



NH School Administrative Unit 106 | Timberlane Regional School District

30 Greenough Road, Plaistow, NH 03865 Voice: (603) 382-6119 Fax: (603) 382-3334

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Thursday, September 4, 2025 AGENDA

Regular Business Meeting
SAU 106 Boardroom

Justin Krieger, Superintendent
Katie Knutsen, Chair
Mark Sherwood, Vice Chair

1. 7:00 PM Call to Order – Chair
2. Roll Call – Minute Taker
3. Pledge of Allegiance
4. Approval of Minutes
5. Delegates and Individuals
6. Student Representative
7. Personnel Report
8. Current Business
 - a. Unassigned Fund Balance – INFORMATIONAL
 - b. FY25 Encumbrances – ACTION
 - c. Budget Committee Presentation Calendar – INFORMATIONAL
 - d. Annual Meeting & Election Calendar – INFORMATIONAL
 - e. TRHS End of Year Dates – ACTION
 - f. 2025 NHSBA Delegate Assembly – INFORMATIONAL
 - g. Next Lease Phase – INFORMATIONAL
9. Administrator's Report
10. Committee Reports/Reports of the School Board
11. Other Business
12. Nonpublic Session – if required.

DATE	TIME	LOCATION	TYPE OF MEETING
9/9/25	1:00 PM	SAU Boardroom	Facilities
9/10/25	6:00 PM	SAU Boardroom	Tax Cap Committee
9/15/25	6:15 PM	SAU Boardroom	Capital Improvement Plan

DRAFT 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
August 14, 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

Excused absence: Katie Knutsen, Jack Sapia

Seated at the Board Table

Justin Krieger, Superintendent
Sandra Allaire, Assistant Superintendent
Chris Martin, Director of Operations
Cameron Stack, Student Representative

Administrators Present

Lucy Canotas, Director of Elementary Education
Maria Watkins, Business Administrator/CFO
Angelo Fantasia, Athletics Director
Fran DeCinto, Director of Human Services

Mr. Sherwood called the meeting to order at 7:00 pm.

APPROVAL OF MINUTES

**MOTION: Mrs. Springer motioned to approve the public minutes of 7/14/25.
Seconded by Mrs. Kowalczyk Motion passed: 6-0-1 (LeCain abstained)**

DELEGATES & INDIVIDUALS

There were no public comments.

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**MOTION: Mr. Sherwood motioned to add the 30 minutes to the end of the meeting.
Seconded by Mrs. Manthorn Motion passed: 7-0-0**

STUDENT REPRESENTATIVE

Cameron Stack presented his school-wide report and highlighted happenings around the District. Some of the highlights included an update on the completed facilities projects. They had an Improv-a-thon at the PAC. NHS scheduled a car wash but the date changed to August. There was a Common Application workshop for upcoming seniors. Registration for fall sports is out. An ELO student earned his pilot's license and gave Mrs. Foley a ride in the airplane. They are looking forward to an amazing year.

CURRENT BUSINESS

a. Annual Athletics Report

Mr. Fantasia presented his annual report to the Board. He began with the high school which offers over 30 sports programs for boys and girls. This year they added Esports as an NHIAA sanctioned sport. The Middle School Boys' Lacrosse team made it to the Tri County League Finals and the Girls Track team finished 2nd at the Tri County Championships. The Timberlane Athletic Department put on approximately 773 events between the middle and high school programs last year.

Mr. Fantasia spoke on the outstanding accomplishments last year. He also mentioned two student athletes broke school records in Outdoor Track. Sophomore, Danielle Bates set a new TRHS high jump record at 5'8". Junior, Charlotte Beaudoin also set a new HS record in the 400 running it in 57.87 seconds. Overall, 77% of TRHS varsity teams and 64% of TRMS teams participated in post-season play. The NHADA/NHIAA recognized 36 TRHS Senior Scholar-Athletes for their excellence in the classroom, as well as on the playing field.

Timberlane student leaders were invited to the NHADA Spring Conference in Laconia to present information on Leadership to Athletic Directors from around the State of NH.

b. Annual Review of Sports Injury Emergency Action Plan (EAP)

Mr. Fantasia provided a copy of their Emergency Action Plan. SB 148-FN was signed into law on August 10, 2021 and took effect on September 1, 2022. This bill requires all athletic departments to create and implement Emergency Action Plans for sports-related injuries. Teams at the high school and middle school are required to practice emergency drills in preparation for a traumatic incident. These plans are to be implemented by the start of each academic year. He

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reviewed the key components of the Plan. He described the Emergency Roles. There are AED's available in specified locations indicated in the Emergency Action Plan. They also have a travelling AED for off-site games.

c. Booster Signs Sponsorship

Mr. Fantasia presented his annual request for sign sponsorships by the Booster organization. He provided the Board with all the information from each booster group for sign sponsorships.

MOTION: Mrs. Manthorn motioned to approve the booster sign sponsorships as provided in the August 14th executive summary. Seconded by Mrs. Springer. Motion passed: 7-0-0

d. 2025-26 School Calendar

Mrs. Allaire presented this to the Board. She explained that safety protocols require ongoing training in ALICE (Alert, Lockdown, Inform, Counter and Evacuate). The trainings also include on-campus active shooter drills for staff, facilitated by ALICE certified trainers that include TRSD staff working in collaboration with local law enforcement officers. These trainings can only be conducted when students are not in the buildings. For this reason, they are requesting a change to the TRSD 2025-2026 school calendar.

They are requesting the Board review and approve one additional early release day for each of the four town's elementary schools (4 in total) to provide time for staff to be fully trained at the start of the academic school year in ALICE strategies. Training for the secondary schools will be conducted on the previously-scheduled early release days.

MOTION: Mrs. Manthorn motioned to approve the revised SY25-26 calendar. Second by Mr. Sherwood. Motion passed 7-0-0

e. Softscape Landscaping Services RFP

Dr. Martin presented this to the Board. They had requested 3-year bids for the services. It is their recommendation to move forward with Auger Landscaping. They have done work for the District in the past and they came in with the lowest bid. This will include all the buildings in the District. Year 1 will be \$38,110.00, Year 2 will be \$38,110.00 and Year 3 will \$38,875.00 for a total of \$115,095.00.

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MOTION: Mrs. Manthorn motioned to approve entering into a 3-year contract with Auger Landscaping for softscape landscaping services for a total \$115,095.00. Seconded by Mrs. Woodworth Motion passed 7-0-0

f. Audit Engagement Authorization

Mrs. Watkins presented the audit engagement authorization with Plodzik & Sanderson who is the same company they used last year.

Mrs. Woodworth asked if this goes out to bid. Mrs. Watkins explained they do not go out to bid for accounting and have not since she has been with the District.

MOTION: Mrs. Manthorn motioned to authorize the School Board Chair to sign the audit engagement letter with an estimated fee of \$28,500 which does not include additional work for grants or any other items. Seconded by Mr. Sherwood. Motion passed 7-0-0

g. Budget to Actual Report

Mrs. Watkins presented the monthly budget to actual report. She explained the auditors were here last week but they are not finalized yet. Mrs. Watkins reviewed the dashboard of the general fund as of June 2025. The actual revenue for FY2024 vs FY2025 is shown month by month. She reviewed the Revenue and Expense budget vs actual. The variance for FY2025 actual expense from FY2024 actual expense is \$11,783,588.

Mrs. Woodworth asked about the unassigned fund balance. Mrs. Watkins explained they need to wait until the audit is complete before they can determine the unassigned fund balance.

Mr. Krieger commented the number will be significantly less than FY24/25.

h. Elementary Enrollment Update

Mrs. Canotas presented her monthly elementary enrollment report. She cited three areas where there are pressure points. There are no grade levels that are over the maximum capacity and no new positions need to be asked for. As of today, Pollard full day kindergarten is full at 40 students but we are not at a point where we need to add another classroom.

Mr. Woodworth asked if there are any concerns and Mrs. Canotas stated she has no concerns with that.

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i. TTA Evaluation Plan

Mrs. Allaire and Mr. Lou Broad, President of the TTA and high school science teacher, presented their executive summary.

The TTA CBA requires that evaluations shall be done in accordance to the procedures in the plan. Any changes to the procedures need to be mutually agreed upon by the Board and the Association. This evaluation plan is for the 2025-2030 cycle.

This plan was developed by a committee composed of TTA teacher representatives along with school and district administrators. This Evaluation Plan now reflects the most recent version of the Charlotte Danielson Framework for Teaching (2022). Mrs. Allaire explained the primary change includes a shift from required formal and informal observations to required “mini” observations for all teachers. She went on to describe the four categories of evaluation which are: New teacher, experienced teacher, support plan and improvement plan.

Mr. Broad spoke to the philosophy of evaluation.

Mrs. Woodworth asked how they decide on who will be the evaluator of the teachers. Mr. Broad explained it often has to do with the subject area the teacher teaches. The evaluation agreement is in the provision in the TTA CBA and it sets how the committee is formed. There is also a section on conflict of interest and he provided some examples.

Planned and Unplanned observations were discussed. Mr. Sherwood said the intention of an unplanned observation should be added into the document, even though it is past practice. Mr. Broad agreed to include that wording into the document.

Mrs. Allaire said Support and Improvement Plans are only for experienced educators, not new educators. That is in the TTA contract.

MOTION: Mrs. Manthorn motioned to adopt the updated TTA Evaluation Plan. Seconded by Mrs. Kowalczyk. Motion passed 7-0-0

j. Elementary Math Curriculum Update

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Mrs. Canotas presented this to the Board. She referred to a chart she provided to the Board which includes Kindergarten through Grade 5. It includes the unit name, the section, the action that was taken whether it was added, removed or changed, and the language. She noted that Grade 2 has had no additions, removals or changes. She would like to include them in the documents they have on line.

MOTION: Mrs. Manthorn motioned to adopt the updated elementary math curriculum. Seconded by Mrs. Woodworth. Motion passed 7-0-0

k. Policies

Mrs. Allaire brought forward several policies as a First Read and one policy for Revocation.

Policy EBBB- Pregnant Students This was revised to reflect NHSBA's sample policy including the provisions of the Department of Labor's administrative regulations.

Mrs. Springer believes that under Section C, it should read "cause of injury", not cause of death. Mrs. Allaire agreed and will have that amended.

MOTION: Mrs. Manthorn motioned to approve policy EBBB Accident Reports as a First and Second Read and adoption as amended. Seconded by Mr. Sherwood Motion passed: 7-0-0

Policy IKL – Academic Honesty & Integrity The AI sub-committee reviewed this and revised the NHSBA's sample policy which pertains to the concerns over AI tools to replace students' own work and the detriment to the development of their critical thinking, writing, and other skills.

Mr. Sherwood asked if Cameron Stack could give the Board some input based on his experience with AI in the classroom. Cameron said it is not uncommon for kids to use AI. He said AI can be a positive and useful tool, but the majority of students are not using it for that.

MOTION: Mrs. Manthorn motioned to accept Policy IKL – Academic Honesty & Integrity for a First and Second Read and adoption. Seconded by Mrs. Springer Motion passed 7-0-0

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Policy JLCJ – Concussions and Head Injuries The passage of RSA 200:63 requires school boards to adopt a policy for concussion and traumatic brain injury return to learning environments.

MOTION: Mr. Woodworth motioned to accept Policy JLCJ Concussions and Head Injuries as a First and Second Read and adoption. Seconded by Mr. LeCain. Motion passed 7-0-0

Policy JICJ – Unauthorized Communication Devices The is a new policy and became effective July 1, 2025. This policy is a law and it will need to be implemented and practiced for the start of the new school year. It needs to be published in the Staff and Student handbooks.

Mr. Krieger stated that our schools cannot become a police state but they will address issues as they arise.

Mr. Woodworth commented this will have to be collaborative in nature and consistency.

MOTION: Mrs. Manthorn motioned to accept Polic JICJ – Unauthorized Communication Devices as a First and Second Read and adoption. Seconded by Mrs. Woodworth. Motion passed 7-0-0

Policy AB – Parental Bill of Rights This is a required new policy. It was approved by NHSBA as a sample policy’s language. This is a law that was recently passed. It is something we will be required to adhere to starting with the beginning of school and published in the staff and student handbook.

MOTION: Mrs. Manthorn motioned to waive the First Read and approve Policy AB – Parental Bill of Rights as a Second Read and adoption. Seconded by Mrs. Kowalczyk Motion passed 7-0-0

Policy ACN – Accommodation of Nursing Mothers This policy is required by law due to the passage of HB358.

It is their intent to revoke Policy JIE – Pregnant Students. It is in connection to the changes in the law and changes to Title IX. The 2024 rules no longer apply/or are a requirement.

This meeting will be considered the start of the two-week Notice requirement regarding revoking a policy. A majority vote of the entire Board membership in favor is required. The revocation

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needs to be properly noticed and held during a regular meeting in which written notice of the policy to be revoked is included on the agenda.

MOTION: Mr. LeCain motioned to accept Policy ACN – Accommodation of Nursing Mothers as a First and Second Read and adoption. Seconded by Mrs. Manthorn. Motion passed 6-0-1 (Springer abstained)

1. Annual Suspension Authorization

This is an annual suspension authorization in accordance with RSA 193:13.

MOTION: Mr. Woodworth motioned to authorize the Superintendent for SY25-26 to suspend students for more than 10 days. Seconded by Mrs. Manthorn Motion passed 7-0-0

8. ADMINISTRATORS' REPORT

Mr. Krieger reported on the Kindergarten Camp held over the summer which was staffed primarily by kindergarten teachers.

The DRA is not moving on their position regarding the Fund Balance Retention. Mr. Krieger explained an option for the Board is to put a warrant article out for this.

Mr. Krieger spoke with representatives from each of the towns regarding changing the Deliberative Session to a Saturday. They were unified in their decision to not move it to a Saturday because they don't think it will have an impact on the change in attendance. If the Board wants to move to a Saturday, there will be some work needed to get to that point.

Mrs. Kowalczyk suggested sending out a survey to the voters regarding their choice. It was decided that the Board will add this on the agenda as New Business for the future.

Mr. Krieger stated there is \$10 million remaining in the lease. Facilities will bring forward options at the September 4th School Board meeting on how we would like to move forward. They can discuss it at that meeting and return at the second meeting in September to vote on it.

At the September 4th school board meeting, he and Mrs. Watkins will provide a status on the unassigned fund balance and the breakdown of it.

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He will be engaging with Mrs. Knutsen and Mr. Sherwood in the fall around full day kindergarten. They will be looking for direction from the Board about the different pathways for the budget.

The bus transportation contract is in its final year. Possibly a small team of board members could look through the contract and make a decision as to whether they choose to continue for the next two years.

Mr. Krieger stated currently they have two key administrator positions open. He will be bringing a nomination to the Board on September 4th for the Director of Facilities and possibly have the search complete by next week for a Principal at Danville Elementary.

He explained to the Board, starting with the beginning of September, he will have Ginger Drechsel sitting at the table the first meeting of every month and have Dr. Martin sitting at the table the second meeting of the month.

Mr. Krieger extended an invitation to the Board members to join the whole staff meeting at the PAC on August 26th to kick off the start of the new school year. It would be approximately one hour.

He recapped the ESY program (Extended School Year) that was held this summer which lasts 6 weeks. There were 159 students who attended the ESY program and 88 staff members who worked with them.

9. PERSONNEL REPORT & RENOMINATION REPORT

Mrs. Manthorn read the following names into the record. These were approved electronically on June 27, July 1, July 11, July 18, July 31 and August 7, 2025.

Professional nominations of: Annmarie Stucker, .5 Preschool Teacher, Atkinson Academy; Heather French, School Psychologist, TRMS; Stacey Parise, Math Teacher, TRMS; Rema Nath, Math Teacher, TRHS; Susan McDonald, English Teacher, TRHS; Alexis Nimetz, Grade 5 Teacher, Atkinson Academy; Kristen Predka, Grade 5 Teacher, Danville; Bryanna Santoro, Math Teacher, TRMS; Jacqueline Smith, Art Teacher, Sandown North.

Professional resignations of: Megan Melendy, Math Teacher, TRMS; Cheryl Clark, Speech Language Pathologist, TRHS; Nichole Habib, Elementary Teacher, Atkinson Academy; Megan Cloutier, Special Education Teacher, Danville; Kristina Currier, Art Teacher, Sandown North; Erica Law, Math Teacher, TRHS; Catherine Bannister, Elementary Teacher, Danville; Benjamin Morse, Science Teacher, TRHS.

The following re-nomination was approved electronically: Cristina Coffill, World Language/Spanish Teacher, TRHS.

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10. COMMITTEE REPORTS

Mr. Sherwood mentioned there is a lot of work being done by the Safety Committee. There was a building safety assessment by Homeland Security.

Mrs. Woodworth said the CIP meeting was rescheduled to September.

Mrs. Kowalczyk informed the Board there will be more policies coming forward for review and approval. The Tax Cap Committee has met twice. They have identified questions and will go off separately to do more research and reconvene in September. That should be their last official meeting and will then bring their report to the board.

Mrs. Springer is also on the Tax Cap Committee and she said it is going well and they have made a lot of progress. They needed to get legal clarification because there were some significant changes to the RSA around the tax cap. A tax cap override could be put in as a Warrant Article that would require a 3/5th majority vote and the wording, process and structure are complicated.

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 7-0-0

The Board was polled:

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

Motion passed 7-0-0 to enter non-public at 9:55 PM.

The Board returned to public session at 10:14 PM to seal the minutes and adjourn.

MOTION: Mrs. Springer motioned to seal the non-public minutes. Seconded by Mr. LeCain Motion passed: 7-0-0

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The meeting was adjourned at 10:15 PM.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on

As of 8/28/25

JobId	Category	Position Type	Additional Title	Location	Closing Date	Date Available	For Fiscal Year	Time To Fill	AppCount
Administration									
5121	Administration	Director	Director of Facilities cc2637	Timberlane Regional School District	Open until filled	7/1/2025	2025-2026	84	22
Athletics/Activities									
5122	Athletics/Activities	Coaching	TRMS Spirit Coach	Timberlane Regional Middle School	Open until filled	10/1/2025	2025-2026	77	1
High School Teaching									
5136	High School Teaching	Mathematics	High School Mathematics Teacher cc311	Timberlane Regional High School	Open until filled	8/25/2025	2025-2026	69	8
Instructional Support Staff									
5132	Instructional Support Staff	Academic Tutor	Academic Tutor	Timberlane Regional School District	Open until filled	8/25/2025	2025-2026	49	5
5079	Instructional Support Staff	Regular education Paraeducator	Regular Education Paraeducator cc1526	Danville Elementary	Open until filled	8/25/2025	2025-2026	149	5
5146	Instructional Support Staff	Regular education Paraeducator	Regular Education Paraeducator cc1841	Pollard School	Open until filled	8/25/2025	2025-2026	62	12
5082	Instructional Support Staff	Special education Paraeducator	Special Education Paraeducator - ASD Program cc1046	The Learning Center at Sandown Central	Open until filled	8/25/2025	2025-2026	139	4
5083	Instructional Support Staff	Special education Paraeducator	Special Education Paraeducator - ASD Program cc2582	Atkinson Academy	Open until filled	8/25/2025	2025-2026	139	2
5139	Instructional Support Staff	Special education Paraeducator	Special Education Paraeducator cc1079	Timberlane Regional High School	Open until filled	8/25/2025	2025-2026	69	1
5135	Instructional Support Staff	Special education Paraeducator	Special Education Paraeducator cc2004	Danville Elementary	Open until filled	8/25/2025	2025-2026	45	3
5138	Instructional Support Staff	Special education Paraeducator	Special Education Paraeducator cc2274	Timberlane Regional High School	Open until filled	8/25/2025	2025-2026	69	3
5128	Instructional Support Staff	Special education Paraeducator	Special Education Paraeducator cc2332	Pollard School	Open until filled	8/25/2025	2025-2026	77	4
5107	Instructional Support Staff	Special education Paraeducator	Special Education Paraeducator cc2581	Danville Elementary	Open until filled	8/25/2025	2025-2026	105	4
5137	Instructional Support Staff	Special education Paraeducator	Special Education Paraeducator cc2593	Timberlane Regional High School	Open until filled	8/25/2025	2025-2026	69	1
5141	Instructional Support Staff	Special education Paraeducator	Special Education Paraeducator cc62	Atkinson Academy	Open until filled	8/25/2025	2025-2026	66	3
5125	Instructional Support Staff	Title I Tutor	Title I Tutor cc652	Pollard School	Open until filled	As soon as possible	2025-2026	3	2
Maintenance/Custodial									
5153	Maintenance/Custodial	Custodian	Part Time Custodian - Second Shift cc991	Atkinson Academy	Open until filled	As soon as possible	2025-2026	49	8
5143	Maintenance/Custodial	Custodian	Substitute Custodians	Timberlane Regional School District	Open until filled	8/25/2025	2025-2026	80	3
Middle School Teaching									
PAC TECHNOLOGY AND INSTRUCTORS									
5161	PAC TECHNOLOGY AND INSTRUCTORS	Chamber Coaches	Chamber Music Coach	Performing Arts Center	Open until filled	As soon as possible	2025-2026	27	4
5126	PAC TECHNOLOGY AND INSTRUCTORS	Private Music Instructors	Private Music Instructors	Performing Arts Center	Open until filled	7/1/2025	2025-2026	80	8
Secretarial/Clerical									
5106	Secretarial/Clerical	Secretary - 12-Months	Part Time Accounts Payable Clerk/Secretary - Facilities cc1567	SAU 106 Timberlane Regional District office	Open until filled	As soon as possible	2025-2026	3	0
Special Education									
5085	Special Education	Psychologist	School Psychologist cc1708	Timberlane Regional High School	Open until filled	8/25/2025	2025-2026	139	4
5091	Special Education	Special Education Teacher	Special Education Teacher cc1723	Timberlane Regional High School	Open until filled	8/25/2025	2025-2026	240	8
5140	Special Education	Special Education Teacher	Special Education Teacher cc286	Danville Elementary	Open until filled	8/25/2025	2025-2026	66	6
5131	Special Education	Speech and Language Pathologist	Speech and Language Pathologist cc1559	The Learning Center at Sandown Central	Open until filled	8/25/2025	2025-2026	69	1
Substitute									
5122	Substitute	Substitute Teacher	Substitute Teachers, Paraeducators, and UNA 2025-2026 School	Timberlane Regional School District	Open until filled	8/25/2025	2025-2026	80	20



September 4, 2025

Unassigned Fund Balance Overview

What is it? The Unassigned Fund Balance is the amount remaining from School District funds at year-end available and used to offset subsequent year town assessments. The Unassigned Fund Balance may also be known as the Fund Balance to Reduce Taxes (in form MS-24) and may be referred to as the Unreserved Fund Balance.

What is the Impact on Unassigned Fund Balance to Taxpayers? Under Timberlane's apportionment calculation, District Operating expenses are allocated in proportion to each town's Average Daily Membership (ADM), and Capital Expenditures are allocated in proportion to each town's Equalized Valuation.

To determine what the impact would be on each town, for illustrative purposes, let's assume the district had to raise \$1,000,000. Under the current year apportionment formula, that \$1,000,000 is raised as follows for each town:

Town	Operating	ADM%	Capital	Eq. Val. %
Atkinson	\$ 224,755	22.48%	\$ 329,590	32.96%
Danville	\$ 179,481	17.95%	\$ 146,748	14.67%
Plaistow	\$ 307,107	30.71%	\$ 314,209	31.42%
Sandown	\$ 288,657	28.87%	\$ 209,453	20.95%
Total	\$ 1,000,000	100.00%	\$ 1,000,000	100.00%

I hope this can put the Unassigned Fund Balance and its impact on subsequent year appropriations, in perspective.

Respectfully Submitted By:
Maria Watkins, CFO/Business Administrator



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FY2025 Unassigned Fund Balance

Fund	Description	Revenue	Expenditure
100	General Fund	74,659,352	83,471,682
210	Food Service	1,425,346	1,422,204
220	Grants	1,166,113	1,166,113
500	Performing Arts	74,265	74,265
		77,325,076	86,134,265

Beginning Fund Balance 16,390,237

Revenues 74,659,352

Less Expenditures (83,471,682)

Add FY2024 Encumbrances 1,254,541

Subtract FY2025 Encumbrances (1,221,090)

Fund Balance (spendable) **7,611,358**

FY2025 Fund Balance Retention -

Unassigned Fund Balance * **7,611,358** Available for FY2025 Fund Balance Retention

Fund Balance Retained:

RSA 198:4-b II. Notwithstanding any other provision of law, a school district by a vote of the legislative body may authorize, indefinitely until specific rescission, the school district to retain any unused portion of the year-end unassigned general funds, from the preceding fiscal year in subsequent fiscal years, provided that the total amount of year-end unassigned general funds does not exceed, in any fiscal year, 5 percent of the current fiscal year's net assessment under RSA 198:5, for the purpose of having funds on hand to use as a revenue resource for emergency expenditures under RSA 32:11, or to be used as a revenue source to reduce the tax rate.

FY2024 Local Tax Assessment 61,362,938

0.0% Per warrant article 7 - Fund Balance Retention by Petition

Fund Balance Retention Max -

*** Unexpected additional revenue and savings in FY2025 contributed to the Fund Balance as follow:**

Additional Revenue:

Catastrophic Aid	(25,000)
Other State & Federal	60,000
Medicaid	95,000
Vocational Transportation	125,000
Track Grant Reimbursement	211,000
Tuition Revenue	250,000
Interest Income	560,000

Savings:

Salaries & Benefits Savings	5,425,000
Contracted Services	510,000
Transportation	125,000
Utilities	155,000
Equipment / Supplies	120,000

The mission of the Timberlane Regional School District is to engage all students in challenging and relevant opportunities, emphasizing high aspirations and personal growth.



EXECUTIVE SUMMARY

September 4, 2025

FY2025 Encumbrances

At the close of each fiscal year, there are typically still Purchase Orders that remain open from the prior fiscal year. In accordance with municipal laws, appropriated funds shall lapse at the conclusion of the fiscal year, unless they meet certain exceptions specifically outlined in the statutes.

One of these exceptions allows funds to carry forward for amounts that have become encumbered by a legally enforceable obligation, prior to the close of the fiscal year. Purchase Orders are one such legally enforceable obligation. Therefore, we present the attached listing of open Purchase Orders as of June 30, 2025 and ask that the School Board vote to encumber the funds necessary for fulfillment of these Purchase Orders.

Should these encumbered funds not be 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.

If the School Board is so inclined to do so, the cleanest way to handle this would be by a motion to approve the FY2025 encumbrances in the amount of \$1,271,056.

Respectfully submitted,
Maria Watkins, CFO/Business Administrator



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Account	Account Description	Amount
100.2213.240.02.33.4.00000	Workshops (TTA contract)	\$ 56
100.1100.610.41.33.4.00000	Supplies-Music	\$ 68
100.2222.640.37.10.1.00000	Books-Library	\$ 176
100.1260.610.26.35.1.00000	Supplies - ESOL Elem	\$ 179
500.3300.330.41.62.4.00000	OTHER PROFESSIONAL SERVI	\$ 195
100.2223.733.05.60.3.00000	Av - New Equipment	\$ 277
100.2620.610.01.02.1.00000	Custodial/Maint Supplies	\$ 278
100.2222.610.37.60.3.00000	Supplies-Library	\$ 284
100.2213.320.01.35.4.00000	In-Service -Para Educ./COTA	\$ 549
100.1100.610.55.08.1.00000	Supplies - Elem. Curriculum	\$ 606
100.2134.610.44.33.4.00000	Supplies-Nurses	\$ 655
100.2620.623.12.33.4.00000	Propane-District	\$ 852
100.2410.531.01.33.4.00000	Telephones/Comm	\$ 935
100.2340.640.01.35.4.00000	Books & Info Resources Elementary	\$ 1,053
100.2620.330.12.33.4.00000	Other Professional Services	\$ 1,200
100.2660.430.12.33.4.00000	Alarm Testing and Repair	\$ 1,325
500.3300.737.41.62.4.00000	Replacement Equipment	\$ 1,333
100.2410.737.27.50.2.00000	Prin Off Replace Eqp-Gen. Middle	\$ 1,524
100.2490.610.01.60.3.00000	Graduation Expense	\$ 1,804
100.2321.737.57.01.0.00000	Repl Equipment-SAU	\$ 1,890
100.1100.733.25.10.1.00000	New Equipment-Gen. Elem.	\$ 2,334
100.2630.440.12.33.4.00000	Grounds - Rental Equipment	\$ 3,000
100.2620.610.12.33.4.00000	Supplies Facilities	\$ 4,519
100.2213.320.09.33.4.00000	Prof Services - Prof. Dev.	\$ 4,839
100.2317.330.01.33.4.00000	Annual Audit	\$ 4,950
100.2213.240.01.33.4.00000	Tuition Reimb. (TTA Contract)	\$ 5,358
500.3300.430.41.62.4.00000	REPAIR AND MAINTENANCE	\$ 5,425
100.1100.733.27.50.2.00000	New Equipment-Gen. Middle	\$ 6,622
100.1100.430.41.33.4.00000	Repairs To Equipment-Music	\$ 11,185
100.2318.330.01.33.4.00000	Legal Fees	\$ 15,000
100.2620.733.12.33.4.00000	New Equip-Maint	\$ 19,327
100.1100.643.00.35.4.00000	Information Access Fees	\$ 20,000
100.1100.643.00.37.4.00000	Information Access Fees	\$ 27,714
100.2630.420.12.33.4.00000	Cont Serv - Grounds	\$ 34,959
100.0421.000.00.00.0.00000	Accounts Payable	\$ 60,193
100.4200.430.12.33.4.00000	Sites	\$ 63,003
100.1100.738.11.33.4.00000	REPLACEMENT COMPUTERS &	\$ 81,671
210.0429.000.00.00.0.00000	Other A/P - Whitsons contract	\$ 96,858
100.2620.430.12.33.4.00000	General Repairs Facilities	\$ 149,031
100.4600.450.12.33.4.00000	Building Renovations-District Wide	\$ 639,828
Grand Total		\$1,271,056

The mission of the Timberlane Regional School District is to engage all students in challenging and relevant opportunities, emphasizing high aspirations and personal growth.

Date	Meeting Time	TRSD Budget Committee Proposed Schedule			
		Department Head / Location Presenters			
9/11/25	7:00PM	SAU / School Board	Budget Committee	Technology	Curriculum & Professional Learning
9/25/25	7:00PM	Atkinson Academy	Danville Elementary	Pollard Elementary	Sandown North Sandown Central
10/9/25	7:00PM	Athletics Department	Music Department	TRMS & TRHS	CIP
10/23/25	7:00PM	Special Education	Student Services	Maintenance & Facilities	
11/13/25	7:00PM				
11/24/25	7:00PM	Discussion on total budget, Determine if additional information is needed, Presentation of additional information as requested by the Budget Committee			
12/11/25	7:00PM	Discussion on total budget, Determine if additional information is needed, Presentation of additional information as requested by the Budget Committee			
12/15/25	7:00PM	School Board to present/discuss warrants and their impact on the proposed budget			
12/22/25	7:00PM	Review of budget, motions to adjust and/or accept the Budget Committee's proposed department budgets			
1/15/26	7:00PM	Public Hearing (Snow Date 1/16/26)			
2/5/26	7:00PM	Deliberative Session (Snow Date 2/6/2026)			
3/26/26	7:00PM	Annual Organizational Meeting			

TRSD 2026 ANNUAL MEETING AND ELECTION CALENDAR

DEADLINE/DATE	ACTION	REFERENCE
By Tuesday, January 6, 2026	Post Public Notice of School Board Budget Hearing (By the 2 nd Tuesday in January)(must be 7 days in advance)	RSA 40:13, II-a (a)
By Friday, January 9, 2026	Citizens Petition <u>Bond Articles Only</u> Must be Submitted (Friday preceding the 2 nd Tuesday in January – 5pm)	RSA 40:13, II-a (b)
By Tuesday, January 13, 2026	All Other Citizens Petition Articles Must be Submitted (By the 2 nd Tuesday in January – 5pm)	RSA 40:13 II-a (b) RSA 197:6
By Tuesday, January 13, 2026	Deadline for finalization of cost items CBA's to be presented at annual meeting (By the 2 nd Tuesday in January)	RSA 32:5-a
Tuesday, January 13, 2026	Supervisor of Checklist Posts Checklist (On the 4 th Tuesday before Deliberative)	RSA 671:15 RSA 654:26 & 27
Thursday, January 15, 2026	Public Hearing on Proposed Budget/Bond (On or before the 3 rd Tuesday in January) TRSD Performing Arts Center – 7:00 PM (snow date: January 16, 2026)	RSA 40:13, II-a (c) RSA 33:8-a
Tuesday, January 20, 2026	Supervisor of Checklist Correction Session (On day immediately prior to first day of filing)	RSA 671:15 – 669:5
Wednesday, January 21, 2026	First Day of Filing Period For Candidates. File at SAU Office, 30 Greenough Road, Plaistow, NH 8:30am-4pm (Begins on the 7 th Wednesday before election)	RSA 671:19 RSA 669:19
By Thursday, January 22, 2026	Last Day for Budget Committee to Deliver Budget and Warrant Article Recommendations for Posting (Thursday before last Monday in January)	RSA 40:13, II-a (c)
Saturday, January 24, 2026	Supervisor of Checklist Holds A Checklist Correction Session (On Saturday 6-13 days before Deliberative)	RSA 671:15 – 669:5 RSA 654:27)
By Monday, January 26, 2026	Post Warrants and Budget For Session I and II At Place of Meeting And One Other Location (On or before last Monday in January)	RSA 40:13, II-a (d) RSA 197:5-A, 197:7
Friday, January 30, 2026	Last Day of Filing Period For Candidates (Second Friday after first day of filing period)	RSA 671:19 RSA 669:19
Thursday, February 5, 2026	Deliberative Session I TRSD Performing Arts Center – 7:00 PM (snow date: February 6, 2026) (Between the 1 st and 2 nd Saturdays following the last Monday in January)	RSA 40:13 III, IV
Tuesday, February 10, 2026	Supervisors of Checklist re-post Checklist (On the 4 th Tuesday before voting)	RSA 671:15 RSA 654:26 + 27
Saturday, February 28, 2026	Supervisor of Checklist Holds A Checklist Correction Session (Two Saturdays before voting)	RSA 671:15 – 669:5 RSA 654:27
Tuesday, March 10, 2026	District Voting (Session II) Budget/Bond Voting and Election Absentee Ballots Collected Atkinson – Atkinson Community Center, 4 Main St. – 7am-8pm Danville – Community Center, 169 Main St. – 8am-8pm Plaistow – Fish and Game Club, 18 May Ray Ave – 7am-7pm Sandown – Sandown Town Hall, 320 Main Street – 8am-8pm	RSA 40:13 VIII

TRHS 2025-2026

End of Year Dates

Seniors Finals	June 4
Seniors Finals	June 5
Senior Breakfast	June 6
Senior Finals	June 8
Athlete Recognition Night	June 8
Senior Finals	June 9
Excellence in Academics Dinner (ACC&R)	June 9
Senior Finals Make-Up	June 10
Graduation Practice	June 11
Senior Picnic	June 11
Jr and Senior Awards and Scholarship night	June 11
Graduation Practice	June 12
Tentative Graduation 2026	June 13
Underclassmen Finals	June 11-16
Last Day of School for students	June 16

NHSBA Announcement: 2025 Delegate Assembly Registration Now Open

From The New Hampshire School Boards Association <bchristina-nhsba.org@shared1.ccsend.com>

Date Mon 8/18/2025 4:42 PM

To Salovitch, Kelly <kelly.salovitch@timberlane.net>

***** CAUTION *****

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NHSBA Announcement: 2025 Delegate Assembly Registration Now Open

Announcing the 2025 NHSBA Annual Delegate Assembly

Date: October 4, 2025
Registration: 9:45 am
Business meeting: 10:30 am
Cost: Free.
Location: Grappone Conference Center, 70
Constitution Ave., Concord NH 03301

CLICK HERE TO REGISTER

**Registration must be completed by 4:30
p.m. on Wednesday, October 1, 2025.
After this deadline, the link will no
longer be accessible.**

The Delegate Assembly offers NHSBA members an opportunity to submit, discuss, debate and ultimately vote on NHSBA Resolutions and Statements of Belief. These Resolutions and Statements of Belief guide NHSBA's legislative advocacy efforts with the New Hampshire Legislature. Member proposed resolutions were submitted and reviewed by the NHSBA Board of Directors. All submitted and proposed Resolutions will be brought forward to Delegation. Each NHSBA member is allowed one delegate and one alternative delegate.

The agenda for this year's Delegate Assembly has not been finalized. We hope to finalize it in the coming weeks. NHSBA anticipates programming will begin around 10:30am. The business portion of the meeting will begin around 12:15pm. Registration will likely open at 9:45am. More information will be

providing in the coming weeks as we
finalize the agenda.

Barrett M. Christina, Esq.
NHSBA Executive Director
bchristina@nhsba.org
(603) 228-2061



The New Hampshire School Boards Association | 25 Triangle Park Dr. Ste 101 | Concord, NH 03301
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EXECUTIVE SUMMARY - Future Lease Planning

September 4, 2025

Overview

To date, the District has expended about 60%, or \$15M of its \$25M lease purchase agreement. The remaining dollars available to access through the lease purchase agreement attached directly to planned projects is \$9,804,150. In addition, as the projects have developed in real time over Phases I-III, there is also \$296,043.45 available that can be attached to projects.

Completed Phases and Projected Projects

All completed / in-process projects for Phases I-III and all projected projects that include the remaining available funds of \$9,804,150 can be reviewed, [here](#). The Facilities Subcommittee has begun discussing potential viable projects for the \$296,043.45.

Discussion for Future Lease Implementation

The Facilities Subcommittee has engaged in discussion regarding potential pathways to engage for the remainder of the lease purchase agreement.

Pathway 1 - The District enters into Phase IV of the lease purchase agreement for all remaining projects. The projects themselves would most likely be spread over a period beginning in the summer of 2026 and concluding the summer of 2028 for the opening of school in 2028.

Pathway 2 -The District splits the remaining projects into two smaller groups and enters into Phase IV of the lease purchase agreement for some projects with the intent to enter into Phase V for the remaining projects at a later date. The projects themselves in Phase IV would most likely be spread over a period beginning in the summer of 2026 and concluding by the opening of school in 2027.

Providing direction to administration on a pathway in September or October of 2025 will enable the District to secure the most beneficial pricing specific to equipment in addition to assisting with the larger macro planning of District operations. I have previewed this topic at previous meetings and bring it here formally to begin discussion of the full School Board.

Respectfully Submitted,
Justin Krieger
Superintendent of Schools