information is up on the website.

COMMITTEE REPORTS

Mrs. Woodworth and Mr. Sherwood went to the Board of Selectmen in Danville and presented on the taxes and it was a successful and informative meeting. Mrs. Woodworth and Mrs. McCormick will also be connecting with the PTA in Danville.

Mrs. McCormick attended a Curriculum Assessment meeting. A Second read to the math revisions for the high school will be coming to the Board. They looked at some policies as they pertain to academics. They worked on State Assessment information at their meeting on 1/9/24.

Mr. Sherwood commented on the meeting the he and Mrs. Woodworth attended with the Danville Selectmen and he said it was successful.

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Mrs. Manthorn attended a Wellness Committee meeting on January 10, 2024 and they reviewed their tri-annual goals. All committees of the School Board have minutes and information available on the school website.

Mrs. Knutsen attended a Safety Committee meeting and will report on some of it soon. She attended the Pollard Winter Concert tonight which is why she was late and it was great.

Mrs. Savage announced the upcoming Run of the Savages which is going on its 12th year. This will be held on April 13, 2024 and proceeds go to Dana Farber. More information will be forthcoming.

Mr. Woodworth thanked the educators in the District for all the hard work they do.

Mr. Sapia met with EEI and the architect in Danville regarding the masonry walls and to see if we can alter the plan a little bit to see if there is a more cost effective way. They looked at the window drawings which will be coordinated with the roof work at the high school. The Facilities Committee went down the list of what needs to be done and it is still the same list of things that are broken and need to be fixed.

Mrs. Knutsen said the Plaistow Fire Department is getting a ladder truck. The fire department is trying hard to incorporate more within the community and the high school's owl will be on the ladder truck's bucket. They will also be getting an Engine and will tie in the middle school's mascot in some way. The ambulance has the Pollard penguin on it.

There was no further public business before the Board.

MOTION: Mrs. Manthorn motioned to enter into non-public session under RSA 91-A:3, Paragraph II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (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 9-0-0

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The Board was polled:

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

Motion passed 9-0-0 to enter non-public at 8:22 PM.

The public meeting adjourned at 8:22 pm and will not be returning to public session.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on February 1, 2024