

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
September 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, Paul LeCain
Alyssa Kowalczyk, Shauna Manthorn, Don Woodworth, Jack Sapia, Katie Knutsen

Seated at the Board Table

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

Administrators Present

Maria Watkins, Business Administrator/CFO

Mrs. Knutsen called the meeting to order at 7:00 pm. She announced the Board will be going into non-public session and will return to public session in 15 minutes.

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 9-0-0

The Board returned to public session at 7:27 pm.

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APPROVAL OF MINUTES

MOTION: Mrs. Manthorn motioned to approve the public minutes of 8/14/25 as amended. Seconded by Mrs. Woodworth Motion passed: 7-0-2 (Knutsen, Sapia abstained)

MOTION: Mr. Woodworth motioned to accept the non-public meeting minutes of 8/14/25. Seconded by Mrs. Manthorn Motion passed: 7-0-2 (Knutsen, Sapia abstained)

DELEGATES & INDIVIDUALS

Marysia Kluzek-Seng of Plaistow, NH and Rachel Martin of Plaistow, NH addressed the Board with concerns regarding Bus 104. That bus is often backed up which means it gets absorbed into other routes and that changes pick up and drop off times with little notice and the bus is overcrowded without any monitor. They said their current driver is great and the Pollard staff has been great informing parents. They would like to continue with that bus driver for the benefit of the kids. They are asking the District to prioritize a stable proactive solution for Bus 104. They have heard that this is a districtwide issue.

Scott Burt of Danville, NH stated his student was recently accepted into the program at Pinkerton for CTE. His child told him today that he may not get the full two credits because the teacher retired. He will be emailing the District and will copy Pinkerton Academy on it. He stated if this is not rectified soon, he will come back and ask the District to pay for his student to go to Alvirne High School to take their forestry program.

Peter Torosian of Atkinson, NH inquired about what the unassigned fund balance will be. Also, he stated that in the future, he hopes the School Board will start their meeting earlier in the event they will have a non-public session at the beginning, because the public session is listed on the agenda as starting at 7:00 pm.

MOTION: Mr. Sherwood motioned to move the remaining 15 minutes to the end of the meeting. Seconded by Mrs. Manthorn. Motion passed: 9-0-0

Mr. Krieger spoke regarding the bus situation. First Student has lost 6 drivers and will be replaced with 3 drivers transferring from another area. They have received 18 applications and they will bring an additional driver from Rhode Island to start in Plaistow. He doesn't expect any further bus backups.

Mr. LeCain requested another update at their next meeting.

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Mrs. Kowalczyk asked if they can request that the driver for Bus 104 be kept as the current driver for stability and consistency. Mr. Krieger stated he has already made that request.

Mr. Sapia suggested the possibility of having two alternates for when other drivers leave.

STUDENT REPRESENTATIVE

Cameron Stack presented his school-wide report and highlighted happenings around the District. At the high school, the senior class president organized a “Senior Sunrise”. A fair was held with information on the 40 different clubs and activities that are offered. The College Fair will be held on Monday for Juniors and Seniors. He spoke to the new Cellphone Policy. The students must put their phones in their lockers. Marching Band Camp was held in August. At the middle school, 8th graders completed a field trip with Adventurelore. Pollard held a “Meet the Teachers Night.” Sandown Central and Danville had great opening days. Sandown North had a Grade 1 transition camp. Atkinson Academy is looking forward to an ice cream social.

Mr. Sherwood asked him how the new cell phone policy went. Cameron said it went smoother than he thought. It is going well.

Mr. Sapia asked Cameron about earning his Eagle Scout. Cameron said he just received the rank of Eagle Scout.

PERSONNEL REPORT

Mr. Krieger introduced the new Principal at Danville Elementary.

D. Jaime Parsons addressed the Board and stated how grateful he is to be here. He has been an educator for 27 years and believes he will make a positive impact at Danville Elementary. He commented how helpful Tiffany Eaton has been.

Mrs. Manthorn read the names of the professional nominations and professional resignation into the record. These were electronically signed on August 12th, 19th, and 26th.

Professional nominations: Lalit Saini, Science Teacher at TRHS, D. Jaime Parsons, Principal, Danville Elementary School and Karen Parsons, Special Education Teacher at Danville Elementary School.

Professional resignation: Christopher Snyder, Principal, Danville Elementary School.

CURRENT BUSINESS

- a. FY2025 Unassigned Fund Balance

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Mrs. Watkins, Business Administrator/CFO, presented the FY2025 Unassigned Fund Balance which is \$7,611.358.00. She provided a detailed accounting of what makes up the unassigned fund balance.

Mr. Krieger pointed out for the additional projects the school board moved on in FY25. At the close of the year, they voted to expend an additional \$4.1million which included the firewalls in terms of technology, the Atkinson Academy Belfry, the replacement fence on the main campus, they voted to prepay Phase 1 of the lease and the special NECC special education program at the middle school.

Mr. Krieger referred to the revenue side. He highlighted Medicaid, the grant for vocational transportation, tuition revenue. There was also savings in salaries and benefits. Last year, they eliminated 54 to 55 positions and 14 of them carried real people and the other 40 were open and vacant positions. Also, prior to this year's unassigned fund balance, they had a departure of 38 professional staff, of which, 8 to 10 of them were retirements. People exiting are typically on the top step and we are bringing people in at a lower step. There is no left over out of district tuition funds.

Mrs. Springer confirmed that the \$7.6 million will be returned to offset taxes. Mr. Krieger said that was correct. Mrs. Springer asked if the vocational transportation grant is something that needs to be applied for each year. Mr. Krieger said he hopes it will be available for them every year, but they apply for it each year it is available.

Mr. Sapia has asked for a breakdown of the salaries and benefits and the savings that Mr. Krieger described. He also referred to the utility line with a savings of \$155,000 and he would like to see where that savings is coming from. Mr. Krieger is organizing to have that presentation on September 18, 2025 with EEL.

b. Encumbrances

Mrs. Watkins explained at the close of each fiscal year, there are typically Purchase Orders that need to remain open from the prior fiscal year. Funds are allowed to carry forward the amounts that have become encumbered. She provided a listing of open purchase orders as of June 30, 2025. She explained if these encumbered funds are not fully expended for the purposes of these remaining obligations, any residual funding will be returned as part of our unrestricted fund balance in the subsequent year.

MOTION: Mr. LeCain motioned to approve the FY2025 encumbrances in the amount of \$1,271,056.00. Seconded by Mr. Sapia Motion passed: 9-0-0

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c. Budget Committee Presentation Calendar

Mr. Krieger presented the Budget Committee Proposed Schedule of meeting dates/times.

Mrs. Knutsen explained there has been a change by the State for the School Board representative on the Budget Committee. They will still have a representative, however, they will not have any voting power but a member of the School Board is expected to be there.

d. Annual Meeting & Election Calendar

Mrs. Knutsen spoke to this. Mr. Sherwood is looking for public feedback on whether or not to have their Deliberative Session on a Saturday.

e. Timberlane Regional High School End of Year Dates

Mr. Krieger provided the Board with a list of dates in June 2026 for the end of year activities at the high school.

MOTION: Mrs. Manthorn motioned to approve the SY2025-2026 end of year dates, with a graduation date of June 13, 2026. Seconded by Mr. Woodworth Motion passed: 9-0-0

f. 2025 NHSBA Delegate Assembly

The NHSBA Delegate Assembly will be held on October 4, 2025.

Mr. Woodworth will be listed as the delegate and Mrs. Springer will be the alternate.

MOTION: Mrs. Manthorn motioned to nominate Don Woodworth who will represent the Timberlane Regional School Board at the NHSBA assembly and to nominate Marianne Springer as alternate. Seconded by Mrs. Kowalczyk. Motion passed 7-0-2 (D. Woodworth, Springer abstained)

g. Next Lease Phase

Mr. Krieger presented the list of potential project options to utilize the remaining \$25M lease funds. The remaining dollars available to access through the lease purchase agreement attached directly to planned projects is \$9,804,250. As the projects developed in Phases 1-III, there is also \$296,043.45 available and the Facilities Subcommittee has begun discussing potential viable projects for the \$296,043.45.

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There are two pathways for the Board to consider. Pathway 1 would be the District entering in to Phase IV of the lease purchase agreement for all remaining projects. The projects would

likely begin in the summer of 2026 and conclude by the opening of school in 2028.

Pathway 2 would be for the District to split the remaining projects into two smaller groups and enter into Phase IV of the lease for some projects with the intent to enter into Phase V for the remaining projects at a later date. Phase IV would most likely start in the summer of 2026 and conclude by the opening of school in 2027.

Mr. Krieger explained he is looking to the Board for direction on a pathway and they will have a some data and energy information and discussion at their next meeting on September 18, 2025. There is still work to be done at the high school, Atkinson Academy, the PAC, middle school, Sandown North, Pollard and Danville.

Mr. Sapia believes the faster they get out of these phases the more money they could potentially save. Those projects are not necessarily written in granite. He would like the Board to consider fixing the envelope at the high school which he has been a big proponent of. It is the first thing on the CIP list. The budget number they got earlier was about \$400,000 and it probably is higher now. He would like to see that incorporated into this.

Mr. Sherwood said that he and Mr. Sapia have spoken about this on the Facilities Committee and they don't necessarily see eye to eye on the prioritization which is part of the reason he would like some input from the other board members.

Mrs. Springer asked if there has been any consideration given to not expending any more funds. They could save on interest by not spending and they could try to do some of the most important projects with the CIP and the Capital Reserve Fund. She asked what the balance is for the Capital Reserve Fund.

Mrs. Knutsen explained for years the CIP was underfunded. She added that whether the funds come from the voters or from the lease, they will still be spending.

Mr. Krieger went through the list of remaining projects and talked about the impact of some of those projects and where they stand.

Mr. Sapia commented that in a perfect world, the budget would have had \$5 million in it for the last 5 years and we wouldn't be paying interest. However, he assured Mrs. Springer with great certainty that would have gotten destroyed at Deliberative Session.

Mrs. Woodworth sits on the CIP and they have \$1.8 million to work with and they actually have a completely different list of projects that they are trying to work with that money on.

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Mr. Woodworth explained that the district voted for that lease and if they don't use that money and go the CIP route, they will end up in the same mess that put us in the situation of having to go to the 4 towns for that money.

Mrs. Watkins informed the Board that as of June 30, 2025, there was \$453,000 in the Capital Reserve.

ADMINISTRATORS' REPORT

Mrs. Allaire explained they continue to unpack the changes at the State level that are coming our way through the changes to ED 306 rule. There were multiple laws that were signed on the books. They had a policy meeting tonight and are starting to unpack those changes and implications in policies. They are working on prioritizing policies as "high priority", "moderate" and things that can come in later in the year that may not have taken affect just yet. They also had two very productive Professional Development days.

Mrs. Drechsel described some of the things that occurred in the Student Services Department during the summer to highlight some of the unseen work that happens while schools are not in session. Some of these highlights she described were a CPR class was provided by our school nurses to train coaches and the athletic department in preparation for the 25-26 school year. CPI de-escalation training was conducted. College Application workshop sessions were provided to high school seniors. There were 12 multidisciplinary special education evaluations initiated and completed. Families were contacted to assist them in accessing community-based resources. There were 168 students who participated in the extended school year (ESY) programming. This is not an exhaustive list, but it illustrates all that happens over the summer to continue to support our students and plan for a successful start to the school year.

Mr. Krieger gave the Board a preview of what the budget presentations will look like for the Budget Committee. He will have a consistent presentation for every budget presenter.

COMMITTEE REPORTS

Mrs. Woodworth commented that Mr. Sapia will talk about the CIP.

Mrs. Manthorn stated the next Curriculum & Assessment meeting is on October 1st. The Wellness Committee is hoping to get their first meeting on the books for October.

Mr. Sherwood spoke briefly on the Facilities Committee and said the discussions the Board had earlier this evening were the same discussions they had at the Facilities meeting. They also looked at two architectural firms for the first portion of the high school bathroom renovation.

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Mrs. Knutsen had a Safety Committee meeting and the next one will be on September 10th regarding ALICE trainings for the students and notifications have been sent out elementary parents regarding half days. Negotiations with 4 unions are in full swing.

Mr. Woodworth commented that the Policy Committee will be interested in getting the feedback that was given by Cameron Stack regarding the cellphone policy. He stated the middle school kids went to Danville for Adventurelore and it was awesome.

Mr. Sapia said the CIP Committee prioritized those things in order they think belong in the CIP. The next meeting will be about getting the presentation together for the Budget Committee.

OTHER BUSINESS

Mr. Sapia thanked the teachers and administration for kicking off the new school year. He believes the administration does a very good job at trying to develop culture within the organization. He asked about whether a group who is in district and are non-profit fall under the policy regarding fees.

Mrs. Manthorn explained there is a process in place if they seek a waiver, they can go through Mr. Krieger for that.

Mr. Sapia asked whether the School Board goals included proficiency in the district. Mrs. Manthorn said the school board goals were done and there is a goal related to proficiencies. Mrs. Knutsen stated their goals aren't supposed to be so narrow. The goals mention proficiencies and now they are waiting for the administration to bring those to us.

Mr. Woodworth questioned the fees to families for field trips. Mr. Krieger said the reductions they had to make to the budget included passing on the field trip costs to the families. This is funding they will be attempting to restore for next year through the Budget Committee.

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 9-0-0

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The Board was polled:

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

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

The Board returned to public session at 10:37 PM to seal the minutes and adjourn.

MOTION: Mrs. Kowalczyk motioned to seal the non-public minutes of 9/4/25. Seconded by Mr. Sapia Motion passed: 9-0-0
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The meeting was adjourned at 10:37 PM.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on September 18, 2025