

APPROVED PUBLIC MEETING 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
December 4, 2025
7:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present

Mark Sherwood, Marianne Springer, Brienna Woodworth, Shauna Manthorn,
Katie Knutsen, Don Woodworth, Jack Sapia, Alyssa Kowalczyk

Excused Absence: Paul LeCain

Seated at the Board Table

Justin Krieger, Superintendent
Sandra Allaire, Assistant Superintendent

Student Representative: Cameron Stack

Administrators Present

Maria Watkins, Business Administrator/CFO
Mark Pederson, Director of Secondary Education

Mrs. Knutsen called the meeting to order at 7:00 pm.

APPROVAL OF MINUTES

MOTION: Mr. Sherwood motioned to approve the public meeting minutes of 11/20/25 as amended. Seconded by Mrs. Kowalczyk Motion passed: 8-0-0

MOTION: Mr. Sapia motioned to approve the non-public meeting minutes of 11/20/25 as amended. Seconded by Mrs. Kowalczyk Motion passed: 8-0-0

APPROVED PUBLIC MEETING MINUTES

DELEGATES & INDIVIDUALS

Jack Sapia from Atkinson referred to the discussion at the last meeting regarding CTE. He thought about starting a revolving scholarship. He has reached out to labor unions who expressed interest. He believes this is something to consider.

MOTION: Mrs. Woodworth motioned to move the remaining 27 minutes to the end of the meeting. Seconded by Mrs. Manthorn Motion passed: 8-0-0

STUDENT REPRESENTATIVE

Cameron Stack provided some highlights of events in the District. At the high school, they have their upcoming Milkman show. The student/staff basketball game is coming up. Longtime counselor and wrestling coach, Barry Chooljian, will be honored with the Gymnasium dedication at the upcoming December 17th wrestling match vs. Pinkerton Academy. The Middle School will be having their Holiday Senior tea. Pollard celebrated winter with a school-wide assembly. The Belfry dedication will be held at 10:00 AM on December 18th.

CURRENT BUSINESS

a. Energy Efficient Lease Project

Mr. Krieger introduced Mike Davies and Chris Roy with EEI who will present where we are in terms of the entire lease project, but the first order of business will be for Mike Davies to speak to what Dr. Martin brought before the Board at the last meeting. We entered into Phase 1 of the lease and the Board prepaid that. The Board is also engaged in Phases II and III of the lease. As we enter contracts for those phases and as the work and equipment gets ordered and done, there are variances about what those actual costs are at the end of the work. We have a variance that Dr. Martin brought before the Board at the last meeting. We had asked EEI to find a project that would meet that kind of cost item. They were able to do that and it is over at the high school. We know we have an issue there with some classrooms and students who we need to care of and we brought a request to use the last of the remaining lease money to do that project at the high school. That is the decision before the Board tonight.

Mr. Davies went through the work that has been completed and paid off in Phase I and Phase II. They are in the middle of Phase III and then into Phase IV and Phase V which will be the remaining portions of the high school roof, another section of the Atkinson roof, the PAC HVAC and controls, Pollard HVAC and controls and boilers, Danville partial HVAC. He described the roof work they will be doing on the Atkinson roof. He explained there is a variance from the

APPROVED PUBLIC MEETING MINUTES

ongoing work of \$296,000 and they talked about using that to replace the AHU2 at the High School.

Mr. Davies explained in the beginning, they had identified \$100 million worth of potential projects and needs. They narrowed the focus down to \$25 million with a heavy focus on HVAC, boilers and some of the worst windows and worst roofs. As they have been working through the projects, some of the things have come in under budget and they were left with a variance of approximately \$300,000 from the amount the voters approved. Then, the questions came up as what would be the next biggest need that could be done for approximately \$300,000. Mr. Roy did a budget of the AHU2 at the high school and it came in at roughly \$260,000.

Mr. Woodworth asked EEI if we are making headway or just treading water. Mr. Davies explained if the Board hadn't done this lease, Timberlane would be really up against it on these topics.

Mrs. Manthorn commented that we have a variance left over in the lease money that the voters approved for them to use for projects related to energy efficiency. She is hesitant to use any other money but this lease money that has been appropriated and voted on.

This work will be done in either Phase IV or Phase V.

MOTION: Mrs. Manthorn motioned to approve allocating \$296,043.45 from the \$25 million lease to replace the TRHS AHU2 Condenser unit. Seconded by Mr. Sherwood. Motion passed: 8-0-0

b. TRHS Program of Studies Revisions

Mr. Pedersen explained there are two Programs of Studies. One is for the graduating classes of 2027, 2028, and 2029. There is also one for the graduating classes of 2030 and beyond. He highlighted the most significant changes which need the most attention due to ED 306 rules. There is some new language in both Programs of Studies about the alternative diploma, the archiving of film studies, and they also made some language changes to a number of classes which is really just a renaming of classes that existed as resource classes that were not officially in the Program of Studies. We are trying to make the language all the same and some changes that are required with the ED306 rules. They did some work with the NCAA getting courses approved and cleaning that up. They also did some changes to the alternative credit with those ED306 rules. The last major piece in both Programs of Studies is they took away that computer science technology pathway option at Salem CTE because it is now exactly what we offer here at Timberlane.

In the Program of Studies for 2030 and beyond, probably the biggest change for the families and students is the diploma planning worksheet. Kids are now going to be required to take a

APPROVED PUBLIC MEETING MINUTES

different number of credits. He stated they actually went up one credit in each one of their three diploma tracks.

Mr. Pedersen explained this is before the Board as a First Read and he will be back before the Board on December 18, 2025 for further review and questions. He added that all 8th Graders will receive a hard copy and will get these up on the website under the Documents tab. They will also hold a parent information night for the incoming freshman. Once these two Program of Studies are approved by the Board, it will go to print over the school break.

Mrs. Manthorn commented on the astronomical amount of work that went into this and she is grateful for all the work done toward these two Programs of Studies.

MOTION: Mrs. Manthorn motioned to accept the Program of Studies for the graduating classes of 2027, 2028, and 2029, as well as, the Program of Studies for graduating classes 2030 and beyond as a First Read. Seconded by Mrs. Kowalczyk. Motion passed: 8-0-0

c. FY27 Default Budget

Mr. Krieger explained this is the second time it is coming before the Board. There are three different documents in here for the Board and the public to view. He addressed the concerns raised by Board members at the last meeting in terms of Special Education, Line 330 Other Professional Services. He provided some historical data and provided some considerations. The rate of cost for an identified student versus a general education student increases 5 times the rate. The change in the out of district placement was that it used to be all inclusive of what that student needs. That is not the case now. The district is also paying for any related services that child is provided at that out of district placement and the evaluations that continue for that child for eligibility.

Mr. Krieger mentioned another consideration is the advent of charter schools. They have had more identified students move into charter schools and we remain the LEA and it is our responsibility for any special education costs attached to that child while they are attending the charter school. Another consideration is that we project for FY27 to be fully staffed. The district has also brought in 3 categorical programs. We have 3 contracts now with NECC.

Mr. Krieger mentioned the last thing to consider is we are still using the eligibility requirements and the testing procedures that were normed pre-COVID. He provided some numbers that tail off those considerations. As a District, they have stayed fairly consistent and don't have a net gain or net loss of total identified students. What they do have is the degree of services those students require. That has dramatically increased and he provided numbers comparing FY23 to FY26.

APPROVED PUBLIC MEETING MINUTES

Mrs. Watkins informed the Board she attended a conference in Concord. It was for special education with a focus on business administrators and special education directors. They were all expressing the same concerns as this Board. This is not just a Timberlane issue.

Mrs. Knutsen explained right now the default budget is at \$90,497,479. This comes from a required formula. This has also been run by legal to make sure we are doing everything we needed to do.

Mrs. Springer stated in looking at some of the lines and working with Mrs. Watkins, she knows that some of the benefits increase and salary increases are contractual obligations, for longevity and their associated benefits they were cut this year so we funded them at less than full level. She asked if they could do that in the default budget as well.

Mrs. Watkins responded that they could do that, however, it is not the responsible way to budget. Especially for employee benefits that are required by CBA's. Longevity is one benefit that is calculated based on the employees who are here and who are eligible for that.

Mr. Krieger explained that whatever is reduced, if we have a contractual obligation to do it and all that stuff comes through, we would need to look elsewhere to be sure we can fund that.

Mr. Sapia doesn't believe they should mess with the default budget. That is based on certain criteria.

MOTION: Mr. Sherwood motioned to approve the FY27 default budget of \$90,497,479. Seconded by Mr. Woodworth. Motion passed: 7-1-0 (Springer opposed)

Mr. Sherwood asked Mrs. Springer what she is uncomfortable with. Mrs. Springer thinks there are a couple of areas that could possibly be a little less generous. Mr. Sherwood suggested if there are particular areas that she thinks will move the needle at all, then perhaps she can bring it up at the next meeting.

Mrs. Knutsen stated that although they voted on the default budget tonight, they can move on this again.

d. Policies- Second Read

Mrs. Allaire presented Policies IHBH, IJ, and IKF as a second read and adoption.

Policy IHBH – Extended Learning Opportunities

APPROVED PUBLIC MEETING MINUTES

There have been no changes since the First Read.

MOTION: Mrs. Manthorn motioned to approve Policy IHBH Extended Learning Opportunities as the second read/adoption. Seconded by Mrs. Kowalczyk Motion passed: 8-0-0

Policy IJ – Instructional Materials

There have been no changes since the First Read

MOTION: Mrs. Manthorn motioned to approve Policy IJ Instructional Materials as the second read/adoption. Seconded by Mrs. Kowalczyk Motion passed: 8-0-0

Policy IKF – High School Graduation Requirements

Policy IKF has a slight change from the First Read. At the last meeting, there were some questions that were raised regarding language in the section on the FAFSFA. Mrs. Allaire looked into the language in the RSA. The RSA that refers to the completion of the FAFSA as a graduation requirement is RSA 193:26-A. The language in the model policy that we were working off of from the NHSBA looks to have an error. They transposed the language from the RSA into the policy. She directed the Board to this policy in their packet and they will see the correct paragraph right above what has been struck through. The RSA speaks to it being a copy of the FAFSA whether a hard copy or online so that the student can complete it. It did not mean a completed application. That language in the policy has now been changed and other than that, no other changes were made.

MOTION: Mrs. Manthorn motioned to approve Policy IKF High School Graduation Requirements inclusive of the revisions presented tonight for a second read/adoption. Seconded by Mrs. Springer Motion passed: 8-0-0

e. Draft 2026 Warrant (Presentation 4)

Mr. Krieger referred the Board to Article 11 which is the Capital Reserve Fund by Surplus. There are two things going on here, we are eliminating what used to be Article 11 and then inserting different language here. This is looking to be closing the current account and moving the money in that account into the new account that this article is creating. The reason is that it gives the Board more flexibility and jurisdiction over the spending of those dollars. It cleans it up for the DRA. He will work with legal counsel about adding another phrase there because although this closes the account and moves the money and establishes a new account, it doesn't

APPROVED PUBLIC MEETING MINUTES

raise and appropriate up to \$250,000 for this next coming fiscal year which we still want to be able to do.

Mr. Krieger spoke to Article 12 the Fund Balance Retention.

MOTION: Mr. Woodworth moved that we set the fund balance retention percentage at 2.5%. Seconded by Mrs. Manthorn. Motion passed: 7-0-1 (B. Woodworth abstained)

Article 13 – Full Day Kindergarten

It seeks to change the Articles of Agreement and identify the cost figure to move to full day kindergarten in that transition year at \$271,000.12. This article would require a 3/5ths majority vote. Mr. Krieger will double check if it is 3/5ths majority or 2/3rds majority.

Mr. Krieger spoke to a new warrant article #14. This is a draft which would seek to allow the district to expend the interest it has earned on the lease proceeds. They will need to identify a dollar figure in the warrant. He will be talking more with legal counsel on this warrant article.

ADMINISTRATORS REPORT

Mrs. Allaire addressed some questions that were raised by the Board members regarding the Program of Studies roll out. They are putting together a comprehensive plan to reach students, parents, and teachers to engage in conversations about these changes.

Mrs. Allaire stated that every year, the 7th Grade Social Studies team at the Middle School has a unit on Rome and on democracy. The team of educators reached out to our congressional representatives and senators. Maggie Goodlander responded and she will be visiting the 7th Grade next week.

Mr. Krieger stated he has been asked to look at the historical attendance. He went back to 2015 and enrollment at the high school was decreasing from 2015 leading up to COVID. As a District, we hit a low point during COVID. They have made some gains since COVID, but not yet at the number they were at in 2015.

Mr. Krieger informed the Board the District is going to receive \$750,000 more in adequacy funding from the State than it did the previous year.

Mr. Krieger provided an update on the Facilities Director search. He has 22 qualified candidates and will start meeting with them next week and will be joined by two local facility directors from Pinkerton and one from the Derry Cooperative School District. He will keep the Board updated.

The joint meeting with the Budget Committee is next Thursday.

APPROVED PUBLIC MEETING MINUTES

Warren Street Architects have some conceptualized ideas and they will be attending the Facilities Committee meeting very shortly.

The two envelope consultants have both submitted some thoughts in terms of what the high school bathrooms could look like and will bring them to the Facilities Committee for review.

Mr. Krieger stated that Mrs. Kowalczyk asked him to bring some information to the Board regarding Open Enrollment school districts. Title 15, Chapter 194 was established for school districts with the ability to become Open Enrollment school districts. At this point, there is one pathway which is through a warrant and by the vote of the governing body. He described the details that are involved for this. One of the main concerns is how do you budget for this. The Board members had questions about the selection process and how being an open enrollment school would work. Mr. Krieger is also concerned in the selection process.

Mr. Sherwood stated this is a very complex thing and it is a two-edged sword.

Mr. Sapia stated from an administrative standpoint and from a forecasting standpoint they should focus on their own kids. At first glance, he sees this as a train wreck. He doesn't want to see any more burden placed on our administrators. There were a lot of open questions.

Mr. Krieger will track where these things may be showing up in warrants for towns across the state. It will really be all about geography.

COMMITTEE REPORTS

Mrs. Knutsen stated the Budget Committee has been meeting and we can't keep doing the same things for less. The joint meeting is on December 11, 2025. Union negotiations continue to go on and hopefully we have some agreements soon.

Mr. Sherwood mentioned the next Facilities Committee meeting will be on December 11, 2025.

There was no further public business before the Board. The meeting was adjourned at 9:06 PM.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on December 18, 2025