

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
June 15, 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, Katie Knutsen, Kristin Savage (arrived late), Mark Sherwood Excused Absence: Paul LeCain

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
Lucy Canotas, Director of Elementary Education
Fran DeCinto, Director of Human Resources
Maria Watkins, CFO/Business Administrator
Karl Ingoldsby, Director of Plant Operations
Ken Henderson, Director of Technology
Kurt Schweiss, Director of Music

APPROVAL OF MINUTES

MOTION: Mrs. Woodworth motioned to approve the June 1, 2023 public minutes as amended. Seconded by Mrs. Manthorn Motion passed: 7-0-0

MOTION: Mr. Sherwood motioned to approve the June 1, 2023 non-public minutes as amended. Seconded by Mrs. Woodworth. Motion passed: 7-0-0

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MOTION: Mrs. Manthorn motioned to accept the public hearing minutes of June 12, 2023 as written. Seconded by Mrs. McCormick. Motion passed 7-0-0

STUDENT, STAFF & FAMILY SHARE

The girls Varsity Lacrosse Coach and Phys. Ed. Teacher at the high school introduced rising seniors and a rising junior who are members of the girls Varsity Lacrosse Team. The girls spoke about their great season. They also talked about their Youth Program and how they want to promote and build the program. There is also a girl's summer camp available for grades 4-8.

(Mrs. Savage arrived at 7:06 arrived)

DELEGATES AND INDIVIDUALS

Anthony Panciocco, the Director of Child Care Services at the Southern District YMCA in Exeter, NH addressed the Board. He thanked the school board and Danville Elementary School for partnering with them last year to open up their Before/After School Program in the elementary school. They now have a two-year MOU signed.

Jack Sapia of Atkinson, NH addressed the Board as a father, a coach, and a former collegiate athlete. He spoke on the importance of athletics and the performing arts. It is fact, driven by data, that SAT scores and going on to college are more common among our student athletes. It is proven to be beneficial for academics and from a social standpoint. He asked the school board and the community for supporting and enhancing both their youth and in-school programs for our students, coaches, and teachers for all the reasons he stated tonight.

STUDENT REPRESENTATIVE

Armaan Anthony highlighted events happening in the school district and the celebrations and recognition ceremonies that were held and field trips that were planned.

CURRENT BUSINESS

a. 2023-2024 Proposed PAC Schedule

Mr. Schweiss presented this to the Board.

MOTION: Mrs. Manthorn moved to accept the 23-24 proposed music and drama schedule. Seconded by Mr. Sapia Motion passed: 8-0-0

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b. Maurice R. Collins & Una M. Collins Scholarship Fund

Mrs. Knutsen stated the Timberlane Regional School District was bequeathed the residual estate of Maurice R. Collins with the purpose of creating the Maurice R. Collins and Una M. Collins Scholarship Fund. This scholarship will assist qualifying graduates of the Timberlane Regional School District High School to obtain further education. The amount that was issued to the Plaistow Trustees of Trust Funds was over \$458,000.

**MOTION: Mrs. Manthorn moved to accept the establishment of the Maurice R. Collins and Una M. Collins scholarship fund in the amount received from the residual estate of Maurice R. Collins. Seconded by Mr. Sapia
Motion passed: 8-0-0**

c. High School Art Donation

Mrs. Knutsen stated a donation has been made to the TRHS Art Department from community tribute to a local artist memory of \$4,004.00 including art supplies in the name of Tomaso Schena for a celebration at the Crow's Nest. Tomaso made so many residents smile with his portraits that he would draw in local restaurants all over Rockingham County and parts of Massachusetts.

MOTION: Mrs. Manthorn moved to accept the \$4,004.00 and art supplies. Seconded by Mr. Sapia Motion passed: 8-0-0

d. Sandown North AED Donation

Mrs. Knutsen stated a donation has been received to Sandown North Elementary School from a community member, Greg Kulicki, of a portable defibrillator unit. The school currently has one that is located in the hall by the gym. This would provide a second device. The unit is manufactured by Zoll and is product# AED3, valued at \$1,250.00.

**MOTION: Mr. Sherwood moved to accept the Zoll AED. Seconded by Mrs. Manthorn
Motion passed: 8-0-0**

e. Pre-Engineering Training Grant

Mr. Pedersen informed the Board the Timberlane Regional School District has been awarded a \$9,600 State grant to increase access to Project Lead the Way, a course offered to students at TRHS. This grant would be to ensure teacher training as a means to offer as many pre-engineering courses as possible. Mr. Pedersen explained how this grant money will get pre-engineering training for the teachers which will benefit the students.

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MOTION: Mr. Sherwood moved to accept the award of \$9,600 in State of New Hampshire funds for Pre-Engineering activity from the Bureau of Career Development to increase access to Project Lead the Way. Seconded by Mrs. Manthorn Motion passed: 8-0-0

f. Elementary & Secondary Enrollment Update

Mrs. Canotas presented an update to the elementary enrollment projections for 23-24 school year. There are some additional pressure points that have been added which are highlighted at the bottom of the Executive Summary. If these reach capacity, they will come back to the Board for a conversation.

Mrs. Woodworth spoke on changing the maximum classroom size and asked if that would be a Policy Committee discussion.

Mrs. McCormick said it would be discussed in Curriculum and Assessment and then it would go to the Policy Committee. She stated it is currently being discussed.

Mrs. Woodworth explained she has been doing some research and sees that the last time the Class Size policy was revised was in 2011 with a minimum of 9 students and a maximum of 24 students. She stated special education has increased and she feels that it may be time to revise some of these maximum class sizes and maybe even increase the minimum class sizes and focus more on the minimum class size versus the maximum class size.

Mrs. Allaire talked about the history of this and how long the Curriculum and Assessment Committee has been working on it. She said it has been close to two years and added that this is a complex issue involving budgeting and staffing. She distributed a document with information taken about 18 months ago. It shows what other New Hampshire school districts have for maximum class sizes. They found from the educational research, if they were looking to make any minor changes, it wasn't showing that it would have a significant impact on learning outcomes. They have recently formed a committee to have a workshop this summer. Mrs. Manthorn and Mrs. Woodworth will be on that committee. She also let the Board know they can make recommendations at any time to waive the Class Size policy.

Mr. Pedersen presented estimated and preliminary 23-24 enrollment figures at the secondary level. He stated, as of this time, there are no pressure points that they have identified with class sizes in the middle or high school. They try to stay ahead of it as best they can. Mr. Pedersen stated that, traditionally, they don't run anything with fewer than 10 students or below with the exception of A.P.'s. They do what they can to make sure the kids get the opportunities to take those classes.

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The Board had some discussion about pulling funds from the surplus to find teachers to alleviate pressure points.

g. Title Change

Mrs. Canotas presented her Executive Summary to the Board requesting action on a title change. One of the five positions was listed as an Interventionist. An additional vote is being requested to change the title of Interventionist to ELA Instructional Coach.

MOTION: Mr. Sapia moved to accept the title change. Seconded by Mrs. Woodworth. Motion passed: 8-0-0

h. Data Governance Plan

Mr. Henderson presented the Data Governance Manual to the Board for adoption. This plan is brought to the Board annually for reaffirmation.

Mrs. Savage moved to reaffirm the Data Governance Manual. Seconded by Mr. Sherwood. Motion passed: 8-0-0

i. Technology Plan

Mr. Henderson presented the plan to the Board for adoption. This is brought to the Board every five (5) years. He explained the major change to the plan is around changing the model of instruction where they will assist teachers with integration to help integrate technology into lesson plans and into every subject.

MOTION: Mrs. Manthorn moved to approve the 2023-2028 Technology Plan. Seconded by Mrs. Savage. Motion passed: 8-0-0

j. Capital Improvement Projects

Mr. Ingoldsby and Mrs. Watkins presented a list of recommended CIP projects for FY 2024. These projects total \$1,462,500 with \$488,000 for the tennis courts. The list was reviewed with the Board for review and consideration. The Board had a lengthy discussion regarding the recommended projects. These projects have been budgeted for with the CIP funds.

Mr. Ingoldsby stated he talked with the company they use for field assessments. The company has a specialty division who would be able to do an audit of the fields, an audit of every team who uses the fields, and they would go to the towns to look at all the fields being used by the communities to figure out exactly what they need and where they need it. They can then bring the study back to the Board and they would have a plan to move forward with. They would go

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out to bid for this but the initial cost was around \$50,000. Mr. Ingoldsby said they are in the middle of writing an RFP.

Mr. Sapia said RFP's are not written without the direction from the Board to write an RFP. He said they have so many resources between the four towns, he believes they can coordinate this on their own.

Mrs. Watkins said if the plan going forward is to seek as many grants as they need, they cannot have the community do an assessment of our field's needs. A field plan is needed, not just something that is thrown together. It needs to be something that is studied and thoughtfully put together. They need a certified plan to apply for the grant. She explained there are companies who specialize in doing this work. The plan has to be done by a company with certification.

The Board asked for confirmation on what the pre-requisites of the grant are. There was discussion of what needed to be voted on this evening and what they can hold off on in order for them to get more information.

MOTION: Mrs. Savage moved to approve the Atkinson and Danville fridge replacement for both, the Fire alarm panel and sprinkler heads for Danville Elementary, High school, Middle school and Pollard, the Irrigation at the high school, and the Kubota Tractor. Seconded by Mrs. McCormick. Motion passed: 8-0-0

Mr. Sapia discussed with Mr. Ingoldsby about writing an RFQ to cut the grass and asked if that would help him alleviate some staffing problems. Mr. Ingoldsby said he would not be opposed to it.

MOTION: Mr. Sapia moved to put out an RFQ for cutting the grass within the District. Seconded by Mr. Sherwood. Motion passed: 8-0-0

k. FY 2024 Tuition Rates

Mrs. Watkins presented the FY2024 Tuition Rates and reviewed them with the Board.

MOTION: Mrs. Savage moved to accept the 2023/2024 tuition rates as presented to the School Board on June 15, 2023. Seconded by Mr. Sapia Motion passes: 8-0-0

l. Annual Federal Funding Authorization

The Board reviewed Policy DAF. Each year the Board must authorize the Superintendent, Assistant Superintendent, and Business Administrator to apply for and receive, on behalf of the District, federal and state grants/funding.

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MOTION: Mrs. Manthorn moved to authorize the Superintendent, Assistant Superintendent, and Business Administrator to apply for and receive on behalf of the District federal and state grants and funding and to file such authorization with the NH Department of Education. Seconded by Mrs. Woodworth. Motion passed: 8-0-0

m. Budget Transfer

Mrs. Watkins presented this and requested a vote on all the projects that have been discussed and approved by the Board. They need to encumber the funds in order to start the projects that are listed.

MOTION: Mr. Sherwood moved to accept those budget transfers in the amounts and accounts specified by the CFO/B.A.'s budget transfer request dated June 15, 2023. Seconded by Mrs. Savage Motion passed: 8-0-0

n. FY2024 Encumbrances

Mrs. Watkins explained at the end of a fiscal year when we have projects that continue into the following year, we need approval to encumber the Purchase Orders into the following year. A list of those projects were provided.

MOTION: Mrs. Savage moved to encumber the funds in the amount of \$5,420,198.00 for the projects that are presented on the list tonight from the B.A.'s office. Seconded by Mr. Woodworth. Motion passed: 8-0-0

The Board had some discussion regarding unencumbered funds. This money can only be used for one-time expenses. Mr. Ingoldsby stated they received a solar proposal at the construction meeting. It would be approximately a \$3 million purchase, however, they would get \$1 million back from the government and the energy payouts would decrease from \$270,000 down to almost \$175,000.

o. Strategic Plan

Mr. Krieger provided a brief recap of the Strategic Plan.

MOTION: Mrs. McCormick motioned to move forward with the Strategic Plan as a Second Read. Seconded by Mr. Woodworth. Motion passed: 7-0-1 (Sapia abstained)

Mr. Sapia apologized for being unable to attend the workshop. He abstained on the vote out of no disrespect to the Committee and offered reasons why he abstained.

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p. Exit Interview Report

Mrs. DeCinto presented her report to the Board for their information. The report included responses from 40 staff members.

q. School Board Goals

Mrs. Knutsen stated she talked with Mrs. McCormick about getting a representative from the New Hampshire School Boards Association to a workshop with the Board. Mrs. McCormick explained since the Board is so new, she was in contact with the NHSBA about holding a workshop and to also discuss their goals in that workshop. NHSBA said they would be available any time after July 10th. It was noted the cost of this workshop is included in their subscription to NHSBA. Mrs. Watkins also mentioned Adequacy Aid could be explained at the workshop.

It was the consensus of the Board to schedule the workshop.

r. Policies

Mr. Krieger presented these policies for First and Second Read. Most of the changes are clerical and are based upon NHSBA model policies.

MOTION: Mr. Sapia moved to accept Policy AC, Policy BEDH, and Policy EF as a First Read. Seconded by Mrs. Manthorn. Motion passed: 8-0-0

MOTION: Mr. Sapia moved to accept Policy KF as a Second Read. Seconded by Mrs. Manthorn Motion passed: 8-0-0

s. Suspension Authorization

Mr. Krieger explained annual Board authorization for Superintendent or designee to suspend students beyond 10 days is required.

MOTION: Mrs. Manthorn moved to authorize the Superintendent or his designee to continue the suspension of a student for a period in excess of ten school days as provided for in RSA 193:13(b). Seconded by Mr. Sapia Motion passed: 8-0-0

t. First Day of School

Mrs. Knutsen announced the first day of school for SY 2023-2024 is August 28, 2023.

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ADMINISTRATORS' REPORT

Mr. Krieger attended a biotech piece at the high school. He attended the high school graduation and the middle school celebration. This week coming up, they have some dedicated administration time and professional development.

Mrs. Allaire was able to attend the same events as Mr. Krieger and said they were fantastic. She acknowledged all the staff and especially those staff who are leaving them and moving on.

PERSONNEL REPORT

Mrs. DeCinto presented professional nominations and resignations for Board approval. She let them know they are making good progress on filling vacant positions.

MOTION: Mrs. Manthorn moved to accept the professional nominations of Nicole Bartlett, Music Teacher/Band at Pollard and Sandown North Elementary and Jeffrey Modlish, PE/Health Teacher at Sandown North Elementary. Seconded by Mrs. McCormick Motion passed: 8-0-0

MOTION: Mrs. Manthorn moved to accept the professional resignations of Jocelyn Marks, Speech/Language Pathologist at Sandown North Elementary, Laura Spingel, 3rd grade teacher at Pollard Elementary School, Bradley "Louie" Vigars, English Teacher at Timberlane Regional High School, Leslie Kahn, French Teacher at Timberlane Regional Middle School. Seconded by Mr. Sherwood Motion passed: 8-0-0

COMMITTEE REPORTS

Mrs. Woodworth said the Strategic Planning Committee held a workshop.

Mrs. McCormick attended a Curriculum and Assessment Committee meeting. They put a change in the Social Studies Curriculum for 6th Grade and will come to the Board as a First Read. They are talking about class sizes and they are going to form a subcommittee. She deferred to Mrs. Allaire to talk about two policies they are looking at with Curriculum and Assessment on Class Size and around challenged material library resources. This is another one they want to bring to a subcommittee to do some focused work on and bring it back to the Policy Committee for consideration.

Mrs. Knutsen attended the high school graduation. She congratulated the 5th and 8th graders for moving up.

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Mrs. Savage mentioned that spring sports has wrapped up and stated there are various summer sports camps for the youth.

Mr. Sapia attended the Construction Committee meeting and asked Mrs. Watkins to talk about the lease and about the pre-payment clause. Mrs. Watkins explained this to the Board. It was specified in the RFP they were seeking a non-penalty clause for pre-payment to the lease. Both bids received had a pre-payment penalty. She explained this and discussed the interest on the lease. Mr. Sapia said the Construction Committee talked about closing Sandown Central and they need direction from the Board. Mrs. Knutsen stated this will be further down the road. Mr. Sapia said they had a big overview from the architect and it was good. He said the solar panels are better than he imagined and hopes they can make that happen.

Mr. Woodworth did a shout out to the Yearbook Committee for a great job.

OTHER BUSINESS – none to discuss

NONPUBLIC SESSION

MOTION: Mrs. Woodworth moved 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. Sapia Motion passed 8-0-0

The Board was polled:

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

Mrs. Knutsen announced the School Board will not be coming back into Public Session. The Board entered nonpublic session at 9:20 pm

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on 6/28/23