

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 21, 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, Kim McCormick Excused Absence: Kristin Savage

Seated at the Board Table

Justin Krieger, Interim Superintendent
Sandra Allaire, Acting Assistant Superintendent

Administrators Present

Lucy Canotas, Director of Elementary Education
Karl Ingoldsby, Director of Plant Operations
Mark Pedersen, Director of Secondary Education

APPROVAL OF MINUTES – September 7, 2023

Mr. Sapia would like to have more detail included in the public minutes.

MOTION: Mr. Sapia motioned to push the acceptance of the public minutes off to the next meeting. Seconded by Mr. Sherwood Motion passed: 5-0-3 (Mrs. McCormick, Mr. Woodworth, Mrs. Knutsen abstained)

MOTION: Mrs. Manthorn motioned to accept the non-public minutes. Seconded by Mr. Sherwood Motion passed: 7-0-1 (Mrs. McCormick abstained)

APPROVED

DELEGATES & INDIVIDUALS

Bill Keane of Atkinson, NH said it is his understanding they are looking to charge the non profit Timberlane Tornados to use the fields and asked if that is a correct statement. Mrs. Knutsen said they do have a current policy for field usage which has charges in it. Right now, she said that policy has been suspended so currently the Tornados are not being charged. They are willing to look at that policy on October 2, 2023 at a workshop. Mr. Keane cautioned the Board not to be penny wise and pound foolish. The value that this program provides to the Town and the community is a small price to pay to support that.

Aram Zakian of Plaistow, NH voiced his concern and opposition to the consideration being given to revising the Use of Facilities Policy that was recently in place. He spoke in support of all the programs who use the facilities. Without these programs, they jeopardize the sense of community that these programs built. He believes this Board has more significant challenges to discuss. He urged the Board to consider ways to support after school programs rather than to impose additional challenges.

Jess Hudgins of Sandown, NH said she has been involved with the Timberlane Tornados for about 9 years. She would like to understand what has happened to prompt a change to the policy. She asked the Board to think this over and what they are trying to accomplish with this and hopes they do the right thing.

Ben Sharpe of Sandown, NH is the president of Sandown softball and baseball. He asked the Board not to charge the youth in the District to use the fields that we pay taxes on, we built them, and we paid for them and we should be able to use them.

Sheila Lowes of Sandown, NH doesn't believe this entire discussion should have ever taken place. There is no reason why we should be charging these non-profits. She said the bigger problem we are going to have is you have to charge everyone or nobody. The fee will trickle down to these parents. She referred to the \$750,000 surplus they had on July 1st and she doesn't understand why they feel they need to do this. She said this can be stopped with a motion stating we will not be charging non-profits. That is how this stops.

**MOTION: Mr. Sapia made a motion to move the remaining 18 minutes of Delegates and Individuals to the end of the meeting. Seconded by Mrs. Manthorn.
(Motion passed 7-0-0)**

APPROVED

STUDENT REPRESENTATIVE

Armaan Anthony provided his report remotely. He highlighted events happening throughout the District. Some of these included PTA meetings that were held in the District. The Middle School 6th graders participated in outdoor activities at Camp Lincoln. The High school held an Activities Fair and a College Fair.

CURRENT BUSINESS

a. Curriculum/Competency Revisions

Mrs. McCormick explained when revisions in curriculum come before the Board, it is sometimes a culmination of years worth of work. Sometimes the teachers feel there could be more streamlined ways to get the same information across to the students or they need more skill building in certain areas. Those teachers meet with curriculum coordinators and work in PLC's or committees with their colleagues. The teachers and curriculum leaders are well versed in state competencies and state and national standards. They work as teams and put their ideas together before they start revisions. Those revisions then go before Curriculum and Assessment and are reviewed and discussed. All revised documents you see tonight were unanimously approved by the Committee.

i. K-12 Science Competencies Revisions

Mr. Pedersen explained they have come to the Board with some science curriculum changes. Tonight is just a First Read and then it will be back for a Second Read. This is looking at changing some of the K-12 curriculum competencies to more streamlined K-12 articulation that is the same K-12. He referred the Board to the Executive Summary in their packet that talks about where we started and where we got to where we are now. They decided to come to the Board first with the competencies and if those are approved, they will change all the curriculum units using the same grid in the packet and then bring those curriculum documents forward as sort of the next round of approval.

Mrs. Canotas explained that as they change competencies for elementary, it was to hone in on what the expectations are for that unit and create some "I can" statements. Those will flow and adapt as we move forward over the year and years.

APPROVED

MOTION: Mr. Sapia motioned to approve these as a first read. Seconded by Mrs. Manthorn. Motion passed 8-0-0

ii. Grades 6 & 7 Social Studies Curriculum Revisions

Mr. Pedersen referred to the Executive Summary and the curriculum documents that go with that in your packet. Teachers believe there are some improvements that can be made with this. We are competency focused.

Competencies aren't lost, they are just rearranged where it is so we can do better job at how all these are taught.

This is the First Read and it went through the Curriculum and Assessment.

Mrs. Woodworth asked do they ever get student driven topics where they are teaching skill set and building competencies in an area that is interesting to them. Mr. Pedersen said the teachers are urged to be really student focused.

Mr. Pederson explained there are some content we have to get through but sometimes there is some opportunity within that content for student choice and voice and we really encourage that so we try to balance the two.

iii. High School Math Curriculum Revisions

Mr. Pedersen explained that since it is the teachers who are teaching those classes, we felt strongly there are some competency changes that need to be made and they are finding better ways to do things.

Mrs. Woodworth asked if there would ever be a possibility of a life application math curriculum.

Mr. Pedersen stated they have a life skills math for the students who are not taking the traditional math classes. They try to incorporate real life applications in math in all of our courses.

b. Policies

i. Motion to act on the First Read of Policies FEH, GDR, BEDG, IHBA, and IC/ICA

The school board reviewed the following policies for First Read:
Policy FEH – Supervision of Construction – Section D was added

APPROVED

Policy GDR – Work Rules for Staff – Recommended to repeal – obsolete

Policy BEDG – Minutes – Replaced with NHSBA’s policy which reflects 2021 amendments to RSA 91-A:3

Policy IHBA – Programs for Pupils with Disabilities – New language added in the last paragraph to reflect 2022’s SB 394 and HB 1513 language

Policy IC/ICA – School Year and School Year Calendar – Replace TRSD’s policy with NHSBA’s policy and withdraw Policy ICA.

Mrs. Woodworth wants to remove “his/her” and replace it with “they/them”.

There are some other grammatical changes that should be changed.

Mrs. Woodworth asked if we have a Clerk of the Works.

Mr. Sapia explained if you are doing a project, he thinks it is fair to say that EEI, even though they are the contractor and engineer and we have back up engineers for them, there are all kinds of coverage as far as things being done correctly.

Mr. Ingoldsby stated they have not used a Clerk of the Works for anything they have done while he has been here. EEI can provide oversight, engineering, architectural and construction management duties and we have a construction committee to oversee that.

MOTION: Mrs. McCormick motioned to accept these as a first read. Seconded by Mrs. Manthorn. Motion passed 8-0-0

ii. Motion to act on the Second Read/Adoption of Policies IIB, IKFC, IHBG, and JICD

The Board reviewed the following policies as Second Read:

Policy IIB – Class Size – Change since first read: “Paraprofessional” to “support”.

Policy IKFC – Graduation of Home Education Students – No changes since first read.

Policy IHBG – Home Education Instruction – No changes since first read

Policy JICD – Student Discipline and Due Process – No changes since first read.

Mrs. Allaire referred to the Executive Summary for Policy IIB, Class Size, which summarizes the recommended changes. She wanted to bring information to the Board on what the sub-committee looked at. She referred to the summary of the recommended changes to class size.

Mr. Woodworth commented that his recollection from the work session they had was that we were trying to move in the direction of making class sizes meet a standard but be a modest

APPROVED

change that wouldn't necessarily break the bank. Overtime, they would continue this work to try to improve the overall opportunities for all kids.

Mr. Sapia would like to see a bigger spread on how much would, for example, going from 22 to 23 students or 23 to 22 students, how much does that really impact the learning going on by just that one number. He said if he could, he would have class sizes at 10.

Mrs. Woodworth asked if this went into effect, would we have the space.

Mrs. Allaire said yes. The one building that might be potentially challenging if they were to looking at increases would be Sandown North. In Pollard and Danville, they would be OK.

Mrs. Knutsen asked if we implemented this, would the way in which the teachers taught the students change. Mrs. Allaire said they looked extensively at the research. A difference of one is not necessarily going to make or break or completely change someone's instructional practice but teacher efficacy is shown to have the largest potential impact on student learning outcomes.

Mrs. Manthorn was on the subcommittee. It was with the thought of being fiscally responsible, allowing administration to plan an appropriate amount of time and done in the constraints of our current budget and while planning for the next budget. She believes the Board should consider, if we are going to consider implementing this policy, that it should be done for the next academic year.

Mr. Sapia said this policy gets us further down the road. We should do everything we can do to make it as efficient and productive as possible for the education of the students.

Mr. Krieger commented to the Board that if you move ahead and do this, it will have some impact on some of our schools and some of our areas. It is not going to cover the complete picture so he encouraged the Board to look at this as a step toward a larger push to move in a direction that is more equitable across all four of our schools than just doing a stop gap and then stopping there. That doesn't move the Board to a direction they want to get to.

Mrs. Knutsen read IKFC – Graduation of Home Education Students - no changes from first read, IHBG - no changes from first read, JICD – Student Discipline and Due Process - no change from first read.

Mr. Sherwood referred to a section of Policy JICD with regards to the “Removal from the Classroom”. He is concerned with this being interpreted in a way that could tie a teachers' hands too much.

Mr. Krieger explained that what he is reading is a general outlook at outlining due process and principle. There are many things that would happen in schools that would cause serious concern

APPROVED

to the health, safety and wellness that those pieces of due process apply, but just not at that exact moment. They would get there but there is nothing withholding an administrator from removing a student from the classroom if they are making a judgement that it is a safety, health or wellness piece that is at stake.

Mrs. Knutsen understands what Mr. Krieger is saying, however, she can also see there is potential for which way to look at it.

MOTION: Mr. Sherwood motioned to return Policy JICD to look at the verbiage in the Removal of the Class back to the Policy Committee. Seconded by Mr. Sapia Motion passed: 8-0-0

Mrs. Woodworth said the only area in the policy where it says the principal will talk to the student's parents is only under Restriction from School Activities and nowhere else. She is hoping that if a student is in detention, a parent is going to be notified. She realizes they took out the "at least 24 hours prior" but asked if they can leave in "they will be notified".

MOTION: Mrs. Woodworth motioned for Policy JICD to look at including verbiage for parent notification in all aspects. Seconded by Mr. Sapia Motion passed: 8-0-0

MOTION: Mr. Sapia motioned to approve Policy IKFC and Policy IHGB for a Second Read. Seconded by Mr. Sherwood Motion passed: 8-0-0

MOTION: Mrs. Manthorn motioned for the Board to approve Policy IIB Class Size to be implemented in the 2024-2025 academic school year. Seconded by Mrs. McCormick Motion passed: 8-0-0

c. Facilities Update & Irrigation RFP

Mr. Ingoldsby referred to his Executive Summary. Mr. Sapia asked if the irrigation failure around the long jump pit was caused by the ton of work that was done down there or was it just a failure. Mr. Ingoldsby said this is the second time that part of the line has had a leak.

Mr. Sapia stated the lines will get blown out in November and stated the fields are very green. He mentioned the cabinetry is incomplete and since the irrigation system is working, to reallocate that \$150,000 into things that have a direct impact on the students in the classroom as it relates to facilities. He said it isn't that he doesn't want to do the irrigation, it is just that the season is pretty much over and he would like a budget on how far they could go with the cabinetry and fix some of those issues.

APPROVED

Mr. Ingoldsby said he is currently working with a cabinet maker and will be getting quotes. He is not ready to go with that yet. The irrigation system is something they are ready to go with and something that is needed.

Mr. Ingoldsby reviewed other upcoming projects with the Board. There was an Add Alternate to the RFP to move the irrigation lines from under the new jump areas to behind the area to prevent any damage to the new pads. The original estimate to the CIP and approved by the board was \$125,000. He explained the bid result was \$158,000 and he is looking for approval to move forward with this project for the additional cost of \$33,000 as part of the irrigation upgrade. Mr. Ingoldsby described the work that needs to be done. The permit process is part of the bid.

**MOTION: Mr. Sherwood motioned to approve the additional funds of \$33,000.
Seconded by Mr. LeCain Motion passed: 8-0-1 (Mr. Sapia abstained)**

ADMINISTRATOR'S REPORT

Mr. Krieger mentioned the retirement celebration next Wednesday. He wanted to present to the Board on how do we continue to tap some of these people who are retiring who still want to participate at whatever level they could. They are a good resource. He is looking forward to meeting and talking with them next Wednesday.

Mr. Krieger announced Mark Vien, who has been teaching for 25 years at the high school, was honored by NHIAA for his commitment and progress he has made over there. Mim Ryan, a retired teacher, was inducted into their Hall of Fame for her work in Field Hockey.

Mr. Krieger welcomed the new Plaistow Chief of Police, John Santoro.

They have attended PTA meetings across the District talking about ALICE and received positive feedback.

Mrs. Allaire talked about the ropes course they have on campus which was built with some grant funding. Included in the grant funding was preliminary training. For the past three days, they had six staff members from the Middle School and High School go through training.

Mrs. Allaire informed the Board that next week and the following week, they are sending just under 20 staff across elementary and middle school to the Universal Design for Learning and Innovation Network up in Concord, NH which is sponsored by the State of New Hampshire.

VACANCY REPORT

APPROVED

The Board reviewed the vacancy report and there were no questions.

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD

Mrs. Woodworth stated the Strategic Planning Committee is meeting October 19, 2023,

Mr. Sherwood said Mr. Ingoldsby covered a great deal of the CIP. CIP will be meeting again on October 10, 2023 and one of the things they talked about was prioritizing funds. The Budget Committee held tours of all the facilities. One of the other things they looked at were the buckets for other school board expenses and wondered if it would be possible to use some of the school board expenses to offset the cost and encourage any school board members who want to go to the upcoming retirement celebration.

MOTION: Mr. Sherwood motioned to allow the approval of those funds to offset the cost for school board members who want to attend. Seconded by Mr. Sapia Motion passed: 8-0-0

Mrs. Knutsen said the Policy Committee has some reviewing to do on October 5, 2023 and the Wellness Committee is meeting on October 11, 2023. There is an Early Release Day on September 27, 2023.

Mr. Woodworth gave a shout out to the middle school cross country team for their show of incredible sportsmanship during their competition in Windham.

Mrs. Knutsen said the Facility Usage workshop will be held at the SAU on October 2, 2023 at 5:00 pm.

OTHER BUSINESS

Mr. Sapia asked if they could get all their committee meetings on the calendar of events because some are and some are not.

Mr. Sherwood mentioned to Mr. Krieger that at the last Budget Committee meeting, they were asking about the one or two items they passed on to us that the schoolboard voted against. They

APPROVED

would like to have an official notification, email form is fine, to let them know the reasons for the altering or changing any recommendations they made.

Mr. LeCain visited the two Sandown schools which were very clean. He mentioned he met the new administration at Sandown North, Mrs. Yacek and Mrs. Rivers. From a cultural perspective, they were very engaging and represented very well.

NON-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. Sapia Motion passed 8-0-0

The Board was polled:

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

Mrs. Knutsen announced the School Board will not be returning to Public Session. The Board entered nonpublic session at 9:13 pm.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on October 5, 2023