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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

School Board Workshop
October 2, 2023
5:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

1. Call to Order

Chair Knutsen called the meeting to order at 5:00 PM.

2. Roll Call

- a. Board Members in Attendance:** Katie Knutsen, Paul LeCain, Shauna Manthorn, Kim McCormick, Jack Sapia, Kristin Savage, Mark Sherwood, Brie Woodworth and Don Woodworth.
- b. Seated at the Board Table:** Justin Krieger, Interim Superintendent
- c. Administrators Present:** Karl Ingoldsby

3. Pledge of Allegiance

4. Delegates and Individuals (00:05:45)

None.

MOTION: Mr. Woodworth motioned to move the thirty (30) minutes Delegates and Individuals time to the end of the meeting; seconded by Mr. Sherwood. Motion passed 9-0-0.

5. Current Business (00:05:50)

The purpose of this workshop was to discuss and obtain guidance for Policy KF: Use of Facilities and Procedure KF-R: Use of Facilities Guidelines and Procedures.

Chair Knutsen noted that the School Board sets policies while the administration sets procedures; the School Board can provide guidance to the administration on procedures. She then set the ground rules for the workshop.

Mr. Sapia suggested implementing two policies: one for buildings and another for fields. Chair Knutsen did not feel that two policies were required due to the nature of the procedure in which it separates between buildings and fields.

Mr. Woodworth highlighted that in Policy KF, the superintendent is able to make a judgement on a facility request. Chair Knutsen expressed that the procedure does not match with the policy.

Mr. Sapia discussed the necessity of the presence of a staff member if a group of parents request to use a field and the questioned the practicality for smaller organizations. Mrs. Savage clarified that the procedure designates teams and groups versus someone walking on the track.

Discussion continued onto the requirement of membership containing no less than 75% students from Timberlane Regional School District (page 7 of KF-R) and if the percentage should be lowered. It was noted that the superintendent's discretion is important. It was the consensus of the School Board that their intent is to make it fair and equitable for all. Mr. Ingoldsby highlighted that groups are not charged for a custodian when the custodian is already on site. Questions regarding the cost of having a custodian

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on site, and the possibility of budgeting for this. Mrs. Manthorn informed the School Board that the PTA has to pay for custodians on Saturdays.

Mr. Sapia asserted that these are our feeder programs and how it has been talked about making this the hub of our community. He explained that the town parents already have skin in the game. Mr. Krieger and Mr. Lecain performed calculations and at \$30,000 per year, for 104 days at 20 hours per day is \$62,400. Mrs. McCormick asked Mr. Ingoldsby if he has custodians who are available and willing to take on this duty; he suggested he may have one or two who may be interested.

Mr. Sapia requested to have column #1 removed from the Fee Schedule in Procedure KF-R. Discussion ensued regarding hidden fees due to damages and overuse of the fields. Mr. Ingoldsby expressed that the fields are maxed out and over 150 kids are playing on weeknights, and it is reflected by the appearance of the fields, but the High School football field is doing well. Mr. Sapia stated he is completing a field analysis and it should be done by Thanksgiving and suggested non-profits should be first served after our students, but for-profits should be charged.

Chair Knutsen suggested to not remove column #1 from KF-R as it can be fallen back on if an organization destroys any property. Mrs. Savage continued that the district's priority is the students of the schools who house the facilities and then falls back on the Superintendent and administration to deem what is allowed based on fields and schedules. Mrs. Manthorn pointed out that in the last paragraph of Policy KF is opened to the superintendent or designee approving the use of school facilities and marked that on Procedure KF-R page 10 should refer to aligning with Policy KF and as necessary by the Superintendent and the principal.

Mrs. Woodworth suggested the form should be redone to align with the discretion of the superintendent; therefore, making it easier for the public and streamlining the process. Mr. Ingoldsby indicated that there is an online system and replied to Mrs. Manthorn he would forward the link.

Mr. Woodworth detailed that he received three letters from three students who indicated they appreciate what they have and afraid of losing it; he went on to thank them for writing those letters.

Mrs. Woodworth inquired if the district could use the five open custodian positions to pay for overtime. Mr. Ingoldsby explained that his budget cycle is not completed, and he could add it to the budget; Mr. Sherwood noted he will take it to the Budget Committee.

Mr. Sapia thanked Mr. Angelo Fantasia for being accommodating. Chair Knutsen requested for Mr. Sapia to send Mrs. Manthorn his notes and that Policy KF would be brought to Policy Committee. Mr. Lecain and Mr. Sherwood thanked the public who attended the workshop.

Sean Tiney of Sandown spoke to the School Board expressed that charging the PTA is not acceptable. He explained that an organization he was a part of had an experience where there was damage, but the organization including himself, cleaned up the gym and took care of the damage. He discussed that field usage is considered a punitive fee and leaving in column #1 is an mechanism of enforcement.

Chair Knutsen left the meeting at 6:23 PM.

Discussion continued regarding the discretion of the superintendent and their designee in regards to facility requests.

Mrs. Savage closed the workshop at 6:26 PM.

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Respectfully submitted,

Kelly Salovitch

Chief Executive Assistant to the Superintendent

Approved by the School Board on 10/19/23.