

# 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**  
**March 23, 2023**  
**7:35 PM**

**Superintendent's Office**  
**30 Greenough Road**  
**Plaistow, NH**

### Call to Order

#### Board Members Present

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

Excused absence: Christopher Kellan, Superintendent of Schools

#### Seated at the Board Table

Justin Krieger, Assistant Superintendent  
Matthew Labelle, Student Representative

#### Administrators Present

Mark Pedersen, Director of Secondary Curriculum  
Sandra Allaire, Executive Director of Curriculum Assessment, and Learning  
Fran DeCinto, Director of Human Resources  
Maria Watkins, CFO/Business Administrator  
Karl Ingoldsby, Director of Plant Operations  
Kurt Schweiss, Director of Music

### APPROVAL OF MINUTES

**MOTION: Mr. Sherwood motioned to approve the March 9, 2023 public minutes as written. Seconded by Mrs. Savage Motioned passed: 5-0-4 (Mrs. Woodworth, Mr. LeCain, Mr. Woodworth, Mr. Sapia abstained)**

**MOTION: Mrs. McCormick motioned to approve the March 9, 2023 non-public minutes as written. Seconded by Mrs. Savage Motioned passed: 5-0-4 (Mrs. Woodworth, Mr. LeCain, Mr. Woodworth, Mr. Sapia abstained)**

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## DELEGATES AND INDIVIDUALS - none

## STUDENT REPRESENTATIVE

Matthew LaBelle provided the Board with highlights of school happenings and events in the District. Project Hope held its 14<sup>th</sup> annual fashion show and raised over \$16,000. Rehearsals for My Fair Lady have begun with performances scheduled on May 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>. High School spring sports started on March 20<sup>th</sup>. All State Band and Chorus will perform on March 30<sup>th</sup> and April 1<sup>st</sup>. There will be no school on March 28<sup>th</sup>. The Junior Semi is this weekend. Educators were recognized at the 5<sup>th</sup> annual Plaistow Community YMCA last night during their education celebration. A team of middle school students spent the weekend learning about leadership.

## CURRENT BUSINESS

### a. Election Results

Mrs. Knutsen thanked the voters for passing everything on the ballot. The TTA contract will be back into negotiations for a multi-year contract.

Mrs. Savage thanked the voters for supporting the lease. This will allow them to get needed improvements made to all the buildings.

Mr. Sapia thanked Mike Boucher and Brian Boyle for their service on the Board.

Mr. Woodworth thought the lease approach was creative and honest. On all the budgetary issues, the School Board and Budget Committee were aligned and hopes it will continue.

### b. Upcoming School Board & Committee Meeting Dates

Mrs. Knutsen requested that each Board member send her an email and include their top three committees they are interested in serving on and the reasons why.

Mrs. Watkins questioned whether an Energy Committee is still needed. It was suggested to possibly consolidate the CIP and Energy Committee.

Mrs. Savage would like bi-monthly updates to keep them apprised of the progress on the improvements and repairs to the buildings. She suggested forming subcommittees. They could possibly eliminate the Energy Committee and have a Construction Committee, which could include one or two citizens.

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Mrs. Watkins met with EEI and the lease consulting committee. They will be coming before the Board in April. They will be phasing out the project. Phase 1 will be around \$3 million - \$3.5 million for lighting this summer. She explained they only need to borrow the piece they will use and the first payment is not due until a year after they borrow the money. A full time project manager is included in the performance contract with them. She described the benefits and advantages of going with a leasing consulting company and the bank will pay the fee. She will be bringing the recommendation of the schedule to the Board and how it will be phased.

### c. Facilities Update

Mr. Ingoldsby provided a list of project updates to the Board. Mr. Sherwood requested to include this list on the website. Mrs. Savage stated the Board will be receiving regular updates on the projects. Mr. Ingoldsby mentioned that many of these projects are not visible to the public, so he offered to upload photos of the progress of these projects on the website also. He informed the Board the Articles of Agreement with Atkinson Academy states we are responsible to maintain the front portion of the Academy. It is a historical site.

Mrs. Savage asked if Mr. Ingoldsby could provide the new board members with the entire list of projects from EEI.

### d. Curriculum Update

Mrs. Allaire and Mr. Pedersen provided a presentation to the Board updating them with an overview of where they have been, where they are now and where they will be going. The presentation includes 6 years of state assessment results in Mathematics and Reading for grades 3-8 and SAT's for grade 11, as well as, NHSAS Science Assessment results for grades 5, 8 and 11.

Mrs. Allaire discussed the ongoing action steps for continual improvement and the additional next steps for continual improvement.

The members thanked her for the information and update. Mr. Sapia asked how the Board can help. He also asked what the after school participation rate is in the after school program. Mrs. Allaire will get the numbers on the after school program. She said being able to come regularly to the Board with updates is wonderful support.

Mr. Sapia asked if the Board could have the heat chart broken down by English and Math. Mr. Pedersen said he could provide that. Mr. Pedersen asked the Board if they would also recognize the work these kids are doing. Their work is more than just boiled down to a single proficiency percentage. Intervention is a big part of all of this.

Mrs. McCormick asked if every elementary school has their own intervention. Mrs. Allaire said they do not and explained as a District, we can leverage some Title 1 funding. Title 1 schools

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are identified through their percentage of students who are identified as needing Free and Reduced Lunch. Our applications for free and reduced lunch declined during the pandemic. She explained why Pollard school no longer qualifies due to low applications. Danville and Sandown North are the only two schools right now who have Title 1 tutors. She stated they did plan for and have approval through the ESSR grant for 5 interventionist positions at the elementary level but have only been able to staff one of those. Atkinson has an interventionist position. She further stated they may be returning to the Board with requests to repurpose some of those open and vacant positions for the purpose of intervention. We are actively talking about all of that.

Mrs. Woodworth asked about WIN (What I Need) Block. Mr. Pedersen responded all students are scheduled for WIN and doing something they need. Mrs. Woodworth asked if they use the i-Ready to format which WIN they are going into. Mr. Pedersen said it depends. They are using the data especially to help them figure out which of those students are significantly behind grade level in Math and Reading and those are the kids who are pulled first. He explained they try to target the students with the greatest need first.

Mrs. Woodworth commented on how Reading and ELA scores are so much above Math and Science. She asked if there is any collaboration to see what they are doing right. Mr. Pedersen explained there has been a push over the years with Reading in all areas and not necessarily for Math in all areas. There has been a literacy push.

Mrs. Allaire and Mr. Pedersen both agreed that time is always a challenge for teachers to collaborate.

Mr. Pedersen stated they are looking into everything and are continuing to explore ways to improve, including the scheduling. There are other school districts with block scheduling who are performing higher than Timberlane, however, there are different types of block scheduling. He has the data showing the type of block scheduling the schools districts have and he can look at that.

Mrs. Savage asked how many students are not participating in the SAT exam. She wanted to know what the participation rate is. Mrs. Allaire said students are counted as zero if the participation rate falls below 95%. Mr. Pedersen explained some of the reasons for students choosing not to take the SAT is that some parents have opted out because their student will not be attending college or some parents feel standardized tests are overwhelming for their student.

### e. Personnel Update

Mrs. DeCinto provided the Board with the list of open job postings and mentioned some of them are long standing. She mentioned they have had to hire temporary help for some. Mrs. DeCinto provided the Board with an Executive Summary on the search for Sandown North Principal Position and noted they have had 17 applicants.

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f. Early Childhood Coordinator

She also provided an Executive Summary on the search for a new Sandown Central Early Childhood Coordinator as the early childhood educational leader and chief administrator of the The Learning Center at Sandown Central. This position is a title change.

**MOTION: Mrs. Savage motioned to change the title from Principal to Early Childhood Coordinator. Seconded by Mrs. Manthorn Motion passed: 9-0-0**

Mr. Sherwood asked if there was a way to see what the cost to the District is for out placement services that we are not able to fill internally. Mrs. DeCinto clarified that he is looking for the cost of having children leave the District to go to out placement. Mr. Sherwood said yes and Mrs. DeCinto said she will provide that.

g. TRHS Music Theory Textbook – First Read

Mr. Schweiss provided his Executive Summary. He explained the Music Department is looking to update the textbook used to teach Theory I and Theory II. They are looking to purchase 25 textbooks. He described these textbooks and their content. He also added these can also be used in a Music Theory AP class. Mrs. Savage would like the Board to be able to see the textbook for the Second Read.

**MOTION: Mrs. Manthorn motioned to approve the textbooks as a First Read. Seconded by Mrs. McCormick. Motion passed: 9-0-0**

### **ADMINISTRATORS' REPORT**

Mr. Krieger informed the Board they have submitted a Full Service Community School Grant in excess of \$750,000 through UNH. They will be reporting back on where they stand with that grant to support early childhood learning. He will be presenting the NEASC report to the Board in April. Two teams were sent out to the Youth Participatory Leadership Conference. A team from the high school and middle school attended. He hopes to have a presentation to the Board in April. The Director of Student Services set up a Title IX training this week with legal counsel regarding the rights of the students. Those conversations are very important. They are looking for building leadership positions at Sandown North and Sandown Central. He has spent some time in those schools so that staff could go to him and let him know what they need in their next leader.

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## PERSONNEL REPORT

Two letters of resignation have been received from Sandown.

**MOTION: Mrs. Savage motioned to accept the professional resignations of Danielle Muir and Victoria Polito with regrets. Seconded by Mr. Sapia. Motion passed: 9-0-0**

## COMMITTEE REPORTS

Mrs. Manthorn stated the Wellness Committee is meeting on April 12<sup>th</sup>.

Mrs. Knutsen stated the Safety Committee is meeting on April 11<sup>th</sup>.

## CORRESPONDENCE

No correspondence

## OTHER BUSINESS

Mrs. Manthorn read the list of educators honored recently at the YMCA education celebration and she thanked them for their commitment to our students.

There was no other business to come before the Board. They will enter into non-public session and will not be coming back into 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 and (j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A. Seconded by Mrs. Manthorn. Motion passed 9-0-0**

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The Board was polled:

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

The motion carried 9-0-0 to enter non-public at 9:38 PM.

Respectfully submitted,

Linda Mahoney  
Recording Secretary

**Approved by the School Board on April 6, 2023**