

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 28, 2023
7:33 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present

Donald Woodworth, Jack Sapia, Brienna Woodworth (joined remotely), Shauna Manthorn, Katie Knutsen, Kristin Savage, Mark Sherwood, Paul LeCain

Excused Absence: Kim McCormick

Seated at the Board Table

Justin Krieger, Interim Superintendent
Sandra Allaire, Acting Assistant Superintendent

Administrators Present

Maria Watkins, CFO/Business Administrator

APPROVAL OF MINUTES

MOTION: Mr. Sapia motioned to approve the non-public minutes of June 15, 2023 as written. Seconded by Mrs. Manthorn Motion passed: 6-0-1 (LeCain abstained)

MOTION: Mrs. Manthorn motioned to approve the June 15, 2023 public minutes as written. Seconded by Mr. Sherwood Motion passed 6-0-1 (LeCain abstained)

MOTION: Mrs. Manthorn motioned to accept the public school board minutes of June 19, 2023 as written. Seconded by Mrs. Savage Motion passed 6-0-2 (Sherwood, B. Woodworth abstained)

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MOTION: Mr. Sapia motioned to accept the special meeting minutes of June 19, 2023 as amended. Seconded by Mr. Woodworth. Motion passed 6-0-2 (Sherwood, B. Woodworth abstained)

DELEGATES AND INDIVIDUALS

Ms. Nola Whitman of Danville, NH addressed the Board. She expressed concerns over expenditures and budget maintenance.

CORRESPONDENCE

No correspondence

VENDOR AND PAYROLL REGISTERS

No Vendor and Payroll registers

CURRENT BUSINESS

a. Enrollment Summary

Mr. Krieger explained five classrooms are getting close to maximum class size and they are keeping watch on that.

Mr. Sapia asked about when a classroom has students with a disparity of abilities, and used a math class as an example. He asked if it would make sense to move students with similar aptitudes together with one teacher.

Mrs. Allaire explained they have models already in place for that and she explained how instruction is provided for those students.

b. Surplus

Mrs. Watkins presented the FY2023 projections to the Board. She reviewed the numbers with the Board. She stated it is difficult due to all the moving pieces. To the best of her ability, she took what she has up to today and her projection is \$4.1 million.

Mrs. Woodworth would like for Mrs. Watkins to provide them with a crash course on the budget at the workshop being scheduled. Mrs. Watkins said she can do that.

Mrs. Watkins commented since this is the last Board meeting for this school year, she will need a vote from the Board on the fund retention. She is not sure if the vote needs to take place within the same fiscal year and can look at the RSA. She stated for the last two years it has been at \$500,000. The warrant article states up to 5% can be retained.

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The Board had a discussion on whether they should approve to retain \$500,000 or up to 5%. Mrs. Savage prefers to hold off on a vote until she sees the surplus numbers. Mr. Sapia would like to see it on a spreadsheet with the advantages or disadvantages. He stated they can only use the funds for something catastrophic. Mr. Sherwood commented that 5% of the \$4 million projected surplus is approximately \$200,000, not \$500,000. He believes we are capped at \$200,000. Mrs. Watkins is comfortable with \$500,000.

Mrs. Watkins read the RSA to the Board.

**MOTION: Mr. Sapia motioned to retain \$500,000. Seconded by Mr. Sherwood.
Motion passed: 5-0-3 (Savage, Knutsen, Manthorn abstained)**

c. High School Tables and Chairs

Mrs. Knutsen recapped the discussions they had at a recent school board meeting regarding the purchase of the tables and chairs. There was no approval to move forward with this purchase. They were waiting to receive more information.

Mrs. Watkins explained this had been brought before the Board because the cost exceeded \$25,000 to purchase tables and chairs. She stated it was determined there was only enough storage for the tables. The cost to rent the tables is much higher than the cost to rent chairs, so they purchased the tables and that cost came out of the student activities budget and it didn't require a vote of the Board.

Mr. Sapia stated the Board was told if we spend the money to purchase the tables and chairs, we would break even in two years. He doesn't like how this was handled and feels that Board approval was circumvented. He would prefer the District continue renting the tables and chairs and doesn't think we should be in the tables and chairs business.

Mrs. Watkins stated they are waiting for an inventory of all the storage they have in order to determine if we need more storage space. The storage space is used by athletics. She is not sure if the chairs have already been ordered but even if they have been, the order can be cancelled.

Mrs. Knutsen said they need to know what they have for storage before purchasing the tables and chairs.

7. PERSONNEL REPORT

Mrs. Manthorn read the following into the record:

The following professional nominations were electronically approved on June 7, 2023. Holly Street, Grade 1 Teacher at Danville Elementary School, Eric Pascoal, English Teacher at

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Timberlane Regional High School, Carolyn Nenart, Grade 3 Teacher at Sandown North, Brooke Biolo, Spanish Teacher at Timberlane Regional High School, Kaitlyn Brown, PE/Health Teacher at Timberlane Middle School, Lauren Aruda, Art Teacher at Timberlane Regional High School, Abigail Goodson, Preschool Teacher at TLC, Briana Walsh, Grade 2 Teacher at Danville Elementary School.

The following professional resignation was electronically approved on June 7, 2023 for Cassandra Mello, Special Education Teacher, Danville Elementary School.

The following professional nominations were electronically approved on June 23, 2023. Maria Hedstrom, Interventionist at Pollard Elementary, Edgar Tinney, English Teacher at Timberlane Regional High School, Donna Boucher, School Nurse, Sandown North.

The following professional resignations were electronically approved on June 23, 2023. Jennifer Hazelton, Spanish Teacher, Timberlane Regional High School, Shana McTague, School Psychologist, Sandown North/District.

<p>MOTION: Mrs. Manthorn motioned to accept the professional nominations of Zachary Champion, School Counselor at Timberlane Regional High School, Lauren Mann, Math Specialist at Timberlane Regional School District. Seconded by Mrs. Savage Motion passed: 8-0-0</p>

(Mrs. Woodworth left the meeting)

OTHER BUSINESS

Mr. Sapia asked if the Board was aware that whether or not high school students are going to attend college, they all have to fill out a FAFSA form. He questioned whether there is a waiver form for students who will not be attending college.

Mrs. Allaire will follow up with Guidance regarding this.

Mr. Sapia would like to have a list of last year's consultants and consulting fees. He would like to keep the money in the district and do some things themselves if they could. Mrs. Knutsen will put that as an agenda item for the next meeting. Mr. Sherwood would also like to know what the consulting fees have been year to date.

Mr. Sapia asked when a parent calls the district and wants to know about their child's grades, behavior, or social things, how do we approach that and how do we respond. He asked what are, and what aren't, our obligations.

Mr. Krieger stated they look to partner with parents. There are aspects where we are required by law to communicate to them in certain cases, and there are pieces we are not allowed to

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communicate with them. There are also grey areas that require judgement decisions people are making.

There was no other business to come before the Board. Mrs. Knutsen announced they will be going into non-public session and will not be returning to 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 Mrs. Manthorn. Motion passed 7-0-0

The Board was polled:

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

The public meeting was closed at 8:44 PM.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on July 20, 2023