

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
October 2, 2025
7:00 PM**

**Superintendent's Office
30 Greenough Road
Plaistow, NH**

Call to Order

Board Members Present

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

Excused Absence: Paul LeCain

Seated at the Board Table

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

Administrators Present

Fran DeCinto, Director of Human Resources

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

APPROVAL OF MINUTES

**MOTION: Mrs. Manthorn motioned to approve the 9/18/25 public meeting minutes.
Seconded by Mrs. Springer Motion passed: 8-0-0**

**MOTION: Mr. Sapia motioned to approve the 9/18/25 non-public meeting minutes.
Seconded by Mr. Woodworth Motion passed: 8-0-0**

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STUDENT, STAFF, FAMILY SHARE

Mr. Vaccarezza brought two high school students (Luke and Eilee) with him to speak about the Bell to Bell Cell Phone ban at the high school along with two high school teachers. The students spoke about the increase in social interaction. They are checking their emails more frequently which are used for communication. There are some students who keep the cell phones on them rather than leave them in their locker. The cell phones were used as a tool, but they can use iPads as a replacement and they are very useful. They mentioned some of the challenges they are experiencing not being able to access their cell phones to be used as a tool. Such as, getting notices about last minute changes, or the use of the camera on the phone to take pictures of assignments and other times when it would be helpful to have. Also, in the event of an emergency, they are not able to call home but need to send an email. The teachers explained they keep their own cell phones out of sight. They both have noticed how the kids are more engaged and their grades have improved. Last year, the students said they used their phones during the school day about 80% of the time. They were asked about whether cyberbullying has reduced at least during the school day. One student replied that she believes it isn't happening during the school day, but it still probably happens after school is out.

DELEGATES & INDIVIDUALS

Michael Boucher of Atkinson asked the Board to renew the conversation around fully funded kindergarten. He referred to other districts that offer it. Upon evaluating the results of Warrant Article 3, which was related to possibly having fully funded kindergarten before it got amended, he thinks the voters may not have understood the intent of that article just based on the results. It was overwhelmingly a yes vote that he thinks that people didn't understand what the current law was and he thinks they wanted kindergarten. The demand is there for it.

There were no other members of the public who signed up to speak.

MOTION: Mrs. Manthorn motioned to move 26 minutes to the end of the meeting. Seconded by Mrs. Kowalczyk Motion passed: 8-0-0
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STUDENT REPRESENTATIVE

Cameron Stack presented his school-wide report and highlighted happenings around the District. The high school celebrated spirit week and there were lots of activities. The PSAT for Juniors will be soon. They have been practicing lots of emergency drills. Parent/Teacher conferences are coming up on October 9th. The middle school has My Best Friend's Closet which is a free thrift store for students. Students at Pollard have been building place value cities, creating recycled projects and getting ready for kid governor at Pollard. Sandown Central students have been enjoying the roll out of some new playground equipment. Sandown North had their all school meeting this past week and these will be held each month.

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CURRENT BUSINESS

a. TRHS Alternative Education Highlights

Danielle Foley, Assistant Principal of Alternative Educational Pathways at the high school brought with her 3 students representing the 3 major programs. Those are the Evening Division, HiSET Program, and ELO.

Paieghton attends half day school and half night school. The night school offers a lot more 1:1 time with the teacher with much less students in the class. She is hoping to graduate a full year early. After she graduates, she is hoping to start college in the fall to take a two-year program to become a vet tech.

Jake attends the HiSET Prep Program (High School Equivalency Tests). They can earn a high school certificate as opposed to a high school diploma. He explained how he never went to any of his day classes so he decided to go into the HiSET Program. This is much better for him because he can learn at his own pace and get his high school equivalency and work full time in the day. Mrs. Foley explained that his plan requires he finish high school and he is doing really, really well.

Taylor is in the ELO program and is completing her second Athletic Training ELO program. She receives hands on real time experience at athletic events and she states that she learns much better through hands on learning.

b. Substitute Custodian and Administrative Assistant/Secretarial Pay Increases

Mrs. DeCinto explained they consistently have a need for substitute custodians and currently have only 1 sub custodian for the entire district. They are having difficulty attracting anyone at the current pay of \$17.00/hour.

They currently have six substitute administrative assistants. Due to the two eliminated secretarial positions, they are using existing staff to provide coverage for an absent administrative assistant in those schools that have been reduced. The current pay for those substitutes is \$15.00/hour.

The hourly rate for these substitute categories has not been increased since FY2022. She is requesting an increase for Substitute Custodian to \$20.00/hour. They would be at step 1 of the TCU Agreement at \$20.00/hour. She is requesting an increase for the substitute administrative assistant per Step 1 of the TAAM agreement at \$19.67/hour. These rates would go into effect next year. They would stay at step 1. They currently pay \$115.00/day for non-certified teacher substitutes and \$135.00/day for certified teachers.

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Mrs. Manthorn spoke to some of the responsibilities and considers the front desk person as a gate keeper and would prefer someone who has a little bit of training. She would support increasing the hourly rate.

Mrs. Springer questioned if there could be a way for students to help offset the additional work through an ELO program.

Mrs. DeCinto stated they would get pushback from TAAM if they were to bring on a student and there is also a big concern over confidentiality issues.

MOTION: Mrs. Manthorn motioned to approve increasing the substitute rate of pay for substitute custodians and administrative assistants as outlined in the executive summary on October 2, 2025. Seconded by Mr. Sapia. Motion passed 7-0-1 (Mrs. Woodworth abstained).

c. Request for Proposals (RFPs)

i. Athletic Turf Services was the only vendor to bid on this.

Mr. Krieger presented the RFP for this and only one vendor responded. He provided the scope of work which includes what will be done in the Spring and Fall.

Mr. Sapia is concerned with putting seed down this time of year and he also believes there should have been different specifications for the different areas in the fields. He would prefer a 1-year contract.

Mr. Krieger stated the RFP was posted on 9/4 and it specified a 3-year contract. The RFP is on the website. They would not be able to change that RFP to a one-year contract at this point. In the future, it would be helpful for those to email him questions in advance of the meeting in order to allow him time to get answers ahead of the meeting.

MOTION: Mrs. Manthorn motioned to enter into a 3-year contract with Specialized Turf Services to provide core aeration, seeding, and topdressing services to the main campus athletic fields, in the total amount of \$70,040.00. Seconded by Mr. Sherwood

Mr. Sapia would like to make the suggestion that if someone can come back here at the next meeting to answer some questions. He also wants to know what type of seed they would be putting down.

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Mr. Sherwood stated there is seed specifically to be used at this time of year.

Mrs. Knutsen explained the Board members had their packets since Monday and they are supposed to look at the packets and if there are specific questions, those questions need to be asked before the meeting so you can take action.

Mrs. Manthorn explained this is a company who we have asked to cost out needs for our athletic fields and knowing that the time frame is November, that they have costed out the appropriate resources, seeding and materials that are necessary related to temperature, soil and all those things. This is their area of expertise.

Mr. Woodworth asked if they could table this to the next meeting on October 16th. The Board was in agreement to table this item to the next meeting and Mr. Sapia will send Mr. Krieger his questions tomorrow.

Mrs. Manthorn retracted her motion and Mr. Sherwood retracted his second.

ii. TRHS Bathroom Architectural Services

Mr. Krieger presented the RFP for architectural services regarding TRHS bathroom renovations. Two firms submitted proposals. Both firms were interviewed by the Facilities Committee. The committee voted unanimously to move Warren Street Architects forward for Board approval. He provided in his executive summary, the cost of services they will provide. He also provided costs from the other submitted RFP for comparison purposes.

Mr. Sherwood is very comfortable with the depth of Warren Street and the way they presented it. He had a better grasp of the services that they were going to be able to offer us and the visualization that would allow us to make decisions in the future.

Mr. Sherwood will provide the timeline at the next meeting of when the plan will be completed.

MOTION: Mr. Sherwood motioned to approve entering into a contract with Warren Street for architectural services to renovate the high school bathroom, in the total amount of \$49,250.00. Seconded by Mr. Woodworth. Motion passed 8-0-0

d. CIP (Capital Improvement Plan) Committee FY27 Project List

Mr. Krieger presented the FY27 Project List as recommended by the CIP Committee. They are looking for action from the Board tonight. These are the projects that CIP has identified for FY27. If approved tonight, he and Dr. Martin will bring these projects and estimated totals to the Budget Committee next Thursday.

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MOTION: Mr. Woodworth motioned to approve the recommended Capital Improvement projects including the high school envelope, high school bathrooms, Sandown North sprinklers, and Pollard School vanities and sinks, in the total amount of \$1,750,000. Seconded by Mrs. Manthorn Motion passed 8-0-0

ADMINISTRATORS REPORT

Mrs. Drechsel presented her Student Services report. September was Suicidal Awareness month with lots of activities going on throughout the district. We had 20 high school students who were trained through New Hampshire Connect Suicide Prevention Youth Leader training programs. This is a program through NAMI New Hampshire where students are certified to train both adults and peers in suicide prevention. They had this opportunity through a grant that was submitted through Exeter Hospital to NAMI New Hampshire. They will be looking to plan how they are going to utilize them as a resource throughout the district. September is also the time when we apply for free or reduced lunch. Anybody who qualified last year has until October 11th to reapply. This not only helps families but the applications benefit the school district because it generates Title I funds for us as well. We have a Child Find event coming up in November. Flyers will be distributed to a variety of community partners. This is available for children 2 ½ to 6 years of age. Lastly, every year we submit for Special Education aid for costs that are encumbered for special education across the district. Once we exceed the threshold set by the State, we can submit for reimbursement. This year, we were just notified our reimbursement will be \$200,000 above what it was last year.

Mrs. Allaire updated the Board on professional learning opportunities that we were able to engage some of our staff in due to grant funding through Title 2A funds. The staff involved are the co-teaching teams. This past Monday, we sent 15 educators across K through 8 to the Granite State Summit 2.0 which had literacy focus. This is ongoing work through a variety of conferences. She acknowledged the work of Mr. Pedersen and other members of our safety team. Our SRO helped coordinate the series of trainings around ALICE. We are near the completion of all those trainings. She acknowledged the work with the high school team to dig into the new laws that were passed around the State Minimum Standard requirements which involves credit requirements, and new courses that will have to be developed.

Mr. Krieger will have a full time kindergarten proposal with cost estimates and some descriptions at the next board meeting. He will be working with Mr. Sherwood and Mrs. Knutsen down the road to get two other items on an agenda. One will be about discussion about the fund balance retention and seeing if the Board wants to put forward a warrant article for this

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year in March. Our bus contract is up and we have two optional years. We should have a discussion about the direction the board wants to go.

Regarding the envelope of the high school building, facilities have identified 5 envelope consultants to give us a good idea of what actually needs to get done. Four called him back and will want to be scheduling some walkthroughs of the space over there to get to the point they can but some numbers together and materials for us. Mr. Krieger will report back.

Regarding the Facility Director search, he heard from NHSBA and NESDEC and they are hesitant but are willing to help. He received a lead from an attorney to the Department of Education, a gentleman named Tim Carney. Tim Carney serves under the Bureau of Facilities. He is hopeful Mr. Carney can help out the district. He will update the Board.

He has met with the Sandown Selectmen last week, Atkinson will be on October 20th, Danville on October 6th and Plaistow on a Monday in November. He will be bringing the elementary principals of those towns to give highlights of their school. He will be giving them the FY25 wrap, updates where we are currently in FY26 and some seeds about what we are planning through the Budget Committee for FY 27. There is a budget meeting next Thursday and they will be presenting the high school budget, middle school budget, athletics budget, music budget, and the CIP budget. It still only totals less than 5% of the overall School District budget. The CIP is 2.3% of that 5%.

They held their first virtual tour last night at Danville. The next one is scheduled for Sandown Central. He will be giving a crash course to the Chair and Vice Chair about cash flow. He will be setting up some work sessions to educate the board on their concerns. The School Board Association has sent an email informing us there is a Senate Bill right now where there is a Commission to study consolidating school districts across New Hampshire. If any Board member is interested in those study sessions, the next one is on October 6th and they can let him know and he will provide details.

COMMITTEE REPORTS

Mrs. Springer will be attending the NHSBA Delegate Convention on October 25th and they will be seeing a survey with the different resolutions that are on tap for this year. The TSSU negotiations are going along and they met again today. The Curriculum and Assessment met yesterday. The Tax Cap subcommittee will be presenting at the next meeting on October 16th.

Mrs. Kowalczyk stated the Policy Committee is delving into more of the new regulations that have been coming.

Mrs. Woodworth stated the Wellness Committee will meet on November 19th at 4:00 PM.

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OTHER BUSINESS

Mr. Sapia watched a survey this week and it is about the amount of screen timing, on gaming and that the young men, not specifically, but in general do. He heard they spend an average of 35 hours a week on their computers gaming and 30 hours in high school. He thinks Mr. Lena is a great resource. He would like to possibly have Mr. Lena come to a meeting and discuss what our options are or how to approach families about this.

Mrs. Manthorn recalls a woman who is in law enforcement, speak at the PAC last year about very similar topics. She would love to see something like that happen.

Mrs. Allaire stated that is not being currently planned and they were able to do that through the grant funding that they no longer have access to. However, she said they can certainly explore something like that. They have some of those things almost annually or every other year. She is confident they can put something together.

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 Mr. Sapia
Motion passed 8-0-0**

The Board was polled:

D. Woodworth – yes Sherwood – yes Springer – yes Sapia - yes
Manthorn - yes B. Woodworth – yes Kowalczyk – yes Knutsen - yes

Motion passed 8-0-0 to enter non-public at 9:00 PM.

The Board returned to public session at 9:39 PM to seal the minutes and adjourn.

**MOTION: Mrs. Woodworth motioned to seal the non-public minutes of 10/2/25.
Seconded by Mr. Sherwood Motion passed: 8-0-0**

The meeting was adjourned at 9:30 PM.

Respectfully submitted,

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Linda Mahoney
Recording Secretary

Approved by the School Board on October 16, 2025