

APPROVED PUBLIC MINUTES

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
August 14, 2025
7:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present

Mark Sherwood, Marianne Springer, Brienna Woodworth, Paul LeCain
Alyssa Kowalczyk, Shauna Manthorn, Don Woodworth

Excused absence: Katie Knutsen, Jack Sapia

Seated at the Board Table

Justin Krieger, Superintendent
Sandra Allaire, Assistant Superintendent
Chris Martin, Director of Operations
Cameron Stack, Student Representative

Administrators Present

Lucy Canotas, Director of Elementary Education
Maria Watkins, Business Administrator/CFO
Angelo Fantasia, Athletics Director
Fran DeCinto, Director of Human Services

Mr. Sherwood called the meeting to order at 7:00 pm.

APPROVAL OF MINUTES

MOTION: Mrs. Springer motioned to approve the public minutes of 7/14/25.
Seconded by Mrs. Kowalczyk Motion passed: 6-0-1 (LeCain abstained)

DELEGATES & INDIVIDUALS

There were no public comments.

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**MOTION: Mr. Sherwood motioned to add the 30 minutes to the end of the meeting.
Seconded by Mrs. Manthorn Motion passed: 7-0-0**

STUDENT REPRESENTATIVE

Cameron Stack presented his school-wide report and highlighted happenings around the District. Some of the highlights included an update on the completed facilities projects. They had an Improv-a-thon at the PAC. NHS scheduled a car wash but the date changed to August. There was a Common Application workshop for upcoming seniors. Registration for fall sports is out. An ELO student earned his pilot's license and gave Mrs. Foley a ride in the airplane. They are looking forward to an amazing year.

CURRENT BUSINESS

a. Annual Athletics Report

Mr. Fantasia presented his annual report to the Board. He began with the high school which offers over 30 sports programs for boys and girls. This year they added Esports as an NHIAA sanctioned sport. The Middle School Boys' Lacrosse team made it to the Tri County League Finals and the Girls Track team finished 2nd at the Tri County Championships. The Timberlane Athletic Department put on approximately 773 events between the middle and high school programs last year.

Mr. Fantasia spoke on the outstanding accomplishments last year. He also mentioned two student athletes broke school records in Outdoor Track. Sophomore, Danielle Bates set a new TRHS high jump record at 5'8". Junior, Charlotte Beaudoin also set a new HS record in the 400 running it in 57.87 seconds. Overall, 77% of TRHS varsity teams and 64% of TRMS teams participated in post-season play. The NHADA/NHIAA recognized 36 TRHS Senior Scholar-Athletes for their excellence in the classroom, as well as on the playing field.

Timberlane student leaders were invited to the NHADA Spring Conference in Laconia to present information on Leadership to Athletic Directors from around the State of NH.

b. Annual Review of Sports Injury Emergency Action Plan (EAP)

Mr. Fantasia provided a copy of their Emergency Action Plan. SB 148-FN was signed into law on August 10, 2021 and took effect on September 1, 2022. This bill requires all athletic departments to create and implement Emergency Action Plans for sports-related injuries. Teams at the high school and middle school are required to practice emergency drills in preparation for a traumatic incident. These plans are to be implemented by the start of each academic year. He

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reviewed the key components of the Plan. He described the Emergency Roles. There are AED's available in specified locations indicated in the Emergency Action Plan. They also have a travelling AED for off-site games.

c. Booster Signs Sponsorship

Mr. Fantasia presented his annual request for sign sponsorships by the Booster organization. He provided the Board with all the information from each booster group for sign sponsorships.

MOTION: Mrs. Manthorn motioned to approve the booster sign sponsorships as provided in the August 14th executive summary. Seconded by Mrs. Springer. Motion passed: 7-0-0

d. 2025-26 School Calendar

Mrs. Allaire presented this to the Board. She explained that safety protocols require ongoing training in ALICE (Alert, Lockdown, Inform, Counter and Evacuate). The trainings also include on-campus active shooter drills for staff, facilitated by ALICE certified trainers that include TRSD staff working in collaboration with local law enforcement officers. These trainings can only be conducted when students are not in the buildings. For this reason, they are requesting a change to the TRSD 2025-2026 school calendar.

They are requesting the Board review and approve one additional early release day for each of the four town's elementary schools (4 in total) to provide time for staff to be fully trained at the start of the academic school year in ALICE strategies. Training for the secondary schools will be conducted on the previously-scheduled early release days.

MOTION: Mrs. Manthorn motioned to approve the revised SY25-26 calendar. Second by Mr. Sherwood. Motion passed 7-0-0

e. Softscape Landscaping Services RFP

Dr. Martin presented this to the Board. They had requested 3-year bids for the services. It is their recommendation to move forward with Auger Landscaping. They have done work for the District in the past and they came in with the lowest bid. This will include all the buildings in the District. Year 1 will be \$38,110.00, Year 2 will be \$38,110.00 and Year 3 will \$38,875.00 for a total of \$115,095.00.

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MOTION: Mrs. Manthorn motioned to approve entering into a 3-year contract with Auger Landscaping for softscape landscaping services for a total \$115,095.00. Seconded by Mrs. Woodworth Motion passed 7-0-0

f. Audit Engagement Authorization

Mrs. Watkins presented the audit engagement authorization with Plodzik & Sanderson who is the same company they used last year.

Mrs. Woodworth asked if this goes out to bid. Mrs. Watkins explained they do not go out to bid for accounting and have not since she has been with the District.

MOTION: Mrs. Manthorn motioned to authorize the School Board Chair to sign the audit engagement letter with an estimated fee of \$28,500 which does not include additional work for grants or any other items. Seconded by Mr. Sherwood. Motion passed 7-0-0

g. Budget to Actual Report

Mrs. Watkins presented the monthly budget to actual report. She explained the auditors were here last week but they are not finalized yet. Mrs. Watkins reviewed the dashboard of the general fund as of June 2025. The actual revenue for FY2024 vs FY2025 is shown month by month. She reviewed the Revenue and Expense budget vs actual. The variance for FY2025 actual expense from FY2024 actual expense is \$11,783,588.

Mrs. Woodworth asked about the unassigned fund balance. Mrs. Watkins explained they need to wait until the audit is complete before they can determine the unassigned fund balance.

Mr. Krieger commented the number will be significantly less than FY24/25.

h. Elementary Enrollment Update

Mrs. Canotas presented her monthly elementary enrollment report. She cited three areas where there are pressure points. There are no grade levels that are over the maximum capacity and no new positions need to be asked for. As of today, Pollard full day kindergarten is full at 40 students but we are not at a point where we need to add another classroom.

Mr. Woodworth asked if there are any concerns and Mrs. Canotas stated she has no concerns with that.

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i. TTA Evaluation Plan

Mrs. Allaire and Mr. Lou Broad, President of the TTA and high school science teacher, presented their executive summary.

The TTA CBA requires that evaluations shall be done in accordance to the procedures in the plan. Any changes to the procedures need to be mutually agreed upon by the Board and the Association. This evaluation plan is for the 2025-2030 cycle.

This plan was developed by a committee composed of TTA teacher representatives along with school and district administrators. This Evaluation Plan now reflects the most recent version of the Charlotte Danielson Framework for Teaching (2022). Mrs. Allaire explained the primary change includes a shift from required formal and informal observations to required “mini” observations for all teachers. She went on to describe the four categories of evaluation which are: New teacher, experienced teacher, support plan and improvement plan.

Mr. Broad spoke to the philosophy of evaluation.

Mrs. Woodworth asked how they decide on who will be the evaluator of the teachers. Mr. Broad explained it often has to do with the subject area the teacher teaches. The evaluation agreement is in the provision in the TTA CBA and it sets how the committee is formed. There is also a section on conflict of interest and he provided some examples.

Planned and Unplanned observations were discussed. Mr. Sherwood said the intention of an unplanned observation should be added into the document, even though it is past practice. Mr. Broad agreed to include that wording into the document.

Mrs. Allaire said Support and Improvement Plans are only for experienced educators, not new educators. That is in the TTA contract.

MOTION: Mrs. Manthorn motioned to adopt the updated TTA Evaluation Plan. Seconded by Mrs. Kowalczyk. Motion passed 7-0-0

j. Elementary Math Curriculum Update

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Mrs. Canotas presented this to the Board. She referred to a chart she provided to the Board which includes Kindergarten through Grade 5. It includes the unit name, the section, the action that was taken whether it was added, removed or changed, and the language. She noted that Grade 2 has had no additions, removals or changes. She would like to include them in the documents they have on line.

MOTION: Mrs. Manthorn motioned to adopt the updated elementary math curriculum. Seconded by Mrs. Woodworth. Motion passed 7-0-0

k. Policies

Mrs. Allaire brought forward several policies as a First Read and one policy for Revocation.

Policy EBBB- Pregnant Students This was revised to reflect NHSBA's sample policy including the provisions of the Department of Labor's administrative regulations.

Mrs. Springer believes that under Section C, it should read "cause of injury", not cause of death. Mrs. Allaire agreed and will have that amended.

MOTION: Mrs. Manthorn motioned to approve policy EBBB Accident Reports as a First and Second Read and adoption as amended. Seconded by Mr. Sherwood Motion passed: 7-0-0

Policy IKL – Academic Honesty & Integrity The AI sub-committee reviewed this and revised the NHSBA's sample policy which pertains to the concerns over AI tools to replace students' own work and the detriment to the development of their critical thinking, writing, and other skills.

Mr. Sherwood asked if Cameron Stack could give the Board some input based on his experience with AI in the classroom. Cameron said it is not uncommon for kids to use AI. He said AI can be a positive and useful tool, but the majority of students are not using it for that.

MOTION: Mrs. Manthorn motioned to accept Policy IKL – Academic Honesty & Integrity for a First and Second Read and adoption. Seconded by Mrs. Springer Motion passed 7-0-0

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Policy JLCJ – Concussions and Head Injuries The passage of RSA 200:63 requires school boards to adopt a policy for concussion and traumatic brain injury return to learning environments.

MOTION: Mr. Woodworth motioned to accept Policy JLCJ Concussions and Head Injuries as a First and Second Read and adoption. Seconded by Mr. LeCain. Motion passed 7-0-0

Policy JICJ – Unauthorized Communication Devices The is a new policy and became effective July 1, 2025. This policy is a law and it will need to be implemented and practiced for the start of the new school year. It needs to be published in the Staff and Student handbooks.

Mr. Krieger stated that our schools cannot become a police state but they will address issues as they arise.

Mr. Woodworth commented this will have to be collaborative in nature and consistency.

MOTION: Mrs. Manthorn motioned to accept Polic JICJ – Unauthorized Communication Devices as a First and Second Read and adoption. Seconded by Mrs. Woodworth. Motion passed 7-0-0

Policy AB – Parental Bill of Rights This is a required new policy. It was approved by NHSBA as a sample policy’s language. This is a law that was recently passed. It is something we will be required to adhere to starting with the beginning of school and published in the staff and student handbook.

MOTION: Mrs. Manthorn motioned to waive the First Read and approve Policy AB – Parental Bill of Rights as a Second Read and adoption. Seconded by Mrs. Kowalczyk Motion passed 7-0-0

Policy ACN – Accommodation of Nursing Mothers This policy is required by law due to the passage of HB358.

It is their intent to revoke Policy JIE – Pregnant Students. It is in connection to the changes in the law and changes to Title IX. The 2024 rules no longer apply/or are a requirement.

This meeting will be considered the start of the two-week Notice requirement regarding revoking a policy. A majority vote of the entire Board membership in favor is required. The revocation

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needs to be properly noticed and held during a regular meeting in which written notice of the policy to be revoked is included on the agenda.

MOTION: Mr. LeCain motioned to accept Policy ACN – Accommodation of Nursing Mothers as a First and Second Read and adoption. Seconded by Mrs. Manthorn. Motion passed 6-0-1 (Springer abstained)

1. Annual Suspension Authorization

This is an annual suspension authorization in accordance with RSA 193:13.

MOTION: Mr. Woodworth motioned to authorize the Superintendent for SY25-26 to suspend students for more than 10 days. Seconded by Mrs. Manthorn Motion passed 7-0-0

8. ADMINISTRATORS' REPORT

Mr. Krieger reported on the Kindergarten Camp held over the summer which was staffed primarily by kindergarten teachers.

The DRA is not moving on their position regarding the Fund Balance Retention. Mr. Krieger explained an option for the Board is to put a warrant article out for this.

Mr. Krieger spoke with representatives from each of the towns regarding changing the Deliberative Session to a Saturday. They were unified in their decision to not move it to a Saturday because they don't think it will have an impact on the change in attendance. If the Board wants to move to a Saturday, there will be some work needed to get to that point.

Mrs. Kowalczyk suggested sending out a survey to the voters regarding their choice. It was decided that the Board will add this on the agenda as New Business for the future.

Mr. Krieger stated there is \$10 million remaining in the lease. Facilities will bring forward options at the September 4th School Board meeting on how we would like to move forward. They can discuss it at that meeting and return at the second meeting in September to vote on it.

At the September 4th school board meeting, he and Mrs. Watkins will provide a status on the unassigned fund balance and the breakdown of it.

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He will be engaging with Mrs. Knutsen and Mr. Sherwood in the fall around full day kindergarten. They will be looking for direction from the Board about the different pathways for the budget.

The bus transportation contract is in its final year. Possibly a small team of board members could look through the contract and make a decision as to whether they choose to continue for the next two years.

Mr. Krieger stated currently they have two key administrator positions open. He will be bringing a nomination to the Board on September 4th for the Director of Facilities and possibly have the search complete by next week for a Principal at Danville Elementary.

He explained to the Board, starting with the beginning of September, he will have Ginger Drechsel sitting at the table the first meeting of every month and have Dr. Martin sitting at the table the second meeting of the month.

Mr. Krieger extended an invitation to the Board members to join the whole staff meeting at the PAC on August 26th to kick off the start of the new school year. It would be approximately one hour.

He recapped the ESY program (Extended School Year) that was held this summer which lasts 6 weeks. There were 159 students who attended the ESY program and 88 staff members who worked with them.

9. PERSONNEL REPORT & RENOMINATION REPORT

Mrs. Manthorn read the following names into the record. These were approved electronically on June 27, July 1, July 11, July 18, July 31 and August 7, 2025.

Professional nominations of: Annmarie Stucker, .5 Preschool Teacher, Atkinson Academy; Heather French, School Psychologist, TRMS; Stacey Parise, Math Teacher, TRMS; Rema Nath, Math Teacher, TRHS; Susan McDonald, English Teacher, TRHS; Alexis Nimetz, Grade 5 Teacher, Atkinson Academy; Kristen Predka, Grade 5 Teacher, Danville; Bryanna Santoro, Math Teacher, TRMS; Jacqueline Smith, Art Teacher, Sandown North.

Professional resignations of: Megan Melendy, Math Teacher, TRMS; Cheryl Clark, Speech Language Pathologist, TRHS; Nichole Habib, Elementary Teacher, Atkinson Academy; Megan Cloutier, Special Education Teacher, Danville; Kristina Currier, Art Teacher, Sandown North; Erica Law, Math Teacher, TRHS; Catherine Bannister, Elementary Teacher, Danville; Benjamin Morse, Science Teacher, TRHS.

The following re-nomination was approved electronically: Cristina Coffill, World Language/Spanish Teacher, TRHS.

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10. COMMITTEE REPORTS

Mr. Sherwood mentioned there is a lot of work being done by the Safety Committee. There was a building safety assessment by Homeland Security.

Mrs. Woodworth said the CIP meeting was rescheduled to September.

Mrs. Kowalczyk informed the Board there will be more policies coming forward for review and approval. The Tax Cap Committee has met twice. They have identified questions and will go off separately to do more research and reconvene in September. That should be their last official meeting and will then bring their report to the board.

Mrs. Springer is also on the Tax Cap Committee and she said it is going well and they have made a lot of progress. They needed to get legal clarification because there were some significant changes to the RSA around the tax cap. A tax cap override could be put in as a Warrant Article that would require a 3/5th majority vote and the wording, process and structure are complicated.

DELEGATES AND INDIVIDUALS (cont'd) - There were no delegates or individuals requesting to speak.

There was no further business before the Board.

MOTION: Mrs. Manthorn motioned to enter non-public under RSA 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. Kowalczyk Motion passed 7-0-0

The Board was polled:

D. Woodworth – yes Sherwood – yes Springer – yes LeCain - yes
Manthorn - yes B. Woodworth – yes Kowalczyk - yes

Motion passed 7-0-0 to enter non-public at 9:55 PM.

The Board returned to public session at 10:14 PM to seal the minutes and adjourn.

MOTION: Mrs. Springer motioned to seal the non-public minutes. Seconded by Mr. LeCain Motion passed: 7-0-0

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The meeting was adjourned at 10:15 PM.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on September 4, 2025