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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
June 1, 2023
7:07 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 7:34 pm), Katie Knutsen, Kristin Savage (arrived 7:36 pm), Mark Sherwood
Excused Absence: Christopher Kellan

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

APPROVAL OF MINUTES

MOTION: Mr. Sapia motioned to accept the regular minutes of May 18, 2023 as written. Seconded by Mr. Sherwood Motion passed: 7-0-0

MOTION: Mr. Sapia motioned to accept the non-public minutes of May 18, 2023 as written. Seconded by Mrs. Woodworth Motion passed: 7-0-0

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STUDENT, STAFF & FAMILY SHARE

Mr. Schweiss introduced four student officers from the Ensemble to share the doings of the Music Department this year. He introduced the Vice President of the Guitar Orchestra, President of the Orchestra, President of the Chorus and the President of the Band. Each student spoke of their performances and expressed the great opportunities they experienced this year.

DELEGATES AND INDIVIDUALS

Mr. Vince Edwards of Danville, NH spoke about all the accomplishments and success his son has experienced during his two years attending Great Bay Charter School in Exeter, NH. The Seacoast School of Technology offers a Pre-engineering course and his son applied for it and he was accepted into the program. There is an out of district tuition fee for the course and he asked the Board for reconsideration to cover the cost of tuition in order for his son to participate in the class.

STUDENT REPRESENTATIVE

Armaan Anthony highlighted past and upcoming events in the school district and the many end of year celebrations and recognition ceremonies that are scheduled.

CURRENT BUSINESS

a. Request for Special Meeting

Mr. Krieger stated they have been advised by their bond attorney to hold a special meeting to cure a warrant posting procedural defect that will assist them in continuing to securing financing.

MOTION: Mrs. Woodworth moved that the vote entitled, “Vote to Hold Public Hearing, Call and Approve the Warrant for Special District Meeting to cure warrant posting procedural defect”, be approved in form presented to this meeting. Seconded by Mr. Sapia Motion passed: 7-0-0

b. Envirothon: High School International Travel

Mr. Pedersen provided information on an upcoming overnight, international trip. He congratulated the high school Envirothon Team who won States and they would be representing New Hampshire in the National Competition held in New Brunswick on July 23-29, 2023. He introduced the Team Captain of Envirothon who described the science competition in environmental science.

APPROVED

Mr. Pedersen provided the Board with information and details of the trip along with the scheduled events.

**MOTION: Mr. Sapia motioned to approve the trip. Seconded by Mr. Sherwood
Motion passed: 7-0-0**

c. Second Read: HS Portfolio Writing Curriculum

(Mrs. Manthorn arrived at 7:34 pm)

Mr. Pedersen presented the Second Read of the High School Portfolio Writing curriculum revision.

**MOTION: Mr. Woodworth motioned to approve this as a Second Read. Seconded by
Mrs. McCormick Motion passed: 7-0-1 (Mrs. Manthorn abstained)**

(Mrs. Savage arrived at 7:36 pm)

d. Tennis Courts Request

Mr. Fantasia provided an Executive Summary with details on the condition of the courts. All four courts have significant cracking and they are hoping to secure funding to fully repair them. They reached out to Cape and Islands Track and Tennis who provided a quote of \$488,000 to dig up and completely resurface the courts.

Mr. Fantasia spoke to Mr. Bill Gegas of NH Land and Conservation regarding the possibility of a grant for this work. He was told the redevelopment of the tennis courts is not part of the current grant agreement scope. He spoke on the application process for the proposal and the timing. He further stated grant approval is not guaranteed and a decision would not come until June or July 2024.

Mrs. Savage asked if this work could be done this year. Mr. Ingoldsby explained Cape and Islands Track and Tennis can't do it this summer, however, the work could be done in May 2024 or after the tennis season next year. Since the work can't be done until next year, they could try to get the grant and still move forward with the process to get the company under contract to secure them for next year.

Mr. Sapia would like to find out if we could fit an additional one or two tennis courts. Mr. Ingoldsby wasn't sure.

Mr. Sapia believes they should encumber the funds and possibly do five courts.

APPROVED

Mrs. Watkins informed the Board they do have funds available for this from the surplus and they will need a signed contract before July 1, 2023. She stated the CIP does not have the money for this project this year. Mr. Ingoldsby has a contract for four courts ready to be signed. He is also looking into adding lights down there and will also ask the company about the possibility of having a fifth or sixth court.

MOTION: Mr. Sapia motioned to enter into a contract with Cape and Islands Track and Tennis when they have availability to fix the tennis courts. Seconded by Mr. LeCain. Motion passed: 8-0-1 (Mrs. McCormick abstained)

e. Background Check Fee for Temporary Workers

Mr. Krieger explained waiving this fee would allow them to move forward with the hiring process in the summertime. These folks tend to be on the younger side and we don't want to create a barrier or obstacle with having them help us out with short term employment over the summer. This is a way to bring in some young people and do it quickly and not to encumber them with a fee.

MOTION: Mrs. Manthorn motioned to waive school board policy GBCD to allow the District not to charge full time students who apply for temporary work during the school breaks the fee for criminal history records check. Seconded by Mrs. Savage Motion passed: 9-0-0

f. Transportation Contracts

Mr. Krieger stated he is satisfied with the contracts with First Student, Inc.

MOTION: Mrs. Manthorn motioned to accept the contracts for the non-special education transportation and special education transportation that has been presented to the Board. Seconded by Mrs. McCormick Motion passed: 9-0-0

g. Position Title Change

Mrs. Canotas referred to her Executive Summary. She is requesting to formally change the title for the Literacy Specialist at the elementary level to ELA Instructional Coach. They have five ELA coaches, one for each school and one who supports interventions.

MOTION: Mrs. Savage motioned to change the title from Literacy Specialist to ELA Instructional Coaches. Seconded by Mr. Sherwood. Motion passed: 9-0-0

APPROVED

h. Enrollment Update

Mrs. Canotas provided an updated enrollment summary. She explained there have not been any changes to the pressure points, however, there have been some changes in three grade levels which they are watching very closely. She will bring this back to the Board again with an update.

i. Data Governance Plan

Mr. Henderson explained there have been no changes to this plan. This document refers to the management of data, confidential data and it has a lot of information in it. This plan is posted on the website. He is requesting approval as a First Read. This plan is brought to the Board annually for reaffirmation.

MOTION: Mrs. Manthorn motioned to accept this as a First Read. Seconded by Mrs. Savage Motion passed: 9-0-0

j. Technology Plan

Mr. Henderson explained this is a five-year technology plan and presented the First Read of the 2023-2028 Technology Plan. He stated that all the major systems are cloud based.

MOTION: Mrs. Manthorn motioned to accept the Technology Plan as a First Read. Seconded by Mrs. Savage. Motion passed: 9-0-0

k. Strategic Plan – Second Read

Mr. Sapia asked if they could discuss this in a workshop setting. He has many questions and some issues with it.

Mr. Krieger said even if this plan is approved tonight, it would not put an obstacle in the way if they wanted to get back to it. This Strategic Plan is a malleable document.

The Board discussed having a workshop.

Mr. Sherwood believes it would be beneficial to hear the opinions of others. Mrs. Woodworth would suggest the workshop take place before the next meeting.

It was the consensus of the Board to hold a workshop on the Strategic Plan before the next Board meeting on June 15, 2023. The Strategic Plan will be on the agenda for the next meeting.

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1. Policies

The Board was presented with Policy GBCE Training and Information Relative to Child Sexual Abuse Prevention and Policy IJOC Volunteers for approval.

MOTION: Mrs. Manthorn motioned to accept Policy GBCE and Policy IJOC for a Second Read and adoption. Seconded by Mrs. McCormick Motion passed: 9-0-0

9. ADMINISTRATORS REPORT

Mr. Krieger stated they are excited to begin negotiating with the TTA. Both parties are looking for early June.

Mr. Krieger has the results from the Bright Futures Survey and they have the data. They will be discussing the feedback with the Board.

Mr. Krieger recognized 13 high school students who are receiving the Excellence in Academics Award.

10. PERSONNEL REPORT

MOTION: Mrs. Manthorn motioned to accept the professional nominations of Shawna Steward, Special Education Teacher at Pollard Elementary School and Alyssa Grant, Elementary Teacher at Atkinson Academy. Seconded by Mr. Sapia Motion passed: 9-0-0

MOTION: Mrs. Manthorn motioned to accept the professional resignations of Darci Militello, 1st grade teacher at Danville Elementary School, Holly Costa, School Counselor at Timberlane Regional Middle School, Kathryn Bruce, Enrichment Teacher at Sandown North Elementary School, Ashley Conway, 4th Grade Teacher at Pollard Elementary School, Matthew McCabe, Social Studies teacher at Timberlane Regional Middle School and thanked them for their time and dedication. Seconded by Mr. Sherwood Motion passed: 9-0-0

Mrs. DeCinto presented the list of open positions. They have hired 16 new staff since May. Exit interviews are being conducted and she will be bringing that information to the Board in a summary.

APPROVED

Mrs. Manthorn read the following into the record:

The following professional nominations were electronically approved on May 22, 2023. Molly McAlpine, Grade 1 at Sandown North Elementary School and Taylor Santti, Grade 3 at Sandown North Elementary School

The following professional resignation was electronically approved on May 22, 2023 for Samantha Platt, elementary school teacher at Atkinson Academy.

The following professional nominations were electronically approved on May 25, 2023 for Ana Bars, 6th grade Science teacher at Timberlane Regional Middle School and Mark Hanik, Science teacher at Timberlane Regional High School.

The following professional renomination was electronically approved on May 25, 2023 for Amanda Mulhall, Special Education Teacher at Timberlane Regional Middle School.

The following professional resignations were electronically approved on May 25, 2023 for Erin DelloRusso, 3rd grade teacher at Pollard Elementary School, Justin Bentley-Melle, Technology teacher at Sandown North Elementary, Courtney Pellegrino, Interventionist at Sandown Central School, Elizabeth Collard, Science teacher at Timberlane Regional Middle School.

11. COMMITTEE REPORTS

Mrs. Woodworth said there will be a strategic planning workshop.

Mr. Sherwood attended a CIP meeting. They readjusted some of the capital improvements based on unencumbered funds trying to prioritize some of these improvements that are more time essential. Recommendations were made in consultation with Mr. Ingoldsby and they will be bringing them in front of the Board for a thumbs up or thumbs down.

Mrs. Knutsen said the Policy Committee met before the Board meeting tonight. The Safety Committee will meet on July 20th.

Mrs. McCormick stated the CNA meeting will be held on June 13th.

Mr. Sapia informed the Board preliminarily the pipe coming out of the boiler is fine and they will not need to replace it.

OTHER BUSINESS

Mr. Sapia recommends they have a guest speaker come before the Board. He met with a woman last year who started a veteran's organization called "Hero Pups". They have therapy dogs and

APPROVED

are in a lot of schools in the State of NH and he would like her added to an agenda in the future. Mrs. Knutsen asked that he email her with the information and contact information.

NON-PUBLIC SESSION

Mrs. Knutsen announced the Board will be going 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. Seconded by Mr. Sapia Motion passed 9-0-0

The Board was polled:

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

The motion carried 9-0-0 to enter non-public session at 8:35 pm.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on June 15, 2023