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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 18, 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 (arrived at 7:35), Katie Knutsen, Kristin Savage (arrived at 7:24), Mark Sherwood
Excused Absence: Christopher Kellan

Seated at the Board Table

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

Administrators Present

Mark Pedersen, Director of Secondary Curriculum
Lucy Canotas, Director of Elementary Education
Maria Watkins, CFO/Business Administrator
Fran DeCinto, Director of Human Resources
Lisa Oliver, Assistant Business Administrator

APPROVAL OF MINUTES

MOTION: Mrs. Manthorn motioned to approve the May 4, 2023 public minutes as amended. Seconded by Mr. Sapia Motion passed: 6-0-1 (Mr. LeCain abstained)

MOTION: Mr. Sapia motioned to accept the non-public minutes of May 4, 2023. Seconded by Mrs. Woodworth Motion passed: 6-0-1 (Mr. LeCain abstained)

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STUDENT, STAFF & FAMILY SHARE

Mr. Krieger introduced Allie Galvin, a student at Timberlane Regional High School who will speak to her experiences and what she has learned when she was writing her thesis. A short video was shown of her teacher briefly previewing her research paper. Her topic centered on the idea that schools need to do more around mental health. She described her research and explained when she was finished; she had learned it was not that schools need to do more around mental health, but that schools need to be provided more resources to help students with mental health. The Board members then had the opportunity to ask her questions and they thanked her for her presentation.

DELEGATES AND INDIVIDUALS - none

STUDENT REPRESENTATIVE

(Mrs. Savage arrived at 7:24 pm)

Matthew LaBelle highlighted past and upcoming events in the school district. The high school Student Council Banquet was held Monday night and awards were given out. Fatal Reality happened today in the PAC. Prom will be on May 19th. May 26th will be Theater and Arts awards. Science and Engineering Annual Conference will be held on May 23rd. Students at Atkinson Academy, Sandown Central, Sandown North and the middle school have finished their NHSAS testing this week. There are several upcoming field trips scheduled. Sandown Central welcomed their Student Principal for the Day. He announced this will be his last meeting. He thanked the Board members and wanted to especially thank Mrs. Savage and Mrs. McCormick for their support and thanked teachers who have helped him along the way. He will be attending Plymouth State University with a major in Psychology. He introduced Armaan Anthony as the new student representative who will begin his role on June 1st.

(Mrs. Manthorn arrived at 7:35 pm)

CURRENT BUSINESS

- a. Introduction of Early Childhood Special Education Coordinator

Mr. Krieger introduced Kim Rivers who has been nominated as the Early Childhood Special Education Coordinator. Mrs. Rivers provided some background on herself. She comes to the District with 22 years of experience in education. She stated she always wanted to return working with preschool in an administrative role. She also mentioned in regards to the mental health pieces, the idea that she could have an impact some change when kids are three years old is very exciting for her.

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b. Enrollment Update

Mrs. Canotas presented her latest elementary enrollment projections for the 23/24 school year. She will present updated “final” numbers to the Board in June and again in August. She noted that staff have already been reallocated, and one open and vacant position repurposed, to meet class size policy. They are monitoring the numbers constantly and they have changed only by one or two students.

The Board reviewed the pressure point grades that are nearing the maximum number of students in a class.

Mr. Sapia asked if there is a correlation between class size and academic achievement. Mrs. Canotas explained, based on her research, the number of students isn't as much of a factor as is the delivery of education.

Mrs. McCormick asked if they take into account identified students when the classes are at maximum capacity. Mrs. Canotas said they look at the student's needs when it comes to class placement.

Mrs. Savage is looking at the equity issue of some schools having higher class sizes than others. She questioned whether we are giving parents an option of sending their child to another school in the district if a smaller class size is important to them. Mrs. Canotas stated she has not run into that issue. Mr. Krieger stated that option does exist.

The Board discussed this option and Mrs. Allaire added that this is a complex issue.

c. Repurposing Job Positions

Mr. Krieger explained there are 6.4 professional positions across the District identified as “open and vacant.” These are positions that are not currently posted for hire, because there is not an identified staffing need specific to each job title. Administration is requesting to repurpose 5.5 of those 6.4 positions. This request has zero impact on the budget. He stated these requests are part of a larger, more comprehensive allocation of District resources to meet identified needs.

Mr. Krieger provided a breakdown by position in the repurpose request. They are requesting a .5 social worker at TLC and Sandown North, which would be added to an existing .5 position to make one full social worker. One social worker at the middle school and one social worker at the high school. One math specialist at Pollard School and one interventionist at the elementary level. Also, one Student Support Coordinator for the middle and high school.

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MOTION: Mrs. McCormick motioned to repurpose 5.5 positions as proposed in the Executive Summary. Seconded by Mrs. Manthorn. Motion passed 9-0-0

Mrs. Allaire stated these are professional staff positions. The Board discussed some options if they needed some other positions due to enrollment. Mrs. Allaire said she is confident they are adequately staffed in all content level at the middle school and high school.

d. High School Curriculum

Mr. Pedersen presented a proposed revision to Portfolio Writing, which is a half-year English elective. The main purpose of the proposed revision is to add the Reading Information competency to the content competencies of the course and remove the Reading Literature competency, as it is not a main focus of the course. This elective is offered to juniors and seniors.

MOTION: Mrs. Savage motioned to accept this proposed revision as a First Read. Seconded by Mr. Sapia. Motion passes 9-0-0

e. Projection for Year-End Balance

Mrs. Watkins presented the FY2023 Projection as of May 4, 2023. She reviewed the budget lines with the Board. There is an Expense Variance of \$850,000. She reviewed the Revenue Variance of \$450,000. The Projected Surplus amounts to \$1,300,000.

Mr. Sapia asked if that money could be used toward the projects they have. Mrs. Watkins said they could.

Mrs. Savage let the Board know there was a discussion during the Facilities meeting about how their tennis courts are in deplorable condition and they won't be able to be played on next year. The cost to replace the tennis courts would be \$400,000. She asked the Board to give this some thought for the next meeting. She has concern over getting a contractor for the courts this year.

Mrs. Watkins can find out when the work could be done. When the courts are fixed right, they can get 25 years out of them.

Mr. Sapia recommends holding the money for next summer.

Mrs. Woodworth would like to see solar panels installed. Mr. Sapia explained that is a large project costing \$5 to \$10 million. Mrs. Woodworth said solar is in the CIP.

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Mrs. Watkins explained they will have to go out to bid for the courts unless the Board waives that policy. There are only two companies who could do the work and the District would need a signed contract before June 30th.

Mrs. Savage requested to have any other recommendations for projects they are not aware of, in addition to the two projects they talked about tonight, be brought to the Board at their next meeting in order for them to make an informed decision. Mrs. Watkins agreed.

Mrs. McCormick asked what the tuition revenue includes. Mrs. Watkins stated that the revenue comes from preschool and full day kindergarten tuition.

f. Increase in Meal Prices

Mrs. Oliver presented this to the Board. She explained they have to do an annual report called a Paid Lunch Equity Tool and submit it to the federal government to show them we are looking at the prices and are being paid the right amount for our meals. In order to generate enough revenue to offset the rising Food Service operating costs, District Administration is requesting paid lunch prices be increased by \$0.10 starting in the 2023-2024 school year for the elementary, middle, and high school.

MOTION: Mr. Sherwood motioned to accept the \$0.10 increase to the lunch price across the District. Seconded by Mr. Sapia. Motion passed 9-0-0

g. Budget Transfers

Mrs. Watkins presented a budget transfer request in the amount of \$38,000. This amount would be for the purchase 200 tables and chairs for a number of different events. They have been renting tables and chairs and believe the District could break even after two to three years if they were to purchase comparable tables and chairs instead of renting them.

Mr. Pedersen stated they have a place to store them. There is a storage room in the P.E. locker room area that was the old boiler room. He said Karl Ingoldsby is confident the space will accommodate them.

Mr. Woodworth wanted to know what the cost would be to prepare that area for the storage. Mr. Pedersen stated they would only have fix the door and have it be a locked door.

MOTION: Mrs. Woodworth motioned to accept the tables and chairs in the amount of \$38,000. Seconded by Mr. Sherwood.

Mr. Sapia believes it would be better to continue renting them because of the limited storage space, the maintenance, cleaning and moving them around.

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Mr. Woodworth stated that renting can be unpredictable and, at times, may not be available to rent when they need them. He agrees with purchasing them, he just wants to make sure they have the space to store them.

Mrs. Woodworth withdrew her motion. Mr. Sherwood withdrew his second.

It was the consensus of the Board to have Mr. Ingoldsby attend the next Board meeting to answer some questions for clarification.

Mrs. Watkins presented a budget transfer request in the amount of \$185,000 which is an estimate. The reason for this request is that they have had to contract with multiple agencies for staff to meet compliance regulations. They have not been successful in hiring candidates for the open positions.

MOTION: Mr. Sapia motioned to accept the budget transfer request in the amount of \$185,000 as specified in the CFO/BA's budget transfer request dated May 18, 2023. Seconded by Mrs. Savage. Motion passes 9-0-0

h. Policies

The Board reviewed Policy GBCE, IJOC and KF as a First Read and Policy JFAC as a Second Read.

Mr. Krieger informed them of the changes/recommendations for these policies. There was some discussion on the Volunteer policy IJOC. Mr. Sherwood asked about the requirement for a background check. Mrs. Allaire assured the Board there hasn't been any difficulty finding volunteers. She stated the background check is good for one year.

Mr. Sapia referred to Policy KF Use of School Buildings and Facilities. He referred to the section that states a group or individual needs to complete the online request no less than two weeks prior to the time the facilities are needed. Mrs. Savage suggested adding a line to the end of Policy KF stating the Superintendent may authorize to waive or adjust the rental fees and the timeline requirement. She stated they want a two-week notice, but if their request falls short of two weeks due to certain circumstances, they want to give the Superintendent the authority to make the decision.

Mr. Krieger referred to Policy JFAC and explained why they needed to add stipulations for students who are Grade One eligible but are requesting to enroll in Kindergarten.

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MOTION: Mr. Sapia motioned to accept Policy GBCE, Policy IJOC, and Policy KF as a First Read and accept Policy JFAC as a Second Read. Seconded by Mrs. Manthorn. Motion passes 9-0-0

ADMINISTRATORS' REPORT

Mrs. Allaire stated all grades 3 through 8 are wrapping up their State Assessment testing. The NH Department of Education has a new parent portal where the student assessment results will be provided to the parents electronically. She stated there is support for parents needing assistance with this. Parents can also request a paper report from the District.

Mr. Krieger will be at the middle school tomorrow with Mrs. Allaire from 8:00-9:30 for the "Make a Difference Project" and invited the Board members to attend if they are available to do so.

PERSONNEL REPORT

The following professional nominations were electronically approved on May 8th. Sarah Cote, 5th Grade Teacher at Sandown North Elementary School. Brittany Grant, Occupational Therapist at Sandown North Elementary School, Katherine Mittica, 5th grade teacher at Sandown North Elementary School.

The following professional resignation was electronically approved on May 8th for Marisa E. Lerner-Lam, Spanish Teacher at Timberlane Regional High School.

The following administrative nominations were electronically approved on May 10th for Kim Rivers, Early Childhood Education Coordinator at Sandown Central School.

The following professional nomination was electronically approved on May 10th for David Morochnick, Mathematics Teacher at Timberlane Regional High School.

The following professional resignation was electronically approved on May 10th for Kelly Lennon, 2nd grade teacher at Danville Elementary School.

MOTION: Mrs. Manthorn motioned to accept the professional nominations for Sherry LeBlanc, Special Education Teacher at Pollard Elementary School, Emily Valentino, Special Education Teacher at Pollard Elementary School, Carly Weinand, Grade 4 teacher at Atkinson Academy, Patrick McAndrews, Special Education Teacher at Timberlane Regional High School. Seconded by Mr. Sherwood. Motion passes 9-0-0

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MOTION: Mrs. Manthorn motioned to accept the following professional resignations and thanked them for their time in the District. Eric Constantineau, English Teacher at Timberlane Regional High School, Kelley Graham, Special Education Teacher at Danville Elementary School, Andrew Riccardi, Special Education Teacher at Timberlane Regional High School, Elizabeth Sanborn, Special Education Teacher at Timberlane Regional High School, Wendy Bibeau, Business/Technology Teacher at Timberlane Regional High School, Lisa Furman, Grade 1 Teacher at Danville Elementary School, Christine Cina, Speech/Language Pathologist at Pollard Elementary School, Emily Beaulieu, Special Education Teacher at Pollard Elementary School, Sarah Ommen, Speech/Language Pathologist at Timberlane Regional High School and at Timberlane Middle School. Seconded by Mr. Sapia. Motion passes 9-0-0

MOTION: Mrs. Manthorn motioned to accept the renomination of Jeffrey Runions, Science Teacher at the Timberlane Middle School. Seconded by Mrs. Savage. Motion passed 9-0-0

COMMITTEE REPORTS

Mrs. Woodworth – Strategic Committee will be meeting soon.

Mr. Krieger – Safety Committee will be drafting a timeline for the roll out to work with students and they will be planning how they will be updating new hires and anyone they missed in the first training cycle.

Mr. Sapia – The Construction Committee met and was well attended including three people from EEI and it was extremely informative. Preliminarily, they think structurally everything is fine. They will also come back to us with some alternatives to mitigate the cracking which they believe is superficial. They will start the middle school and finish it this summer. One thing that came up was how much money the Board wants to keep putting into Sandown Central and if they have a long-term plan.

Mr. Woodworth – The Curriculum Committee will be meeting in June.

Mrs. Savage – Facilities Committee met and things are moving forward.

CORRESPONDENCE

No correspondence

VENDOR AND PAYROLL REGISTERS

No Vendor and Payroll registers

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OTHER BUSINESS

Mr. Sapia announced this is National Police Week and he thanked them for all they do.

Mrs. Knutsen announced the Board will be going into non-public session and will not be coming back into public session.

MOTION: Mrs. Manthorn 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. Woodworth. Motion passed 9-0-0

The Board was polled:

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

The motion carried 9-0-0 to enter non-public at 9:37 PM.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on June 1, 2023