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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 6, 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, Katie Knutsen, Kristin Savage, Mark Sherwood

Seated at the Board Table

Justin Krieger, Assistant Superintendent

Excused Absence: Christopher Kellan, Superintendent of Schools
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

APPROVAL OF MINUTES

MOTION: Mrs. Manthorn motioned to accept the March 23, 2023 Organizational minutes as written. Seconded by Mrs. Savage Motion passed: 9-0-0

MOTION: Mrs. Manthorn motioned to accept the regular public minutes of March 23, 2023 as written. Seconded by Mrs. McCormick Motion passed: 9-0-0

MOTION: Mrs. Manthorn motioned to accept the non-public minutes of March 23, 2023 as written. Seconded by Mr. Sapia. Motion passed: 9-0-0

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DELEGATES AND INDIVIDUALS

Sabrina Alberg of Danville NH addressed the Board. She described a situation occurring in the Danville Elementary School where a student has shown physical and verbal violence. She spoke on behalf of the safety of their children and is asking the Board to help keep them safe.

Kristin Taft of Danville, NH addressed the Board. She spoke on behalf of the Danville community. She described events that are occurring in Danville Elementary school by a student and is concerned over the safety of the children. She asked the School Board to give that student the help he seems to desperately need.

Mrs. Savage informed them they are working with the entire administration regarding this issue and assured the parents they are doing the best they can for all the students. Mrs. Savage asked the parents to continue to work with the administration and continue to contact them and keep that line of communication open.

CURRENT BUSINESS

a. Bright Futures Survey

Mr. Krieger informed the Board this survey is on the website and he encouraged all families, community members and staff to participate in the survey, which is open to everyone. He stated the more who participate, the more data they will have to help them make better decisions in terms of people's experiences in their schools.

b. TRHS Music Theory Textbook (Second Read)

Mr. Pedersen and Mrs. Allaire presented this for a second read. They are looking to update the textbook used to teach Theory I and Theory II. They are requesting approval to purchase a complete classroom set of 25 textbooks, workbooks, and Aural Skills Books with electronic access for six years.

Mrs. Woodworth questioned that since this is historically a text for college level music theory courses, how will it be utilized not to that level and degree. Mr. Pedersen explained how the teachers are adept to being able to take a text book and adapt it for the level of students who they are teaching.

Mrs. Allaire described the process if they were to go the route of having this be an advanced placement course.

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MOTION: Mr. Sherwood motioned to approve the textbook selection. Seconded by Mrs. Manthorn. Motion passed: 9-0-0

c. Return to School Plan

Mr. Pedersen explained this plan is a formality involved with their ESSR grant, He added that nothing has been changed with this other than the date. The ESSR grant is through September 2024 and the plan needs to be approved every six months.

MOTION: Mrs. Manthorn motioned to approve the Return to School Plan. Seconded by Mrs. Savage. Motion passed: 9-0-0

d. Last Day of School/Graduation

Mrs. Allaire presented the 2022-2023 hourly calculation requirements per grade level for the final day of school as set by the Department of Education. She stated they will be well within the minimum expectation of hours if the Board should choose to keep with the original end date of June 15th. She added that distance learning counts toward the hourly count.

MOTION: Mrs. Savage motioned to continue with counting hours for 2023 and to have the last day of school as June 15, 2023. Seconded by Mrs. Manthorn. Motion passed: 9-0-0

MOTION: Mrs. Savage motioned to approve the graduation date of June 10, 2023. Seconded by Mrs. Manthorn. Motion passed: 9-0-0

e. TRHS End of Year Events

Mr. Krieger provided the Board members with the list of dates for the end of the year events. He recognized the people responsible for organizing these events.

f. Strategic Plan (First Read)

Mr. Krieger explained this process began back in the summer. The process and goal has always been to bring the plan to the Board in April for a first read. After the first read, Mrs. Allaire has developed a feedback survey they would like to send to faculty, staff, and the community and receive input over the course of the next month. They would then consider making revisions and bring the plan back to the Board in May for a second read and for further discussion, any last revisions, and then the goal would be to have an operational plan by July 1st.

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Mrs. Woodworth referred to the personnel goal listed in the Plan under Staffing to be at 100% and is wondering if that could be more realistic.

Mr. Woodworth mentioned he understands that goal but also understands it is a high bar to meet that goal any time. He likes the idea of attracting and hiring and retaining high quality staff across the board. That is a commitment to high level support and applauds the vision.

**MOTION: Mrs. McCormick motioned to accept the Strategic Plan as a first read.
Seconded by Mrs. Manthorn. Motion passed: 9-0-0**

g. FY2024 Final Voted Budget

Mrs. Watkins presented the final voted budget to the Board for review. The 2024 voted budget is \$86,796,914.67. There was no questions from the Board on the budget.

h. MS-22R DRA Reviewed Appropriations

Mrs. Watkins explained this is a form that required by the DRA. They require us to fill out our voted budget and inform them of the specific lines in the budget.

i. Health Trust GMR Adjustment

Mrs. Watkins explained this occurs every year. The GMR comes to us in the fall from Health Trust when we are putting the budget together. They gave us an estimated GMR of 10.8% which is reflected in the budget. Last week, she received an email with the final rate of 4.6%. That is \$750,000 that have to give back to the taxpayers. She explained once they became SAU 106, Health Trust considers them a new member so they only had a one-year history to go by. That is why they aimed high at 10.8%. She stated this happens especially on the newer entities because everything is based on claims.

Mr. Woodworth said it would be good for the public to know during the budget process there is a good chance they will be getting something back. Mrs. Watkins will provide the Board with a chart she put together for the Budget Committee showing the previous 5 years, line by line

j. Lease Purchase Projects

Mrs. Watkins presented an Executive Summary to the Board. She is recommending they engage with Municipal Leasing Consultants. She explained they work closely with leading financial investors and offer competitive and flexible terms. They would always be working on our behalf searching for the best interest rates and inform us when the rates drop so we can refinance. The recommended option will be a master lease as it provides a structure by which we may add additional phases. All projects can be accomplished in phases while benefitting from consistent lease rates and less interest payments.

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Mrs. Watkins explained in year one, they will take \$3 million from the \$25 million and pay only on that. In year two, they will borrow \$6 million. She stated it would be almost impossible to complete all the projects included in the \$25 million in one year.

Mr. Sapia requested a calendar with the phases on it.

There was discussion on the challenges of working on the projects during the school year versus working on the projects throughout the summer.

Mike Davies from EEI, explained that the Master Lease is up to a 5-year period. He said the construction would likely take 3 to 4 years doing most of the work over the summers. He mentioned a lot of equipment requires heavy equipment and there is a 1-year lead time for that. They plan to do the project in 4 different phases in 4 years.

Mrs. Savage would like the new members to have a copy of the full list that showed all the projects and how they parred it down to get to the \$25 million.

Mr. Davies referenced the full list that was generated and explained it wasn't intended to be a full list of every single project the district could possibly do. It was intended to be in order of magnitude and to help them make a decision of what the buildings would need in the next 10-15 years.

Mike Davies talked about the logistics of doing a project while school is in session.

**MOTION: Mrs. Manthorn motioned to move that the district engage Municipal Leasing Consultants for the bid process on behalf of the district to select a lender to finance via lease purchase the district's planned energy efficient building improvements authorized at the annual meeting. Seconded by Mrs. McCormick
Motion passed: 9-0-0**

k. Student Leadership Council Field Trip

Mr. Pedersen presented a proposed overnight field trip for TRHS students to attend the National Student Leadership Conference for the Student Council. This Conference will be held in Missouri from June 25-29, 2023. He presented an Executive Summary to the Board that provided the details for the trip. There will be 7 students and 2 chaperones attending.

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MOTION: Mrs. Savage motioned to approve the VISION Conference National Student Leadership Conference for School Council from June 25, 2023 to June 29, 2023 in Collinsville, Missouri. Seconded by Mr. Sapia. Motion passed: 9-0-0

l. Vacancy Report

Mrs. DeCinto presented the list of job postings.

Mr. LeCain asked if we have a benchmark against other districts with special education positions. Mrs. DeCinto explained we are probably similar to other districts but we are behind with the salary schedule. Mr. LeCain asked if the State knows this. Mrs. DeCinto said the State is aware of the critical shortage.

Mrs. DeCinto stated they could offer a sign-on bonus but that would be a short term solution.

Mrs. Woodworth asked about the percentage of open special education positions. Mrs. DeCinto said overall, special education positions account for 7% of the overall, actual open positions.

m. HR Job Descriptions

Mrs. DeCinto explained she does not need an administrative assistant but needs a back up to the Lead HR Generalist. She took the administrative assistant position and made it into an HR Generalist position for a back up to Kathy. That position will report to Kathy. Mrs. DeCinto would also like to change the title from Lead HR Generalist to Senior HR Generalist. Mrs. DeCinto provided the job descriptions for both positions.

MOTION: Mrs. Manthorn motioned to change the Lead HR Generalist to Senior HR Generalist. Seconded by Mr. Scalia. Motion passed: 9-0-0

MOTION: Mrs. Manthorn motioned to change Administrative Assistant to HR Generalist. Seconded by Mrs. Woodworth. Motion passed: 9-0-0

n. Committee Assignments

The Board was provided with the Committee Assignments for 2023-2024 school year.

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o. School Board Self Evaluation Process

Mrs. Savage provided a copy of Policy BA to the Board members. She asked the Board members to look through last year's goals and add any they would like to have or to update the current goals. This is done on an annual basis.

ADMINISTRATORS' REPORT

Mr. Krieger gave an update on the two key administrator positions that are open. They are interviewing for the Sandown North Principal position. It is their goal to make an offer before April vacation. As for the Early Childhood Coordinator position, they are beginning to review candidates and begin the first round of interviews and then make determinations about the second stage. It is their goal to make decisions in early May.

In regards to the Strategic Plan, they have put out opportunities for feedback through a thought exchange and are inviting input and feedback. They will consider all of that and bring a revised plan back to the Board sometime in the near future.

He explained the Stipend Committee meets annually and looks at what those stipends are. They are making good progress and are charged with making a recommendation to the Superintendent by June.

Mr. Krieger recognized that yesterday was Paraeducator Day. He said paraeducators are constant sources of good for our kids and they are a tremendous workforce. He thanked them for their work.

PERSONNEL REPORT

Mrs. DeCinto presented two professional resignations. She also presented the list of staff for re-nomination. She explained the difference between Non Continuing Contract and Continuing Contract. When a teacher becomes tenured, they go to a Continuing Contract.

MOTION: Mrs. Manthorn motioned to accept the professional resignations of Megan Vrooman, Speech/Language Pathologist at Pollard Elementary and Kimberly Buchwald, 4th Grade Teacher at Sandown North Elementary. Seconded by Mrs. McCormick. Motion passed: 9-0-0

Mrs. Woodworth asked Mrs. DeCinto about exit interviews. Mrs. DeCinto said they do exit interviews and send them out electronically or they can have a face-to-face meeting. The results go into Survey Monkey which allows her to pull a report from that.

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MOTION: Mrs. Knutsen motioned to accept the nominations as presented for the 23/24 school year. Seconded by Mr. Sherwood Motion passes: 7-0-2 (Mr. Woodworth, Mrs. Woodworth abstained)

COMMITTEE REPORTS

Mrs. Manthorn – The Policy Committee met today and they will be moving some things forward.

Mrs. Knutsen – Safety Committee to meet on April 11th

Mr. Sherwood – The Strategic Planning Committee approved new by-laws to allow them to be more flexible in meeting times and dates on the calendar. The Budget Committee met last week and has asked if the School Board could consider providing a visual aid on the website for the public showing them our tax rates historically by town. The Board was in support of that. He also stated there needs to be an understanding of why some tax rates are going higher than others. Much of that has to do with student population. Mr. Sherwood said he will try to work as the interface between the Budget Committee and SAU to produce something for the Board to review.

Mrs. Savage – Facilities we will try to figure out when we will meet and go from there. She announced the “Run of the Savages” 5K race. It will be held on April 15th at Pollard School at 9:15 AM to support the battle with cancer. She encouraged all to participate as either walkers or runners. Details can be found on the Timberlane bulletin board or on the Run of the Savages Facebook page.

OTHER BUSINESS

Mr. Sapia attended some athletic games and encouraged parents to attend as many as they can because it is over in a blink of an eye. He also let the Board know there are parents who are concerned about coming forth and using their child’s name. He wonders if there could possibly be a parent advocate for them for someone who wants to come here anonymously. He is looking for suggestions from the Board.

Mrs. Knutsen stated we have a great administrative team and if any parents have a problem, they should go to their building principal and follow the chain of command.

Mr. Woodworth commented the Board makes sure the people who need to hear it are getting the information and it is done discretely.

Mrs. Savage reminded them we shouldn’t be given too much information or put children’s names in emails because the Board also acts as an appeals board. People have to be willing to go

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to their administration. She further stated this could possibly be a goal for the Board to improve that communication.

Mrs. Savage announced Opening Day for all athletics is on Monday. There are lots of spring fundraising going on right now.

Mrs. Watkins explained why the School Board Chair is being asked to sign the General Assurances. Mrs. Allaire said the documents come from the DOE because we receive federal funding through Title 1 grants. We have different requirements for each grant. These are required on an annual basis to be signed by the Superintendent and School Board Chair.

MOTION: Mrs. Savage motioned to enter into non-public under 91-A:3, Paragraph II (c) and (e). (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 (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member hereof because of his or her membership in such public body, until he claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph. Seconded by Mrs. Manthorn. Motion passed 9-0-0

The Board was polled:

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

Motion passed 9-0-0 to enter into non-public session at 8:45 pm. The Board will not be coming back into public session.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on April 20, 2023