

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
May 16, 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,
Brienna Woodworth, Mark Sherwood, Kristin Savage

Excused Absence: Kim McCormick

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
Lucy Canotas, Director of Elementary Education
Kenneth Henderson, Director of Technology

STUDENT, STAFF, FAMILY SHARE

Mr. Harris, Principal at Atkinson Academy, brought members of the Student Council to talk about what they have done this year and why they enjoy being on the Student Council. Some of the things they organized this year was Sprit Week, they raised money for recess equipment, and they organized a food drive. The Student Council also held a Compassion Poster Contest and a Penny War.

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STUDENT REPRESENTATIVE

Armaan Anthony presented his report highlighting the events and activities throughout the schools in the District. Some of the highlights were Teacher Appreciation Week was this week across the District. A kindergartner at Sandown Central got to be Principal of the Day on May 10th. Sandown North held their summer reading kick off. Danville Third Graders had a field trip to Great Bay Discovery Center. There will be a walking field trip for Second Graders at Atkinson Academy exploring their town next week. Pollard will have a Fifth Grade field trip to Lock Hill. The Eighth Grade ELA students participated in the Second Annual Slam Poetry contest. AP testing ends tomorrow at the high school and results will be available in June. The Senior Prom will be held May 24th at Atkinson Country Club.

Armaan Anthony announced that due to his full schedule next year, he will not be returning as the Student Representative to the School Board. An election will be held in the fall for that position.

DELEGATES AND INDIVIDUALS

Brian Boyle of Atkinson asked for the Board to consider returning the bulk of the \$11.1 million surplus to the taxpayers. He also said it is important for the Board to address open positions for the next budget season.

Carol Hillard of Danville requested that the \$11.1 million in surplus be returned to the taxpayers as soon as possible. She explained there is a Citizens Impact Group that has formed and they don't feel they are being listened to.

Brian Smith of Danville spoke regarding the continued delays on Policy DJE. The excuses about figuring out how to handle purchases of pencils and paper really ring hollow. He added, if this Board was really concerned about proper oversight and bidding and purchasing, you would waive any standard procedures and pass a motion to revert the policy back to the way it was before and have the Policy Committee proceed with its review process. He spoke on the budget increase. He said needs should be prioritized over wants and we don't use inflation as cover.

Sheila Lowes of Sandown said she was surprised at the questions and statements from the Board members after the surplus amounts were reviewed at the last meeting. She said it is time to reduce positions. There are 74 open positions currently. She also mentioned that a materials shed is not needed if they are going to be going out to bid for the work. The \$11.1 million surplus is unprecedented and it needs to be returned immediately. She suggested that they at least return \$8 million now and the remainder after the audit. She also questioned the Board as to why they didn't go with the original architect who did the plans for Sandown North instead of going with EEL.

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The School Board received an email from Mary Simchik of Danville who could not attend tonight's meeting but requested to have her letter to the Board included as an attachment to the minutes.

MOTION: Mr. Sapia motioned to move the remaining 10 minutes to the end of the meeting. Seconded by Mr. Woodworth Motion passed: 8-0-0

APPROVAL OF MINUTES

MOTION: Mrs. Woodworth motioned to accept the regular public meeting minutes of May 2, 2024. Seconded by Mr. Woodworth Motion passed: 6-0-2 (Savage, Sherwood abstained)

CURRENT BUSINESS

a. New Course/Curriculum Proposal: Adventure Education

Mr. Pedersen is requesting a new course title, Adventure Education, as part of the TRHS Summer School offerings. He provided the Board with the details of the course and its curriculum. The focus of this course is to engage students in outdoor physical activity by challenging students to step outside of their comfort zone. The students will be able to choose their level of challenge by participating in various options on the TRHS ropes course. There would be two recreational field trips. This request was well received by the School Board.

MOTION: Mr. LeCain motioned to allow the new course to run as described here. Seconded by Mr. Sapia Motion passed: 8-0-0

MOTION: Mr. Sherwood motioned to accept the curriculum as a First Read. Seconded by Mr. LeCain Motion passed: 8-0-0

b. Enrollment Update

Mrs. Canotas presented her enrollment update for each of the schools. The current numbers are as of May 9th. She cited the enrollment for Kindergarten at Sandown Central. With all those families who have completed and finalized the online registrations, they will be going over maximum capacity based on policy.

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Mrs. Allaire stated they are actively recruiting staff. We are projecting we will be over maximum class size in Kindergarten according to our policy. We do have the option to look at repurposing some of the open and vacant positions that are in the budget.

MOTION: Mr. Sherwood motioned to redefine as needed to fund that position for Kindergarten. Seconded by Mr. Woodworth Motion passed: 8-0-0

c. Policies

Mrs. Manthorn spoke to Policy ECA – Building and Grounds Security. This was approved for a First Read at the March 21st School Board meeting. There have been some revisions that include only the Superintendent, principal, or designee have authority to grant permission to be on school grounds.

Mrs. Manthorn spoke to Policy KI – Visitors to School. This was approved for First Read at their March 21st meeting. Some revisions included defining a school day as “posted school hours” and replacing “teacher” with “school employee”. The School Board has its own Policy which covers this.

Mrs. Savage suggested having these two policies go to the Safety Committee for review in case there is anything they want to add to it.

It was the consensus of the Board to have these two policies reviewed by the Safety Committee who meet next week.

d. Summer Hiring Process

Mrs. DeCinto is requesting the Board choose one or more School Board members to allow them to make professional staffing recommendations in the summer months. It was agreed to have three members designated for this, which is what they did last year.

MOTION: Mrs. Woodworth motioned to have Mrs. Knutsen, Mr. Sherwood and Mrs. Manthorn to be our designated Board members to authorize summer hiring of professional staff during the summer months. Seconded by Mr. Woodworth Motion passed: 8-0-0

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e. Summary and Financials of Phase II of Lease

Mrs. Watkins explained they are finalizing all the documents for Phase II. They have 4.8% for the rate. She reviewed the items that are going to be addressed as Phase II of the lease. These projects will include the window replacement at the high school with an expected completion date of September 2025. The high school roof replacement (Phase I) and the high school HVAC unit replacements are both expected to be completed December 2024. The high school controls and valve replacements are expected to be completed April 2025.

Mr. Sapia referred to the work on the roof at Atkinson Academy where they applied for the grant. He mentioned how the walls in the two classrooms upstairs are deteriorating and are in bad condition. Since it is a historical building, he asked if we would be eligible for grant money.

Mrs. Watkins said she could look into it.

Mr. Sherwood stated that EEI had a history of applying for grants for the historic restoration of the bell tower, etc. and suggested to lean on them to see whether any of that grant expertise they have could apply to the school building classrooms themselves.

Mr. Sapia believes that entire building fits the purpose of the grant.

Mr. Krieger said they will find out if that additional space would be needed.

f. Technology RFP Evaluations

Mr. Henderson presented the results and recommendations received after the completion of the RFP process for the Avaya IP Office Upgrade. The RFP was posted on the website and emailed to 16 vendors on April 10th with a submission deadline of May 9th. Three vendors participated. The recommendation is to engage with New Era Technologies for this project.

Mr. Hendersen also provided the Board with the outcomes and suggestions following an RFP for the Door Video Intercoms. This is to upgrade all existing door intercom systems across the schools and incorporate intercoms for additional doors at the secondary campus. They emailed the RFP to 16 vendors with a submission deadline of May 10, 2024. ENE of New Hampshire was the sole bidder and is being recommended for the project.

Mr. Hendersen further added that the cost for this work is in the proposed budget that passed.

MOTION: Mrs. Manthorn motioned to act on contracting with the recommended bidder, ENE of New Hampshire for the Door Video Intercom systems. Seconded by Mr. Sherwood Motion passed: 8-0-0

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MOTION: Mr. Sapia motioned to act on contracting with the recommended bidder, New Era Technologies for the Avaya IP Office Upgrade. Seconded by Mr. Sherwood. Motion passed: 8-0-0

ADMINISTRATORS' REPORT

Mrs. Allaire had the opportunity to observe the 8th Grade Poetry Slam with Mr. Krieger at the Middle School and spoke on how great the students did.

Mr. Tim Brown, Wrestling Coach, let them know that the Timberlane Wrestling Assistant Coaching staff were named by the National Wrestling Coaches Association as the Boys Wrestling Assistant Coaching Staff of the Year for the State of New Hampshire. They were nominated and voted as winners by fellow coaches across the state. The Assistant Coaches are Tyler Fitzpatrick, Dan Woodworth, Savi Vergos, Zach Champion, Brian Nicoll, and Taylor Donovan.

The Middle School Senate spent quite a bit of time this late spring preparing for what they called a student Fun Fest. They coordinated games they built themselves and designed. They raised \$1,500 and all proceeds went toward the Run of the Savages to contribute to their donations and funds raised for the Jimmy Fund.

Mrs. Allaire stated the strong goal for the Sandown North and Central team has been their partnership and really collaborating and bringing students together to help with the transition. They had their "Kick Off to Summer" yesterday.

Mr. Krieger stated the Board had inquired whether we are able to seek out any multi-year contracts with specialized service providers. He said that we are about to do that and today they entered into an agreement with an organization, we are not committing to anything, but we are going to lock in a rate for three years.

They will be issuing contracts to our own Administrators.

He said that last year, they had 80 retirements and resignations and this year we are only at about 40. This shows there are a lot of good efforts that have been made.

One of the two boilers at Sandown North has failed and a replacement is needed. They had a company come out to assess it. It is a 24-year old boiler and it needs to be replaced. Currently, Sandown North is running on one boiler. He said we still have funds in the capital line in the approved budget and he isn't sure if they need to expend all those funds before they can move into the emergency fund. He will seek legal advice on that.

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Mr. Sapia asked if they know what the cost will be. Mr. Krieger said everything from \$150,000 to \$300,000. They are asking the company who came out to assess the boiler, to write a not-to-exceed quote and that will help guide the RFP process.

Mr. Krieger said they need to first put out the RFP. They will need to have a contract in place by June 30, 2024 in order to be able to use the \$500,000 in the Capital and Emergency Fund. Mr. Sapia said this is an emergency situation and they can always waive policy for the 14-day requirement if necessary. It was the consensus of the Board to wait for the RFP.

Mr. Krieger referred to conversations they have had about flooring at the high school because of some work being done in the Dark Room. Some discussions were about looking at concrete and rubber flooring also. They are looking at specs and thinking about what material is best for what space. After they receive that information, Mr. Ingoldsby will be setting up some visits for us to visit schools currently employing that type of flooring and they will then bring back to the Board a report on what they are learning.

Mr. Sapia would like to invite Amy Russo with DES to find out what we are required to do by the State. Mr. Woodworth would like to verify where the asbestos is because he doesn't want to do a building-wide fix for something that has been isolated where it has been found. Mr. Sherwood would like to know what their options are.

Mr. Krieger informed the Board he met with CIP co-chairs. They will have their first CIP subcommittee meeting on June 10th. They have extended the invitation to the Selectmen.

Mr. Krieger said they have a CTE Regional Agreement with Salem and Pinkerton and it will be renewed every 5 years.

In regards to the Executive Director position, they will start interviewing in the next week or two.

There will be an Unassigned Fund Balance presentation on June 6th to keep people updated that way.

He met with the two ad-hoc committees. They are two committees but are functioning as one. They will be making a presentation to the Board in October or November.

A new RFP just went out for the high school canopy. That closes on June 18th. Mr. Sapia would like to see the design before they approve anything.

The Band Uniform RFP will close on May 17th.

The HVAC and Service RFP will close on May 28th.

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The Cabinet Replacement at Danville and the Varsity Softball Field RFP's will both close on June 4th.

The Paving RFP has closed. They received only one bid from Busby. The paving will be done at the Middle School, Atkinson Academy, Danville and Sandown North. The RFP also included add alternates.

PERSONNEL REPORT

a. Professional nominations

MOTION: Mrs. Manthorn motioned to accept the professional nominations of Elizabeth Reid, Math Teacher, TRMS; Mary Cosio, Grade 5 Teacher, Pollard; Nicole Vaccarezza, WL/Spanish Teacher, TRMS; Amanda Feeney, Special Education, TRHS; Patricia Kennedy, Special Education, TRHS. Seconded by Mr. Woodworth. Motion passed: 8-0-0

b. Professional resignations

MOTION: Mrs. Manthorn motioned to accept the professional resignations of Joe Ruane, Tech Ed Teacher, TRHS; Karen Reinhold, Elementary Teacher, Pollard; Sarah Galligher, Assistant Principal, Atkinson; Laura Howell, Grade 4 Teacher, Sandown North; Karen Chiarella, Social Worker, TRMS; April Foley, Elementary Teacher, Danville; Kevin Beaudoin, Special Education, TRHS; Lisa Petry, Guidance Counselor, TRMS and thanked them for their dedication and service. Seconded by Mr. Woodworth Motion passed: 8-0-0

c. Re-Nomination

MOTION: Mrs. Manthorn motioned to approve the re-nomination of Ashley Leary, Elementary Education, Pollard. Seconded by Mrs. Woodworth Motion passed: 8-0-0

d. Retirement

MOTION: Mrs. Manthorn motioned to accept the retirement of Amy Farley, World Language, TRHS. Seconded by Mr. Sherwood Motion passed: 8-0-0

e. Vacancy Report

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Mrs. DeCinto said they were able to hire some special education teachers and they will be making an offer to an SLP and they found a Foreign Language teacher.

COMMITTEE REPORTS

Mr. LeCain – He attended the Curriculum and Assessment meeting and they voted on that tonight.

Mrs. Woodworth – The Strategic Planning Committee met today. The Thought Exchange had a great response of 250 for March. The Facilities is working on putting together a master list.

Mrs. Savage – Safety Committee met on Tuesday. She thanked everyone at the Middle School who was involved in the Fun Fest.

Mrs. Manthorn – The Policy Committee meets on June 6, 2024. She stated on Tuesday, she observed the Unified PE class during their advisory period in the morning at the Middle School. She commented on the great work done by the students. She attended a high school band performance in the PAC.

Mrs. Knutsen – The Principals are working on the facility visits for September.

OTHER BUSINESS

Mr. Sherwood inquired into the possibility of returning the tennis court lights. Mr. Krieger explained that due to financial ramifications of doing so, they chose not to return them and have them installed in-house.

Mr. Sherwood referred to the Unassigned Fund Balance update on June 6, 2024. He also stated there will be updated expense reports on the website under School Board documents, as well as, on the Budget Committee website. There are revenue and expenses shown.

Mrs. Sapia referred to the 150 items on the most recent Facility Report. He would like to possibly have a workshop to discuss the items to better understand them. He also wanted to mention that he has a list of items totaling \$2-\$4 million of things that the Board voted not to move on. He wanted the public to understand they are not rubber stamping things.

On behalf of the School Board, Mrs. Knutsen presented Mrs. Savage with a gift because this is her last meeting.

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There was no further public business before the Board.

The public meeting adjourned at 8:52 pm and the School Board will not be returning to public session.

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: 8-0-0

The Board was polled:

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

Motion passed 8-0-0 to enter non-public at 8:54 pm.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on June 6, 2024.

From: Mary LS <0510mls@comcast.net>

Sent: Wednesday, May 15, 2024 11:00 AM

To: Briennawoodworth@timberlane.net <Briennawoodworth@timberlane.net>; kimdmccormick@timberlane.net <kimdmccormick@timberlane.net>

Cc: TRSB <TRSB@timberlane.net>

Subject: Statement of record to apply for 5/16/24 Timberlane School Board Mtg

*** CAUTION ***

This Email is from an external source. Be careful when clicking links or opening attachments.

This Message originated outside of your organization.

This is my second email to you (1st email sent for the record of 4/18 meeting) - and again I will be out of town for the 5/16/24 school board meeting. Therefore, please accept this into the record as a Danville Taxpayer, since 2008.

Given the current economy, inflation, interest rates, housing crisis and food crisis suffered by so many in our communities, it is imperative that the balance of money budgeted and not spent during the school year be returned to the taxpayers (and voters) of the Timberlane community. Additionally, as expressed in my 1st email for the record of 4/18 meeting), DO NOT allow this Unassigned Fund Balance to be spent down. To summarize my feedback for my representatives:

*****RETURN ALL \$11,000,000 TO TAXPAYERS*****

*****DO NOT ALLOW THE UNASSIGNED FUND BALANCE TO BE SPENT DOWN BY THE END OF THE TAX YEAR - JUNE 30, 2024.*****

Though I will not be there, I will be watching for the minutes and other taxpayer feedback who are able to attend the meeting.

Please send confirmation that this email was received and added to the record for 5/16/24 meeting.

Thank you both for your attention to my feedback, and doing the right thing for taxpayers by returning all unspent money.

Regards,
Mary Simchik
65 Sandown Road
Danville NH
603-347-1214