

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
June 6, 2024
7:04 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present

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

Excused Absence: Paul LeCain

Seated at the Board Table

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

Administrators Present

Fran DeCinto, Director of Human Resources
Mark Pedersen, Director of Secondary Education
Karl Ingoldsby, Director of Plant Operations
Kurt Schweiss, Director of Music

STUDENT, STAFF, FAMILY SHARE

Two Timberlane high school students representing the NH Envirothon Team spoke to the Board about the Environmental Science Competition they participated in. This is the second year the Timberlane Envirothon Team has won the State competition and they will be going on to the National Competition in July. They are excited about the opportunity to go out and do this again.

Mr. Pedersen recognized another academic team that competed on behalf of life sciences and biology. They launched a project-based learning program called Biotrech and they had a Timberlane Team make it again to a state-wide championship.

APPROVED

Mrs. Seeley was joined with two other staff members for a presentation highlighting the learning that is done in the preschool program. They described all the various centers that are set up in the classrooms. Some of these include a Math Center, Fine Motor Skills Center, Literacy and Writing Center and they described what the students learn from each of these centers.

STUDENT REPRESENTATIVE

Armaan Anthony presented his report highlighting the events and activities throughout the schools in the District. Some of the highlights included the elementary schools held field days this week. Fifth grade celebrations will also be taking place at the elementary schools. Memorial Day was marked at the Atkinson Academy with an outdoor school wide assembly. The 8th grade students at the Middle school performed the Spoken Word at the PAC yesterday. Congratulations to the students who were invited to the Excellence and Academic Dinner held on June 4th. There were also music awards presented at the PAC. High School graduation will be held on Saturday at 10:00 AM. The High School Student Council wanted to extend their appreciation to the Board members and recognize the work they all do.

DELEGATES AND INDIVIDUALS

Lisa Stith of Danville urged the School Board to return the surplus.

Alan Wright of Danville urged the School Board to return the surplus to the Towns where it belongs.

Patricia Deague of Sandown asked the Board to return the surplus. She read from scripture Mark 12:41. She explained people can't afford their taxes and urged the Board to put money back.

Marianne Springer of Danville doesn't believe the failed boiler at Sandown North is an emergency at this time since we are going into the summer. She said there should be an update on the unassigned fund balance tonight.

MOTION: Mrs. Manthorn motioned to move the remaining 26 minutes to the end of the meeting. Seconded by Mr. Sherwood Motion passed: 7-0-0

APPROVAL OF MINUTES

MOTION: Mrs. Woodworth motioned to approve the regular public meeting minutes of May 16, 2024 as amended. Seconded by Mrs. Manthorn Motion passed: 6-0-1 (McCormick abstained)

APPROVED

MOTION: Mrs. Manthorn motioned to accept the non-public minutes of May 16, 2024 as written. Seconded by Mrs. Woodworth. Motion passed 6-0-1 (McCormick abstained)

CURRENT BUSINESS

a. 2024-2025 PAC Calendar

Mr. Schweiss presented the 2024-2025 PAC Calendar for Board review and approval.

MOTION: Mrs. Manthorn motioned to approve the 2024-2025 PAC Calendar. Seconded by Mrs. Woodworth. Motion passed 7-0-0

b. School District Clerk

MOTION: Mrs. Manthorn motioned to act on the appointment of Heather Greenfield as School District Clerk. Seconded by Mr. Sherwood. Motion passed 7-0-0

c. Curriculum: Adventure Education – Second Read

Mr. Pedersen presented the Adventure Education curriculum and stated there have been no changes since the First Read.

Mrs. Woodworth asked what plans they have in the event of rain. Mr. Pedersen explained they have a plan and space for the program at the Middle School in the cafeteria.

MOTION: Mrs. Manthorn motioned to approve the Adventure Education curriculum. Seconded by Mr. Woodworth. Motion passed 7-0-0

d. CTE Regional Agreement

Mr. Krieger presented the Regional Career and Technical Education Agreement. The students have access to two regional centers. One is in Salem and the other at Pinkerton. There are 25% of Juniors and Seniors who participate in this programming. There has been a change in law where these agreements used to be reviewed every 20 years, however, it has changed to be reviewed every 4 years and this is the beginning process of that. This would go into effect for the 2025/2026 school year. They don't see any glaring or major red flags in the agreement. There will be a two-time annual review of seat allotments which will be an advantage for us. They have also opened this up to Timberlane students who are homeschooled and who are charter school students.

APPROVED

MOTION: Mr. Sherwood motioned to accept the CTE Regional Agreement as read. Seconded by Mrs. McCormick Motion passed 7-0-0

e. Policies-Second Read

Mrs. Manthorn presented Policy ECA-Building and Grounds Security and Policy KI –Visitors to School as a Second Read. Policy ECA was sent to the Safety Committee for review and no changes were made since the First Read. Policy KI also went to the Safety Committee for review and no changes were made since the First Read.

MOTION: Mr. Sapia motioned for a Second Read and adoption of Policy ECA-Building and Grounds Security and Policy KI-Visitors to School. Seconded by Mrs. Woodworth. Motion passed 7-0-0

f. Monthly Facilities Update

Mr. Ingoldsby presented his monthly facilities update and reviewed the projects that have been completed. The rebate on the tennis court lighting was roughly \$10,000. The irrigation pond has a 6-foot fence with a gate surrounding it.

Mr. Sherwood asked a question for clarification of the cost regarding the parking lot striping. Mr. Ingoldsby stated the High School has asked them to renumber the high school parking lot and the middle school lot. There is no rhyme or reason the way it is numbered right now and it is really confusing and they have asked him to look into getting it redone. He got it included in his budget for this year. They won't be able to do it this summer, but that portion of the project will carry over into the beginning of next summer before the next fiscal year starts. He explained they have to grind off the numbers and renumber the entire lot. That is the best way to do it.

Mr. Sapia asked for the rationale behind the request for an additional maintenance vehicle. Mr. Ingoldsby explained they have 5 maintenance positions, 4 of which are filled. Each drive a van with tools specific to an HVAC setup, an electrical set up and they have general maintenance vans. They have trucks for the four grounds and maintenance crews.

Mr. Ingoldsby stated the high school canopy went out to bid as a design build. It will be done in sections because he doesn't think the money they have set aside in the CIP is going to cover the design build, so they will take it down and get a design for it.

Mr. Sapia wants to make sure that we coordinate our resources and how we expend those funds addressing the most critical things first. He wants to do it right.

APPROVED

Mr. Sherwood referred to the asbestos floor tile abatement.

Mr. Ingoldsby explained the idea is to start replacing all the floor tiles and put another floor down in the entire district. The RFP has not been written for that yet.

Mr. Sherwood said the Board discussed specifically doing the floors and looking into a number of different options for a floor cover. The Board's direction was to do more research and Mr. Krieger is working on getting Amy from DES in here to help determine what options we can do to keep our schools safe but minimize the cost.

ADMINISTRATORS' REPORT

Mrs. Allaire congratulated the seniors at the High School who completed the Firefighter ELO (Extended Learning Opportunity) this year.

She said they have seen growth in the French enrollment at the Middle and High School. The French Teacher from the Middle School and High School led a group of 22 students, along with chaperones, on a trip to Quebec City. This is a traditional trip.

Mrs. Allaire had the opportunity to go to the Middle School over the past month. The 7th grade Social Studies team designed a real world project based learning called Make a Difference Project.

She congratulated a freshman who won the NHIAA High Jump competition and she is a State Champion.

At Atkinson Academy, their First Grade team worked with our Unified Arts teachers to develop an integrated unit where students in all of those courses were developing a unit around wild animals and wildlife.

Mr. Krieger said the CIP is meeting on June 10th for their organizational meeting.

He will be meeting with Mr. Sherwood and Mr. LeCain regarding the Facilities Committee next week to talk about the organization of that committee and get it up and running.

With regards to the CTE Agreement, there is a grant available and it will be submitted before the due date.

Mr. Krieger is looking at partnering with Amy at DES about the flooring and to learn what restrictions may be coming down the road and to get guidance moving forward.

APPROVED

With regards to the search for an Executive Director, they will be bringing in a candidate for recommendation for hire on June 20th to start on 7/1.

There has been a lot of good reception from families regarding the tuition and lunch debt.

Mr. Krieger explained they don't have anything substantial to report that has impacted or changed the projection regarding the unassigned fund balance. They will have a formal presentation on June 20th to talk about the subcategories that make up the unassigned fund balance.

On August 8th and August 15th, there will be a legal training with building principals and assistant principals.

He attended the Academic Excellence Dinner and gave kudos to the teachers.

Mr. Krieger provided an update on the RFP process.

The RFP for the boiler at Sandown North will close on 7/2.

The RFP for the cabinets at the Middle School and Danville will close on 6/20.

The RFP for the Varsity Softball closed on 6/4.

The HVAC preventative maintenance and controls has closed.

The RFP for the in-field groomer closes on 6/25.

The crack sealing bid is due 7/2.

The RFP for parking lot striping closes on 7/2.

Regarding the High School Canopy, they had two vendors attend the walk-thru. It is his intent to bring back as many options to the Board to consider.

APPROVED

PERSONNEL REPORT

a. Professional nominations

MOTION: Mrs. Manthorn motioned to accept the professional nominations of Shannon Riley, Special Education Teacher at TRHS; Colleen Moran, Business/Tech Ed at TRHS; Jillian Haggett, Special Education Teacher at Pollard; Catherine Banister, Grade 4 Teacher at Danville; Megan Denis, Social Worker at Danville; Christina Coffill, World Language Teacher at TRHS; Erica Schoneberger, Math Teacher at TRHS; Victoria Ciardiello, Special Education Teacher at Pollard. Seconded by Mrs. McCormick
Motion passed: 7-0-0

b. Professional resignations

MOTION: Mrs. Manthorn motioned to accept the professional resignations of Cornelius Campbell, Assistant Principal/ELO at TRHS, Gina O'Connor, Special Education Teacher at TRHS; Gena Richards, Computer Technology Teacher at TRMS and thanked them for their dedication and service. Seconded by Mr. Sherwood
Motion passed: 7-0-0

c. Vacancy Report

Mrs. DeCinto provided the vacancy report as of May 30, 2024.

COMMITTEE REPORTS

Mrs. Woodworth – The CIP Committee will be meeting on June 10th.

Mrs. Manthorn – Policy Committee met today. They went through all 6 policies. Four of those policies will be before the Board at the next meeting. They will have another meeting in July.

Mrs. Knutsen – Safety Committee met and there will be something coming to the Board. High School graduation is this Saturday.

APPROVED

Mrs. McCormick – Curriculum and Assessment met on Tuesday. Some things will be coming to the Board this summer. Their next meeting will be at 10:00 AM on 7/16.

Mr. Sherwood – He met with the Board of Selectmen and discussed a number of things with them. He attended the Academic Excellence Dinner and said it was phenomenal.

Mr. Woodworth – He thanked the Board for their hard work on the facilities. He further stated that the members of this Board did not create the budget they were working with this year. Where we are is a testament to the hard work done by the Board.

Mr. Sapia – He thanked Mrs. Allaire and Mrs. Manthorn for their work on the Policy Committee.

OTHER BUSINESS

There was no further public business before the Board.

The public meeting adjourned at 8:44 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 Mr. Sherwood Motion passed: 7-0-0

The Board was polled:

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

Motion passed 7-0-0 to enter non-public at 8:50 pm.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on June 20, 2024