

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 20, 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, Alyssa Kowalczyk

Seated at the Board Table

Justin Krieger, Superintendent
Sandra Allaire, Assistant Superintendent
Chris Martin, Director of Operations and Special Projects

Student Representative: Cameron Stack

Administrators Present

Maria Watkins, Business Administrator/CFO
Ginger Drechsel, Director of Student Services

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 11/6/25 as amended. Seconded by Mr. Sapia Motion passed: 8-0-1 (Kowalczyk abstained)

MOTION: Mrs. Woodworth motioned to approve the non-public meeting minutes of 11/6/25. Seconded by Mr. Woodworth Motion passed: 8-0-1 (Kowalczyk abstained)

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DELEGATES & INDIVIDUALS

Jack Sapia from Atkinson attended the Atkinson Academy lip sync last Friday night and the building was packed. The students did an incredible job with their performances. During intermission, the staff got up and gave a presentation which brought the house down. Also, he referred to SB57 regarding SAU's. He reached out to all their reps and State Senators and there wasn't a single person who was going to support that. He asked if they could get any Educational Committee agendas where they may be meeting about something urgent or crucial to them. School Board members could possibly participate in those conversations at those meetings.

John Downing from Sandown made a statement on issues he feels need to be seriously considered by the Board. Last year the voters mandated to cut \$6.9 million from last year's budget. It was not a suggestion or temporary fix. He said the Board is now wanting to replace most of what was cut last year. He stated if the proposals for this cycle are put forth, there will be multiple dollars per thousand increase. He feels the CBA contracts are at risk of failure.

MOTION: Mrs. Manthorn motioned to move the remaining 24 minutes to the end of the meeting. Seconded by Mr. Sapia. Motion passed 9-0-0

STUDENT REPRESENTATIVE

Cameron Stack provided some highlights of the schools in the District. At the high school, winter sports will be going to start after the Thanksgiving break. They had their traditional Thanksgiving meal today. Quarter One just finished and grades are finalized. Quarter Two has just started. The Middle School had their musical audition for Oz. Atkinson Academy had a very successful lip sync which he attended.

CURRENT BUSINESS

a. FY27 Default Budget

Mrs. Watkins presented the FY2027 default budget. She began with reading RSA 40:13 which defines the Default Budget. She also read the statutory formula for calculating the default budget amount. She provided her worksheet to show the lines that are included in the default budget and provided information on the salaries and benefits increases. She also provided a highly detailed report showing the salary increases per position.

The FY2026 voted budget was \$82,334,912. After totaling the adjustments which amount to \$8,162,567.00 and adding that to the voted budget, the FY2027 Default Budget is \$90,497,479.00.

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Mrs. Watkins stated they learned from their legal counsel that we cannot include the increase in regular transportation, by law, in the default budget.

Mr. Woodworth referred to the contracted special education services that are up \$2,349,767 over the voted budget. He asked what percentage is that increase. He asked if that will continue to increase moving forward.

Mr. Krieger stated those lines, year after year, are substantially growing. The solution to that is to have really good contracts and hire really good people that are ours that do this work.

Mr. Sapia asked Mrs. Drechsel about the special education contracted services. He asked how she came up with the specific number and what is it based on.

Mrs. Drechsel explained the \$2 million increase is relative to the fact that last year they had a \$2 million cut in the special education budget. This year, they are going to have to make up that gap somewhere. The needs of our students are increasing but even if they were not, that \$2 million amount is money that they would have to find in the budget to pay for those services that we are obligated to provide for students. The number that is projected for next year is based on projecting out the costs this year with about a 5% increase. This is what we typically see from one contract year to another.

Mrs. Springer asked Mrs. Watkins about why the regular education transportation can't be included in the default budget. She questioned if that is because the contract didn't come into place until this year.

Mrs. Watkins explained that is not the reason. The reason is because the transportation contract is not a special warrant article. Every 5 years we go out to bid for the contract. The increase gets added to the budget. Since it is not a warrant article and not approved by the voters, it doesn't qualify to be added to the default budget.

Mr. Sherwood asked about the possibility of decreasing bussing routes.

Mr. Krieger stated that is one of the buckets that was presented to the Budget Committee and he will have more information for them on Monday night about pulling back on the extent to we provide transportation and moving toward the minimum standard which is two miles from the school.

Mrs. Watkins explained due to the budget last year, we needed to take out \$500,000 from the regular transportation budget. The voted budget is already short \$500,000 for transportation plus the increase from last year.

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Mr. Krieger stated the cost per bus/per day increased by \$20 per bus, per day. We are contracted for 29 busses at 180 days. With the increase per route and the \$500,000 that we removed from the previous year make up a hole there. He stated transportation is not allowed to be included in the default budget.

Mrs. Knutsen informed the Board they won't be taking action on this tonight and it will be on the agenda for the next meeting. Mrs. Watkins suggested to the Board members, to reach out to her if they have any questions in the meantime.

b. Budget to Actual Report

Mrs. Watkins reviewed the October 2025 Budget to Actual Report. She referred to the year-to-date actuals compared to the actuals of the year-to-date last year. This year we have received \$25,746,897 for expenses. We have incurred \$21,299,667 for expenses. In reviewing the actuals to the FY26 budget, we have received 36% of our expected budget. We have incurred 25% of expenses for our budget. In reviewing revenue sources, 88.4% comes from taxpayers. 8.9% has come from the state and federal sources and 2.8% from local sources. She reviewed the projection for expenses.

Mrs. Knutsen asked about grants and if there are any grants we are actively going for. Mrs. Watkins said we have the IDEA grant which is the primary grant that special education has.

c. FY26 Schedule of Payments

Mrs. Watkins presented the schedule of payments for the second semester for our towns. Twice a year (Fall and Spring) she submits the scheduled payments to our towns. The first semester of this is an estimate with the numbers that she has. In the fall, because the tax rates have been set, Mrs. Watkins has final numbers so she adjusts them to do a second semester of the schedule. She explained the amounts due each month from the towns.

Mrs. Watkins created a cash flow report for last year to give them an idea of what is the cash flow for the district. This report is actual cash. It is not expenses. It is just the cash that comes in and out of the district. She will add this report to the district website along with the dashboard.

MOTION: Mrs. Manthorn motioned to approve the second semester payment schedule in accordance with RSA 195:14. Seconded by Mrs. Kowalczyk Motion passed: 9-0-0

d. Budget Transfer

Mrs. Drechsel presented her request for a budget transfer to meet contractual obligations under the special education contracted service budget. These include contracted speech line, contracted

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psychology line and the general special education contracted services budget line. The request is for \$1,531,494.38 which will come from all current open/vacant positions. If approved, this will exhaust those positions. Mrs. Drechsel commented that they are still predicting the need for \$2 million.

MOTION: Mr. Sapia motioned to approve the budget transfers in the amounts and accounts specified in the budget transfer request dated November 20, 2025 totaling \$1,531,494.38. Seconded by Mrs. Manthorn. Motion passed: 9-0-0

e. Energy Efficiency Lease Project

Dr. Martin is requesting an allocation of \$296,043.45 from the remaining unassigned monies of the \$25 million lease to repair the TRHS AHU2 Condenser. She presented her executive summary detailing the work that needs to be done and an explanation as to why it is needed.

There is a split unit at the high school (there are a total of three) that is in disrepair. The other two are functioning but nearing end of life. The Condenser Unit 2 has a failed compressor and due to the system's age and reliance on phased-out R-22 refrigerant, it is no longer cost effective to invest in further repairs. They are looking to replace the condenser. Also, the evaporator coil in AHU-2 is not accessible from the service side due to its proximity to the wall, complicating maintenance and repair.

Dr. Martin explained the entire scope would be the condensing unit, the evaporator coil, the refrigerant lines and the refrigerant. EEI will also provide a safer access to the 200 wing roof and the adjacent roofs in case this unit has to be repaired again. This is turnkey meaning whatever EEI discovers on this project as they install the electrical and controls, they will eat the expense of it. The cost of the replacement is the same as the money we have available.

Mr. Sherwood said they discussed this at Facilities and he and Mr. Sapia were trying to delve into ways of trying not to expend that money for this unit which is 24 years old and the only one that is not working. There is a good chance that the coils are not working any longer.

Mr. Woodworth asked who would be doing this work. Dr. Martin stated it would be EEI. They have put this proposal together and are our contractor of choice. They do the audit and then they get the job. She also informed the Board that it was our own HVAC Technician who identified the problem with this unit.

Mr. Sherwood added that it was actually the classroom teachers who were so hot in the classrooms they asked if we could fix it. Our guys went up and said they couldn't fix it. That is how EEI became further involved.

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Mrs. Kowalczyk asked if this would not go out to bid because it is part of the lease. Dr. Martin said that was correct.

Mr. Sherwood stated we could put this out to bid, but we couldn't use the lease money.

Mrs. Kowalczyk also questioned the \$296,043.45 estimate which is the exact amount of remaining unassigned dollars from the lease. She found that to be a little odd.

Mr. Krieger explained that is turnkey and they will eat anything that they are experiencing as they are going through. Mrs. Kowalczyk said she is having a hard time with the fact that those two numbers are so specific and they both happen to be exactly the same. She just wants to know what EEI is saying is accurate.

Mrs. Springer stated there is money in the CIP line and she would like to get at least an additional quote or something to validate the cost. If we put it in the lease, it is not just that cost, it is also the interest associated with it.

Mr. Sapia explained what got him to decide to support and move forward with this. EEI has been coordinating the roof work, the HVAC work and they go hand in hand with each other. They are experts and he doesn't have a problem getting a budget number, but we really haven't done that for any other lease items. He further stated he doesn't want to spend this money at all, but it is broken and needs to be fixed.

Mrs. Kowalczyk said she understands it needs to be replaced but she just thinks they need to ask a few questions before accepting this as is.

Mrs. Knutsen stated this will be tabled to the next meeting. In the meantime, she asked the Board members to get their specific questions to Mr. Krieger in order for the Board to make a decision for the next meeting on December 4, 2025.

f. Overnight Field Trip Request

Mrs. Allaire presented this request to the Board. The high school student council would like to attend the LEAD conference taking place this winter in Washington, DC. One of the goals of the student council is to give students the opportunities to network with other students, strengthen their leadership skills, and gain new perspectives. This conference gives them the opportunity to work with students from around the country and discuss real school problems. The cost for this is \$550 per student and there will be fundraising and the remaining costs are covered by families.

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MOTION: Mr. Woodworth motioned to approve the TRHS Student Council's overnight trip to Washington, DC from February 25 to March 1, 2026 to participate in the LEAD Conference. Seconded by Mr. Sapia. Motion passed: 9-0-0

g. IT Position Title Change

Mr. Krieger explained this has been removed from the agenda. Typically, they bring a title change to the Board. This one is associated with something we are bringing to the Budget Committee that is tied to an additional funding request. He will hold the position title change until that sees its way through the Budget Committee. If they approve it, he will bring this back to the Board.

h. Booster Sign Sponsorship

Mr. Krieger presented the annual request to display sign sponsorships by the TRHS Girls' Basketball booster organization.

MOTION: Mrs. Manthorn motioned to approve the TRHS Girls' Basketball Booster sign sponsorship as provided in the November 20th executive summary. Seconded by Mrs. Kowalczyk. Motion passed: 9-0-0

i. Policies

Mrs. Allaire presented four policies as a First Read for the Board to review and discuss. These policies are part of the series of policies connected to the changes in 306 Rules.

Policy IHBH – Extended Learning Opportunities

This has been revised to align with the changes in 306 Rules, which now include the mandatory offering of ELO programming to high school students.

MOTION: Mrs. Woodworth motioned to approve Policy IHBH as a First Read. Seconded by Mr. Woodworth. Motion passed: 9-0-0

Policy IHBI – Alternative Learning Programs and Individual Plans

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This policy has been revised to align with the changes in 306 Rules, specifically towards alternative plans/programs for an individual or groups of identified students, and not for separate continuing, standing programs. These programs are designed to meet the needs of students who may be at risk of dropping out of school or for those who require more. There is a figure of \$4,000 in the policy which is a cost that could possibly entail. This is the average cost of sending a student to a CTE program for the school year. The \$4,000 is just a placeholder and can be changed if the Board finds it necessary.

Mrs. Woodworth stated they might want to stipulate \$2,000 for a half year or \$4,000 for a full year.

MOTION: Mrs. Manthorn approved Policy IHBI as a First Read with the stipulation the \$4,000 could change. Seconded by Mr. Sherwood. Motion passed: 9-0-0

Mr. Sapia suggested possibly adding a cap on the amount and maybe have them pre-register a quarter in advance so we can budget that out.

Policy IJ – Instructional Materials

This has been revised to align with the changes in 306 Rules specifically 306.08, requiring the Board to require each school to comply, and develop an Instructional Resources Plan. She explained the largest change in the legislation is at the end of the policy under Instructional Resources Plan. What is new is that districts are now required to maintain a written plan for the ongoing development, organization, acquisition, maintenance, replacement, and updating of curriculum and learning resources. That plan will be presented every third year to the school board no later than October 15th. This begins in 2026 and they have already started working on that.

MOTION: Mr. Sherwood motioned to accept Policy IJ as a First Read Seconded by Mrs. Kowalczyk. Motion passed: 9-0-0

Policy IKF – High School Graduation Requirements

This Policy has been revised to align with the changes in 306 Rules. Examples of multiple diploma options were added.

Mrs. Springer questioned the FAFSA section where it states: “Upon request of the student or somebody authorized to act on behalf of the student, the superintendent has to provide a physical or digital copy of the student’s completed FAFSA.” It seems odd.

Mrs. Manthorn feels like it could be a violation of FERPA. Mrs. Allaire stated that wording is verbatim from the State.

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Mr. Sherwood asked Mrs. Allaire if she could look into that because it seems wrong on a couple of levels. Mrs. Allaire said she would do that.

MOTION: Mr. Sherwood motioned to approve Policy IKF High School Graduation Requirements as a First Read. Seconded by Mr. Woodworth Motion passed: 9-0-0

Policy IKAA, Policy ILBAA, Policy IMBC – Revocation

The notice of this revocation was provided on 10/16/25. They have a full board in attendance tonight which is required to revoke a policy. These three policies are no longer in compliance with the new 306 Rules and they have other policies replacing them.

MOTION: Mr. Sherwood motioned to repeal policies IKAA, ILBAA, and IMBC. Seconded by Mrs. Springer Motion passed: 9-0-0

j. Full-Day Kindergarten Presentation

Mr. Krieger presented this in follow up to some questions from the Board at the last meeting. The cost of this program would be \$271,000. The viable pathway would be to have it as a single warrant article. It would require a 3/5ths majority vote to pass.

The tax impact per town (this is based upon this year's tax rate) is as follows:

Atkinson - \$0.04; Danville - \$0.08; Plaistow - \$0.04; Sandown \$0.07

This will be on the agenda for the next budget meeting. The Board requested Mr. Krieger to work with the attorney for the language of the warrant article.

k. Draft 2026 Warrant (Presentation #3)

The draft warrant articles were presented to the Board for review. The Board discussed Article 12 which is the percentage of the fund balance retention. The Board discussed whether to change the 2.5% to 2%.

Mr. Sherwood explained there are a lot of uncertainties and they don't want to go lower than 2.5%. The voters had agreed to 2.5% in the past.

Mrs. Springer would like it to be at 2%.

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Mr. Sapia indicated that they can only use that money in case of an emergency, otherwise, it goes back to the taxpayers.

Mrs. Knutsen stated we can look at that at their next school board meeting.

ADMINISTRATORS REPORT

Dr. Martin updated the Board on their music program. She will be hosting an audition level NH Association of Choral Directors festival on Friday, January 23rd. The NH String Fest will be on March 28th. Mr. Schweiss is also having the first inaugural year of the Rockingham Honors Music Fest on Wednesday, February 11th. The Tuba Christmas is Saturday, December 20th followed by the Holiday Concert featuring the jazz and concert bands. She will be playing the euphonium in the Tuba Christmas Concert.

She announced that Mr. Fantasia has been asked by the National Association of Athletic Directors to do a presentation at their conference in Florida. Winter sports have begun.

Dr. Martin spoke to the varsity baseball diamond renovation which is now complete. The JV and middle school practice fields are about 95% complete. EEI informed them that the contract for Phase 4 and 5 should be complete on their end in the next week or so. Warrant Street Architects for the high school bathroom renovation will share their initial thoughts and findings and perhaps a first concept plan for us to review some time before Thanksgiving. Sarah Vaira found the Timberlane Facility Management Plan which is about 80% complete. They will be getting all of the data to complete that plan which is a requirement of the NH DOE. It has been determined there is one usable acre in that back portion of the property which is currently being used for the middle school field hockey and soccer, although it is not a regulation size field.

A ribbon cutting ceremony is planned for the Atkinson Academy Belfry. A date has not yet been set.

Mrs. Allaire stated they are working on developing a formalized roll-out plan on the changes to the Ed 306 Rules that will include opportunities for additional training and opportunities for parent informational nights and student and staff training. She will keep the Board posted once that is finalized.

Mr. Krieger congratulated Brian Nicoll, a social studies teacher at the high school. He was selected as the 2025 James Madison Memorial Fellowship which is a very big deal. Only one individual is selected per State.

PERSONNEL REPORT

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MOTION: Mrs. Manthorn motioned to accept the professional nomination of Jared Morrison, Teacher at Timberlane Regional High School. Seconded by Mrs. Woodworth. Motion passed: 9-0-0

MOTION: Mrs. Manthorn motioned to approve the professional nomination of Gregory Pantazis, School Counselor at Pollard Elementary School. Seconded by Mrs. Woodworth. Motion passed: 9-0-0

COMMITTEE REPORTS

Mr. Sapia asked Dr. Martin about some tile work that was done on the basement floor at Atkinson Academy. Dr. Martin stated it was a very small project and they were experimenting with a particular material in the hallway that everyone is speaking highly of. The project was small dollars. Mr. Sapia also commented on how the baseball fields look unbelievable. He thought it might be a good idea to have the baseball coach and field maintenance person attend the next facilities meeting to talk about how they could distribute the amount of work to be done. Lastly, Mr. Sapia believes that in light of the current budgetary situation and what we have coming up, although he appreciates the due diligence that has been done on that relief field, he doesn't think this is the appropriate time to move forward it. He still believes it is a good idea but it can wait.

Mrs. Knutsen said the Budget Committee is actively meeting and the next meeting will be Monday, November 24th. Mr. Krieger stated the main objective of that meeting is to put dollar amounts next to those buckets they did with the Budget Committee at the last meeting.

Mr. Sherwood had some fairly productive union negotiations and he is optimistic.

Mrs. Manthorn stated the Wellness Committee met for the first time this year. As part of their goals, they are required to read their mission and review it and vote on it. She shared that mission statement with the Board.

Mrs. Woodworth attend the Wellness Committee meeting and she had the CIP meeting along with Mr. Sapia. They are looking again in the future and gathering information with Dr. Martin. The next meeting is on February 9th.

Mrs. Springer stated the Curriculum and Assessment Committee met and meets again on December 3rd.

DELEGATES AND INDIVIDUALS (CONT'D)

John Downing from Sandown spoke about the 10 positions that were removed last year. Certain positions were eliminated to create efficiency and streamline things that were done. No deep

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cuts were made to any programs or curriculum. We went in at \$81.9M on the budget and we ended at \$82M. We are going to wind up with \$92M at this pace. Last year was a mandate to cut the budget. That was mandated. The HVAC belongs in maintenance and repair, not the lease.

Jack Sapia from Atkinson explained the reason for the relief field. It was in an effort to save on costs. That was the philosophy behind that. This Board was thinking about deferring the maintenance costs and were investigating this option. Sometimes you can't always be short sighted. You have to invest in your facilities to move forward.

There was no further public business.

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. Woodworth Motion passed 9-0-0

The Board was polled:

D. Woodworth – yes Sherwood – yes Springer – yes Sapia - yes Manthorn - yes

B. Woodworth – yes Knutsen – yes Kowalczyk – yes LeCain - yes

The Board entered into non-public session at 10:10 PM.

The Board returned to public session at 10:45 PM to seal the minutes and adjourn.

MOTION: Mrs. Springer motioned to seal the non-public minutes of 11/20/25. Seconded by Mrs. Woodworth. Motion passed: 9-0-0

The meeting was adjourned at 10:47 PM.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on December 4, 2025