

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 18, 2025
7:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present

Marianne Springer, Brienna Woodworth, Paul LeCain, Shauna Manthorn,
Katie Knutsen, Don Woodworth, Jack Sapia, Alyssa Kowalczyk

Excused Absence: Mark Sherwood, Cameron Stack

Seated at the Board Table

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

Administrators Present

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

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

APPROVAL OF MINUTES

MOTION: Mrs. Manthorn motioned to approve the public meeting minutes of 12/4/25.
Seconded by Mr. Sapia Motion passed: 7-0-1 (LeCain abstained)

STUDENT, STAFF & FAMILY SHARE

Mrs. Kathleen McGuirk, World Language/French Teacher at the Middle School brought two students with her to discuss their trip to Quebec, Canada. The two students described their experiences communicating in French outside the classroom. They enjoyed their trip and learned a lot about their culture.

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DELEGATES & INDIVIDUALS

MOTION: Mrs. Manthorn motioned to move the remaining 30 minutes to the end of the meeting. Seconded by Mrs. Woodworth. Motion passed 8-0-0

STUDENT REPRESENTATIVE

In the absence of Cameron Stack, Mr. Krieger spoke on his behalf. The District is up and running with sports and concerts. They're happening almost every night across the District so we're hoping people are getting to those and enjoying the community. The winners of the raffle baskets that were sold to support Mealy's Meals have been selected.

CURRENT BUSINESS

A. TRHS Programs of Studies (Second Read)

Mr. Pedersen informed the Board that there were only some minor changes that did not change the scope of the Programs of Studies.

Mrs. Woodworth questioned the staffing needs for the courses we offer.

Mr. Pedersen explained they can be staffed, but every year it's always a matter of course enrollment. It is always kind of like a puzzle to figure out how we are going to staff the courses.

MOTION: Mrs. Manthorn motioned to approve the revisions to the Program of Studies for the graduating classes of 2027, 2028, and 2029 and the revisions to the Program of Studies for graduating classes 2030 and beyond as a Second Read and Adoption. Seconded by Mr. Woodworth. Motion passed: 8-0-0

B. Fall 2025 NESDEC Enrollment Report Update

Mr. Pedersen was before the Board to provide some answers to questions he was asked when he presented this report at a previous meeting. One of the questions involved the methodology NESDEC uses for their projections. He explained they use a modified component survival technique. They do not base their projections on new construction/homes being built.

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The other question was specific to Sandown, NH. Mr. Sherwood had asked if he noticed any blip in the data. Mr. Pedersen explained he did not see a blip in that data.

C. Overnight Field Trip Requests

1. TRHS Cultural Exchange Program

Mr. Pedersen is requesting Board approval on the annual German American Partnership Program spring trip. This will be a 3-week trip to Germany and Austria. The students will be spending two weeks with host families and one week in hostels. This visit includes time at the school/with host families and several cultural sightseeing experiences.

MOTION: Mr. Sapia motioned to approve the TRHS Cultural Exchange Program's overnight trip request from June 13, 2026 to July 6, 2026 to visit Eastern Germany and Central Austria. Seconded by Mrs. Springer. Motion passed: 8-0-0

2. TRMS/TRHS World Language Department

Mr. Pedersen is seeking Board approval on an overnight trip to Quebec City. The TRMS/TRHS World Language Department is proposing their annual spring trip to Canada. They will be visiting Quebec City and will provide the opportunity for students to use their French language skills and immerse themselves in history and culture.

MOTION: Mrs. Manthorn motioned to approve the TRMS/TRHS World Language Department's overnight trip request from May 15, 2026 to May 17, 2026 to visit Quebec City, Canada. Seconded by Mrs. Kowalczyk. Motion passed: 8-0-0

D. K-12 Health Curriculum Revisions (First Read)

Mr. Pedersen provided an Executive Summary on the K-12 PE/Health Curriculum revisions. The new 2024 standards were previously approved by the School Board on June 19, 2025. There are some revisions and additions to the 6-12 Health curriculum, and some have a few minor language shifts and some units are new or have current content merging with new content. He provided details of the changes in the Summary of Standards and Curriculum Changes document.

MOTION: Mrs. Manthorn motioned to approve the first read of the revisions to the K-12 Health Curriculum. Seconded by Mrs. Springer. Motion passed: 8-0-0

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E. Budget to Actual Report (Dashboard)

Mrs. Watkins reviewed the November 2025 Budget to Actual Report. She referred to the year-to-date actuals compared to the actuals of the year-to-date last year. Mrs. Watkins explained they are expecting to have better projections by February.

Mr. Krieger explained we can see clearly right now as were looking at staffing and where the salary numbers are. We are moving in the direction of all the capital projects right now, but we are going to be holding off on any large expenses there. We may need help to support other areas of the operating budget as we're moving forward.

On the overspending side, there are two areas they are concerned about. One is the health insurance. The budget we proposed was \$11.4 million. That was reduced through the Budget Committee and by the voting public. We are going to estimate that we are going to have an overspend of about \$2.7 million there. In addition to that, on the special education side, they are anticipating that we are going to overspend on contracted services. They are also tracking other needs in special education that may come up this year. They are looking at the grants and the timing of those and perhaps expending those out more quickly and not carrying them into future years.

Mr. Sapia asked Mr. Krieger if he could explain a little bit more on capital expenditures and how we're holding back on that.

Mr. Krieger explained they are holding back from the budgeted number that was there, for instance, the bathrooms versus what we are engaged in right now with those architects' kind of doing that work for the bathrooms. He thinks they need to let a month or two go by before they would recommend making any decisions to where they will be. Because it is early, it is not to spend but to encumber what is needed now so we can really start to hone this in over the next two months.

F. Request for Proposal (RFP): Student Chromebooks

Mr. Hendersen provided the results and recommendations from the RFP process for procuring 525 student Chromebooks. They will be distributed to the current 5th and 8th graders during the final week of school for use throughout their middle and high school years. These Chromebooks will also be used at the high school for spring SAT and NHSAS Science assessments. They received 16 bids. The administration recommends awarding the contract to Archangel of Miami, FL. They provided the lowest-priced qualifying bid.

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Mr. Sapia referred to the financial status they are in and was wondering if maybe they could keep half of those Chromebooks and keep those in for another two years.

Mr. Henderson said he understands what Mr. Sapia is saying about trying to save money, but in some cases, using the old Chromebooks could be catastrophic to some because so much is online now.

MOTION: Mrs. Manthorn motioned to approve entering a 3-year contract with Archangel for \$147,414.75. Seconded by Mr. Woodworth Motion passed: 8-0-0

G. Policies

Mrs. Allaire presented Policy IHBI – Alternative Learning Programs and Individual Plans as a Second Read/Adoption. The change from the first read is the Policy Committee has lowered the threshold for special expenditures requiring School Board approval from \$4,000 to \$2,000. This policy has been revised to align with the changes in ED 306 Rules.

MOTION: Mrs. Manthorn motioned to approve the second read/adoption of Policy IHBI: Alternative Learning Programs and Individual Plans. Seconded by Mrs. Springer Motion passed: 8-0-0

Mrs. Allaire presented Policy BGAA – Policy Development, Adoption and Review as a First Read. This is a new policy, and it requires policies to be posted and accessible on school websites. It addresses public transparency and ADA accessibility.

Mrs. Springer suggested adding a link to Policy BEDH where it is referred to on page three of the policy.

MOTION: Mrs. Manthorn motioned to approve Policy BGAA: Policy Development, Adoption, and Review as a First Read. Seconded by Mrs. Springer Motion passed: 8-0-0

Mrs. Allaire presented Policy EHAG – Use of Generative Artificial Intelligence. This is a new policy and it addresses guidelines for the proper management and responsible use of Generative AI in the District's educational and working environments and directs the Superintendent to create and maintain a Plan for the Responsible Use of Generative Artificial Intelligence.

MOTION: Mrs. Manthorn motioned to approve Policy EHAG: Use of Generative Artificial Intelligence as a First Read. Seconded by Mr. Sapia Motion passed: 8-0-0

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H. Draft 2026 Warrant (5th presentation)

Mr. Krieger presented the draft 2026 warrants for Board review. He informed them there are no tentative agreements from the CBA's but is hoping to be bringing some tentative agreements for the Board to review at their first meeting in January.

Mr. Krieger stated that based on the determinations by the Budget Committee, the default budget has changed because the committee made some reductions that are contractual. They are going to request the estimated payment for Phase IV of the lease to be in July 2027. The default budget went from \$90,497,479 to the new default budget of \$89,347,430.00. The new proposed operating budget is \$87,970,069.00.

MOTION: Mr. Sapia motioned to approve the new default budget number \$89, 347,430.00. Seconded by Mrs. Kowalczyk Motion passed: 7-0-1 (Mrs. Woodworth abstained)

Mr. Krieger explained Article 11 has been separated into two warrants, Article 11 and Article 12. The purpose of this was to separate one that is a cost impact and one that is not. He is going to talk to legal counsel regarding Article 12 because we do not raise and appropriate for that.

ADMINISTRATORS REPORT

Dr. Martin mentioned there is a holiday event at the PAC at 2:00 on Saturday. She also gave a shout out to Marie at First Student. There was an issue a couple weeks ago with a railroad gate that was stuck closed. Marie handled the situation very well and she was impressed at her ability to coach the drivers on alternate routes. A second virtual meeting with the bathroom architects occurred on Tuesday, January 16th. It was a productive meeting. Dr. Martin also gave a shout out to Laura Yacek from Sandown North who was able to use the building automation system and detected a problem with the furnaces. One was down and the heat pump in the other one was down. It all was taken care of.

Mrs. Allaire provided a primary update on preparing for the transition over to some of the changes in ED 306 rules. They are planning professional learning sessions on their January PD day. There will be more updates to come.

Mr. Krieger updated the Board on the Facilities Director search. He met with five applicants this week and will meet another three before the end of next week.

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Mr. Krieger explained they began with a \$92 million proposed operating budget and through working with the Budget Committee, they made about \$4 million of reductions. January 15th is the public hearing and February 5th is the Deliberative Session.

Mr. Krieger recognized a group of high school staff members who wrote a grant to the Appalachian Mountain Club for an overnight hiking experience with 9 students.

Mr. Krieger attended a wrestling match last night which is when they also celebrated Coach Barry Chooljian with a dedication ceremony there.

COMMITTEE REPORTS

Mr. Sapia stated they had a Facilities meeting with EEI who gave a broader explanation of everything and Dr. Martin gave a bird's eye view of the proposed bathroom project.

Mrs. Knutsen reiterated what Mr. Krieger said about the Budget Committee meeting.

Mrs. Manthorn gave a shout out to the students who were in the audience during the 7th and 8th grade choral concert and was impressed by how respectful and engaged they were while watching their peers on stage.

Mrs. Kowalczyk gave a shout out to Pollard's 4th and 5th Grade Spanish Club. Her son was very excited to join.

Mrs. Springer informed the Board that Curriculum & Assessment will meet on January 7, 2026.

OTHER BUSINESS

Mr. Sapia attended the Belfry ribbon cutting ceremony. He said the kids were unbelievable and the presentation given by the lead carpenter of the project was incredible.

Mr. Sapia motioned to remove the \$750,000 PAC roof project in Phase IV and replace it with the \$500,000 for the high school envelope project.

Mr. Krieger asked if he spoke with Mr. Sherwood about this. It was never brought to the Facilities Committee.

Mr. Sapia explained it reduces our budget and addresses something that needs immediate attention versus something that EEI said there was nothing wrong with the PAC roof at this point in time. The high school envelope was placed in the CIP.

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Mrs. Knutsen suggests adding this to their next meeting agenda with the details needed to make a decision with the facts in front of the Board. She would also want to know what else is attached to that roof project at the PAC.

Mr. Woodworth wants to hear Mr. Sherwood's perspective on this.

Mr. Krieger stated they are contracted with EEI. He wants to ask and have a very clear idea of what the impact is if we change anything that we've previously voted to do and how detailed the list of the envelope work is. Dr. Martin will ask EEI.

The motion made by Mr. Sapia failed for lack of a second.

MOTION: Mrs. Springer motioned to determine the feasibility of putting the envelope project into the lease in lieu of the PAC roof be investigated and information be brought back to us at the next meeting. Seconded by Mrs. Woodworth. Motion passed: 8-0-0

Mrs. Knutsen asked that Board members in the meantime, email Mr. Krieger with any questions specifically that you have about the envelope of the building and anything related to this in time for the next meeting.

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. Kowalczyk Motion passed 8-0-0

The Board was polled:

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

The Board entered non-public session at 9:15 PM.

The Board returned to public session at 9:27 PM to seal the minutes and adjourn.

MOTION: Mrs. Woodworth motioned to seal the non-public minutes of 12/18/25. Seconded by Mrs. Kowalczyk Motion passed: 8-0-0

The meeting was adjourned at 9:28 PM.

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Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on January 8, 2026