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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
August 17, 2023
7:01 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

1. Call to Order

Chair Knutsen called the meeting to order at 7:01 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, Sandy Allaire, Acting Assistant Superintendent and Armaan Anthony, Student Representative.

c. Administrators Present: Kelley Brooks, Maria Watkins, Karl Ingoldsby, Angelo Fantasia, Lucy Canotas

3. Pledge of Allegiance

4. Approval of Minutes (00:01:00)

MOTION: Mr. Sapia motioned to approve the July 20, 2023 public meeting minutes; seconded by Mr. Sherwood. Motion passed 7-0-2 (Manthorn and Savage abstained).

MOTION: Mrs. McCormick motioned to approve the July 20, 2023 non-public meeting minutes; seconded by Mr. Woodworth. Motion passed 7-0-2 (Manthorn and Savage abstained).

5. Delegates and Individuals (00:03:44)

None.

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

6. Student Representative (00:05:00)

Mr. Anthony discussed the various facility projects happening around the schools and how the schools are transitioning to begin a new school year along with the events and deadlines for students.

7. Current Business

a. Project Updates (00:08:10)

Mr. Ingoldsby provided the Board with an executive summary of project updates. Per the request of the Construction Committee, representatives from EEI (Mr. Mike Davey, Mr. Brad Prescott,

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and Mr. Chris Roy) attended this meeting to discuss various reports and the option of installing solar panels on the main campus. Mr. Ingoldsby informed the Board that Preservation Timber Framing provided a detailed report on repairs and maintenance required at Atkinson Academy, including immediate structural repairs needed for the belfry. Mr. Davey's presentation included projects that were currently happening and upcoming throughout the district. He also mentioned the options of applying for the CHIPS and IRA grant. Discussion ensued regarding the benefits and costs of solar panels, the timeline of the lease projects, and the CMU report on the integrity of the walls. Mrs. McCormick inquired about the installation of a playground fence at Danville Elementary and Mr. Ingoldsby explained that it is on hold due to budgetary reasons. Discussion ensued regarding the structural integrity of the High School's canopy and Mr. Ingoldsby explained that he is requesting estimates; the consensus of the School Board is to move forward on addressing this concern.

b. Assistant Treasurer Nomination (00:46:39)

Mrs. Watkins nominated Debra L. DeSimone as Assistant Treasurer for the School District.

MOTION: Mr. Sapia motioned to accept the nomination of Debra L. DeSimone as the Assistant Treasurer of the Timberlane Regional School District; seconded by Mrs. McCormick. Motion passed 8-0-1 (Sherwood abstained).

Chair Knutsen thanked Gloria Dodge for her service as the Assistant Treasurer for the school district.

Mrs. Watkins mentioned that the audit was accomplished within two days and Mrs. Oliver had all documentation required for them.

c. Athletics Emergency Action Plan (00:48:40)

Mr. Fantasia presented the updated 2023 Athletics Emergency Action Plan for the School Board to review and explained that this document will be continually updating. He complimented Gina, the athletic trainer, the coaches and students for their hard work practicing drills.

d. Enrollment Update (00:52:50)

Mrs. Canotas explained that there are four (4) pressure points and Danville School's grades 2 and 4 are no longer at capacity. Mr. Krieger expressed that they are continually looking at this and are confident that the supports and pieces are in place to meet the needs of the students in those classrooms. Discussion ensued regarding the message to present to parents concerned about these class sizes and the solicitation of two (2) positions.

e. New Job Description for ED and ASD Programs (01:01:29)

Mrs. Brooks presented a summary on the ED and ASD programs and a request to update the job descriptions to reflect their responsibilities of ED Program Social Worker, ED Program Special Education Paraeducator, and ASD Program Special Education Paraprofessional.

MOTION: Mrs. Manthorn motioned to accept these job descriptions; seconded by Mr. Woodworth. Motion passed 9-0-0.

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f. Audit Engagement (01:05:52)

Mr. Krieger explained that this document is authorization to begin the audit process.

MOTION: Mrs. Savage motioned to authorize the School Board Chair to sign the audit engagement letter with an estimated fee of \$28,500 which does not include additional work for grants or any other items; seconded by Mrs. Manthorn. Motion passed 9-0-0.

g. Budget Committee Proposed Schedule (01:07:19)

Mr. Krieger explained that this is the proposed schedule for the Budget Committee. Mrs. Woodworth clarified that anyone is welcome to attend the facility tours and the meetings in September and encouraged the public to attend.

h. SNHU College Fair Donation (01:08:00)

Mr. Krieger noted that this donation would not be used for advertising or to promote SNHU but is to support the district's college fair.

MOTION: Mrs. Manthorn motioned to accept the \$1,000 donation from SNHU to be used for the TRHS College Fair; seconded by Mrs. Savage. Motion passed 9-0-0.

i. Policies (01:09:40)

MOTION: Mrs. Savage motioned to accept Policy GBED/ADC/JICG for first read; seconded by Mr. Sapia. Motion passed 9-0-0.

Mr. Krieger explained that Policy JLCF is time sensitive and needed to be submitted with the Free and Reduced application; the Policy Committee reviewed the policy prior to the School Board meeting and was approved to move it forward to the School Board.

MOTION: Mrs. Savage motioned to waive first read and accept Policy JLCF for second read; seconded by Mrs. Manthorn. Motion passed 9-0-0.

8. Administrator's Report (01:12:00)

Mrs. Allaire noted that fifty-one (51) new hires were added to the buildings and professional development occurred to start preparation for the beginning of the school year.

Mr. Krieger invited the School Board to the Welcome Message presentation and to the following events. He presented the schedule of events for the three (3) days of professional development.

9. Personnel Report (01:15:50)

MOTION: Mrs. Manthorn motioned to accept the nominations of:

- 1. Jennifer Najjar, School Adjustment Counselor at Timberlane Regional Middle School**
- 2. Jessie Craig, Special Education Teacher at Pollard Elementary School**
- 3. Terri Demaine, Out of District Coordinator at Timberlane Regional School District (50% position)**
- 4. Cathleen Lonergan, Out of District Coordinator at Timberlane Regional School**

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District (50% position); seconded by Mr. Sherwood. Motion passed 9-0-0.

MOTION: Mrs. Manthorn motioned to accept the professional resignation of Kathleen Fleming-Clemente, School Psychologist at Danville Elementary School; seconded by Mrs. McCormick. Motion passed 9-0-0.

MOTION: Mrs. Manthorn motioned to accept the title change of Ms. Robin Ahern from Administrative Assistant School Counseling/Registrar to Senior Administrative Assistant School Counseling/Registrar; seconded by Mr. Sherwood. Motion passed 9-0-0.

Mrs. Manthorn read into the record the following Professional Nominations, Resignations, and Retirements:

I. Professional Nominations

1. Karen Chiarella, Social Worker at Timberlane Regional Middle School
2. Dawn Thurlow, Special Education Teacher at Timberlane Regional High School
3. Kathryn Morris, Science Teacher at Timberlane Regional Middle School
4. Emily Albright, Grade 4 Teacher at Sandown North Elementary School
5. Erin Nielsen, Science Teacher at Timberlane Regional Middle School
6. Mark Verry, Math Teacher at Timberlane Regional High School
7. Ashley Wheeler, Special Education Teacher at Timberlane Regional Middle School
8. AmyJean Muskopf, Technology Integration Teacher at Sandown North

II. Professional Resignations

1. Kim Workinger, Science Teacher at Timberlane Regional High School
2. Lisa Vadala, Special Education Teacher at Sandown North Elementary
3. Denise St. Hilaire, Grade 4 Teacher at Sandown North Elementary
4. Maria Kendall, Grade 3 Teacher at Danville Elementary School
5. Matthew Velonis, Grade 5 Teacher at Pollard School
6. Michelle Addario, Spanish Teacher at Timberlane Regional High School

III. Professional Retirement

1. Nancy Green, Media Specialist at Timberlane Regional High School

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Mr. Sherwood read into the record the following Professional Nominations and Professional Resignations:

I. Professional Nominations

1. Katy Lyons, Grade 3 Teacher at Danville Elementary School
2. Benjamin Hellman, English Teacher at Timberlane Regional High School
3. Kerri Giard, Business Education Teacher at Timberlane Regional High School

II. Professional Resignations

1. Susan Ferullo, Special Education Case Manager, Pollard School
2. Anne Epperson, English Teacher, Timberlane Regional High School
3. Tracey DeMarco, Special Education Teacher, Timberlane Regional Middle School

10. Vacancy Report (01:20:00)

Discussion ensued regarding the open positions in the Special Education Department. Mrs. Brooks detailed her experience with interviewing candidates and offers to prospective employees.

11. Committee Reports (01:22:00)

Mrs. Manthorn informed the School Board that Policy Committee met today and policies will be coming to the School Board soon.

Chair Knutsen explained that the next Safety Committee meeting will be on September 12th.

Mrs. Savage detailed the activities happening on campus and congratulated Mr. Anthony for his admission onto the Varsity Soccer team. She asked Mr. Henderson to feed future presentations onto the School Board's laptops for them to view.

MOTION: Mrs. Savage motioned to unseal the nonpublic minutes from 7/20/23; seconded by Mr. Sapia. Motion passed 7-0-2 (Manthorn and Savage abstained).

Chair Knutsen announced that they met with the TTA and is optimistic to get a contract signed with them.

Mr. Sapia explained that during the Construction Committee that a balance sheet has been requested to track the projects and Mrs. Watkins will be providing the spreadsheet.

12. Other Business (01:28:20)

Mr. Sapia motioned to ask for any project over \$5,000 or \$10,000 to the pleasure of the board, get identified thirty (30) days in advance.

Discussion ensued regarding the projects happening around the district and to confirm how the money is being spent and to track the expenditures. Mr. Sherwood clarified that the request is for a list of upcoming projects with an estimated dollar value. Mr. Krieger expressed that they will work together to produce the spreadsheet in the prep session with a scheduled routine including an expected time and day with biweekly updates.

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13. Nonpublic Session (01:38:35)

There was no other business to come before the Board. Chair Knutsen announced they will be going into a non-public session and will not be returning to the public session.

MOTION: Mrs. Savage 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. Manthorn. Motion passed 9-0-0.

The Board was polled:

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

The meeting was closed at 8:41 PM.

Respectfully submitted,

Kelly Salovitch

Chief Executive Assistant to the Superintendent

Approved by the School Board on September 7, 2023.