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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
June 20, 2024
7:04 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Mrs. Knutsen introduced the new appointed School Board member for Plaistow, Alyssa Kowalczyk.

Board Members Present

Donald Woodworth, Jack Sapia, Katie Knutsen, Kim McCormick, Brienna Woodworth, Alyssa Kowalczyk.

Excused Absence: Paul LeCain, Shauna Manthorn, Mark Sherwood

Seated at the Board Table

Justin Krieger, Superintendent
Sandra Allaire, Assistant Superintendent

Administrators Present

Fran DeCinto, Director of Human Resources
Karl Ingoldsby, Director of Plant Operations
Kelley Brooks, Director of Special Education
Ken Henderson, Director of Technology
Maria Watkins, Business Administrator/CFO
Lucy Canotas, Director of Elementary Education

STUDENT, STAFF, FAMILY SHARE

Mr. Henderson highlighted the work they will be doing to improve the School District website. He described all the information there is on the School Board website and the changes that were made to make it more intuitive and user friendly. The website was displayed on the screen and he walked them through on how to navigate the website to access the information they are looking for.

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DELEGATES AND INDIVIDUALS

Carol Hillard of Danville came before the Board to explain how upset she is over her property tax increase and wants the Board to return the unassigned fund balance.

Kara Malo of Atkinson read from a prepared letter she wrote. She spoke about her experience while working as a long term substitute teacher.

MOTION: Mrs. McCormick motioned to move the remaining 24 minutes to the end of the meeting. Seconded by Mrs. Woodworth Motion passed: 6-0-0

APPROVAL OF MINUTES

MOTION: Mrs. McCormick motioned to accept the regular public meeting minutes of June 6, 2024. Seconded by Mrs. Woodworth Motion passed: 5-0-1 (Kowalczyk abstained)

MOTION: Mr. Sapia motioned to accept the non-public minutes of June 6, 2024 as written. Seconded by Mr. Woodworth. Motion passed 5-0-1 (Kowalczyk abstained)

CURRENT BUSINESS

a. Annual Special Education Update

Mrs. Brooks presented her annual update to the Board. The District has seen an increase in the amount of students being identified in the schools. There were 100 students referred for testing during the 23-24 school year and 72 of them were found eligible for special education services. This is a high percentage of students. She stated for every evaluation, it is going to take a special educator about 10 hours to do it. More and more children are coming to us at an earlier age which is a trend going across the country. The School District has 677 identified students who are residents of Atkinson, Danville, Plaistow, and Sandown and although this is a decrease in the overall number, the intensity of the students and their disabilities have increased. Mrs. Brooks reviewed her report which includes bar graphs and charts of historical numbers compared to current enrollment.

Mrs. Brooks spoke about the special education facilitator positions that will be in each elementary building and one shared between the middle and the high school. These positions are going to be very valuable for our schools. With the facilitators across the district, the elementary

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administration will now have the opportunity to focus on the entire student population and the middle and high school coordinators can have time to work with staff in their buildings. They are heading in the right direction by having programs being developed in the District and identifying some of the areas in curriculum to help bridge the gap between special and regular education.

b. Budget Transfer Request: Special Education

Mrs. Brooks is requesting a budget transfer in the amount of \$84,000 from the high school tuition line to the contracted speech line to finish paying invoices for the 23/24 school year.

**MOTION: Mr. Woodworth motioned to accept the budget transfer of \$84,000.
Seconded by Mr. Sapia Motion passed: 6-0-0**

c. Enrollment Update

Mrs. Canotas provided her latest enrollment report to the Board. She explained not much is different from the last time she presented. They are continuing to watch the second grade enrollment in Danville. They will know better if an additional staff is needed toward the end of August.

Mrs. Woodworth asked if there is a position that could be repurposed in the event an additional staff person is necessary. Mrs. Allaire explained there is.

d. Atkinson Academy Interventionist Position

Mrs. Allaire explained these positions have been pivotal in increasing access for students identified as needing support beyond core classroom instruction, to small-group targeted instruction designed to enhance skill development and promote accelerated catch-up growth at the students' current grade level. The District currently has four grant-funded positions focused on intervention. The allocation of federal funds to each elementary school is based on a strict formula that directs the district to distribute percentages of aid in accordance with need, as determined through Free and Reduced Lunch applications.

Atkinson Academy does not qualify for federal funding. She is requesting approval from the Board to redefine open and vacant para educator positions to create a FTE regular education interventionist positions at Atkinson Academy.

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MOTION: Mr. Sapia motioned to approve the redefining of two vacant para educator positions to create a 1.0 FTE regular education interventionist position at Atkinson Academy. Seconded by Mrs. Woodworth. Motion passed 6-0-0

e. Annual Federal Funding Authorization

Mrs. Watkins explained this authorization is required each year in order to apply for and receive federal and state grants/funding. She provided the Board with Policy DAF-Administration of Federal Grant Funds.

MOTION: Mrs. McCormick motioned to authorize the Superintendent, Assistant Superintendent, and Business Administrator to apply for and receive on behalf of the District, federal and state grants and funding and to file such authorization with the NH Department of Education. Seconded by Mr. Woodworth. Motion passed 6-0-0

f. Policies

Policies DJ, DJB, DJE, EFAA, IHBAB, and IKFC were presented to the Board as a First Read.

Mrs. Allaire stated that Policy DJ – Purchasing and Policy DJB – Purchasing Procedures has had no changes and are recommended to be reaffirmed.

Mrs. Allaire stated Policy DJE – Bidding Requirements has had some edits incorporating language from other districts' policies. There was also discussion about adding broader language to ensure projects are advertised in recognized industry-related networks.

Policy EFAA-Meal Charging had some edits to reflect NHSBA language, updates to the RSA, and audit recommendations.

In regards to Policy IHBAB – Special Education Evaluations, there has been some changes to the law and they are recommending adopting the NHSBA policy.

Policy IKFC – Alternate Diplomas for Students with Significant Cognitive Disabilities. This policy had a different title and has now been corrected according to NHSBA.

MOTION: Mr. Sapia motioned to accept Policy DJ, Policy DJB, and Policy DJE for a First and Second Read. Seconded by Mrs. Woodworth. Motion passed 6-0-0

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MOTION: Mr. Sapia motioned to accept Policy EFAA, Policy IHBAB, and Policy IKFC for a First Read. Seconded by Mrs. Woodworth Motion passed 6-0-0

g. Unassigned Fund Balance

Mr. Krieger explained they don't have anything substantial to report that has impacted or changed the projection regarding the unassigned fund balance. The school administration has not brought forth any projects in excess of the budget and we do not anticipate them doing so before the end of the fiscal year. He mentioned some of the drivers they have identified that make up the unassigned fund balance. The School District does not anticipate doing any new projects.

Mr. Krieger reviewed the timeline they put out. The fiscal year ends on June 30th. During the month of July, the district will be reconciling invoices and in August, they will move through an audit with the auditors. On September 1st, two forms will be submitted to the State. That is the date the unassigned fund balance becomes static and it will not change any more. The relief from the returned unassigned fund balance will be seen in the December/January tax bill.

Mr. Sapia stated the budget they are working on now was created two School Boards ago. He referred to comments he reads on social media. There is so much misinformation and half-truths. It is factually untrue for people to say we are going to go out and spend all the money. He referred to the boat. They purchased a boat for \$700.00 because they did the irrigation pond. For years they spent thousands of dollars replacing sprinkler heads and the pump getting constantly clogged. This boat purchase is to save money for the taxpayer's long term.

Mrs. Watkins wanted taxpayers to understand the \$11 million is a projection.

Mrs. Woodworth asked about the \$584,000 voted for capital improvement. Mrs. Watkins explained those funds do not roll over into next year if we do not utilize those capital funds this year.

Mrs. Watkins said each year we can retain either 5% or \$500,000 of the fund balance. That money can only be used for emergencies. She will ask the Board at their next meeting to make a motion to retain that amount. Historically, it has been \$500,000.

h. RFP Recommendations

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Mr. Ingoldsby presented bid submissions received for three RFP's. The costs of these proposals are included in his budget.

1. Building Automation/HVAC Controls Maintenance Agreement

Control Technologies is the only vendor who attended the mandatory walkthrough and submitted a proposal. They received a Three-Year Commitment for an annual cost of \$57,198.00 per year. Mr. Ingoldsby included an Add Alternate to install a controller at Pollard to allow remote access and monitoring of the Pollard School HVAC Systems at a cost of \$26,500. He is asking approval of the Base Bid and the add alternate for a total one-time cost of \$83,698 with a continued annual cost of \$57,108 for the two additional years.

MOTION: Mrs. McCormick motioned to approve the bid from Control Technologies, Inc. in the amount of \$83,698 for the first year with a continued annual cost of \$57,108 for the additional two years. Seconded by Mr. Woodworth Motion passed 6-0-0

2. Cabinetry Upgrades/Replacement

This is part of the Capital Improvement Committee recommendation to replace cabinets in some of the schools due to the condition and functionality of the existing cabinets. They had one vendor, Hertz Furniture Systems, LLC. The proposal included Danville classrooms, teachers workroom, OT/PT room and Music Room t \$25,246.69. The Installation cost is \$13,001.74. The proposal also included the Middle School Family and Consumer Science Classroom for \$36,287.68 with the installation cost of \$7,407.00. The total base bid is \$81,943.11.

There was an Add Alternate to replace the Stand Alone Cabinets in the FACS classroom for \$16,616.16. The total bid with the add alternate is \$98,569.27.

MOTION: Mrs. McCormick motioned to approve the recommendation for the Hertz Furniture Systems cabinet in the amount of \$98,569.27. Seconded by Mr. Woodworth Motion passed 6-0-0

3. Varsity Softball Field Maintenance

The Varsity Softball Field has a few issues in need of being addressed including improper drainage/pitch causing extended periods that the field cannot be used after rainstorms, and a defined lip on the edge of the infield with an over abundance of organic material on the infield skin allowing weeds and grass to grow readily.

Three vendors attended the walkthrough and subsequently submitted proposals. Sports Turf Specialties was the lowest bidder with \$25,140.00.

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MOTION: Mrs. McCormick motioned to accept the recommendation for Sports Turf Specialties in the amount of \$25,140.00 Seconded by Mrs. Woodworth. Motion passed 6-0-0

ADMINISTRATORS' REPORT

Mr. Krieger informed the Board that the two ad hoc committees for Kindergarten and Early Childhood Education have started their initial work and have drafted a survey. They will come before the Board in the fall with recommendations.

The Timberlane School District received its IDEA allocation around \$1 million which is consistent with the historical past.

Mr. Ingoldsby submitted the LCHIP for the Belfry at Atkinson Academy.

Mr. Krieger referred to special education transportation and recognized the work by Mrs. Brooks. Mrs. Brooks cross checked all the invoices and logs and found discrepancies. They met with the bus company and the bus company will get them resolved.

There is an RFP out for projectors in the classrooms.

There is an RFP out for grass products and are looking for a multi-year agreement to take care of the athletic fields.

He informed the Board that he has had conversations with community members who feel they have expertise in the area of writing RFP's who are looking to maybe partner with us to help us out on a pro bono basis. If this comes to fruition, he will bring it to the Board.

PERSONNEL REPORT

a. Professional nominations

Mrs. McCormick read aloud the names provided on the electronically-signed personnel report dated June 14, 2024.

Professional nominations of: Christine Martin, Director of Operatons/Special Projects at the SAU; Andrew Ferguson, Special Education Teacher at Atkinson; Madison Furnari, Elementary School Teacher at Atkinson.

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Professional resignation of: Maura Burns, Kindergarten Teacher at TLC.

Re-nomination of: Katherine Mittica, Elementary Education at Sandown North.

MOTION: Mrs. McCormick motioned to accept the professional nominations of Shaun O'Loughlin, English Teacher at TRHS; David Segnini, Elementary Teacher at Pollard; Andrea Simkins, Special Education Teacher at Danville. Seconded by Mrs. Woodworth Motion passed: 6-0-0

Professional resignations

MOTION: Mrs. McCormick motioned to accept the professional resignation of Stephanie LaFreniere, Principal at Pollard. Seconded by Mrs. Woodworth Motion passed: 6-0-0

b. Vacancy Report

Mrs. DeCinto provided the vacancy report as of June 14, 2024. She stated they are making great progress.

COMMITTEE REPORTS

Mr. Sapia – He attended the CIP meeting and they are working on prioritizing the lists.

Mr. Woodworth – He congratulated Mr. Krieger and Mrs. Allaire for all their help this past year and thanked them.

Mrs. Knutsen – The Safety Committee has not met. The Budget Committee is working on the walkthroughs for September. She attended the high school graduation and had the opportunity to speak. It was a great event and wished the graduating students the best.

Mrs. McCormick – She attended the 8th Grade graduation with Mrs. Manthorn and said the kids did a great job.

Mrs. Woodworth – The CIP met on June 10, 2024. It was more of a workshop and they discussed missions and goals and the current fund levels. The Fiscal Year 24/25 is mapped out they are looking to dive into Fiscal Year 25/26. The next meeting is to be determined.

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DELEGATES AND INDIVIDUALS – cont'd

Doug Gelina of Danville explained the people in his group are rightfully upset. Money is tight and they are trying to decide if they can afford their home. He asked the Board to keep that in mind as to why they are upset. People want transparency.

NON-PUBLIC SESSION

There was no further public business before the Board.

The public meeting adjourned at 9:00 pm and the School Board will not be returning to public session.

**MOTION: Mrs. McCormick 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. Kowalczyk
Motion passed 6-0-0**

The Board was polled:

D. Woodworth – yes Knutsen – yes Sapia – yes Kowalczyk – yes McCormick – yes

B. Woodworth - yes

Motion passed 6-0-0 to enter non-public at 9:00 pm.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on July 18, 2024