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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 8, 2024
7:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present

Donald Woodworth, Jack Sapia, Kim McCormick, Katie Knutsen, Mark Sherwood, Shauna Manthorn,

Excused Absence: Kristen Savage, Paul LeCain, Brienna Woodworth

Seated at the Board Table

Justin Krieger, Interim Superintendent
Sandra Allaire, Acting Assistant Superintendent

Administrators Present

Maria Watkins, Business Administrator/CFO
Fran DeCinto, Director of Human Resources

STUDENT, STAFF, FAMILY SHARE

Mr. John Vaccarezza, Principal of Timberlane Regional High School, was before the Board to talk about Mental Health Awareness Week. He described the events that are planned during the week of May 15th through May 19th. The library has activities scheduled for the entire week. There are also community events planned including a Wellness Fair and a 5K race for staff and students.

DELEGATES AND INDIVIDUALS

John Downing of Sandown, NH addressed the Board. He spoke on the increasing budget, the unencumbered CIP funds, and the \$2.1 million lease payments. He believes that oversight of all

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expenditures needs to be better. He read from a prepared statement which he requested to be included with the minutes. *(see attachment)*

Nola Whitman of Danville, NH addressed the Board. She referred to Policy CCA, Administrative Succession Plan. She believes the Board is ignoring Policy CCA.

Doug Gelina of Danville, NH addressed the Board. He referred to the 9% tax increase this year and last year it was a 5% increase. He informed the Board of a meeting that was held with 200 taxpayers who are hurting. He wants to make the Board aware of what is going on and how it is impacting the people and they are beginning to organize.

Mr. Sherwood stated he would like to make a motion based on the acknowledgement that prudent financial management is essential for the success and sustainability of our District especially at this time. The addition of the Superintendent's oversight can help ensure that proposed purchases and projects align with the strategic objectives and budgetary constraints we have identified.

MOTION: Mr. Sherwood motioned that all proposed facility purchases and projects exceeding \$10,000 undergo thorough review and approval by the Superintendent. As part of this review, the Superintendent shall evaluate each proposed purchase or project based on its alignment with the district's strategic goals, budgetary considerations, and overall impact on operations. Prior to submission for Superintendent review, the relevant department or responsible party shall provide a detailed proposal outlining the scope, budget, timeline, and anticipated benefits of the purchase or project. Upon review, the Superintendent shall either approve, deny, or request modifications to the proposed purchase or project. Approved purchases or projects shall proceed according to established procurement processes and project management protocols. The Superintendent shall provide periodic updates to the Board regarding approved purchases and projects, including progress updates and any deviations from initial plans. Seconded by Mrs. McCormick. Motion passed: 6-0-0

MOTION: Mr. Sherwood motioned that the Policy Committee undertake a comprehensive review of all existing policies related to the purchase of goods and the expenditure of funds within our District. This review shall prioritize the enhancement of internal controls to ensure fiscal responsibility and accountability. Furthermore, the revised policies should aim to increase transparency by providing greater visibility to both the school board and the public regarding financial transactions. Seconded by Mr. Sapia

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Mr. Sapia offered an amendment to that motion. He distributed copies of Policy JDK to the Board.

He is asking the Board to adopt that policy and it would lower the original amount from \$50,000 to \$20,000. Also, it would give them notice 60 days in advance of any proposed project before it went out to bid. He stated it would make things more transparent. He also incorporated four entities which should be part of the RFP process. The policy gives the Superintendent the authority to move forward in case of an emergency.

Mrs. Knutsen suggests taking it to the Policy Committee. She said they don't need to adopt it tonight and whatever comes out the of Policy Committee, they will read it then. She agrees with the reduction to \$20,000.

Mr. Sapia said right now, under the current set of circumstances, he would appreciate the Board supporting this motion to adopt this policy tonight. He said things have changed to make him bring this forth tonight.

Mr. Sherwood is not comfortable adopting the amendment tonight until the Policy Committee reviews it.

There was no second to Mr. Sapia's proposed amendment.

The Board voted on Mr. Sherwood's motion. Motion passed: 6-0-0

MOTION: Mrs. Manthorn motioned to move the remaining 16 minutes of Delegates and Individuals to the end of the meeting. Seconded by Mr. Woodworth Motion passed: 6-0-0

APPROVAL OF MINUTES

MOTION: Mr. Woodworth motioned to approve the Organizational Meeting minutes of March 21, 2024. Seconded by Mrs. McCormick. Motion passed: 6-0-0

MOTION: Mrs. Manthorn motioned to accept the Regular Public Meeting minutes of March 21, 2024. Seconded by Mr. Sapia Motion passed: 6-0-0

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MOTION: Mrs. Manthorn motioned to accept the non-public minutes of March 21 2024. Seconded by Mrs. McCormick Motion passed: 6-0-0

MOTION: Mrs. Manthorn motioned to unseal the non-public minutes of March 21, 2024. Seconded by Mrs. McCormick. Motion passed: 6-0-0

CURRENT BUSINESS

a. Update on the ESSER Return to School Plan

Mrs. Allaire presented to the Board. She explained as required per the American Rescue Plan – Elementary and Secondary School Emergency Relief Fund (ARP-ESSER) funding, the ‘Plan on the Safe Return to In-Person Instruction and Continuity of Services needs to be reviewed and updated every 6 months until September 2024. There is only one minor update to reflect the wording and active links in the “Mitigation Efforts/Safety Protocols” section of the plan as compared to the October 2023 version.

MOTION: Mr. Sherwood motioned to approve the April 4, 2024 Revised Return to School Plan. Seconded by Mrs. McCormick Motion passed: 6-0-0

b. Instructional Hourly Calendar

Mrs. Allaire presented to the Board. A standard school year is one that is maintained for at least 180 days each year, or the equivalent number of hours as required by the rules of the Department of Education. She spoke to the rules that apply when determining hourly calculations as outlined in her Executive Summary. Mrs. Allaire informed the Board for the calculation of school hours per day, the District may maintain June 12th as the projected final day of school for students.

Mrs. Allaire provided a table for projected hourly calculations by level. A decision will be needed at the next school board meeting.

c. Policies

Second Read/Adoption for Policy GCF, GCCBC, JIH, and FAA

Mrs. Knutsen reviewed the list of policies and their changes/recommendations. GCF – Professional Staff Hiring; GCCBC – Family and Medical Leave; JIH – Student Interrogations

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and Searches; FAA– Annual Facilities Plan. There have been no changes since the First Read of these policies.

MOTION: Mr. Sherwood motioned to adopt Policy GCF, Policy GCCBC, Policy JIH, and Policy FAA. Seconded by Mr. Sapia. Motion passed: 6-0-0

d. School Food Service Pricing Increase

Mrs. Watkins presented to the Board. The District reviews their school breakfast and lunch pricing annually. She explained in order to generate enough revenue to offset the rising Food Service operating costs, District Administration is requesting meal prices be increased by \$0.10 effective 2024-2025 school year. She provided a list of proposed meal prices along with history of previous pricing.

**MOTION: Mrs. McCormick motioned to act on the recommendation to increase meal prices \$0.10 for the 2024/2025 school year. Seconded by Mr. Sapia
Motion passed: 6-0-0**

e. FY25 General Assurance

Mr. Krieger presented his Executive Summary to the Board regarding FY25 General Assurances. He explained all agencies and organizations who receive federal funds through the New Hampshire Education Department are required to file certain assurances. This is an annual requirement. The Local Education Agency is required to submit said assurances in order to be eligible to receive federal funds. The School Board Chair and Superintendent are required to sign the certifications for this annual submission. The four primary areas Timberlane receives federal funds for is Title 1-A (\$130,000), Title II-A (\$100,000), Title IV-A (\$50,000), and IDEA (\$850,000). The General Assurances comprise of three primary sections. These sections are General Assurances that this section aligns with federal law as it pertains to eligibility and compliance. Grant Management Requirements that outline the requirements within the web-based system and practices of the District to submit grant proposals and receive federal funds, including descriptions of controls, audits, and necessary policies. Definitions in this section explains precise meanings of titles used throughout the General Assurances document.

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MOTION: Mr. Sherwood motioned to have the minutes reflect the Superintendent has informed the Board of the federal funds the District will be receiving and of the General Assurances, Requirements, and Definitions for participation in the federal programs. Seconded by Mrs. Manthorn Motion passed: 6-0-0

MOTION: Mr. Sapia motioned to authorize the School Board Chair to sign the FY25 General Assurances on behalf of the Timberlane Regional School Board. Seconded by Mrs. McCormick. Motion passed: 6-0-0

f. Facilities Update

Mr. Krieger presented the facilities update which was provided in an Executive Summary by Mr. Ingoldsby. The summary listed an update on the projects in progress. It also included a list of the RFP's and contracts being prepared. The Board reviewed other projects that are in progress, such as, the upgrades and repairs to the athletic fields. Mr. Krieger also spoke on the work requests. There are currently 187 open work requests. There were 224 work requests that were completed in the last 30 days and 222 event requests completed in the last 30 days.

g. Ad Hoc Committee Recommendations

Mr. Krieger recommends appointing two ad hoc committees for full-day kindergarten and TLC. He added that TLC is not just the facility, but the early educational programming and how they want it to look to maximize that in terms of the student benefits. Both committees are exploratory in nature. He wants to assign an administrator for each committee along with a Board member and to come back in a defined time-frame to give the Board some recommendations and things to think about.

MOTION: Mrs. McCormick motioned to develop two ad hoc committees for the full-day kindergarten and for TLC. Seconded by Mrs. Manthorn Motion passed: 6-0-0

Mrs. McCormick and Mrs. Manthorn volunteered to be on the Full Day Kindergarten Committee and Mr. Sherwood and Mr. Woodworth will be on the TLC Committee.

h. School Board Committee Assignments

Mrs. Knutsen explained they are trying to restructure some of their committees to make them more streamline and more efficient. In talking with Mr. Sherwood and Mr. Krieger, they are going to have one administrator per committee to help co-chair the committee with a member of the Board.

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Mr. Sapia explained his initial thought was to eliminate the Construction Committee but he has had some time to think about it, and asked the Board to reconsider that. Without that committee, the high school windows would not have gotten done. He said that particular group is probably the best and most effective committee he has ever sat on. There are engineers, contractors, tradesmen and they are able to discuss things with the architects and with EEI at an extremely high level.

Mrs. Knutsen explained the Facilities Committee is getting completely re-vamped. Some aspects of the Construction Committee will be in with the Facilities Committee. They will still have those people. She added that unfortunately this past year they had too much bleeding over among the committees.

Mrs. McCormick wants to make sure those experts will still be in the room. She believes streamlining is important.

Mr. Sapia stated the amount of work he put in on the Construction Committee and now he won't be on the Facilities Committee. He said there is nobody on this Board as versed as he is when it comes to this stuff.

Mr. Sherwood is on the Facilities Committee and he would find it very valuable to have those people who have been key and instrumental and have their expertise on that Committee assisting with certain projects.

MOTION: Mr. Sapia motioned to put himself on the Facilities Committee. Seconded by Mr. Woodworth.

Mrs. Manthorn explained to Mr. Sapia that he can certainly consider attending the Facilities Committee. She asked the Board if it would be worth having a workshop to figure out what we will do to manage these changes to these committees. Maybe we would all feel better about the trajectory of where all these committees are going and the mission of these committees and their roles. Also, knowing who is on them would be more helpful to increase transparency.

Vote on Mr. Sapia's motion. Motion failed: 2-2-2

(Mr. Sapia left the meeting at 8:35 pm)

ADMINISTRATORS REPORT

Mrs. Allaire announced that on Friday, March 29, 2024, the School Library Media Specialist at Atkinson Academy, Jennifer Toth, was honored at the New Hampshire School Library Media

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Association as School Librarian of the Year. Also on that day, Music and Strings Teacher, Alison Yankowskas, at Sandown North, was honored by the New Hampshire Music Educators Association as NHMEA Distinguished Music Educator of the Year.

Both Pollard and Sandown North hooked up with the McAuliffe-Shepard Discovery Center which is the planetarium in Concord, NH. Pollard's 5th graders visited the planetarium to view a presentation on the totality of the solar eclipse. The Center will be bringing the same presentation to Sandown North next week. Mr. Lou Broad, Science Teacher at the high school, coordinated a trip to Derby, VT with some of his students to experience the totality in person. Mr. Pedersen joined the trip with Mr. Broad.

Mr. Krieger referred to the debt collection agency he mentioned at the previous meeting for the \$200,000. He would like to partner with an agency and provide families with a notice of intent to do so. It was the consensus of the Board to move in that direction.

They will develop protocol for Board committees to consistently run meetings and consistently report out to the Board and the general public.

Mr. Krieger said they will be bringing to the Board at the next meeting, staffing realignment and will continue to do the enrollment updates to the Board. Specifically focused on the elementary schools.

He reminded the public they need a District Clerk for next year.

He reminded the public that for those who qualify for free and reduced lunch, Copper Canyon is offering summer camp for ages 13-16 and ages 9-12 for free. If any family is interested, they should contact him.

They are still in progress with looking into multi-year contracts and the feasibility of entering into those with related service providers. They are having conversations with their legal team to see how that would work.

He is looking for feedback on School Board Meetings in 60 Seconds. This would be a way to blast out information to the community.

He explained that exit interviews are conducted with staff and maybe they will do exit interviews with families. There are many different reasons why families decide not to continue attending Timberlane schools.

Mr. Krieger referred to the tennis court lights. That situation has brought to light there are some things we can do to communicate better. He wants more transparent communication

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Every Middle School 8th grader will be touring the High School in small groups at a time.

(Mr. Sapia returned to the meeting at 8:44pm)

There are currently four RFP's out right now. One is for the paving and they will be bringing a recommendation to the Board at their next meeting. The second is for District mowing and that closes on April 30th.

He will bring back numbers for the Board regarding the Wayfinder signage and there is an RFP out for upgrading the video/intercom surveillance and reconfiguring some of the entrances to the schools.

Mr. Sapia asked about the possibility of having the students in Shop Class make the signage. Mr. Krieger will research that.

Mr. Sapia asked about the Middle School cuts for the softball and baseball teams. Mr. Krieger explained what they are proposing this year. They are proposing to have more kids participate in those programs and will be offering a Skills and Drills Program for those kids. The alternative would be to potentially host the B Team and send them to schools, maybe smaller in size to play. Essentially, however, what happens is we are putting our 6th and 7th grade players up against 8th grade players from other schools. The experience of the kids over the course of time has not been positive nor has it been constructive.

Mrs. Manthorn explained when people understand the process of how decisions get made, that is more helpful to mitigate some frustration. We can do better on that.

PERSONNEL REPORT

MOTION: Mrs. Manthorn motioned to accept the professional resignations of Sherry Bollhorst, Elementary Teacher at Sandown North, Anthony DeSousa, Spanish Teacher at TRHS, and Jacob Wilcox, Science Teacher at TRHS. Seconded by Mrs. McCormick. Motion passed: 6-0-0

Mrs. DeCinto described the recruitment process. She explained the first step is to have current, accurate job descriptions. They hold job fairs and the HR staff attend college job fairs. They also advertise locally for open positions, as well as, online. Links to vacant positions are added to district emails. Mrs. DeCinto also informed the Board of partnerships they have with colleges to be included in their job fair announcements and promote District opportunities. She also highlighted internships they have for the 23-24 school year and from the 22-23 school year.

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Mrs. DeCinto provided a personnel list to the School Board with employees with a non-continuing contract, going to continuing, and continuing contract for the District.

MOTION: Mrs. McCormick motioned to accept the re-nomination list as presented for the 24/25 school year. Seconded by Mrs. Manthorn. Motion passed 6-0-0

COMMITTEE REPORTS

Mrs. Manthorn – The Policy Committee rescheduled their meeting for April 11th. The Wellness Committee will meet on April 10th. A representative from each school will attend to review their wellness initiatives. The Run of the Savages will be this Saturday at Pollard School.

Mrs. Knutsen – Safety Committee will meet next week. She and Mrs. Manthorn visited Pollard School last week to observe the crowdedness in some of the classrooms.

Mrs. McCormick – A Curriculum and Assessment meeting was held on April 2nd. Regarding, Intro to Fitness, the high school is merging some units and adding a unit on Nutrition and Goal Setting. Health I will add a unit of Nutrition and Assessing Valid Health Information. These will both come to the Board as a First Read. The elementary Science Resource approved Mystery Science as an instructional resource for K-6. The next meeting will be Tuesday, May 7th.

Mr. Sapia – He wanted to do a joint meeting with the CIP and the Construction Committee. They weren't able to have those committee meetings.

OTHER BUSINESS

Mr. Sapia said their decisions can't be clouded because they are trying to make everybody happy. He wants more oversight responsibility.

DELEGATES AND INDIVIDUALS (cont'd)

Stephanie Dube of Danville, NH addressed the Board together with Doug Gelina of Danville, NH. They explained how Danville and Sandown have been hit exponentially harder than Atkinson and Plaistow on their taxes. They will be discussing ideas for tax relief. Mr. Gelina referred to the \$2.1 million unassigned fund balance. Mrs. Knutsen informed him that amount will be returned to the towns and Mr. Gelina was glad to hear that. He also let the Board know they want to change the structure of the Articles of Agreement. He let the Board know that he liked the effort put forth tonight by the Board and said it will go a long way with the community.

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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. Woodworth
Motion passed: 6-0-0

The Board was polled:

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

Motion passed 6-0-0 to enter non-public at 9:15 pm.

The public meeting adjourned at 9:15 pm and will not be returning to public session.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on April 18, 2024