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
December 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, Kim McCormick, Katie Knutsen, Paul LeCain, Mark Sherwood, Shauna Manthorn Excused absence: Kristin Savage

Seated at the Board Table
Justin Krieger, Interim Superintendent
Sandra Allaire, Acting Assistant Superintendent
Armaan Anthony, Student Representative

Administrators Present
Mark Pedersen, Director of Secondary Education
Karl Ingoldsby, Director of Plant Operations
Maria Watkins, Business Administrator/CFO
Kelley Brooks, Director of Special Education
Fran DeCinto, Director of Human Resources
Dr. Campbell, Assist. Principal Alternative Programs
Christopher Snyder, Principal Danville School
Ginger Drechsel, Director of Student Services

APPROVAL OF MINUTES

MOTION: Mrs. Woodworth motioned to accept the November 16, 2023 public minutes as amended. Seconded by Mrs. McCormick Motion passed: 8-0-0

MOTION: Mrs. Manthorn motioned to approve the November 16, 2023 non-public minutes as written. Seconded by Mr. Sapia. Motion passed: 8-0-0

APPROVED

STUDENT, STAFF & FAMILY SHARE

Principal Snyder from Danville Elementary introduced students who are on the Danville Student Council to talk to the Board about things they have done so far and what they have planned coming up. Members of the student council talked about how they organized a bus safety assembly and a Fall Festival. The Council had put together a Kindness Spirit Week. The students also described an upcoming winter gear drive. They also plan to have more options for the students during recess.

DELEGATES AND INDIVIDUALS

MOTION: Mrs. Manthorn motioned to move the remaining 30 minutes to the end of the meeting. Seconded by Mr. Sapia. Motion passed: 8-0-0

STUDENT REPRESENTATIVE

Armaan Anthony presented his report highlighting the events and activities throughout the schools in the District. The winter music concert season is underway at all the school levels. Sandown North staff have been bringing in items for the Sandown Giving Tree. Danville PTA is hosting a holiday shopping and movie night. Atkinson Academy students are learning about the U.S. Government and how it works. Dr. Preble's student leadership team at the middle school has officially named themselves the Student House of Representatives. Mealy Meals basket winners have been announced. Proceeds go to families in need in our district. The high school Business Honor Society held their induction ceremony. The middle and high school submitted 701 cards to the military challenge this year. Winter sports at the middle and high school are underway.

CURRENT BUSINESS

a. ELO Update

Dr. Campbell presented his ELO update to the Board. This year they have over 30 ELO opportunities. Two students spoke on their experience with their ELO at Parkland Hospital and plan to go into nursing. Another student spoke on her experience working with the Special Education Department at the middle school with hopes of getting into Special Education. Another student is interested in becoming a meteorologist and a video was shown of him giving a weather report.

Dr. Campbell explained the ELO program is student driven and the program offers elective credits to students who choose to participate in an ELO program.

b. TRHS Harvard Model Congress Trip

Mr. Pedersen is requesting that the Board approves an overnight trip in February. This is an annual trip that has been offered for years. It is a great learning experience for those students. It allows high school students to participate in the prestigious model congress simulation.

MOTION: Mrs. Manthorn motioned to approve the overnight Harvard Model Congress Trip. Seconded by Mr. Woodworth Motion passed 8-0-0

c. Program of Studies – First Read

Mr. Pedersen presented the Program of Studies to the Board for review and approval as the First Read. He would like for it to be approved so it can go to print over Christmas break. He referred to his Executive Summary which outlines the changes that were made and includes the proposed Program of Studies for the 24/25 SY. He explained the biggest change that was made was the archiving of some programs which are low enrollment courses. This will enable them to bring those courses back at some point in the future.

MOTION: Mrs. McCormick motioned to approve the Program of Studies as a First Read. Seconded by Mrs. Manthorn. Motion passed 8-0-0

d. Water Service Agreement

Mr. Ingoldsby presented this proposal. Pennichuck Water is the company that provides monitoring and testing services for our water system. He is requesting a new 5- year agreement with Pennichuck Water. Their cost is increasing 17%, however, they are still lower than the other companies they solicited bids from. The last agreement they had with them was a 5-year agreement.

Mr. Woodworth said he feels comfortable going with Pennichuck.

MOTION: Mrs. Manthorn motioned to approve the water service agreement with Pennichuck Water. Seconded by Mr. Sapia. Motion passed 8-0-0

e. Phase II of $25 Million Lease

Mr. Ingoldsby presented Phase II of the $25 million lease. The Construction Committee had a meeting on October 23, 2023 and there were multiple discussions about different items that we could move forward. They are starting to look at the third phase of the lease as well. He referred to his Executive Summary which describes the projects that are nearing completion and the items that are being recommended for the second phase of the lease by the Construction Committee. The total of $8,568,425 is for recovering the high school roof.

Mr. Sapia stated, in light of some different ways of looking at this, he would like to revisit this and send an invitation to the Construction Committee for one day so we can sit down to drill into some of this stuff. He wants to make sure the Construction Committee takes a second look at this. Information and data is valuable to us and he stated they have new data and there is the need to obtain some more data before we move forward. Mr. Sapia said they don't really lose time on this, maybe only two weeks to a month. He believes it is worthy of a deeper look. He would like to do this on Monday and move forward in a very strategic way.

Mrs. Knutsen agrees with Mr. Sapia. She stated that she heard from a couple members on that committee asking the Board to wait and have that meeting on Monday and then have it come back to the Board at their next meeting in December. She asked if another Board member would be interested in being on the Construction Committee so they have two Board members on it. Mr. LeCain said he would like to be on the committee.

It was the consensus of the Board to have this meeting on Monday.

f. CIP Recommended Projects

Mr. Ingoldsby reviewed the recommended FY2025 CIP projects and their associated costs that were provided in his Executive Summary. The total cost of the projects is $1,578,396.00. They have $1,892,000.00 slated for CIP this year.

Mr. Sapia doesn't believe the masonry walls at Danville and Sandown Central are critical. He wants to make sure that we are strategically allocating our resources to where things are critical. He would like to take this list, and the list with the lease projects, and review them collectively Monday night with the Construction Committee and banter some stuff around.

Mr. Woodworth asked about the windows at the high school. He said they had talked about them and Mr. Ingoldsby was going to let them know about how much money they are losing in terms of heat loss through those windows and if they should be moved up in our long-term planning.

Mr. Ingoldsby believes the windows are important, however, the windows in the high school is a massive undertaking. The estimates he has received are around $500,000 which is a rough estimate because they haven't done any engineering or architectural work. The energy savings, being that the building is a gas building, the savings would be anywhere between 15% to 50%.

Mrs. Watkins stated the Construction Committee has requested a study be done on the windows which will be coming forward to the Committee in January.

Mrs. Knutsen agrees with taking these projects back to the Construction Committee. She asked if the Board is willing to approve the HVAC so they can move ahead and let the rest of this list go to the Construction Committee on Monday. The Board was in agreement.

Mrs. Woodworth asked if the HVAC at the middle school should also be part of the motion since they are in the same timeframe.

MOTION: Mrs. McCormick motioned to approve the roof project at the high school and the HVAC projects at Atkinson Academy, Timberlane Middle School and Timberlane High School pending the Construction Meeting outcome on Monday. Seconded by Mr. Sherwood. Motion passed: 8-0-0

g. Facilities Update

Mr. Ingoldsby talked about the two new high school boilers. They are online as of Monday and are fully operational now. They will be upgrading the controls and the valves. The old boilers will be ripped out on Monday.

Mrs. Woodworth stated that Sandown Central is still requesting a fence and asked how many children are running while at recess. Mr. LeCain said that he and Mr. Sherwood met with Mr. Krieger and Mrs. Allaire and the educators at Sandown Central today. They discussed the need to have a fence installed for the students while at recess. The fence will go behind the playground. Mr. Ingoldsby believed the cost of the fence to be approximately $23,000.

MOTION: Mr. LeCain motioned to install a fence at Sandown Central. Seconded by Mr. Sherwood. Motion passed 8-0-0

h. Tractor bids

Mr. Ingoldsby is requesting the approval of the purchase of a John Deere 4066R 55 hp tractor from Rosencrantz. This would include a 6 year extended warranty and includes some attachments. He explained that used equipment goes to the State Auction.

APPROVED

MOTION: Mr. Sapia motioned to approve the purchase of a John Deere 4066R tractor with the extended warranty. Seconded by Mr. Sherwood Motion passed: 8-0-0

i. FY2025 Default Budget

Mrs. Watkins presented the default budget to the Board for review.

Mr. Sherwood said the way this packet was put together was invaluable for him to understand and then to be able to present it in a way that would make sense to the average person and it was well put together.

Mr. Sapia said there is a fine line between some things that are considered to be in the Capital budget and in the Maintenance budget. Mrs. Watkins explained how both budgets are very well defined.

Mr. Sapia asked for a breakdown of what the impact would be on $500,000 to the taxpayers in each town.

Mrs. Watkins said the first draft of the proposed budget was almost $600,000 over the default budget. She explained the Budget Committee has tasked us with an exercise of trying to come up with $2.5 million of items that could be taken away from the budget. She said this is an exercise for us, not that they want to take away $2.5 million.

Mr. Sapia asked what percentage of the budget is discretionary and was informed it is about 30%. Mr. Sherwood stated the salary and benefits are 70.6% of the budget.

j. Special Education Budget Transfer

Mrs. Brooks presented her Executive Summary to the Board which explains the reason for her requesting budget transfers. Mrs. Brooks explained the Special Education Department has been unable to fill positions and they have had to hire staff from multiple agencies in order to meet legal obligations. She is requesting those salaries to be moved from the vacant positions to the contracted services lines.

MOTION: Mrs. Manthorn motioned to approve the budget transfer requests for special education services in the amount of $588,857.00. Seconded by Mrs. McCormick. Motion passed 8-0-0

k. TTA Tentative Agreement Ratification

Mr. Krieger stated they were hoping to bring this to the Board tonight. The Executive Summary they have still stands but they are still in conversations with the Board attorney and administrative team about generating that exact number for the warrant article. He stated they are going to need a little bit more time to do that. The intention is to bring it back to the Board on December 21, 2023 and to have that same Executive Summary stand but to have a really clearly defined number. He explained we want to be careful when we report that out that it is the number that stays.

l. Draft Warrant Articles

The warrant articles have gone from 14 down to 9. Mr. Krieger explained the feedback from the Board has been to prioritize the warrant articles. They had talked about some to be removed and they will seek either alternative means to pursue them or they will be put off for a year in terms of making that request at a later date in time.

9. **ADMINISTRATORS REPORT**

Mrs. Drechsel described the partnership they are entering into with the Center for Life Management (CLM). She described the supports they will be able to provide to families and will have an MOU written. This will be a useful partnership for us and she is looking forward to it growing over time. CLM is a mental health agency and it is for local community mental health care.

Mrs. Allaire was at the high school last Friday. She explained that many of them in their roles as directors, principals and school leaders, are affiliated with regional groups they can connect with colleagues across the state. Last Friday, the high school hosted the Regional High School Principals meeting which meets once a month. They had approximately 15-16 principals attend from other high schools across the state. Through that forum, they had about 15 students who are involved in the Life of an Owl program present to those principals about this student leadership program. The program is designed to support quality peer interactions. About a month ago, this group hosted five other regional high schools and student groups who would like to start a similar program unique to their own school. Mrs. Allaire commented that we have great leadership opportunities in our school and we have become a model for other schools and districts across the state.

Mr. Krieger updated the Board on the RFP process. There are two open RFP's. One is for the irrigation with a closing date of December 16, 2023 and they recently posted an RFP for the pond dredging and expansion with a closing date of December 16, 2023.

APPROVED

Mr. Krieger recognized two sophomore students at the high school from Atkinson and Plaistow. They have been selected as the 2024 Hugh O'Brian Youth Leadership representatives for Timberlane. Mr. LeCain commented on the many opportunities this program offers.

10. PERSONNEL REPORT

MOTION: Mrs. Manthorn motioned to accept the professional nomination of Meaghan Guanci as Media Specialist at the high school. Seconded by Mr. Woodworth. Motion passed 8-0-0

MOTION: Mrs. Manthorn motioned to accept the professional resignation of Mandy Schisler, Grade 5 teacher at Pollard Elementary. Seconded by Mrs. Woodworth. Motion passed 8-0-0

11. COMMITTEE REPORTS

Mrs. Woodworth – She gave an update on the Strategic Planning meeting and the next meeting will be on December 21, 2023.

Mr. Sherwood – Reported on the Budget Committee meeting and the items that were discussed.

Mrs. McCormick – Curriculum assessment met on Tuesday and some changes to the middle school will be coming to the Board at their next meeting.

Mrs. Manthorn – Policy met and they got through the entire agenda. Several policies will be coming to the Board at the next meeting for a First Read.

Mrs. Knutsen – Safety Committee will meet next Tuesday.

Mr. Sapia – Recognized Pearl Harbor Day.

Mr. Woodworth – Commented on the time that was spent on the Program of Studies.

There was no other business before the Board.

APPROVED

12. **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. Woodworth Motion passed 8-0-0

The Board was polled:

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

Motion passed 8-0-0 to enter non-public at 9:15 PM.

The public meeting adjourned at 9:15 pm and will not be returning to public session.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on December 21, 2023