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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
May 2, 2024
7:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present

Donald Woodworth, Jack Sapia, Katie Knutsen, Shauna Manthorn, Paul LeCain,
Kim McCormick, Brienna Woodworth

Excused Absence: Kristin Savage, Mark Sherwood

Seated at the Board Table

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

Administrators Present

Fran DeCinto, Director of Human Resources
Maria Watkins, Business Administrator/CFO
Mark Pedersen, Director of Secondary Education
Kurt Schweiss, Director of Music
Karl Ingoldsby, Director of Plant Operations

STUDENT, STAFF, FAMILY SHARE

Laura Yacek, Principal of Sandown North, introduced Amy Difeo, ELA Instructional Coach and Carolyn Nenart, Third Grade Teacher along with two students from the Third Grade to do a presentation on their Habitat Unit project. Mrs. Difeo wanted to give some background on the Habitat project and how it came about. They became interested in implementing the Universal Design for Learning and the third grade teachers wanted to implement those strategies into their classrooms. Mrs. Nenart described the process of this project. Some of the projects were displayed. The two students described their project and what they learned and what they enjoyed doing most on their project. One had chosen a Jellyfish and the other student chose to do his project on the Python.

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STUDENT REPRESENTATIVE

Armaan Anthony presented his report highlighting the events and activities throughout the schools in the District. Next week is Teacher Appreciation Week. At Sandown Central, the PTA organized a flower scavenger hunt for the students. May 15th is the formal Reading Week kickoff. Sandown North is looking forward to SES testing for students in grades 3 -5. Danville held an event on April 17th to showcase what is taught throughout the year. Atkinson Academy has some upcoming field trips. Today at Pollard, the 5th graders went on a walking field trip to the Plaistow Historical Society. They held their VIP dance provided by the PTA. At the Middle School, 8th graders had the opportunity to meet with High School freshmen about the transition to high school and met with seniors in the PAC. The 8th Grade Celebration will be on June 11th. The High School World Language Honor Society held their Induction this evening and Armaan attended. A.P. exams are scheduled. Prom tickets are on sale. The Annual Car Wash fundraiser will be on May 4h at Sullivan Tire.

DELEGATES AND INDIVIDUALS

Paul Pazolt of Danville, NH addressed the Board. He spoke about his property tax increase. He is concerned with the four towns who vote on the school district ballots each year and how those votes are tabulated by a District total count. Concerned taxpayers are organizing and challenging the school budget, expenses, surplus funds, and overall financial procedures that the taxpayers should be aware of. He supports the teachers, students, and the best education possible, but the wants vs. needs need to be addressed. He submitted his prepared statement to be included as an attachment to the minutes.

MOTION: Mrs. Manthorn motioned to move the remaining 20 minutes to the end of the meeting. Seconded by Mrs. McCormick Motion passed: 7-0-0

APPROVAL OF MINUTES

MOTION: Mr. Woodworth motioned to accept the regular public meeting minutes of April 18, 2024. Seconded by Mr. Sapia Motion passed: 4-0-3 (LeCain, McCormick, B. Woodworth abstained).

MOTION: Mr. Sapia motioned to accept the workshop minutes of April 29, 2024. Seconded by Mrs. Manthorn. Motion passed: 7-0-0

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MOTION: Mr. Sapia motioned to approve the non-public minutes of April 18, 2024. Seconded by Mr. Woodworth. Motion passed: 4-0-3 (LeCain, McCormick, B. Woodworth abstained)

CURRENT BUSINESS

a. Student Council Overnight Field Trip Request

Mr. Pedersen is seeking Board approval for the TRHS Student Council to attend an overnight trip. The trip is to the Vision Conference held on June 19, 2024 through June 23, 2024 in Albuquerque, NM. There will be four students attending with two chaperones. The cost of this trip is covered by the student activities budget line, student fundraising and family contributions.

MOTION: Mrs. Manthorn motioned to approve the Student Council Vision Conference overnight trip from June 19, 2024 to June 23, 2024 to Albuquerque, NM. Seconded by Mr. Woodworth. Motion passed: 7-0-0

b. Music Department Field Trip to NYC

Mr. Schweiss is requesting Board approval to plan and implement a cultural trip to New York City for three days in April 2025 during the planned Spring Break. There is no cost to the District. Student families would fundraise or pay directly to attend this trip and all financials will be handled by the Timberlane Music Association.

MOTION: Mrs. Manthorn motioned to approve the Music Department's cultural trip for three days in New York City on Saturday, April 26, 2025 to Monday, April 28, 2025. Seconded by Mrs. Woodworth. Motion passed: 7-0-0

c. Curriculum Revisions for Health 1 and Intro to Fitness: Second Read

Mr. Pedersen presented the curriculum revisions for a Second Read. Just some verbiage changed and everything else remained the same since the First Read.

MOTION: Mrs. McCormick motioned to accept the curriculum revisions for Health 1 and Intro to Fitness as a Second Read. Seconded by Mrs. Manthorn. Motion passed: 7-0-0

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d. Policies – Second Read

Mrs. Manthorn presented Policy BDE – Board/Superintendent Leadership Team Standing Committees and Policy GCEE – Telecommuting for Non-Affiliated SAU Staff as a Second Read. There have been no changes from the First Read.

Mrs. Manthorn explained Policy DJE – Bidding Requirements was not included because the Policy Committee met today and they are looking at all policies regarding purchasing and they need more time. They have made this a priority at their next meeting and it will then be brought to the Board as a Second Read.

Mrs. Knutsen commented that even though Policy DJE isn't being voted on tonight as a Second Read and adoption, the Board has already made a directive to the Superintendent that anything over \$20,000 has to go out to bid and that is still in effect.

Mrs. Woodworth referred to Policy GCEE. On the last page, it states "Temporary telecommuting arrangements may be approved for circumstances" but it doesn't say by who. Mr. Krieger suggested adding "approved by the immediate Supervisor." Mrs. Manthorn also mentioned it is referred to earlier in the policy. It was suggested to add "immediate supervisor and formal/ad hoc."

MOTION: Mrs. Manthorn motioned to add under eligibility: "Individuals requesting formal and ad hoc telecommuting arrangements must be employed with the Timberlane Regional School District for a minimum of 12 months of continuous regular employment" and the rest of the language that is already there. Seconded by Mrs. McCormick VOTE: 7-0-0

MOTION: Mrs. Manthorn motioned to accept Policy GCEE – Telecommuting for Non-Affiliated SAU Staff with the amendment made for Second Read and adoption. Seconded by Mrs. Woodworth. Motion passed: 7-0-0

MOTION: Mr. Sapia motioned to accept Policy BDE – Board/Superintendent Leadership Team Standing Committees as a Second Read. Seconded by Mrs. Manthorn. Motion passed: 7-0-0

e. FY2025 Final Voted Budget

Mr. Krieger reviewed the FY2025 Voted Budget as compared with the FY2024 Voted Budget. He also provided the FY2025 Voted Budget Recap with the Board members. The three areas of the budget were Salaries, Benefits and the Operating Budget.

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f. SY2024-2025 School Calendar

Mr. Krieger discussed the approved 2024-2025 school calendar. He explained due to the significant amount of projects that are to be done over the summer, EEI has expressed concerns with the timeline for the current calendar. Mr. Krieger stated they are thinking about pushing the start of school to after Labor Day. They want to be sure they are ready to receive students back into the schools.

Mrs. Allaire explained the Proposal B to the School Calendar has the start of school after Labor Day. Nothing else has changed with regards to Professional Development days.

Mrs. Woodworth asked about graduation. Mrs. Allaire explained this calendar would extend the 2025 graduation out an additional week.

MOTION: Mrs. Manthorn motioned to approve the 2024-2025 School Calendar under Proposal B which has the start of school commence after Labor Day and potentially end on June 19, 2025. Seconded by Mrs. McCormick Motion passed: 6-0-1 (Mrs. Woodworth abstained.)

g. 2024-2025 School Board Goals

Mrs. Knutsen stated these were worked on at the Workshop session they had on April 29th. She highlighted the three new goals that were added. The first new goal was under Learning. The goal is to monitor the alignment of K-12 instruction, assessment, and reporting to building consistency across the District related to personalized student learning. The second new goals were under Community, Connection and Communication. To explore alternative methods of District efficacy outcome measure including but not limited to strategic planning. Also, to develop opportunities for parents, students, staff, stakeholders and community to engage in activities to support improved mental health/wellness.

MOTION: Mr. Woodworth motioned to approve the School Board Goals for the 2024-2025 academic year. Seconded by Mr. Sapia. Motion passed: 7-0-0

h. Facilities Update

Mr. Ingoldsby provided updates to the Board in his Executive Summary dated May 2, 2024. He listed all the projects in progress (EEI) and some that are completed. He informed the Board that Phase 1 is complete. He also provided a list of other projects in progress and which ones have been completed. He also provided an update on the RFP's and Contracts. His Executive

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Summary also includes a list of possible unencumbered, end of year funded projects and other items of interest. Mr. Ingoldsby also provided a separate list of current open work requests and requests that were completed in the last 30 days. A staffing update was also provided.

Mr. Ingoldsby said this information is also provided to the Facilities Committee. He indicated the window replacement at the high school will be a two-year process. They will be replacing the single-pane windows this summer in the 100 wing.

Mrs. McCormick questioned the high school Dark Room renovation. Mr. Ingoldsby cited a typo for the amount to replace the floor. The cost would be \$1,112.48, not \$41,112.48. He explained they have to do asbestos abatement before they can put a new floor down. This was on the CIP and had already been approved.

Mr. LeCain talked about the possibility of having a polished concrete floor. The Board was in favor of having Mr. Krieger look into that.

i. Unassigned Fund Balance

Mr. Krieger and Mrs. Watkins described the unassigned fund balance. Mr. Krieger explained the unassigned fund balance is the amount in the general fund that is unexpended at the end of the fiscal year, which includes both revenue and expenses.

Mrs. Watkins talked about the increase to the budget and explained where those increases are coming from. There was a 55.2% increase allocated to employee salaries and benefits which includes retirement. A 13.3% increase allocated to the annual payment of the \$25 million lease for capital improvements. A 9.9% increase allocated to special education programs. A 9.8% increase allocated to infrastructure and maintenance. A 5.1% increase allocated to transportation and food service. A 3.2% increase allocated to capital reserve contribution and a 3.5% increase allocated to technology upgrades.

Mr. Krieger addressed the unassigned fund balance and walked them through each of the major budget lines.

Mrs. Watkins explained the books close on June 30th. Their audit is in July and the final reporting to the State happens on September 1st. The Department of Revenue will decide the tax rate calculations and the total unassigned fund balance is set in October and that is when the tax rates are set.

Mr. Krieger stated the real impact is in the January tax bill.

(Armaan Anthony left the meeting at 8:51 pm)

Mrs. Knutsen asked to have this list updated once a month.

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ADMINISTRATORS' REPORT

Mrs. Allaire announced that State testing will begin this week.

Mr. Krieger updated the Board on the RFP's. There are currently 8 of them. The Varsity Softball Field maintenance ends June 4, 2024. Cabinet replacement in Danville closes on June 4, 2024. The HVAC controls will close shortly. The RFP for mowing has closed with no proposals to bring forward. There are two tech pieces out. One is for services and VM wear that is closed and recommendations will be coming before the Board shortly. The other one is for IP office upgrade which will close on May 9th. The last one is for video intercoms which will close on June 10, 2024.

Mr. Krieger also mentioned the Mystery Science Curriculum purchase. This is a single-source purchase and it doesn't make sense for this to go out as a competitive bid. He is requesting the Board waive Policy for this.

MOTION: Mr. Sapia motioned to waive policy for the single source Mystery Science. Seconded by Mrs. McCormick. Motion passed: 7-0-0

Mr. Krieger stated a meeting will be scheduled over the next week or two with the CIP and Facilities Committee.

He updated the Board on the Budget Committee and said we want to tie the facility tours to other well-attended events in our schools.

With regards to the debt collection agency, a letter has been sent out today to families regarding the debt process.

Mr. Krieger said they are looking to schedule organizational meetings within the next week or two for the two new ad hoc committees, for the kindergarten and for early childhood education.

Mr. Krieger attended the PAC Dedication Ceremony.

PERSONNEL REPORT

MOTION: Mrs. Manthorn motioned to accept the professional nomination of Megan Daniels, Social Worker District Wide. Seconded by Mrs. McCormick. Motion passed 7-0-0

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MOTION: Mrs. Manthorn motioned to accept the professional resignations of Melissa Dalton, Elementary Teacher at Pollard School and Pamela Borisko, Kindergarten Teacher at Pollard School. Seconded by Mrs. McCormick. Motion passed: 7-0-0

MOTION: Mrs. Manthorn motioned to accept the retirement of Leslie Kahn, World Language Teacher at Timberlane Regional High School and thanked her for her dedication. Seconded by Mrs. McCormick Motion passed: 7-0-0

MOTION: Mrs. Manthorn motioned to approve the re-nomination of Kerry Gamble, Pre-K teacher at Danville Elementary. Seconded by Mrs. McCormick Motion passed: 7-0-0

Mr. LeCain believes there are opportunities out there with students coming out of UNH and other schools. He will send an email to Mr. Krieger about how and where we are going after these positions.

COMMITTEE REPORTS

Mrs. Woodworth stated a Strategic Planning meeting will be held next week.

Mrs. McCormick stated the Curriculum and Assessment will meet on Tuesday.

Mrs. Manthorn stated the Wellness Committee is finished for the year and will start back up again in the Fall.

Mr. Woodworth attended the Policy Committee meeting.

Mrs. Sapia commented on the great dialog they had at the Workshop on Monday night.

DELEGATES AND INDIVIDUALS (cont'd)

Doug Gelina of Danville, NH addressed the Board. There will be four meetings coming up that will be held with concerned taxpayers and he invited the Danville School Board reps, as well as, any Board member to attend. He will get them the dates. He commented how the Superintendent has been great and he understands what they are looking for. Mr. Gelina will also be looking for proof of CORI checks on the construction workers at the schools. He appreciated the Facilities presentation and they want the projects brought to the CIP where voters have a chance to be heard.

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There was no further public business before the Board.

Mrs. Knutsen adjourned the public meeting at 9:15 pm.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on May 16, 2024