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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
October 19, 2023
7:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present

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

Seated at the Board Table

Justin Krieger, Interim Superintendent

Administrators Present

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

APPROVAL OF MINUTES

MOTION: Mrs. Woodworth motioned to approve the workshop minutes as amended. Seconded by Mrs. McCormick Motion passed: 7-0-1 (Mr. LeCain abstained).

MOTION: Mr. Sapia motioned to approve the October 5, 2023 public minutes. Seconded by Mr. Sherwood Motion passed: 7-0-1 (Mrs. Manthorn abstained)

MOTION: Mrs. McCormick motioned to accept the nonpublic minutes of October 5, 2023. Seconded by Mr. Sherwood Motion passed: 7-0-1 (Mrs. Manthorn abstained)

APPROVED

STUDENT, STAFF & FAMILY SHARE

Four 6th Grade students from different schools and towns came before the Board to talk about their individual experiences from the time spent at Camp Lincoln at the outset of their 6th grade year. They talked about the new friends they made and their favorite experiences and what they learned.

**MOTION: Mrs. Manthorn motioned to move the 30 minutes for Delegates and Individuals to the end of the meeting. Seconded by Mrs. Woodworth
Motion passed 8-0-0**

STUDENT REPRESENTATIVE

Armaan Anthony presented his report remotely on the events occurring at the schools. Some highlights included a field trip planned at Sandown Central to the fire station on October 20th and a Halloween parade. Parent Conferences are scheduled at Sandown North. Danville Elementary is holding a fall festival sponsored by the PTA on November 3. Atkinson Academy is holding a fall festival and a scholastic book fair will be the week of October 30. Pollard will have a Halloween party and a parade on October 30. The high school PSAT results for juniors will be available mid-November.

CURRENT BUSINESS

a. Athletics Annual Report

Mr. Fantasia presented his Annual Athletics Report to the Board and spoke on the highlights of the 2022/2023 school year. During the 2022-2023 school year, the Timberlane Regional Athletic Department organized and coordinated over 700 sporting events between the middle school and high school levels. Mr. Fantasia spoke on the outstanding accomplishments on the field. He also spoke on the outstanding accomplishments in the classroom. NHADA/NHIAA recognized 26 high school senior scholar-athletes for their excellence in the classroom, as well as on the playing field. He also spoke on the NHIAA student leadership trainings.

Mr. Fantasia spoke on how grateful he is for all the coaches, kids, parents and families for all they do.

Mrs. Woodworth asked about the Student Leadership trainings and how many go through that. Mr. Fantasia said he will train at any time in a 4-year cycle with 100 kids.

APPROVED

Mrs. Woodworth asked if there are partnerships with younger students. Mr. Fantasia explained one of the things they have been doing for several years is they like to get the student leaders connected with the middle school 8th grade student leadership.

Mr. Krieger asked if he could let them know the percentage of coaches that are also Timberlane staff. Mr. Fantasia said they are very fortunate in that they have a lot of staff who are also coaches and some coach more than one sport. He will get the percentage for Mr. Krieger.

b. Policies

Policy JICD: Student Discipline and Due Process was before the Board for a Second Read/adoption. There have been no changes since First Read.

MOTION: Mrs. Manthorn motioned to accept Policy JICD as a Second Read. Seconded by Mr. Woodworth Motion passed 8-0-0

Policy KCD: Public Gifts and Donations was before the Board as a First Read. The changes to the policy are in red. Mr. Sapia questioned the range of \$5,000 - \$20,000. Mrs. Knutsen said they didn't give any rationale for that.

MOTION: Mrs. Woodworth motioned to accept Policy KCD as a First Read. Seconded by Mrs. Manthorn Motion passed 8-0-0

c. Assessment Calendar

Mr. Krieger said this calendar sets the stage for how things will roll out, organize ourselves on how we collect student data, and to organize teachers about how those pieces are rolling out in schools. This is something that is brought before the Board on an annual basis to update the Board on the master calendar and the comprehensive approach in terms of how they are looking to get data from the students. It is also used not only to make decisions that will drive instruction, but also to have assessment that is letting us know where we are in certain points in time.

d. Sub Rate of Pay

Mrs. DeCinto presented her Executive Summary to the Board. She is requesting a substitute employee pay increase. They want to increase the rates in order to be more competitive. She informed the Board they currently have 79 active substitute teacher/paraeducators and 3 substitute nurses employed by the District but continue to have a difficult time filling substitute assignments, especially paraeducator assignments, as the pay rate is much lower than teacher sub assignments. We currently have 29 paraeducator vacancies with most of

APPROVED

them at the secondary level. We have not increased the pay for substitute employees since FY 2022.

Mr. Sapia asked about offering half days and full days. Mrs. DeCinto said they can do a half day assignment or full day. Mr. Sapia commented that when someone leaves at 2:15 pm when all the students leave, they get docked an hour so it isn't really a full day. We are trying to entice people to come and show up and suggests the subs can leave once the students are out of the building.

Mrs. Woodworth asked if this change would begin this year and going forward. Mrs. DeCinto said yes it would.

Mr. Sherwood said there is an inability to find substitute teachers on a regular basis at every one of our facilities and is causing an extra drain and stress and workload on the teachers that we currently have who are shouldering the burden. The money doesn't fix everything but this will get them the help they need.

Mrs. DeCinto announced they will be having a Substitute Fair on November 8th in the high school cafeteria from 5:00 pm to 7:00 pm.

**MOTION: Mr. Sherwood motioned to approve the proposed substitute pay rate.
Seconded by Mr. Sapia. Motion passed 7-0-1 (Mr. Woodworth abstained).**

e. Draft Warrant Articles

Mrs. Knutsen reviewed the draft warrant articles.

Mr. Krieger said the TTA collective bargaining agreement will be on as Warrant Article #3. This will be a standing agenda item so they can refine the language and start filling in numbers as time goes on. The Atkinson Academy tower is Warrant Article #13.

Mrs. Watkins spoke about the tower at Atkinson Academy. She stated this work is required to be done according to the Articles of Agreement and is concerned if this goes before the voters for a vote and it doesn't pass, it cuts their ability to make progress on the restoration of the tower. There is a grant we can apply for. It is her thought, if we get the grant and we can split the project in two or three phases, then with our existing capital budget, fund those phases for that and not have a delay if the warrant article gets voted down.

Mrs. Knutsen mentioned normally grants are for things not part of our budget and asked if they should be doing a warrant article for this if we want to do a grant.

APPROVED

Mrs. Watkins suggested waiting to put this as a warrant article because they don't know how much the grant will give us or how much the project is and see if they will have enough money in their capital budget.

Mr. Sapia said after sitting on those committees and listening to the gentleman from Maine, this is to be done in three phases. He recalls the first phase is \$100,000, the second phase is \$125,000 and the last phase was about \$500,000. He believes it makes sense to expend the cost out of the capital line for the first and second phase, and for the third phase, which isn't critical but must be done, put as a warrant article after they find out how much money they can get from the grant.

Mrs. Knutsen asked when the is grant due. Mrs. Watkins said, according to the gentleman, they can get a substantial amount of money from the grant for this project. She doesn't know where they are in the application for the grant but will bring updates to the Board at the next meeting.

Mr. Sherwood explained under the Articles of Agreement, we are legally obligated to do the work and address the issue.

Mr. Watson spoke on the solar panels. She said the first lease payment isn't due until July 2024. Our current budget has the \$2 million payment for the lease. She asked the Board if they would be open to contemplating using those funds for the solar panels.

Mr. Sherwood spoke on that. He stated the CIP talked about this and in order to be clear and honest with the public, we would need to present this to the public and educate them on the benefits of the solar panels.

Mr. Sapia thinks if we have the money available, we should encumber it to make that payment, which is what the money is for. He believes that ultimately, the taxpayers should be making the decisions as to what road we go down.

ADMINISTRATORS' REPORT

Mr. Krieger recognized Kelly Salovitch and Ken Henderson for securing a grant for Strong Connections which will help us with safety equipment and camera work to almost \$250,000.

They are holding their leadership meetings in the schools and the last school they visited was at Pollard. He talked with 14 kids individually and all of them could identify some piece of learning. He encouraged parents and guardians to ask the kids what have they learned instead of asking them what they have done.

The next Budget Committee meeting will be on October 26th. At that meeting, they will hear from Athletics, the Music Department and both the secondary schools for their budget.

APPROVED

They are currently working at the Middle school to really build up the Advisory Program there.

A high school student reached out and invited him to participate in a Relay Race at 1:00 PM tomorrow at the high school. Students, teachers and the administration group will be participating in the relay race.

PERSONNEL REPORT

Mrs. DeCinto stated there has been no change to the vacancy report from the last time. They did hire the student support coordinator.

MOTION: Mrs. Manthorn motioned to accept the professional nomination of Travis Burnham, Special Educator at Timberlane Regional Middle School. Seconded by Mr. Sherwood Motion passed 8-0-0

MOTION: Mrs. Manthorn motioned to accept the professional resignation of Nicole DeNisco, TRMS Science Teacher. Seconded by Mr. Woodworth Motion passed 8-0-0

COMMITTEE REPORTS

Mrs. Woodworth stated the Strategic Planning Committee met today and it was a great group of individuals presenting across the seven buildings. The next meeting is November 6, 2023.

Mrs. McCormick also mentioned the Strategic Planning went great.

Mr. Sherwood said they had their special meeting regarding irrigation. They are going over the information from the 2016 irrigation study and more information will be forthcoming. The CIP reviewed spending on the 2024/2025 projects. The TTA negotiations are moving along. They have not come to an agreement yet but he is cautiously optimistic. They have similar goals in sight. The Budget Committee met and talked about the variance over last year's spend from the schools.

Mrs. Manthorn said the Wellness Committee met last week and they did a revision of the mission statement and goals. She read the statement aloud for the public.

Mrs. Knutsen said the Safety Committee met on Tuesday this week. ALICE is rolling out and they will meet again in November. The TTA negotiations continue and are going really well.

Mr. Woodworth is looking forward to the Policy Committee meeting. He went to the Fun Run at the middle school the other day.

APPROVED

Mr. Sapia attended the CIP meeting. He attended the Facilities Committee meeting and there is a potentially saggy pipe in the septic system at the high school which they will look into further.

Mr. Sapia thanked the Tornados for helping the Girls Field Hockey team get their game in.

Mr. Sherwood also stated that at the Budget Committee meeting, Atkinson Academy will be making a request of the School Board for a stipend not to exceed \$2,000 to start a Computer Coding Club.

Mrs. Knutsen announced the tentative Joint School Board and Budget Committee will meet on December 14, 2023.

OTHER BUSINESS

Mr. Sapia spoke on the RFP and RFQ process and made the following motion.

MOTION: Mr. Sapia motioned that all services, projects and contracts that are estimated to exceed the cost of twenty thousand dollars shall follow the following process, with no exception; RFP/RFQ shall be posted in all of the following places, but not limited to: construction summary, work in progress, construction connection, dodge report, school website. No work shall be awarded unless there are a minimum of three bids submitted by qualified companies during the bidding process. In cases where there are less than three bids, the District shall immediately put the request out to be bid again. All subcontractors work will follow the file sub-bid process, exercising the same said above resources. All sub contract work and/or services y general contractors, construction managers and/or services that are estimated to exceed ten thousand dollars, shall require the said above bid process and notification to the school board. No additional extensions/addendums to the scope of work and/or services that is part of a project, contract, and/or consultant, shall be awarded without the approval of the school board. Work and/or services shall not be reduced or divided into multiple contracts and/or projects to avoid the said above process. In the case of an emergency and/or failure, this process may be waived by the Superintendent and/or the school board to reduce the impact of the emergency. All consulting, services, and contractual work is to be presented to the school board prior to work being posted and/or awarded. This motion, if approved, will be strictly enforced. *There was no second to the motion.*

Mr. Sapia explained this tightens up the process.

Mr. Sapia suggests, if the Board supports the District on this, it should go to Policy and be incorporated into the policy.

APPROVED

Mrs. Knutsen asked Mr. Krieger what impact would this have on the operation. Mr. Krieger said there would be a change to the posting requirements, a change to the minimum bids, a change to additions, a change to the notification of the School Board for posting and awarding.

He would like to have the opportunity to talk with the team who implements that work and see if any of these changes would have a detrimental affect either on the speed of the projects getting done or their ability to solicit bids. He also wants to understand what is in their current policy.

Mrs. Knutsen thinks this language needs to go to the Policy Committee to see what it states and Mr. Krieger can do his research.

Mrs. Manthorn asked if they could get this on the Policy Committee agenda for their next meeting and Mr. Krieger said they could. He wants to be sure any decisions don't have unintended consequences.

Mr. LeCain stated he would need to see this all laid out and can't support this motion. He said they should draw it up and bring it to Policy and they can do their research.

Mrs. Watkins reviewed the current process and policy with the Board.

Mrs. Knutsen said in order for us to make a good, sound decision, this should go to Policy and Mr. Krieger can do his research and then it can come back before the Board.

Mrs. Watkins would like Mr. Ingoldsby to attend the Policy Committee meeting when they review this.

Mrs. Woodworth asked for clarification who they know that they contact. Mrs. Watkins explained they have a database of vendors they can access to send the RFP's to.

Mr. LeCain asked if it always goes to the lowest bidder or how do they assess that. Mrs. Watkins explained they always check references and have the vendor explain how they will do the project. They don't always go with the lowest bidder.

Mr. Sherwood looks forward to hearing back on this and asked Mrs. Watkins if she sees any disadvantages to the four areas where the RFP/RFQ is posted. Mrs. Watkins said not at all.

Mrs. Woodworth asked who ultimately has the final decision on who is awarded the bid. Mrs. Watkins explained there is a group of people who are involved in making the decision.

Mr. Sapia withdrew his motion.

There was no other business before the Board.

APPROVED

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. Sherwood. 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 stated the Board will not be back into public session.

The public meeting adjourned at 8:31 pm.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on November 2, 2023