

APPROVED

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
March 20, 2025
7:11 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present

Katie Knutsen, Mark Sherwood, Marianne Springer, Brienna Woodworth,
Donald Woodworth, Alyssa Kowalczyk, Shauna Manthorn, Jack Sapia, Paul LeCain

Seated at the Board Table

Justin Krieger, Superintendent
Sandra Allaire, Assistant Superintendent
Chris Martin, Director of Operations
Abigail Robinson, Student Representative

Administrators Present

Mark Pedersen, Director of Secondary Education
Lucy Canotas, Director of Elementary Education
Maria Watkins, Business Administrator/CFO
Angelo Fantasia, Athletic Director

Mrs. Knutsen called the meeting to order at 7:11 pm.

APPROVAL OF MINUTES

MOTION: Mrs. Woodworth motioned to approve the public minutes of 3/6/25.
Seconded by Mr. Sherwood Motion passed: 7-0-2 (LeCain, Springer abstained)

MOTION: Mrs. Manthorn motioned to approve the non-public minutes of 3/6/25.
Seconded by Mrs. Woodworth. Motion passed: 7-0-2 (LeCain, Springer abstained)

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DELEGATES & INDIVIDUALS

Shawn O'Neil of Danville questioned why they would waive policy to purchase a van. He reached out for a quote using the 2025 New Sate Contract pricing. He received a quote for the same exact van for \$50,642.00. The quote the District received came in at \$52,876. He suggested they go through the State contracts when purchasing a vehicle instead of going directly to a dealership.

MOTION: Mr. Sherwood motioned to move the remaining 27 minutes to the end of the meeting. Seconded by Mrs. Manthorn Motion passed: 9-0-0

STUDENT REPRESENTATIVE

Abigail Robinson presented her school-wide report and highlighted happenings around the district. Some of the highlights include this Saturday from 3:00 to 9:00, the Student Council at the high school will put on "Kids Night Out Events". On Saturday, the Junior semi-formal dance will be held from 6:00 to 9:00. The first graders at Atkinson Academy had a moon view night on March 12th. On March 28th, they will have a Lip Sync battle sponsored by the Night Owls. The Danville PTA provided popcorn to all the students on St. Patrick's Day. The third grade had a field trip to the State House. Sandown North raised nearly \$3,180 toward their \$5,000 goal for the American Heart Association.

CURRENT BUSINESS

a. Election Results

Mr. Krieger reviewed the election results. A recount will be held on March 21, 2025 for Article 2 and Article 7 at 2:30 pm in the high school cafeteria.

b. Cooperative Hockey Team

Mr. Fantasia explained the Timberlane Regional High School ice hockey program is looking to form a cooperative team with Pelham High School for the 2025-2026 school year. Applications for coop teams need to be submitted to the NHIAA for a hearing and final approval. He is before the Board to ask for approval and to be provided with the meeting minutes to include in their cooperative agreement application. Both programs would benefit from this opportunity. At the end of the season, the cooperative agreement would be reevaluated based off the projected roster numbers for the next classification cycle.

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MOTION: Mr. Sherwood motioned to approve forming a cooperative team with Pelham High School for boys' ice hockey that will compete in Division 2 starting in the 2025-2026 school year through the 2026-2027 and 2027-2028 cycle with the understanding girls will be allowed to participate. Seconded by Mrs. Manthorn. Motion passed 9-0-0

c. Track Boosters Sponsorship

Mr. Fantasia explained that in accordance with Policy KJA: Relations with Booster Organizations, the Spring Track Boosters are requesting approval to add signage to the track fencing.

MOTION: Mr. Sherwood motioned to approve the Spring Track Boosters sign sponsorship request in accordance with Policy KJA. Seconded by Mrs. Kowalczyk Motion passed 9-0-0

d. Enrollment Update

Mrs. Canotas presented her monthly enrollment update with initial enrollment projections for 2025-2026 school year. The projections are based on currently enrolled students advanced to the next grade level and the enrollment numbers are before new student registration opens. This is just a baseline to start from.

e. AP Psychology Textbook: First Read

Mr. Pedersen is requesting the School Board to formally adopt the textbook: Myers' Psychology for the AP Course. He explained that as part of the college board requirements for that course, an official textbook must be adopted by the school. He explained the selection process and it was determined that Myer's Psychology for the AP Course was the best solution. He presented an executive summary with details of the textbook. The total cost is \$6,488.37 which includes 30 physical textbooks, 30 digital licenses, one teacher's edition with online teacher resources and test bank aligned to the AP test. The cost includes shipping. They currently have 23 students requesting that class for next year.

MOTION: Mr. Sherwood motioned to approve for a first read of Myers' Psychology for the AP course textbook for the TRHS AP Psychology course. Seconded by Mr. Woodworth Motion passed 9-0-0

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f. Request for Single Source Vendor regarding Utility Van Purchase

Dr. Martin presented her executive summary for the Board. She explained an RFP was issued to purchase a new utility van for the facilities division but there were no submissions for this RFP. They received quotes from several dealerships in the New Hampshire area and they found a vehicle that would meet their standards and come in under budget.

They now have a complete compliment of facilities technicians. They have two HVAC technicians who are currently sharing a vehicle and that presents some challenges due to their shifts overlapping.

Mr. Sapia questioned how much do they overlap. Dr. Martin said she couldn't answer that right now. They are looking to add a van to their fleet.

Mr. Sapia is struggling with that especially after the election and hearing from the voters.

Mr. Sherwood mentioned that over the past six months there has been ride sharing. Whenever you have two discreet professions sharing the same vehicle covering six different buildings, that is an inefficiency.

She is requesting the Board to waive Policy DJE in order to complete the purchase of the van and for Board approval of the purchase. The cost of the new van is \$52,876 from Bonneville.

Mrs. Manthorn would like Dr. Martin to look into going with the government pricing.

Mrs. Martin was unaware of government pricing but will check out the government site and bring this back to the Board.

g. Title Change from Director of Plant Operations

Dr. Martin explained Frank Janvrin was hired as the Director of Facilities. The position is still titled in IV as Director of Plant Operations and in order to be in alignment with the posting of the position, she would like to return to the title of the position.

MOTION: Mr. Sherwood motioned to approve the change in title from Director of Plant Operations to Director of Facilities. Seconded by Mr. Sapia
Motion passed: 9-0-0

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h. Set Graduation Date

Mrs. Allaire is recommending Saturday, June 14, 2025 as the graduation date. The graduation date cannot be more than five days before the end of school. The last day of school is June 19, 2025.

Mrs. Springer asked if there is a Rain Date. Mrs. Allaire said there is but she doesn't have that in front of her. Typically, they would move the graduation inside to the PAC. The impact on that would be the number of tickets and the number of attendees who can be in the PAC. That typically is limited to two per student. However, they can open up other spaces on the campus and broadcast it on television as an option.

MOTION: Mrs. Manthorn motioned to approve the 2025 graduation date of June 14, 2025. Seconded by Mrs. Springer Motion passed 8-0-1 (Kowalczyk abstained)

(Mrs. Kowalczyk excused herself from the meeting)

i. Budget to Actual Report

Mrs. Watkins provided the Board with the dashboard of the general fund as of February 2025 for the school district. This information is also available on the school website. She explained the graphs and charts and what the numbers represent in an effort to help the community understand what they are viewing. To date, they have 3,2224 students, 619 employees, and 75 contractors.

Mr. LeCain stated he has talked to many people who would like to also see the projections on the surplus as we go towards June 30th. Mrs. Watkins said she could add that information to the diagram.

j. Phase 3 of Lease

Mr. Krieger presented information on the Phase 3 of the lease with EEI. He provided the Board with the project list for Phase 3. Most of that is work at Atkinson Academy because we have some ongoing work there now and it is a matter of fiscal efficiency. At Sandown North they will do the HVAC controls. The district has received a \$500,000 credit from Phase 2 and will be applied to Phase 3 for a total of \$2,589,655. If the Board votes to move forward with this phase, it would leave about \$10 million left of the \$25 million of the total lease. He would anticipate that the annual payment would be around \$200,000. That first payment of Phase 3 would take place on July 14, 2027. The interest rate from Phase 1 was 4.08%. The interest rate for Phase 2 was 4.86% and the latest interest rate for Phase 3 would be about 4.86% now which would yield for us a total lease payment in 2027 of about \$1.2 million. The lease itself will expire in 2043.

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There are remaining projects on the lease list that did not make it on Phase 3. The Phase 3 of the Belfry only was taken off the lease list and put on the CIP list. The projects still on the list to complete are the remaining bathrooms at the high school, the high school remaining HVAC units, the PAC controls. There was discussion on pausing on the PAC roof and HVAC units for the PAC. Additional work in Phase 3 would be the middle school remaining HVAC units, HVAC controls upgrade at Sandown. Pollard has HVAC upgrades and Pollard has control upgrades. Danville for an HVAC upgrade. That would compile the last projects on Phase 3.

Mr. Sapia would like to have a workshop on this.

Mrs. Knutsen stated the Board needs to move on this today.

Mrs. Springer asked when would the work start. Dr. Martin stated all this work will be done over the summer at Atkinson Academy but the materials need to be ordered.

Mrs. Watkins stated the first payment of the phase 3 lease, 1.2 million would not be due until the following year.

Mrs. Springer asked why it is so far out.

Mrs. Watkins explained she misspoke. It wasn't July 14, 2027 when the payment is due, it would be due July 14, 2026 in FY 26/27.

MOTION: Mr. Sherwood motioned to authorize contracting with EEI for Phase 3 of the lease for a total of \$2,589,655. Seconded by Mr. Woodworth Motion passed 7-0-1 (Springer abstained)

k. Policies

Mrs. Manthorn presented Policy FF – Naming of New Facilities. There have been no changes since first read.

Mr. LeCain questioned why the policy is so much longer than the original one.

Mrs. Manthorn explained they needed to include some parameters in the policy.

MOTION: Mr. Sapia motioned to approve the second read/adoption of Policy FF. Seconded by Mr. LeCain Motion passed 8-0-0

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Mrs. Allaire presented Policies EBB-School Safety and EBCC- False Alarms, Bomb, Active Shooter and other Such Threats as a first read.

The school district does not have this Policy EBB. It is required by law and this is NH School Board Association's sample policy.

Mr. Sherwood questioned what the other policies are that are embedded into these policies. Mrs. Manthorn knows of two of them. We want to be in compliance and we currently are not.

MOTION: Mr. Woodworth motioned to adopt Policies EBB as First and Second Read as recommended to get us into compliance with the understanding the other policies will be reviewed. Seconded by Mr. Sapia Motion passed 8-0-0

Mrs. Allaire presented Policy EBCC. This policy is outdated and they needed to include language addressing emergency services to encompass all relevant authorities.

Mrs. Woodworth asked if this policy also covers emotional and mental threats in addition to physical threats.

Mrs. Allaire believes it covers physical threats only but will look into it and get back to her.

MOTION: Mrs. Woodworth motioned to accept Policy EBCC as a first read. Seconded by Mr. Sherwood Motion passed 8-0-0

1. Firewalls RFP

Mr. Henderson presented his RFP to the Board. They would pay up front for the firewalls and would get reimbursed up to 40%. He explained this is coming before the Board tonight because there is a federal rebate program they want to take advantage of. It is due by March 26th. We need to tell that program we are indeed buying these. We pay upfront.

They had five bidders. The lowest bidder was Whalley Computer Associates at \$81,191.00 which includes the physical hardware and a one year subscription.

Mrs. Springer asked what the cost would be for a 1 year subscription. Mr. Henderson stated it would cost \$15,000 per year.

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MOTION: Mrs. Woodworth motioned to approve entering into a contract with Whalley Computer Associates for District wide network firewalls in the amount of \$81,191.00 Seconded by Mr. Sherwood. Motion passed 8-0-0

Mrs. Springer asked when the rebate would be received. Mr. Henderson said hopefully next year.

ADMINISTRATORS REPORT

Dr. Martin mentioned that we did not receive the LCHIP grant for the Belfry, however, a woman who was on the selection committee for the grant also works as a community preservation coordinator and she took our information to her folks. We have been awarded a Moose Plate grant, technically known as a Conservation Grant, in the amount of \$20,000.

MOTION: Mr. Sapia motioned to accept the Moose Grant in the amount of \$20,000. Seconded by Mrs. Woodworth Motion passed 8-0-0

Dr. Martin reported back on Mrs. Woodworth's concern regarding the bubblers in Danville. Two bubblers in the nurse's office have not been turned back on since COVID and they have no filter systems in them. She instructed to have them removed and replaced with a bottle filling station which has a carbon filter. Every other bubbler station at Danville is a bottle filling station. Dr. Martin provided information on the water testing in the schools. She added that our children are safe and the water they are drinking is safe and we are in compliance with state testing.

Mr. Krieger updated the board on the Power School Cyber Security. They are working with a law firm and this will be 100% paid for through Primex.

We have the 2026 annual meeting and election calendar out for the general public. There has been some requests from the community to look into holding the Deliberative Session possibly on a Saturday. They will be looking into that and consider it.

Mr. Krieger presented the FY26 voted budget which came in with a 12% (\$6,626,151) reduction from FY25 which they are required to meet.

He is seeking direction from the Board tonight and at the next meeting on April 3rd, he will provide specifics and action.

From salaries and benefits, there would be a reduction of \$3,532,403 through the reduction of 36 positions which equate to 4 attritions, 22 vacant positions, and 10 RIF (reduction in force). There would be a health insurance risk of \$1 million and assumes general attrition by \$.5 million.

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He spoke to the reductions provided by the principals and directors totaling \$765,208 which include 172 discreet line item reductions.

In the area of transportation, \$900,000 which assumes primary vendor increases drivers and geographic route risk.

\$1,000,000 from CIP and lease delta equals all projects funded. The lease ends 2043.

Mr. Krieger presented his summary. The grand total is 6,197,611, which has a variance of \$428,540 more they need to come up with. There are three primary ways he can find those further reductions totaling \$428,540. They can look at additional staff positions, work with Mrs. Watkins to look at taking additional risks in lines or he can look at the capital line again and maybe make further reductions there. We also have an obligation to look at future staff efficiencies.

Mrs. Woodworth said she is very hesitant on the transportation line. We have had issues all year and had issues last year and she doesn't see First Student adding more drivers as a feasibility.

Mr. Sherwood understands what has been put before the Board and it is well thought out. The risk involved unfortunately will impact those who are struggling most and are going to be disenfranchised disproportionately, for example, by paying to play, those who cannot afford to have their child drive and miss out on an opportunity to learn one of the trades, etc.

Mr. Woodworth said he hasn't heard anything about technology and software. Maybe replacement equipment could be used an additional year. Mr. Krieger stated we have a unique situation in Timberlane that is very advantageous to us and the decision was made not to move away from it.

Mr. Woodworth asked how this would affect class size. Mr. Krieger said they feel comfortable that they are still well within the class size policy.

Mr. Woodworth would like to see some out of the box opportunities instead of further reductions in staffing and to not impact careers and quality of education.

Mr. Sapia wants to protect the core educational aspects. He would like to know what the percentage of risk is with health insurance that we already take and how much are we adding to that risk. Mr. Krieger explained why he feels comfortable with that risk.

Mrs. Manthorn asked if we have already worked with the bus company to engage in possible route reductions based off the number of students who primarily take the bus. Mr. Krieger explained the risk around the geographic routes are not around regular education transportation routes. The geographic challenge comes with the special education routes.

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Mr. LeCain asked about considering doing our own contracted services. Mr. Krieger referred to the CBA's and why we couldn't do that.

Mrs. Knutsen thanked Mr. Krieger and the team for all they have done. As a board, they have to figure out what areas they want them to look into to make further reductions in order to make up the variance. She doesn't believe anyone on the Board wants to see any further cuts to positions. She asked Mrs. Watkins if there are additional risk areas they could look at that she would be comfortable with. She thinks they should eliminate the CIP because they have the lease. Mrs. Watkins explained the lease is only for equipment. The roof work was able to be done because it is attached to the equipment. We can't use the lease for remodeling. This is an equipment lease purchase agreement.

Mrs. Knutsen explained the CIP is for improvement projects for things that are not broken. Right now, if it is not broken, we will not be fixing it.

It is the will of the Board for Mr. Krieger and his team to look for things that are not going to impact positions. The Board requests they do more risk and look at the CIP lines and try to save as many positions as possible.

PERSONNEL REPORT

MOTION: Mrs. Manthorn motioned to accept the professional retirement of Cathleen Lonergan, Out of District Coordinator, district wide and thanked her for her service. Seconded by Mrs. Woodworth. Motion passed 8-0-0

COMMITTEE REPORTS

Mrs. Knutsen stated the Budget Committee reorganization meeting will be next Thursday.

Mrs. Manthorn has a Wellness Committee meeting in April.

Mrs. Knutsen explained to the Board that until the new committee assignments are done, to please continue to go to the committee meetings they are on until it changes.

OTHER BUSINESS

Mr. Sapia informed the Board that no asbestos abatement was necessary at Atkinson Academy.

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Mr. Sapia referred to executive orders done in Washington and asked Mrs. Allaire if there is any impact to Title IX, Title 1 and IDEA. Mrs. Allaire said she has not received any directives.

Mrs. Manthorn asked for Board feedback on whether they would want to continue holding school board hours. It was the consensus of the Board to continue.

DELEGATES AND INDIVIDUALS (cont'd)

Chris Tardif of Atkinson asked if there are any ways to pull in more revenue. For example, increased fees or renting out facilities, have professional development days reduced or eliminated.

There was no further business before the Board.

NON-PUBLIC SESSION

**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 Knutsen – yes Sherwood – yes Sapia – yes Manthorn – yes
McCormick – yes Springer – yes B. Woodworth - yes

Motion passed 8-0-0 to enter non-public at 9:55 pm.

The Board returned to public session at 10:22 PM to seal the minutes and adjourn.

**MOTION: Mr. Sherwood motioned to seal the minutes. Seconded by Mrs. Manthorn
Motion passed: 8-0-0**

Respectfully submitted,

APPROVED

Linda Mahoney
Recording Secretary

Approved by the School Board on April 3, 2025