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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
April 20, 2023
7:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present

Donald Woodworth, Jack Sapia, Paul LeCain, Brienna Woodworth, Kim McCormick, Shauna Manthorn (late arrival), Katie Knutsen, Kristin Savage (late arrival), Mark Sherwood

Seated at the Board Table

Justin Krieger, Interim Superintendent
Sandra Allaire, Acting Assistant Superintendent
Matthew Labelle, Student Representative

Excused Absence: Christopher Kellan, Superintendent of Schools

Administrators Present

Mark Pedersen, Director of Secondary Curriculum
Lucy Canotas, Director of Elementary Education
Maria Watkins, CFO/Business Administrator
Kelley Brooks, Director of Special Education
Mark Pedersen, Director of Secondary Education

APPROVAL OF MINUTES

MOTION: Mrs. Manthorn motioned to approve the public minutes of April 6, 2023 as written. Seconded by Mr. Sapia Motion passed: 7-0-0

MOTION: Mr. Sherwood motioned to approve the non-public minutes of April 6, 2023 as written. Seconded by Mrs. Woodworth. Motion passed: 7-0-0

APPROVED

MOTION: Mrs. Woodworth motioned to accept the non-public minutes of April 13, 2023 as written. Seconded by Mr. Sapia Motion passed: 7-0-0

DELEGATES AND INDIVIDUALS

Stephanie Doyle of Danville, NH addressed the Board. She described an incident that occurred in Danville Elementary between her 5th grade student and another 5th grader. Mrs. Doyle shared her concerns regarding the school's discipline procedures and protocols. She is asking the Board to review their process and resources. She wants to hear what action is being taken.

David Alberg of Danville, NH addressed the Board. He stated they have struggled for the past couple of years to keep their children physically and mentally safe at Danville Elementary. He described a recent incident where his 2nd grader was threatened. Mr. Alberg believes the system is broken.

(Mrs. Savage arrived at 7:11 pm)

STUDENT REPRESENTATIVE

Matthew Labelle provided highlights of the happenings across the district. The Run of the Savages was held and it was estimated to have raised over \$10,000 this year to the Jimmy Fund. The Sophomore Dance will be held on Saturday, May 15, 2023. The Class of 2026 is having a bake sale with proceeds going to the Class of 2026. Friday, 4/19 is the GSA Day of Silence. The Student Council banquet will be held on May 15th. The Music Department will be going to Disney to perform in venues throughout the park and march in a parade down Main Street USA. Teacher Appreciation Week is Monday, May 8-15. There was an assembly today in the PAC with a speaker on mental health. The Prom will be on May 19, 2023 at Atkinson Country Club.

CURRENT BUSINESS

a. Student, Staff and Family Share

Jennifer Conti, a parent of a second grader at Pollard School, was invited to the Board to share a positive experience regarding her son. Her son performed in "How Does Your Garden Grow" and she talked about the confidence her son exhibited during the play and told the Board how seeing him with such confidence was a true gift to her family. She credited the staff for making him feel safe and prepared, not only for her son, but for all his classmates.

APPROVED

b. Center for School Climate and Learning

Mr. Krieger introduced Bill Preble with The Center for School Climate & Learning. Mr. Kreiger informed the Board they will be engaging with CSCL and asked Mr. Preble to come to the Board to talk about the program and the benefits it has to offer.

Mr. Preble introduced himself. He is a professor for educational leadership at N.E. College and he also runs the Center for School Climate and Learning. He described the CSCL as essentially a research center for youth. They train third graders through grade 12 to be action researchers and leaders. He stated they have a very specific process for bringing the students together. He provided a presentation to the Board with an in-depth explanation of the work they do. He also provided a sample of the Safe Measures School Climate Survey they send to students, staff, and parents of the middle school and high school.

Mrs. Woodworth asked what the response rate has been of the survey. Mr. Preble said before COVID, the response rate was 80% and now it is 64%. Mrs. Woodworth asked if it is a change in the climate or a change in perception. Mr. Preble said it is a change in climate and climate is a feeling, which is all perception. They will be starting with the middle school and high school and will be having discussions regarding the elementary students.

c. NEASC School Accreditation

Mrs. Jennifer Puchlopek, who is on the high school's accreditation program, did a presentation to the Board and reviewed the NEASC timeline of events which began back in 2018-2019 school year. The NEASC team tours their buildings and puts a report together including their commendations and recommendations, which carries them through the next part of the process. She described what the process has been. Mrs. Puchlopek provided a letter to the Board from NEASC with their Two-Year Progress Report and added that when the team was here, we received many compliments from them. She spoke to the seven NEASC standards and described the work they did in the 2021/2022 school year. That is the year they worked on the 2-year progress report.

(Mrs. Manthorn arrived at 8:02 pm)

She reviewed the commendations from the 2-year progress report and described what they will be working on next year.

d. Elementary Enrollment Update

Mrs. Canotas provided an Executive Summary with an update on the current enrollment projections for the 2023-2024 school year. They are constantly monitoring new registrations and there are several grade levels and classrooms they are keeping a watch on and identified pressure

APPROVED

point grade levels. They don't anticipate they will go over, but they could get to maximum capacity over the summer.

e. Redshirting

Mr. Krieger explained Redshirting is when a child becomes eligible to enter First Grade, but the parent requests the child stay in Kindergarten for another year. These are children coming into the district from outside preschools.

Mrs. Canotas stated they have received two requests right now and those are included in the enrollment summary.

The Board discussed the reasons why a parent would request an additional year of kindergarten. Mrs. Allaire described the process when a parent makes this request. Mrs. Savage explained some of the various factors that need to be considered when approving such requests. The Board discussed the issue of allowing a student to remain in kindergarten, however, when the child turns 6 years old, they are required to attend full day. At 6 years of age, the district is required to provide a 1st Grade education; otherwise, if they remain in full day kindergarten at the age of six, the family will need to pay tuition for that program.

f. Special Education

Mrs. Brooks provided a special education update for the 2022-2023 school year on what they are currently doing and what they will be doing. This year, after collecting a lot of information, they ended up putting a lot of things in place. They have been working with the New England Center for Children to look at evaluating our students that have ASD and what we can offer for services if they want to move forward with the program. She provided an Executive Summary which highlights the work they have been doing for the 2022-2023 school year. In addition to what she highlighted, she stated there are many other things they are working on that are not listed in her Executive Summary. Mrs. Brooks also reviewed a list of the plans she has for next year. Some of which includes professional development, an ASD program partnership with NECC and an ED program will be established. There will be a collaboration with Landmark for an evaluation of reading services across the district and the identification of language-based instructional services for students, in addition to other work they are planning to do.

Mrs. Knutsen asked if Mrs. Brooks has noticed an improvement in the parent communication. Mrs. Brooks stated they have, but they still need to do better and she spoke on the plans in place to improve communication.

Mrs. Manthorn asked if we are sending out a survey or asking parents how they prefer to receive communication and the time they prefer to receive it. Mrs. Brooks said that is part of the process this year and it will be included in the manual they are putting together.

APPROVED

Mrs. Manthorn stated, in terms of the timeline when documents are sent home to meet legal requirements, the parents will need to know what those are also. Mrs. Brooks explained there is a flow chart provided for parents as to when things are expected.

Mr. Woodworth asked what the average caseload is for a case manager. Mrs. Brooks said it can range from 7 to 28 students on a caseload because there are positions they have not been able to fill. In order to reduce the caseloads, they would need to hire an additional 10 to 15 educators.

Mr. Sapia asked Mrs. Brooks if she anticipates seeing the special education numbers increasing. Mrs. Brooks said there will be lasting effects of COVID and it will be a while before it gets turned around. She also stated we could cut down the numbers if they had more supports for regular education students.

Mr. LeCain asked Mrs. Brooks how do we attract more people. Mrs. Brooks said that until the district pays more, we won't. She explained she did 43 interviews and only got 9 people out of the 43. They need to pay more.

Mrs. Brooks provided the Board with an update on the cost of contracted service providers.

Mrs. Savage asked if we had more people, would we be able to keep the kids in the district which would lower the cost of outplacing students. Mrs. Brooks said if they had more people, they could lower the caseloads, offer professional development, offer specialized instruction and interventions, and they could get ahead of it.

Mrs. Savage asked to look at some sort of projections and plans to get to where we need to be. Mrs. Manthorn asked for a cost analysis on what it would take to get the program up and running. Mrs. Woodworth would like to know what other districts are paying for special education in order to be competitive.

g. Policies

The Board reviewed Policy BEA, Policy JFAB, Policy JFAC, and Policy KDCA as a First Read. Mrs. Savage asked if there should be some wording in Policy JFAC regarding Redshirting. The Board discussed the option of requiring those families to pre-pay for the year. Mr. Sapia is concerned about those Redshirt kids if their parents are unable to prepay the full day Kindergarten tuition.

MOTION: Mrs. Savage motioned to accept Policy BEA, JFAB, JFAC, and KDCA as a First Read. Seconded by Mr. Sherwood. Motion passed: 9-0-0

h. Vacancy Report

Mr. Krieger presented the current job postings for the Board to review.

APPROVED

i. Discipline Data

Mr. Krieger presented the discipline data specific to the suspensions issued in grades 6-12 from February 17th to the present and the data sets shared at the January 19th and February 16th school board meetings for comparison. Two new categories, Threat and Drugs, have been added specific to the middle school and Vandalism has been added as a new category for the high school. In school suspension numbers are increasing.

Mrs. Manthorn explained the discipline data has been coming to the Board in reflection of a request by the administration for an in-school support position for the middle school and high school. She stated that based on the data they have been seeing, she feels that position is needed and was wondering how to go about that.

The Board discussed the previous conversations about hiring staff in order to keep kids in school and, if they were to hire for the position, what the qualifications should be for the positions. Mr. Krieger said they are in the late stages of meshing the needs and priorities together and he will be bringing that before the Board.

Mrs. McCormick asked if they would be looking to staff the elementary schools for this also. Mr. Krieger said they are looking at it as a district need standpoint.

j. NESDEC Reports

Mr. Pedersen reviewed the 23-24 NESDEC projected enrollments from PK through grade 12. He explained they use these numbers to make long term projections and decisions regarding their programs and designing classes. The numbers are beginning to increase.

k. School Board Goals

Mrs. Knutsen provided a copy of the School Board goals to the members. She said they don't need to vote on them tonight, but asked them to look it over and email her by the middle of May, if there is anything they want to add or remove or edit so they can get this together and move forward.

ADMINISTRATORS' REPORT

Mr. Krieger provided an update on the two administrator openings at Sandown North and Sandown Central. They expect to have someone on board with them at Sandown North by the end of this week and to have a qualified person come on board at Sandown Central in early to mid-May. They have been having open conversations about staffing and needs with the Leadership Team. He is excited about Mr. Preble's work that he will be starting with them.

APPROVED

PERSONNEL REPORT

MOTION: Mrs. Manthorn motioned to accept the professional nomination for Eric Swanson as 5th Grade Teacher at Atkinson Academy. Seconded by Mr. Sapia Motion passed: 9-0-0

MOTION: Mrs. Manthorn motioned to accept the professional resignation of Joyce Saghbini as Special Education Case Manager at Pollard Elementary School and thanked her for her dedication and service to the students at Pollard School. Seconded by Mr. Sapia. Motion Passed: 9-0-0

MOTION: Mrs. Manthorn motioned to accept the re-nominations as presented to the Board. Seconded by Mr. Sherwood. Motion passed: 8-0-1 (Mrs. Woodworth abstained)

COMMITTEE REPORTS

Mrs. Manthorn reported on the Curriculum and Assessment Committee. They did a first read of the revisions for Portfolio and Writing elective and they discussed the professional development day.

Mrs. Savage stated the Board sent a letter out on Friday announcing the appointment of Mr. Krieger as Interim Superintendent and Mrs. Allaire as Acting Assistant Superintendent. She announced Mr. Kellan asked to have some information shared with the public as to why the appointments were needed. Mr. Kellan wanted the community to know that on March 24th, he had emergency brain surgery as a result of a concussion. He is home recovering and is hoping for a full recovery and a full return to work, hopefully, sometime in May. She reported on the Safety Committee. They are continuing to move forward with lots to work on and lots of positive things for the district moving forward. She reported on the Facilities Committee meeting. She explained they had a long discussion about different things with Karl moving forward. She also said it was disappointing to hear from Karl about some destruction that is happening on the property again.

Mr. Sherwood reported on the CIP meeting. He said it was a productive meeting and they are looking to remove a line from the CIP which is the connector between the PAC, the middle school and the high school. The original estimate was \$60,000 and is now up to \$3 million. The CIP decided there were other things those monies could go to that were much more important.

APPROVED

The CIP also invited to have a school board member from each town representing them on the CIP. Mrs. Knutsen mentioned any final decisions would still need to come before the Board for a vote. Mr. Sapia stated it was only an invitation and a matter of protocol so one town doesn't feel left out. The offer is out there.

Mr. Sapia referred to the prior middle school principal's request for an enhancement of the playground behind the middle school for approximately \$90,000 in the CIP. He would like to take a more holistic approach. He would like someone from each town to come in, tell them what they have for assets, and see what we have for assets. Then, they could have the youth organizations come in and see what their needs are and coordinate everything and come up with a plan for the grounds back there.

MOTION: Mr. Sherwood motioned to remove line 78 (the high school, PAC, and middle school building enclosure connector) from the CIP. Seconded by Mr. Sapia.

There was discussion on the motion. Mr. Woodworth stated he could not support that. He explained that was put in the CIP for safety reasons.

Mrs. Savage believes it would be good to keep it on the forefront and to keep it in the CIP. She said they could end up with a safety grant and in order for it to qualify; it would need to be in the CIP.

Mr. Sherwood withdrew his motion. Mr. Sapia withdrew his second.

Mrs. Manthorn updated the Board on the Wellness Committee meeting. They were asked to look at the current Wellness Policy and the proposed NHSBA policy and merge them. There are many different activities happening in the individual buildings for both students and staff. They received an update from the Food Services Director who said some of the students are growing vegetables and herbs in school gardens and are using them for school lunches. She said we should increase that across all the schools.

OTHER BUSINESS

Mr. Sapia discussed the lease construction project phases and has some concerns. He asked about a Focus Committee. He would like to have EEI come back before the Board because he has many questions surrounding the scope of work. He does not agree with it taking over 4 years to complete and believes much of the work could be done while school is in session. He would also like more involvement from the School Board.

Mrs. Watkins let him know all his questions have been discussed and approved by the school board. There has been a committee and a process they followed. Mrs. Knutsen said the decisions were made by the prior Board. Mrs. Watkins mentioned all his questions were asked

APPROVED

and answered by EEI. The meetings were open to the public and it was a 2-year long process. She also reminded Mr. Sapia the phases are a plan, a tentative schedule. She added that the formation of a Focus Committee is being worked on.

Mr. Sapia asked to have a schedule of work on a calendar. Mrs. Watkins explained not all those projects can be done while school is in session. Mrs. Savage added that there are projects being done now and some cannot be done during the school hours.

The Board had no further discussion.

Mrs. Knutsen closed the public meeting at 10:16 pm.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on May 4, 2023