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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
May 4, 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, Shauna Manthorn (arrived at 7:58), Katie Knutsen, Kristin Savage, Mark Sherwood

Excused Absence: Paul LeCain, Christopher Kellen, Matthew LaBelle

Seated at the Board Table

Justin Krieger, Interim Superintendent

Administrators Present

Fran DeCinto, Director of Human Resources
Maria Watkins, CFO/Business Administrator
Karl Ingoldsby, Director of Plant Operations
Kelley Brooks, Director of Special Education

APPROVAL OF MINUTES

MOTION: Mrs. Savage motioned to approve the April 20, 2023 public minutes as written.
Seconded by Mrs. McCormick Motioned passed: 7-0-0

DELEGATES AND INDIVIDUALS - None

STUDENT REPRESENTATIVE – Student representative absent

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PERSONNEL REPORT

Mr. Krieger spoke on the hiring process for the position of Principal at Sandown North and he is pleased to introduce Laura Yacek as their nomination. Mrs. Yacek addressed the Board and thanked the community and the Board for the opportunity to join Sandown North. She brings 25 years of experience in education to the District and she has spent the last 5 years as a Principal in another district.

**MOTION: Mr. Sherwood motioned to accept the administration nomination of Laura Yacek as principal of Sandown North Elementary School. Seconded by Mrs. Savage.
Motion passes: 7-0-0**

CURRENT BUSINESS

a. High School Boilers

Mr. Ingoldsby joined Mike Davey and Chris Roy, both with EEI, to present an update to the Board on the high school boilers. There are currently eight boilers serving the high school and PAC. They are being replaced with four new boilers at a cost of \$925,000. They discussed the underground piping going from the high school to the PAC. There is some apparent corrosion to the lines leading to the PAC, but the condition of the buried piping is uncertain. They discussed the option of installing a robust filter at a cost of \$15,000 if they don't want to replace the lines. The filter would show if there is corrosion present in the buried pipe. If there is corrosion, the underground piping would need replacing at a cost \$150,000 and would be moved from where they are currently located, to a proper location. They believe the pipes being in close proximity to the underground electrical wires could be the cause for the corrosion. The underground pipes are 20 years old and they typically should last 75 years.

They are also recommending replacing the high school hot water heater at a cost of \$108,000 because it is nearing end of life.

Mr. Woodworth asked if the high school boilers have to be connected to the PAC. Mr. Davey explained the PAC doesn't have a boiler because there is no space for it.

The Board had a lengthy discussion over whether or not to replace the underground pipes and discussed some options. He explained the existing hot water heater could last another 3 to 4 years, but there would be a cost savings of about 15% if they were to replace it now while they are already in the building doing the work.

Mr. Sherwood suggested installing the filter at \$15,000 and they could possibly push off spending \$150,000 to replace the underground pipes for another 10 years.

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Mrs. Savage asked if the corrosion is on the outside of the pipe or the inside because the filter won't show any problems if the corrosion is on the outside of the pipe. She is concerned about the possibility of damaging the new boilers if the existing pipes are corroded. She stated since they are doing the upgrade to the boilers, they should replace the piping and not take the risk.

Mrs. Watkins explained to the Board the additional \$233,000 for the hot water heater and replacement of the underground pipe could come from the capital improvement line or the fund balance.

Mr. Sapia suggests spending \$15,000 to do the test dig in order to find out exactly whether or not the pipe needed replacing.

Mr. Davey said if they were to replace the piping, they would replace it with a pipe that isn't susceptible to corrosion.

**MOTION: Mrs. Savage motioned to authorize EEI to dig and check if the pipe is damaged and if it is, to repair it at a cost up to \$150,000. Seconded by Mr. Sherwood
Motion passes: 7-0-0**

MOTION: Mrs. McCormick motioned to spend \$108,000 to replace the high school hot water heater system. Seconded by Mr. Sherwood. Motion passes: 3-2-2 (Mr. Sherwood and Mr. Sapia opposed) (Mrs.Savage and Mrs. Woodworth abstained)

b. Policies

Policy BEA, JFAB, and KDCA are before the Board for a Second Read. There have been no changes since the last meeting.

MOTION: Mrs. Woodworth motioned to accept the policy BEA, JFAB, and KDCA as a Second Read. Seconded by Mrs. McCormick Motion passes: 7-0-0

(Mrs. Manthorn arrived to the meeting at 7:58 pm)

c. Special Education: Indicator 11 Report

Mrs. Brooks informed the Board the NH DOE has determined that the Timberlane Regional School District has 100% compliance. All 29 initial evaluations were completed within the required 60-day timeline. There are no written findings of noncompliance.

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d. Policy GCF: Summer Hiring Process

Mrs. DeCinto explained to the Board an effort to assist in the hiring process during the summer months while the Board is not in session. In order to move people quickly, she suggests sending nominations to three Board members and have one alternate be empowered to act on personnel matters and to bring recommendations of approval to subsequent Board meetings. She would like this to be effective from May through the end of September.

Mrs. Savage suggests changing the policy to May 1st through the end of September every year. The Board will send the policy back to the Policy Committee.

MOTION: Mr. Sapia motioned to waive policy GCF and have the dates changed to May 1, 2023 through September 30, 2023. Seconded by Mrs. Woodworth Motion passes: 8-0-0

MOTION: Mrs. Manthorn motioned to designate the Chairperson, Vice Chairperson, Mr. Sherwood and have Mr. Woodworth as the Alternate to be the committee for summer hiring. Seconded by Mr. Sapia Motion passes: 8-0-0

e. Vacancy Report

Mrs. DeCinto provided an updated vacancy report and informed the Board there have been a couple of new hires and resignations. The Board discussed the salaries.

f. Budget Transfers

Mrs. Watkins presented her request for budget transfers. They are predicting through the end of the year a \$100,000 shortfall for the electric bill. She provided the list of accounts from which to make the transfer.

MOTION: Mr. Sapia motioned to accept the budget transfer in the amounts and accounts specified in the CFO/BA's budget transfer request dated May 4, 2023. Seconded by Mrs. Savage. Motion passes: 8-0-0

Mrs. Watkins explained she would be bringing forward a budget transfer request to the next meeting for \$200,000 from attrition savings to the capital fund. She will also bring forward a transfer request for the track repairs because they have to pay for everything up front and then the grant will reimburse them after. She will be bringing three transfer requests for the next meeting for the track, the boilers and for the \$200,000.

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g. School Board Goals

Mrs. Knutsen reminded the Board to submit goals they would like to have added.

Mrs. Manthorn stated there are many goals on the list and suggested having a few less or consolidating some if possible, which would help them focus on a few things at once and then they could reassess.

There was discussion on accountability and enforcement of the policies. Mrs. Woodworth stated they are trying to incorporate student involvement and to improve the culture and climate. She believes they are going in the right direction; it just may not be as quickly as some would like.

ADMINISTRATORS' REPORT

Mr. Krieger announced that the high school has received the 2023 Gold National Council of Excellence Award given by the National Student Council. This is the high school's third year in a row receiving this award.

He updated the Board on the Early Childhood Coordinator search for TLC Sandown Central. He expects a nomination to be coming to the Board in the next day or two.

Mr. Krieger let the Board know that for the next meeting, a high school student will be joining the Board to walk them through the argumentative paper she wrote and her experience with doing so. One of her teachers will be joining her via a video.

PERSONNEL REPORT

MOTION: Mrs. Manthorn made a motion to accept the professional nominations of Eileen McCarte, Third Grade Teacher at Sandown North Elementary School, and Erin Foster, School Psychologist a District Wide position. Seconded by Mr. Sapia Motion passes: 8-0-0

MOTION: Mrs. Manthorn made a motion to accept the professional resignations of Gia Buckley a Special Education Teacher at Pollard Elementary School, Kristin Paulson, Fifth Grade Teacher at Sandown North Elementary School, Monica Rogers, Science teacher at Timberlane Regional High School, and Mia Brenna, School nurse at Sandown North Elementary School and thanked them all for their time here in the District. Seconded by Mr. Sherwood. Motion passes: 8-0-0

MOTION: Mrs. Manthorn made a motion to accept the renomination of Melissa Dalton, teacher at Pollard School. Seconded by Mr. Sapia. Motion passes: 8-0-0

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COMMITTEE REPORTS

Mrs. Woodworth asked when the next Strategic Planning meeting will be held. Mr. Krieger explained there isn't a scheduled meeting again because they will be bringing back for a Second Read any feedback they have at that point.

Mrs. McCormick said Curriculum and Assessment met and there will be a First Read coming to the Board in the next couple of weeks for a curriculum change in Portfolio.

Mrs. Manthorn announced the high school musical "My Fair Lady" will be held this weekend.

Mrs. Knutsen stated Policy met and they have good things going on there. The Dress Code was also brought up and a subcommittee for the high school was formed. Safety meets next week on 5/9/23.

Mrs. Savage stated Safety is on Tuesday, and the Facilities meeting after that and then a School Board planning meeting after that.

Mr. Sapia referred to correspondence they received about Policy KFR and what they charge for use of the fields. He had wanted to make a motion that they waive Policy KFR for all in-district non-profit organizations for the time being.

Mrs. Savage explained this needs to be an agenda item. The policy was sent out to the Board so they would have an opportunity to review it and give it some thought in advance of it becoming an agenda item since it is a very lengthy policy. There is nothing happening today where they would need to vote on it today.

Mr. Sapia rescinded his motion with the understanding that the policy doesn't start getting enforced to the letter of the law.

The Board had a brief conversation about the procedure for Board members to request items be placed on the agenda and the reasons why.

CORRESPONDENCE

No correspondence

VENDOR AND PAYROLL REGISTERS

No Vendor and Payroll registers

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OTHER BUSINESS

MOTION: Mrs. Woodworth 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 Mrs. Manthorn. Motion passed 8-0-0

The Board was polled:

Sapia – yes Knutsen – yes Manthorn – yes Mr. Woodworth – yes Savage – yes
McCormick – yes Mrs. Woodworth – yes Sherwood – yes

The motion carried 8-0-0 to enter non-public at 8:42 pm. The Board will not be coming back into public session.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on May 18, 2023