

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
November 6, 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, Shauna Manthorn, Katie Knutsen, Don Woodworth, Jack Sapia

Excused Absence: Alyssa Kowalczyk, Cameron Stack

Seated at the Board Table

Justin Krieger, Superintendent
Sandra Allaire, Assistant Superintendent
Ginger Drechsel, Director of Student Services

Administrators Present

Mark Pedersen, Director of Secondary Education
Lucy Canotas, Director of Elementary Education

Mrs. Knutsen called the meeting to order at 7:01 pm.

APPROVAL OF MINUTES

**MOTION: Mrs. Springer motioned to approve the public meeting minutes of 10/16/25.
Seconded by Mrs. Woodworth Motion passed: 6-0-2 (Manthorn, LeCain abstained)**

STUDENT, STAFF & FAMILY SHARE

Mrs. Yacek, Principal at Sandown North Elementary School expressed how fortunate she is to have staff who embrace ideas and share ideas with her around the core belief at Sandown North that we are one community in one school. She introduced Ms. Titelbaum, a teacher at Sandown North, who is here with some students.

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Mrs. Titelbaum came before the Board with four students tonight to share about another opportunity for the school to come together and connect. She described a mail system they have at the school called “We Deliver”. This allows students to write letters to staff or other students within the school building. The students also have the opportunity to “apply” for the jobs within that program. They have a Postmaster, students who deliver the mail, and other jobs, such as, sorting the mail and ensuring the letter is properly addressed with a stamp. The children were very excited about this opportunity and each spoke on why they wanted to participate. The students are on a rotation so that each student who applied can have a chance to participate.

DELEGATES & INDIVIDUALS

Mrs. Marysia Kluzek-Seng from Plaistow spoke to the Board. She explained she was before the Board with another parent a short time ago talking about the problems they were having with the bussing. She came tonight to thank the Board for listening to their problems and is very happy to report there are no more issues. The bus is on time each morning and the bus driver is great.

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

CURRENT BUSINESS

a. NESDEC School Year 2025-26 Enrollment Projection Report

Mr. Pedersen reviewed the New England School Development Council (NESDEC) report. This report is used to project enrollments in all grades across the District. The report also displays the past, present and projected enrollments that can be used by boards and administration for planning and allocation of resources.

He referred to the latest report and the projection fell within 10 students of the K-12 total. The report indicates that over the next three years, K-5 enrollments are projected to decrease by 18 students. Grades 6-8 enrollments are projected to increase by 2 students and for grades 9-12, enrollments are projected to remain stable. The student enrollment of the District has stabilized and is projected to remain fairly stable with minimal district wide decreases year after year.

Mrs. Knutsen asked if all four of our towns are kind of at the same rate. Mr. Pedersen said generally speaking, they are all about the same. There is no real blip in either one town in either direction.

Mr. Sherwood stated he would have expected a potential blip in Sandown due to the new residential developments being built in Sandown and asked if that is reflected in the new

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NESDEC number. Mr. Pedersen doesn't remember off the top of his head, but can look into that and bring that back to the Board meeting in December.

b. Overnight Travel Requests

- Student Council – Waterville Valley – Overnight travel

Mr. Pedersen presented his executive summary outlining the details of this trip. The TRHS Student Council would like to attend the NHASC (NH State) Fall Conference. This is a leadership conference. It would be held November 13-14, 2025 at Waterville Valley Conference Center. This is a student paid event at \$250 per person. Bussing will be shared with Sanborn High School. They will probably have a fundraiser for it.

**MOTION: Mr. Woodworth motioned to approve the TRHS Student Council's overnight trip request from November 13-14, 2025 to attend the NHASC Fall Conference at the Waterville Valley Conference Center. Seconded by Mr. Sapia
Motion passed 8-0-0**

- TRHS Outdoor Adventure Club

Mr. Pedersen explained the Outdoor Adventure Club is seeking board approval for a two-day, one-night hiking trip to Crawford Notch State Park. The trip is organized in partnership with the Appalachian Mountain Club (AMC) which will provide students with an outdoor education experience that focuses on leadership, resilience, teamwork, environmental awareness, and safety.

This would happen on December 6-7, 2026. The group would be staying overnight at the AMC Highland Center. This trip is fully grant-funded through AMC. AMC will provide the appropriate hiking equipment to ensure safety and preparedness. All the chaperones are experienced hikers and trained in first aid and outdoor safety. One chaperone is a certified Wilderness First Responder and a CPR/First Aid trainer.

Mrs. Manthorn asked about the Safe Hike Card and if this group will have that.

Mr. Pedersen knows about the Safe Hike Card but does not know if this group will have those. He can look into that. It might be something that is covered by the AMC.

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MOTION: Mrs. Manthorn motioned to approve the TRHS Outdoor Adventure Club's overnight trip request from December 6-7, 2025 for the purpose to hike at Crawford Notch State Park. Seconded by Mr. LeCain. Motion passed 8-0-0

c. FY27 Full-Day Kindergarten Presentation

Mr. Krieger presented the fiscal impact of moving with the full day kindergarten. He spoke to the 2026 Current Model that was reviewed at the last meeting. At the last presentation he did not have concrete numbers but he presented a methodology to them. He will be presenting an identified cost of moving to full day kindergarten this evening. Mrs. Canotas will then speak about the benefits of full day. The NESDEC report, specific to kindergarten, shows enrollment to be in the low 200's for the foreseeable future. He described how the model will change in FY27. They will lose tuition, gain adequacy revenue, assess the staffing numbers and adjust the transportation numbers.

Mr. Krieger provided the calculation of the methodology for the loss of tuition. The projected FY27 loss of tuition revenue would be \$765,000. They would gain \$369,835 in FY27 adequacy and they would receive in FY28 full base adequacy per student which will be \$4,439. If they move to a full day model, they would save about \$50,000 by removing the half-time kindergarten teaching position. It would still allow them to maintain 12 full day classrooms taking in 240 students. With the full day model, they would not need to have a midday bus. That would be a cost savings. With all those numbers together, a cost for full day kindergarten would be \$271,012.00.

Mrs. Canotas spoke of the benefits to the students for full day kindergarten. Currently, our full day kindergartners receive 1,215 contact hours in a year. Half day kindergartners receive 495 contact hours. She explained it is not just time being there, it is purposeful time. There is more time for instructional delivery. With the increased hours, students are able to build connections with both adults and peers. Mrs. Canotas presented a slide showing a comparison of what the full day kindergartners schedule is compared to the kindergartners who attend the half-day.

There are currently only two other districts in NH who do not offer full day kindergarten.

The Board members asked Mr. Krieger to come back with what it would look like for them to move forward with this. It would have to be a warrant article. Mr. Krieger confirmed that the pathway is how to move toward full day kindergarten in FY 27. The Board agreed. Mr. Krieger will provide that at the next meeting.

Mrs. Woodworth would also like to know the tax impact per town for full day kindergarten.

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D. Policies

Mrs. Allaire presented Policy IHCA and Policy IK. The Board will not be able to vote on revoking Policy IKAA, Policy ILBAA, and Policy IMBC because it is a requirement to have the full Board to do so.

Mrs. Allaire presented Policy IHCA – Summer Learning. This policy has been revised to accommodate new rule 306.04(b)(21)(e)(6), requiring schools to have a policy for how career readiness activities, and opportunities to achieve graduation competencies can be included in summer activities.

MOTION: Mr. Sherwood motioned to approve the second read and adoption of policy IHCA Summer Activities. Seconded by Mrs. Manthorn. Motion passed: 8-0-0

Mrs. Allaire presented Policy IK – Earning of Credit. This policy has been completely replaced, and the title changed to better align and conform to the overhauled 306 rules.

MOTION: Mr. Sherwood motioned to approve the second read and adoption of Policy IK with the revisions as stated by the Assistant Superintendent. Seconded by Mr. Sapia. Motion passed 8-0-0

E. Warrants (2nd presentation)

Mr. Krieger explained some changes they want to make after getting feedback from their legal counsel. There was an article which was for the general acceptance of reports. They have removed that because it is not required or necessary. The articles have been renumbered. The capital reserve fund surplus article is now Article 11. They will continue to talk to the District's legal counsel about that. There has been some deliberation of whether we need to create a new fund and cancel this one and revoke it, or if we can reword this current warrant that would be in the district's interest. He will have more clarity for the board around that but it is still a work in progress. The old article 13 was removed. It was an emergency contingency fund that was really a leftover predicated warrant from COVID and no longer applies to us moving forward. The last change is for Article 12 (it used to be Article 14). This is the fund balance retention article. The district's legal counsel suggested a beginning point of discussion at 5%. This is for the Board to consider moving forward and he put in 5% as a placeholder.

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Mrs. Knutsen said it used to be 2.5%. Mr. Krieger said there was a warrant that passed at 2.5% and then there was a warrant put forth by the board for 5%. That was revoked last year and appealed. Right now we are at 0%. The Board agreed 5% is too much.

Mrs. Knutsen asked about putting it at 2% and they can always adjust it up if they want.

Mr. Woodworth stated he would have to know what that percentage would equate to in dollars and then think about what our needs might be that are predictable.

Mr. Krieger said they can put together some historical information and put some dollars to the percentages for better understanding. He can do that for the next meeting because there will be a lot of fiscal pieces to be discussed for the next meeting. They will take out 5% and put in 2% as the starting point.

Mr. Sapia stated he has a potential warrant article he would like the Board to consider. The fields don't get any down time. When they did the study for the solar panels, they realized they only had two acres of dry land back there. He would like to get a budget number and figure out those two acres which are what it takes to do a soccer field. He would call it a relief field and they can stagger the fields year over year. The civil engineering has already been done on it.

The Board was in favor of getting some information and bringing it back to the Board.

ADMINISTRATORS REPORT

Mrs. Drechsel mentioned the Special Education Department will be going through a monitoring process this year. It is an in-depth process that is months long. It will start in January and run through April. It is called the Special Education Program Approval and General Supervision Monitoring Process (PAGS). The department is preparing for the process with a lot of writing that will need to happen, and it will involve meetings with the stakeholders. There will be more to come on that. They will get their findings and review sometime late spring/early summer of next year.

She mentioned the social workers and school counselors have been working on a list of resources for families who may be impacted by the changes in SNAP benefits. It is on our district website and social media sites.

Monday will be a PD Day. They will have a vast array of PD opportunities. NAMI will be with us on Monday providing postvention crisis training. This is part of a grant through Exeter Hospital. There will also be another opportunity with a group called Friends of Anya which is a non-profit out of Manchester that focuses on grief support for students. There is no cost to that.

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Mrs. Allaire stated they are still working toward goals in their 5-year strategic plan. They are currently in their 3rd year and she talked about the goals they are working on. PD Day will also have opportunities that are focused on academics.

Mr. Krieger announced that the tax rates for 2025 have been released. Atkinson is at \$12.82, Danville is at \$22.84, Plaistow is at \$14.44, and Sandown is at \$17.80. Primex insurance rates are increasing. Property and Liability is up 9% for FY 27, unemployment will be an increase of 4% and worker's compensation is 1%. He updated the Board on the Budget Committee. The budget number, in terms of what they will propose, will come into more focus at the next meeting on November 13th. They have presented about 24% of the total budget so far. He does not intend to bring any new positions to the Budget Committee. The Board should expect to see the default budget proposal on November 20th at their next board meeting.

They are now under contract with Warren Street Architects. They held the walkthrough for the envelope at the high school. Three vendors visited but one dropped out. They now have two very interested vendors. He expects to receive two quotes from them and will bring those quotes to the Facilities Committee for interviews and discussion. They have re-launched the search for the Director of Facilities this week and so far, they have received 10 applicants. He will keep the board updated on that.

They are exploring setting up a School Board Candidate forum which would be organized and led by high school students. There are three open positions this cycle. They are looking at holding it late February/early March before the vote.

Mr. Krieger also mentioned they have had a lot of conversations with the Retirement Committee. They have an idea to bring that celebration here to the School Board meeting. They have targeted May 7th and that school board meeting will be at the PAC. We will see how it goes for this year.

Lastly, he will be seeing the Timberlane Players on Friday night and will be bringing his oldest son and his son's friend with him.

COMMITTEE REPORTS

Mr. Sapia has a CIP meeting coming up on November 10th and Facilities Committee on November 12th.

Mr. Woodworth serves on the Curriculum and Assessment Committee and Policy Committee. A lot of work is going on revolving around ED306. It has been very interesting.

Mr. Sherwood had TSSU negotiations and met again. They are moving forward.

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Mrs. Manthorn added that the Curriculum and Assessment will have a K-12 health curriculum and an update will be coming to the December board meeting. There will be two versions of this Program of Studies because the Class of 2030 now has a new track of graduation requirements. The amount of work is a lot and she commended all the people on top of those things. The Wellness Committee is meeting on November 19th. TAAM negotiations have met four times and will be meeting again on Monday.

Mrs. Woodworth will be attending the CIP meeting on November 10th.

Mr. LeCain attended the Policy Committee meeting and policies will be coming to the Board. It was a very productive meeting.

Mrs. Springer attended the NHSBA delegates meeting. A lot of the resolutions were focused on local control. She was too late for her to present the brief statement the Board signed for the SAU Consolidation Committee in person, so she submitted it as written testimony. It was received by the committee.

OTHER BUSINESS

Mr. Woodworth was thinking about the impact of COVID, especially in regard to attendance. He asked if we could take a look at the five years before COVID and what we averaged out on a daily attendance rate at the elementary, middle, and high school. He would also like to see attendance since COVID to see if we have fallen off or if we are coming back or where we stand. Depending on what we learn from that, what we would think the impact is.

Mr. Sherwood informed him the national numbers just came out today.

Mr. Woodworth was aware but is specifically interested in Timberlane. It is good to know what you are up against and where you stand.

Mr. Sapia wanted everyone to know that he talks a lot about facilities and fields, but ultimately in the end we are an academic institution and would like to make it our mission to be the top in the State. He took a moment to thank all the veterans for their sacrifices.

There was no further public business.

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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 Mr. Sherwood Motion passed 8-0-0

The Board was polled: D. Woodworth – yes Sherwood – yes Springer – yes Sapia - yes Manthorn - yes B. Woodworth – yes Knutsen – yes Motion passed 8-0-0

The Board entered into non-public session at 9:04 PM.

The Board returned to public session at 10:36 PM to seal the minutes and adjourn.

MOTION: Mr. LeCain motioned to seal the non-public minutes of 11/6/25. Seconded by Mr. Woodworth. Motion passed: 8-0-0

The meeting was adjourned at 10:37 PM.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on November 20, 2025