

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
September 7, 2023
7:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present

Donald Woodworth, Jack Sapia, Brienna Woodworth, Katie Knutsen, Mark Sherwood,
Paul LeCain, Shauna Manthorn Excused Absence: Kim McCormick, Kristin Savage

Seated at the Board Table

Justin Krieger, Interim Superintendent
Sandra Allaire, Acting Assistant Superintendent

Administrators Present

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

APPROVAL OF MINUTES

MOTION: Mrs. Manthorn motioned to approve the August 17, 2023 public minutes.
Seconded by Mr. Sherwood Motion passed: 7-0-0

MOTION: Mr. Sapia motioned to approve the August 17, 2023 non-public minutes.
Seconded by Mrs. Manthorn Motion passed: 7-0-0

DELEGATES & INDIVIDUALS

Mr. Sapia of Atkinson, NH addressed the Board as a private citizen. He referred to Policy KFR as it relates to charging groups for use of the fields and spoke in support of the Tornados. Mr. Sapia believes charging the non-profit groups for use of the fields goes against improving the climate and culture as stated in the Strategic Plan. He asked the Board for support in waiving Policy KFR.

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Mr. Lovett from Plaistow, NH spoke as the President of the Timberlane Junior Football Tornados team. He explained how being charged for the fields will impact the kids on the team or the cost will have to be passed off to their parents. Mr. Lovett hoped the School Board would reconsider their decision on this.

There was no further public input.

MOTION: Mrs. Manthorn made a motion to move the last 20 minutes of the 30 minute time to the end of the meeting. Seconded by Mr. Sapia Motion passed 7-0-0)

CURRENT BUSINESS

a. Unassigned Fund Balance

Mrs. Watkins provided her Executive Summary to the Board. She explained the unassigned fund balance at the end of the year was \$2.6 million, from which \$500,000 was retained for the Emergency Contingency Fund. This left a balance of \$2.1 million to be returned to the taxpayers. Mrs. Watkins distributed a handout comparing the tax impact to the towns if they returned \$2.1 million or \$1.6 million. A discussion followed on whether to retain an additional \$500,000 and return \$1.6 million.

MOTION: Mr. Sherwood motioned to return the unassigned fund balance in its entirety to the taxpayers. Seconded by Mr. LeCain Motion passed 7-0-0

b. School Board Budget

The Board reviewed the School Board budget with Mrs. Watkins. They would like to know why the Treasurer line increased. Mrs. Watkins will provide the Board with justification for the increase.

c. Policies

Mrs. Knutsen presented the following policies as a First Read and what the changes and or recommendations are. Policy IIB Class Size has edits to class sizes. Policy IKFC Graduation of Home Education Students is recommended to be repealed because this policy is obsolete based on the existence of IHBG which was revised in 2022. IHBG Home Education Instruction has edits to Section B to make Notice of Withdrawal to be required in writing. JICD Student Discipline and Due Process is the removal of requiring a 24-hour notice to parents of temporary reassignment or detention.

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Mrs. Woodworth referred to the very end of Policy IIB, where it states “if a class size is exceeded, the Board will seek approval to add a paraprofessional support.” She suggested replacing Paraprofessional with something more open because she doesn’t think we should designate an exact person and it should be something more open. Mr. Sherwood suggested “additional educational support”.

Mr. Sherwood doesn’t want to pigeon hole us in. He gave an example if they added an additional 7 students, would we then be tied into getting a paraprofessional rather than looking at getting another teacher. Mrs. Manthorn said they can bring this back to the Policy Committee.

Mr. Woodworth said we are talking about something immediate and we are not going to go over the State limit, we are looking at a paraprofessional to give the teacher some added support.

Mrs. Woodworth asked if the job description for a paraprofessional covers any and all people that we could utilize. Mrs. Allaire said it does but on different levels. The general job description is flexible and we would have the capacity to do that. Our current assignments are directly connected to requirements in the IEP’s. This policy will be back before the Board for a Second Read.

Mrs. Allaire also wanted to clarify that the clause states if additional students enroll after the second meeting in August and class size policy is exceeded, the administration will seek the approval of the School Board to add paraprofessional support. It is very specific to that situation. After the second meeting in August, school has already started so the likelihood of a budgeting for posting and hiring a classroom teacher is very minimal. This gives us the ability to support those teachers with a paraprofessional.

Mrs. Manthorn said the Policy Committee wanted paraprofessional because it provided the flexibility and Mrs. Allaire agreed. This is a First Read and it will go back to the Policy Committee.

MOTION: Mrs. Manthorn motioned to accept the policies as a First Read. Seconded by Mr. Sapia. Motion passed 7-0-0

Policy GBED/ADC/JICG Prohibitions Regarding Use and Possession of tobacco products, E-cigarettes and E-liquids in and on school facilities and grounds. There have been no changes since the First Read.

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MOTION: Mrs. Manthorn motioned to accept Policy GBED/ADC/JICG as a Second Read. Seconded by Mr. Sapia. Motion passed 7-0-0

d. NHSBA Proposed Resolutions

MOTION: Mrs. Manthorn motioned to table the NHSBA proposed resolutions presentation to the next school board meeting on September 21, 2023. Seconded by Mrs. Woodworth. Motion passed 7-0-0

e. Retirement Celebration

Mr. Krieger let the Board know that the Retirement Committee has planned a retirement celebration for retirees from 2021-2023. This celebration is scheduled for Wednesday, September 27, 2023 at 4:30 PM at Zorvino Vineyards.

ADMINISTRATOR'S REPORT

Mr. Krieger spoke on the bus transportation throughout the District. Letters went out to parents and the Principals are submitting daily transportation reports. A couple of things that remain issues are staffing and the training of the new drivers. Moving forward, they will explore the opening of the contract that currently exists, they will have more input on formation of the routes, and they are reaching out to communicate with other transportation companies.

Mr. Krieger explained they are in the year of implementation of ALICE and described how they plan to roll it out.

Mr. Krieger announced the Budget Committee walk-through of the facilities is open to the public. They will be visiting Sandown schools and Danville on September 12, 2023 and Pollard and Atkinson on September 14, 2023.

Mr. Krieger mentioned that every school reported in excess of 96% student attendance on Opening Day.

Mrs. Allaire announced that High School P.E. Teacher, Helena Bird, has been recognized as the 2023 NH Adaptive Teacher of the Year by the NH Association of Health, P.E., Recreation and Dance.

Mrs. Allaire informed the Board that this week, the 6th graders have started their annual trip to Camp Lincoln. She described how this program helps with their transition.

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PERSONNEL REPORT

MOTION: Mrs. Manthorn motioned to approve the Professional Nomination of Jacob Wilcox, Science Teacher at Timberlane Regional High School. Seconded by Mr. Woodworth. Motion passed 7-0-0

Mrs. Manthorn read the following professional nomination into the record that was approved electronically on 8/18/23.

- Celestino Basile, Spanish Teacher at TRHS

Mrs. Manthorn read the following resignation into the record that was approved electronically on 8/18/23.

- Gail Pellegrino, Music Teacher at Atkinson Academy

Mrs. Manthorn read the following professional nomination into the record that was approved electronically on 8/22/23.

- Mandy Schisler, Grade 5 Teacher, Pollard Elementary

Mrs. Manthorn read the following professional nomination into the record that was approved electronically on 8/25/23.

- Catherine Bannister, Grade 4 Teacher at Sandown North Elementary School

Mrs. DeCinto presented her vacancy report to the Board.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD

Mrs. Woodworth remarked there has been no date set at this time for the Strategic Planning Committee to meet.

Mr. Sherwood encouraged people to attend the facility tours with the BudComm. This group also met earlier this week involving the TTA negotiations to get things in line to try to make certain this can be as smooth a process as possible.

Mrs. Manthorn will be attending the first Wellness Committee meeting on October 11, 2023 with Mrs. McCormick. The Policy Committee met today and they were able to get through the entire agenda.

Mrs. Knutsen stated the Safety Committee will be meeting again next week on Tuesday.

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Mr. LeCain attended the Curriculum and Assessment Committee with Mr. Woodworth.

Mr. Woodworth attended the Curriculum and Assessment Committee. He spoke on the amount of work the teachers have done on this. This is a culmination of a lot of work.

Mrs. Woodworth asked about the Energy Committee. She feels that the Energy Committee could be dissolved and asked if there is any reason that committee needs to stay. Mr. Sapia said that committee was formed at least 10 years ago. Mr. Woodworth suggested making it a subcommittee of the Facilities Committee.

OTHER BUSINESS

MOTION: Mr. Sapia motioned to waive Policy KFR for the Tornados for this year until we have a chance to review the policy in its totality and make some good decisions around it. Seconded by Mr. Woodworth

Mr. Sapia said in looking at the Strategic Plan, he agrees with everything as it speaks to getting people in here participating and volunteerism and doesn't like the way this was done. He doesn't think the timing of implementing a fee, when the Tornados are already into their season, was appropriate. They do an incredible service to this District. He said this is the least we can do. He also stated it has been suggested that other teams require custodians during the weekends, but his son played baseball here for three years and never had a custodian. This is probably a total of only four weeks. They play every other weekend here. That is a very small price to pay for people who are current taxpayers, 100% students of the District. This campus has always been perceived as being for everybody in the District. He further stated we have an \$83 million budget and it has been suggested that stipend is to deflect the cost to the District, but it shouldn't come at the cost of Third Graders wanting to play or cheer on a Saturday afternoon.

Mrs. Manthorn asked to hear from the administration to listen to their rationale and reasoning for putting this policy into place.

Mr. Krieger explained through the policy conversations and getting it into print, one of the things talked about here, and felt strongly about, was that anyone who serves our kids should not be charged a fee to come use the facilities. However, he stated when there are organizations who are accessing a facility during a time when we already don't employ someone managing the facilities, like the custodian, that we would not want to pass that cost on to the District. This isn't just for this organization; it is for all organizations across the board. There should not be an incurred cost to the District to host these types of events. He added that we are just looking to recoup the cost that it costs us to have that person on site.

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Mrs. Knutsen spoke to Mr. Sapia's motion which specifically cited the Tornados. She explained this can't be done for only one group and if it is going to be done, it should be for all or none. This fee is only for the weekends or later in the evening when we wouldn't have a person contracted to work. The cost is \$35 per hour for weekends and after school. The District is still paying them time and a half and the \$35 is for straight time and the District is subsidizing that.

Mr. Sherwood said we have a 55-year precedent of not charging them. It seems ill advised to do so and I can understand why a lot of folks are upset. We are trying to generate good will in our community and being a community.

Mrs. Knutsen asked if the Timberlane Tornados are for profit because they get \$250 from the parents.

Mr. Sapia stated 110% they are always scraping for money. The coaches don't get a dime. Nobody gets a dime.

Mrs. Knutsen explained the motion Jack made was just for the Tornados and if we want to be fair and equitable, what about everyone else using those facilities.

Mr. Sapia withdrew his Motion. Mr. Woodworth withdrew his Second.

MOTION: Mr. Sherwood motioned to leave Policy KFR status quo, the way it has been done for all of them, with all fees levied, until the Board has a chance to review the policy in its' entirety. Seconded by Mr. Sapia. Motion passed 6-1-0 (Mrs. Knutsen opposed)

This topic will be on the next agenda.

NON-PUBLIC SESSION

MOTION: Mrs. Manthorn motioned to enter non-public under 91-A:3, Paragraph II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. Seconded by Mr. Sherwood. Motion passed 7-0-0

The Board was polled:

Mr. Woodworth – yes Knutsen – yes Mrs. Woodworth – yes McCormick – yes
LeCain – yes Sapia – yes Sherwood – yes

APPROVED

Mrs. Knutsen announced the School Board will not be returning to Public Session. The Board entered nonpublic session at 8:19 pm.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on October 5, 2023