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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
April 18, 2024
7:30 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present

Donald Woodworth, Jack Sapia, Katie Knutsen, Mark Sherwood, Kristin Savage,
Shauna Manthorn

Excused Absence: Armaan Anthony, Paul LeCain, Brienna Woodworth, Kim McCormick

Seated at the Board Table

Justin Krieger, Superintendent
Sandra Allaire, Acting Assistant Superintendent

Administrators Present

Lucy Canotas, Director of Elementary Education
Fran DeCinto, Director of Human Resources
Maria Watkins, Business Administrator/CFO
Mark Pedersen, Director of Secondary Education
Kurt Schweiss, Director of Music

STUDENT, STAFF, FAMILY SHARE

Mr. Snyder, Principal at Danville Elementary, introduced Mr. Doughty and Ms. Worthem who are educators at Danville Elementary. They were before the Board with several of their students to talk about the Stop Motion Animation they have been working on. The students described the various methods they used to create Stop Motion Animation to create the illusion of movement. A slide presentation was given demonstrating what they created. They also spoke on the limitations of the old app they were using versus the new app which allows them to be more creative.

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DELEGATES AND INDIVIDUALS

John Downing of Sandown spoke about how incredible Wellness Week was and thanked those who planned the events. He was also very grateful for the affect this week had on his children. He was also impressed with the talent at the play.

Doug Gelina of Danville referred to the discussions about the buildings and the work that needs to be done. He asked if it would be possible to have the Facilities Manager attend the meetings to give an update to the audience to help them understand where the money is going.

John Mileti of Danville, NH questioned why they need to wait until May 2nd to find out what is in the unexpended fund balance. He believes they should know what that amount is now and return it to the taxpayers before the account is spent down.

Shelly Whelan of Plaistow spoke to the Board regarding her concerns over the number of students in the three 4th Grade classrooms. She feels this is creating struggles for the children. She understands the teachers are doing their best but she is hoping they can get funding for another teacher next year to have four classrooms instead of three.

MOTION: Mrs. Savage motioned to move the remaining 23 minutes to the end of the meeting. Seconded by Mrs. Manthorn Motion passed: 6-0-0

APPROVAL OF MINUTES

MOTION: Mr. Sapia motioned to accept the regular public meeting minutes of April 8, 2024. Seconded by Mr. Sherwood Motion passed: 5-0-1 (Savage abstained)

MOTION: Mrs. Manthorn motioned to accept the non-public meeting minutes of April 8, 2024. Seconded by Mr. Sapia Motion passed: 5-0-1 (Savage abstained)

Mrs. Savage spoke in regards to the building tours that are held at the beginning of the year with the Facilities Director. She suggested doing another tour due to all the interest there is now.

Mrs. Knutsen explained the Budget Committee is talking about attaching the walk-through with another event, such as, the Open House in an effort to increase attendance. Also, all the facility reports are online which can be found on the main page. In addition, the Board also receives monthly updates on facilities.

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CURRENT BUSINESS

a. Budget Transfer: Marching Band and Concert Uniforms

Mr. Schweiss is requesting a budget transfer in order to allow them to purchase new band uniforms. The current uniforms are made of wool and are 27 years old. These new uniforms would be for the Marching Band and the Concert students. Currently, they have 80 students in the marching band and 120 students who are concert musicians. If the budget transfer is approved, it is his intention to include in the Music Department's annual operating budget an acquisition of five uniforms to account for unique size needs, catastrophic damage to individual pieces, and a growing program.

MOTION: Mr. Sherwood motioned to accept the budget transfer for a total of \$99,605.00. Seconded by Mrs. Manthorn. Motion passed: 6-0-0

b. Elementary Enrollment Update

Mrs. Canotas presented her enrollment update. She presented the 2024-2025 registrations for their Preschool, Pre-Kindergarten, and Kindergarten programs. She stated that final registrations are due by April 30th. She encouraged the public to get their children registered before April 30th so they can finalize staffing for these programs.

Mrs. Allaire will continue monitoring those numbers. Those numbers will come before the Board on a regular basis. She reviewed her 2024-2025 Projected 1-5 Elementary Enrollment/Staffing needs by individual school. Regarding Grade 5 at Pollard Elementary, they are recommending adding to that grade level based on class size. In total, this is an increase of four elementary staffing positions.

c. Staffing Update

Mr. Krieger spoke to his staff update for 2024-2025 and referred to the Staffing Map he created which identifies the current projections by school and grade level for grades 1-5. He reviewed the Staffing Map, line by line, showing the staffing needs per elementary school, special education staffing needs, as well as, student services staffing needs. He included the additional teachers needed at each school, the reason for it and the source from which the additional teacher would come from. He is looking for the Board to approve the staffing map which reallocates personnel resources currently within the voted 24-25 budget to meet the needs identified by district administration.

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Mr. Krieger is also looking for the Board to approve two new job titles so the District may begin to post and fill the positions. These titles would be Special Education Facilitator-TTA and Child Find Coordinator – non-affiliated.

MOTION: Mr. Sapia motioned to accept the position of Special Education Facilitator. Seconded by Mr. Woodworth. Motion passed: 6-0-0

MOTION: Mrs. Manthorn motioned to accept the position of Child Find Coordinator at TLC. Seconded by Mr. Woodworth. Motion passed: 6-0-0

MOTION: Mrs. Manthorn motioned to approve the Staffing Map for the 24/25 school year. Seconded by Mr. Sherwood. Motion passed: 6-0-0

d. Instructional Hourly Calendar

Mrs. Allaire presented her 2024-2025 hourly calculations for the final day of school. They exceed the State required minimum hours and they are confident they can keep June 12, 2024 as the final day of school.

MOTION: Mrs. Manthorn motioned to accept June 12, 2024 as the last day of school for the Timberlane Regional School District. Seconded by Mr. Sapia Motion passed: 6-0-0

e. Curriculum Revisions for Health 1 and Intro to Fitness

Mr. Pedersen explained the high school PE/Health Department are proposing two curriculum revisions connected to nutrition and goal setting.

The Health I revision reduces the amount of repetition/review from previous grades and allows for a more advanced application of the nutrition material in the context of the unit “Accessing Valid Health Information, Products, and Services.”

The new unit in Intro to Fitness, “Nutrition and Goal Setting” adds nutrition and goal setting content to P.E. They are proposing a curriculum unit merge in the Intro to Fitness course called “Muscular Strength and Endurance”. The purpose is to eliminate the repetition that exists between the current curriculum documents and to streamline the content. These revisions are before the Board as a First Read.

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MOTION: Mrs. Manthorn motioned to accept Fitness/Health I Class and Intro to Fitness Class as a First Read. Seconded by Mrs. Savage. Motion passed: 6-0-0

f. Policies

Mrs. Knutsen reviewed the recommended changes to Policy BDE – Board/Superintendent Leadership Team Standing Committees; Policy DJE-Bidding requirements; GCEE-Telecommuting for Non-Affiliated SAU Staff.

Mrs. Manthorn referred to Policy DJE and explained the Policy Committee only focused on the particular part of the policy regarding the changes to the bid amounts. They moved forward and changed the bid amounts.

Mr. Sapia had suggested the \$10,000 move down to \$5,000 and did the math on the additional number of man hours needed to get the additional number of quotes. Sometimes it could be as simple as going on line and getting three prices.

Mrs. Watkins spoke to the additional number of quotes and RFP's that would be needed by going from \$10,000 to \$5,000 for quotes and from \$50,000 to \$20,000 for RFP's.

Mrs. Savage questioned whether or not the Policy Committee read the minutes from 2022, where the Board at that time had a good discussion on increasing the RFP requirement to \$50,000 from \$20,000. Mrs. Manthorn said they did not

Mrs. Savage then asked why they are seeing this change if we don't have that information from 2022. Mrs. Manthorn explained there was a directive from the Board at the last meeting to bring forward the change to the threshold amounts and that is what they felt was important to come forward with. Mrs. Savage stated she specifically asked to pull up those minutes because there was a lengthy discussion in 2022 about this. She is against the changes until she sees those minutes to recollect what was discussed. With regards to changing the threshold for quotes from \$10,000 to \$5,000, she doesn't think you can get anything done for \$5,000 these days and she doesn't think \$10,000 is unreasonable for that.

Mr. Krieger explained the intent of the Policy Committee was to bring back two really clear changes to the thresholds and stated the Committee has more work to do on Policy DJE. He also wanted to point out that Mrs. Watkins numbers on the additional quotes that will be needed and the additional RFP's that will be needed are numbers in addition to the ones they are currently writing.

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MOTION: Mrs. Manthorn motioned to accept Policy BDE-Board/Superintendent Leadership Team Standing Committees as a First Read. Seconded by Mrs. Savage. Motion passed: 6-0-0

MOTION: Mrs. Manthorn motioned to accept Policy GCEE-Telecommuting for Non-Affiliated SAU Staff as a First Read. Seconded by Mrs. Savage Motion passed: 6-0-0

MOTION: Mrs. Manthorn motioned to approve Policy DJE-Bidding Requirements as a First Read. Seconded by Mr. Sapia Motion passed: 5-1-0 (Mrs. Savage opposed)

g. FY2025 Tuition Rates

Mrs. Watkins presented the FY2025 proposed tuition rates to the Board for approval.

Mrs. Savage asked about the requests that have been made by parents to have their first grade student go back to Kindergarten. She explained how they have started running into issues with collections on situations like that where parents chose not to pay.

Mr. Krieger commented that those situations are a source of challenge for them.

MOTION: Mrs. Savage motioned to approve the 2025 tuition rates. Seconded by Mr. Sapia. Motion passed: 6-0-0

h. NESDEC Spring Report

Mr. Pedersen explained this is the Spring Report which has no significant differences from the Fall Report they reviewed.

ADMINISTRATORS' REPORT

Mrs. Allaire referred to the General Assurances they approved last week to allow them to receive federal funding for different federal programs that are available to public schools. She spoke to some of the programs they are planning to fund that received approval from the Department of Education.

There will be a Life Skills Program at the high school with units focused on health and nutrition. They are planning to have a hydroponic tower garden in the cafeteria to grow fruits and vegetables.

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Mrs. Allaire informed the Board that annually, the high school Counseling Department invites seniors to visit the entire 8th Grade class to speak as a panel to the students about their experiences at the high school and the different paths they are headed off to.

Along with Mr. Krieger, she attended the event the other night and heard Mr. Gerety's presentation. She said it was an amazing event.

The 5k race will be held tomorrow.

Mr. Krieger gave the Board an update on the debt collection timeline and process.

At the last meeting, there was a vote to authorize the Superintendent to approve purchases of anything over \$10,000. He met with the Business Department and Facilities Department and they have developed some internal mechanisms to be able to do that.

Mr. Krieger said the Budget Committee held their Organizational Meeting. They are going to start a preliminary planning session between School Board leadership and Budget Committee leadership along with himself and Mrs. Watkins to talk about the process, set some goals for how they want to do that to help our work this summer as we get to work with our administrators around creating those budgets and then they will meet again in September to start the formal budget process.

A new RFP for HVAC controls and service and preventative maintenance has gone out and closes on May 26th.

He will have information for the May 2nd Board meeting and perhaps some recommendations for next year's school calendar.

Mr. Krieger reminded the Board and the general public about visiting the schools during school hours. They will need to check in at the front office of the school building or the SAU building telling them who they are and what their business is. This pertains to Board members also.

Mr. Krieger stated in talking about reorganization of the School District and allocating where we see needs, he would like to take the current title of the Executive Director of Curriculum and Assessment and Professional Learning and redefine it as the Executive Director of Operations and Special Projects. Mr. Krieger read what he sees as the large scope of that position. There is no dollar cost to this, it is just redefining the purpose of an existing position.

MOTION: Mr. Sherwood motioned to change the Executive Director of Curriculum and Assessment to Executive Director of Operations and Special Projects. Seconded by Mrs. Manthorn Motion passed: 6-0-0

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PERSONNEL REPORT

Mr. Krieger has nominated Sandra Allaire as the Assistant Superintendent.

MOTION: Mrs. Manthorn motioned to accept the professional nomination of Sandra Allaire as the Assistant Superintendent of SAU 106. Seconded by Mrs. Savage
Motion passed: 6-0-0

The Board members all spoke very highly of Mrs. Allaire.

MOTION: Mrs. Manthorn motioned to accept the professional nominations of Amy Farley, World Language Teacher at Timberlane High School and Jamie Ruel, FACS Teacher at Timberlane Middle School. Seconded by Mrs. Savage
Motion passed: 6-0-0

MOTION: Mrs. Manthorn motioned to accept the professional resignations of Travis Burnham, Special Education Teacher at Timberlane Middle School; Alyssa Grant, Elementary School Teacher at Atkinson Academy; and Kerri Giard, Comprehensive Bus Education at Timberlane High School. Seconded by Mr. Sherwood Motion passed: 6-0-0

MOTION: Mrs. Manthorn motioned to accept the re-nomination of Jennifer Najjar as Student Adjustment Counselor at Timberlane Middle School. Seconded by Mrs. Savage
Motion passed: 6-0-0

COMMITTEE REPORTS

Mrs. Knutsen – Safety Committee met and they put some new AED's out on the fields and the boxes they are in will have lights. The Budget Committee had their re-organizational meeting. Facilities met and they talked about the walkthroughs and in order to have a greater attendance, they are looking to attach the walkthrough with another event at the same time, possibly Open House.

Mrs. Manthorn – The Policy Committee met and it was discussed this evening. She will bring back to the Committee the feedback from tonight and asked any of the members to email her with any other feedback they have. The Committee has also been asked to review other policies

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related to purchasing, bidding, expenditures and things of that nature. The Wellness Committee met on April 10th. There are so many amazing activities going on at every school, as well as, the SAU for students and staff.

Mrs. Savage – The Run of the Savages was held at Pollard School. There were 395 people cross the finish line. She appreciated all the support.

Mr. Woodworth – He attended the 4th Grade District Concert and described how incredible it was and how they all did such a great job.

OTHER BUSINESS

Mrs. Savage announced that she has submitted her resignation letter to Mrs. Knutsen as a School Board member. Her resignation will be effective June 1, 2024. She explained her life is taking her in a different direction but it is good.

Mr. Sapia thanked the Superintendent for addressing things that concern them and for thinking outside the box. He also gave a shout out to the staff and sponsors for planning and supporting the events held during Mental Awareness Week. He raised a concern he has as it relates to Mental Health Awareness Week. He expressed concern with the students use of cell phones and social media. He spoke of how a middle school in Minnesota created a “cell phone free zone” and wondered if the Timberlane Regional School District could somehow do something similar.

DELEGATES AND INDIVIDUALS (cont’d)

Marianne Springer of Danville congratulated Mr. Krieger as the new Superintendent. She asked the Board to determine a way to present him to the community to make him more known and accessible to the community.

Mr. Downing of Sandown congratulated Mrs. Allaire and Mr. Krieger on their new positions. He thinks a walk through is a great idea. He also suggested filming the walkthrough which could be produced by students and post it on the website. Mr. Downing also suggested the possibility of hiring a Purchaser for the District. They could also have a list of preferred vendors who they contract with in the event of an emergency.

There was no further public business before the Board.

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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. Savage Motion passed: 6-0-0

The Board was polled:

D. Woodworth – yes Knutsen – yes Sherwood – yes Sapia – yes Manthorn – yes
Savage – yes

Motion passed 6-0-0 to enter non-public at 9:35 pm.

The public meeting adjourned at 9:35 pm and the School Board will not be returning to public session.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on May 2, 2024