NH School Administrative Unit 106 | Timberlane Regional School District
30 Greenough Road, Plaistow, NH 03865 Voice: (603) 382-6119 Fax: (603) 382-3334
Timberlane.net @TimberlaneRegional @TimberlaneRSD @TimberlaneRSD

Thursday, September 18, 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. **Student, Staff, Family Share**
6. **Delegates and Individuals**
7. **Student Representative**
8. **Current Business**
    a. **Next Lease Phase – ACTION**
    b. **Energy Savings (EEI) – INFORMATIONAL**
    c. **Budget to Actual Report – INFORMATIONAL**
    d. **Request for Proposals (RFPS) – ACTION**
        - **Varsity Baseball Field Renovation**
        - **Propane**
        - **Danville School Roof Replacement and Structural Assessment**
        - **Janitorial Supplies**
    e. **Policies – ACTION**
9. **Administrator's Report**
10. **Personnel Report**
11. **Committee Reports/Reports of the School Board**
12. **Other Business**
13. **Nonpublic Session – if required.**

DATE	TIME	LOCATION	TYPE OF MEETING
9/29/25	6:15 PM	SAU Boardroom	Capital Improvement Plan
10/1/25	4:00 PM	SAU Boardroom	Curriculum & Assessment
10/2/25	5:00 PM	SAU Boardroom	Policy
10/2/25	7:00 PM	SAU Boardroom	School Board
10/14/25	1:00 PM	SAU Boardroom	Facilities

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
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.

DRAFT PUBLIC MINUTES

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.

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

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 EEI.

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

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.

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.

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.

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

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

The meeting was adjourned at 10:37 PM.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on

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EXECUTIVE SUMMARY - Future Lease Planning 2

September 18, 2025

Overview

The Executive Summary pertaining to future lease planning from the meeting of September 4, 2025, is here.

Additional Information Requested by the School Board

On September 4, as part of the discussion of the school board, district administration identified three (3) follow-up pieces of information to bring to the meeting on September 18, 2025.

1. Energy Consumption - EEI is scheduled to present this information in an agenda item on September 18.

2. CIP - The CIP list identifies many projects. The projects that the committee has discussed as priorities and their cost estimates are below. The CIP is scheduled to initially present to the budget committee on October 9. To remind the school board, the annual CIP budget line began its increase to $1.8M in 2022.

Project		Estimate
HS - Upgrade High School Bathrooms		$500,000.00
MS - Build New Baseball Diamond Baseball Diamond		$85,000.00
HS - Create Addl. Athletic Storage Athletic Storage		$400,000.00
DE - Replace Windows and Walls Art/Music Examples		$100,000.00
HS/MS - New Fields New Fields		$100,000.00
SN Sprinkler System Information		$650,000.00
AA Replace Carpeting Entire Building AA Carpeting		$965,700.00
PS- New Vanities/Fixtures and Sinks Pollard Vanities ...		$100,000.00
HS - Envelope of the Building Examples		$390,000.00

3. Annual Appropriation for Lease - The school board raised the question if the budget line item for the lease must remain at its current level. District administration has a scheduled legal call this week and will report its outcome to the school board in the meeting on September 18.

Respectfully Submitted,

Justin Krieger
Superintendent of Schools

Timberlane School District Partial Savings Report September 2025

Heat				
Building	Baseline (MMBtu)	Current Year (MMBtu)	Avoided (MMBtu)	Cost Savings ($)
DANVILLE	2349.2	2338.6	10.5	$9,291
SAU	348.4	288.4	60	$396
TRHS	8339.3	6965.5	1373.9	$9,067
TRMS	3963.3	2975.4	987.9	$6,520

Electric				
Building	Baseline (KWH)	Current Year (KWH)	Avoided (KWH)	Cost Savings ($)
ATKINSON	352,440	302,640	49,800	$9,462
DANVILLE	312,240	292,240	20,000	$3,800
POLLARD	331,700	314,254	17,446	$3,315
SANDOWNCENTRAL	172,800	128,320	44,480	$8,451
SANDOWNNORTH	250,640	198,400	52,240	$9,926
SAU	71,312	52,617	18,695	$3,552
TRHS	970,800	820,200	150,600	$28,614
TRMS	649,200	562,560	86,640	$16,462

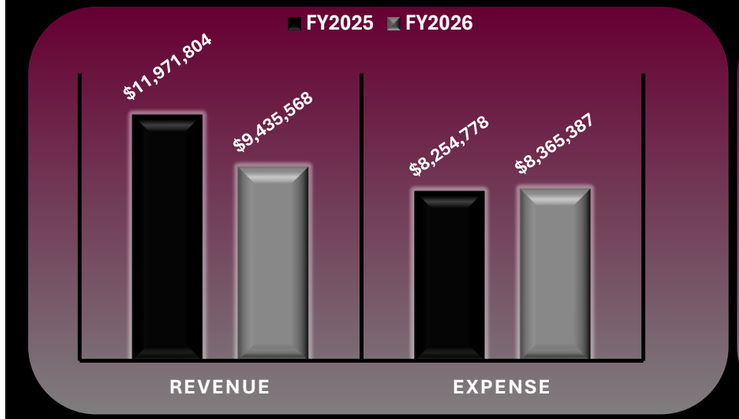
Partial Annual Energy Savings	$108,856
Total Annual Operational Savings	$43,000

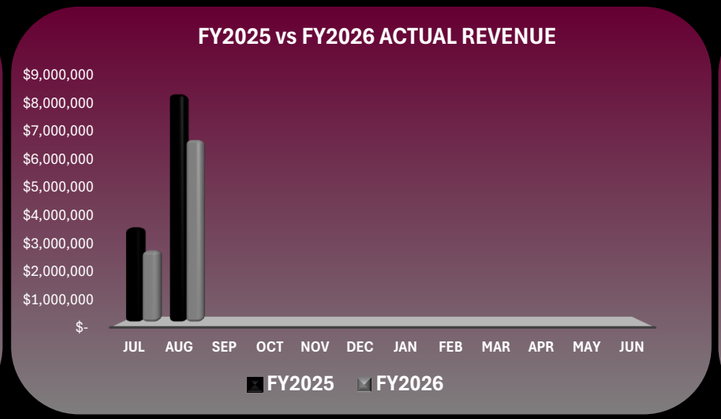
Total Energy and Operational	$151,856

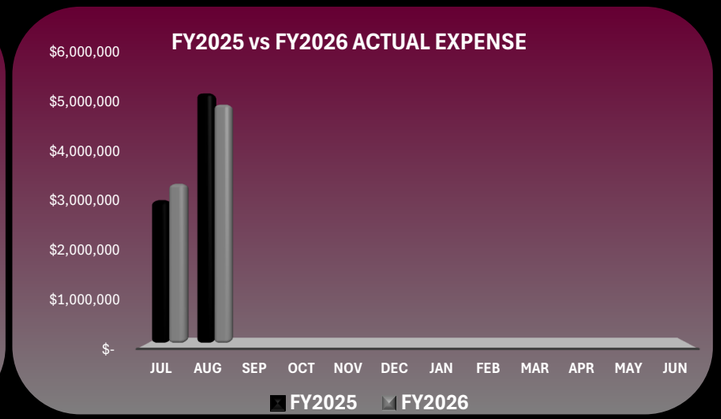
* Note many of the systems are still under construction or in design so the savings will be adjusted as they come online

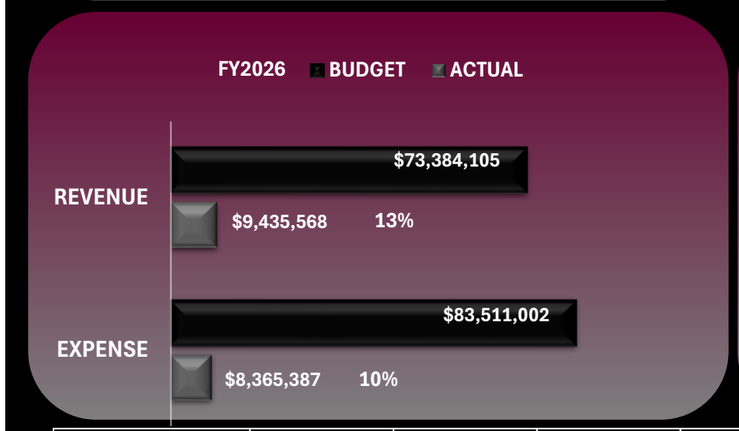
TIMBERLANE REGIONAL SCHOOL DISTRICT

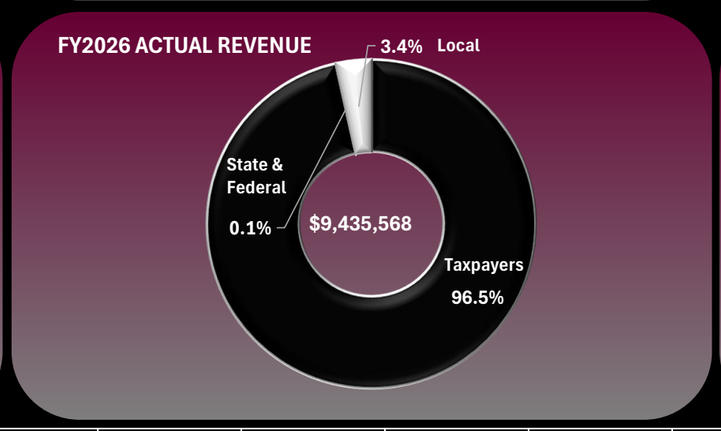
DASHBOARD OF THE GENERAL FUND AS OF AUGUST 2025

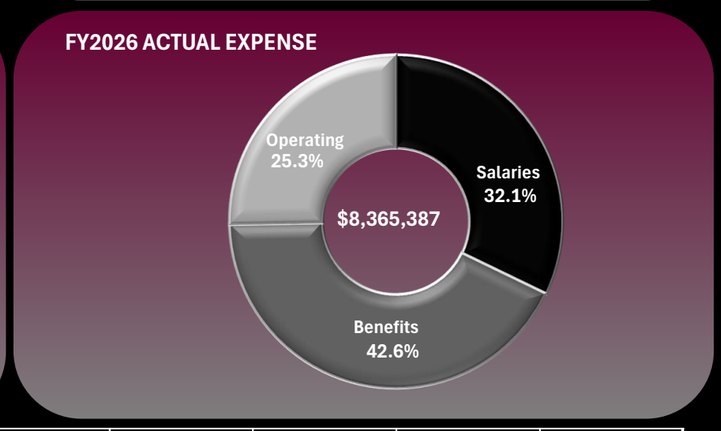












EXPENSES	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY2025 ACTUAL	$ 3,008,044	$ 5,246,734	$ 6,218,312	$ 6,513,697	$ 6,316,593	$ 5,996,547	$ 8,638,655	$ 6,246,131	$ 5,971,723	$ 6,298,802	$ 6,393,570	$ 16,622,874	$ 83,471,682
As a % of Total	4%	6%	7%	8%	8%	7%	10%	7%	7%	8%	8%	20%	
FY2026 ACT. / PROJ.	$ 3,353,881	$ 5,011,506	$ 6,145,925	$ 6,437,872	$ 6,243,063	$ 5,926,742	$ 8,538,094	$ 6,173,420	$ 5,902,207	$ 6,225,478	$ 6,319,143	$ 16,429,370	$ 82,706,702
As a % of Total	4%	6%	7%	8%	8%	7%	10%	7%	7%	8%	8%	20%	
Increase (Decrease)	$ 345,837	$ (235,228)	$ (72,386)	$ (75,825)	$ (73,531)	$ (69,805)	$ (100,561)	$ (72,710)	$ (69,516)	$ (73,323)	$ (74,427)	$ (193,504)	$ (764,980)

Numbers in red indicate months with three pay period. Numbers in green indicate projected expenses.

3,199 STUDENTS

592 EMPLOYEES

62 CONTRACTORS

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September 18, 2025

EXECUTIVE SUMMARY - Varsity Baseball Field Renovation Bid - FY26

An RFP for renovating our Varsity Baseball Field was posted on August 5, 2025, and issued to vendors requesting proposals, via email. Bids were opened on August 27, 2025. After careful consideration, we propose awarding the bid to Sports Turf Specialties.

Action - For the Board to accept the bid from Sports Turf Specialties for $27,555.00.

Respectfully submitted,

Chris Martin, Ed.D.
Executive Director of Operations and Special Projects

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Bid Opening Record

Bid: FY26 Varsity Baseball Field Bid Opening **Date** 8/27/25 **Ref. Policy DJE**

Bidder	Description	Qty	Unit Price	Total Amount	Attended
Oasis Property Maintenance	Cost of Materials and Project			$29,500.00	NO
RAD Sports	Cost of Materials and Project			$47,450.00	Yes
Sports Turf Specialties	Cost of Materials and Project			$27,555.00	No

Witnesses:

Recorder:

Heather Greenfield

Name **Signature**

Low bidder submittal will be reviewed to insure compliance with bid specs.
Reference checks will be completed prior to awarding of bid.
This form will be on file in the District Office for one year and attached to electronic Purchase Requisition.

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September 4, 2025

EXECUTIVE SUMMARY - Propane Bid - FY26 and 27

An RFP for propane was posted on August 14, 2025, and issued to vendors requesting proposals, via email. Bids were opened on August 28, 2025. After careful consideration, we propose awarding the bid to Superior Plus.

Action - For the Board to accept the bid from Superior Plus:

Year 1 - $1.579
Year 2 - $1.579
Year 3 - $1.629

Respectfully submitted,

Chris Martin, Ed.D.
Executive Director of Operations and Special Projects

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Bid Opening Record

Bid: FY26 Propane Bid **Date:** 8/28/25 **Ref. Policy DJE**

Bidder	Description	Qty	Unit Price	Total Amount	Attended
Ferrell Gas	One Year Contract		Year 1 - $1.7291		
Ferrell Gas	Two Year Contract		Year 1 - $1.7291 Year 2 - $1.7291		
Ferrell Gas	Three Year Contract		Year 1 - $1.7291 Year 2 - $1.7291 Year 3 - $1.7791		
Palmer	One Year Contract		Year 1 - $1.599		
Palmer	Two Year Contract		Year 1 - $1.549 Year 2 - $1.549		
Superior Plus	One Year Contract		Year 1 - $1.579		
Superior Plus	Two Year Contract		Year 1 - $1.579 Year 2 - $1.579		
Superior Plus	Three Year Contract		Year 1 - $1.579 Year 2 - $1.579 Year 3 - $1.629		

Witnesses:

Recorder:

Name **Signature**

Low bidder submittal will be reviewed to insure compliance with bid specs.
Reference checks will be completed prior to awarding of bid.
This form will be on file in the District Office for one year and attached to electronic Purchase Requisition.

NH School Administrative Unit 106 | Timberlane Regional School District
30 Greenough Road, Plaistow, NH 03865 Voice: (603) 382-6119 Fax: (603) 382-3334
Timberlane.net @TimberlaneRegional @TimberlaneRSD @TimberlaneRSD

September 18, 2025

EXECUTIVE SUMMARY - Danville Roof Replacement Bid

An RFP for replacing roof areas at Danville school was posted on June 19, 2025, and issued to vendors requesting proposals, via email. Bids were opened on July 28, 2025. After careful consideration, we propose awarding the bid to The Melanson Company. Though Melanson was not the lowest bidder, their bid reflected the detail and specificity we were looking for to ensure a quality roofing replacement.

Action - For the Board to accept the bid from The Melanson Company at $293,750.00.

Respectfully submitted,

Chris Martin, Ed.D.
Executive Director of Operations and Special Projects

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Bid Opening Record

Bid: Danville Roof Replacement **Date:** 07/28/2025 **Ref. Policy DJE**

Bidder	Description	Qty	Unit Price	Total Amount	Attended
Triumph Roofing				$269,225.00	
The Melanson Company				$293,750.00	

Witnesses:

Kelly Salovitch	

Recorder:

Heather Greenfield
Name

Heather Greenfield
Signature

Low bidder submittal will be reviewed to insure compliance with bid specs.
Reference checks will be completed prior to awarding of bid.
This form will be on file in the District Office for one year and attached to electronic Purchase Requisition.

CERTIFICATE *of* SIGNATURE

REF. NUMBER
B82M2-U6B2Z-VSG22-QTHZD

DOCUMENT COMPLETED BY ALL PARTIES ON
28 JUL 2025 14:50:47 UTC

SIGNER	TIMESTAMP	SIGNATURE
HEATHER GREENFIELD EMAIL HEATHER.GREENFIELD@TIMBERLANE.NET	SENT 28 JUL 2025 14:44:47 UTC SIGNED 28 JUL 2025 14:44:48 UTC	 IP ADDRESS 50.237.135.14 LOCATION DANVILLE, UNITED STATES
KELLY SALOVITCH EMAIL KELLY.SALOVITCH@TIMBERLANE.NET	SENT 28 JUL 2025 14:44:47 UTC VIEWED 28 JUL 2025 14:50:38 UTC SIGNED 28 JUL 2025 14:50:47 UTC	 IP ADDRESS 50.237.135.14 LOCATION DANVILLE, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
28 JUL 2025 14:50:38 UTC

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September 18, 2025

EXECUTIVE SUMMARY - Janitorial Supplies - FY26

An RFP for Janitorial Supplies was posted on August 25, 2025, and issued to vendors requesting proposals, via email. Bids were opened on Wednesday, September 3, 2025. After careful consideration, we propose awarding the bid to Clean-O-Rama. The Janitorial Usage Sample Spreadsheet can be found here.

In order to bid on a multitude of needed items, we sampled frequently used products as seen on the third tab of the attached page. It should be noted that the prices presented by two of the vendors are very competitive with each other. With that said, when changing vendors, it is sometimes necessary to change product dispensers which creates added cost and labor. We have been very happy with Clean-O-Rama and are impressed by their recent award of janitorial supply contract for the entire University System of New Hampshire. Additionally, many districts of our size and larger have had success with this company.

Action - For the Board to accept the three year Janitorial Supply bid from Clean-O-Rama, with no more than a 5% increase (if any) in the following two years.

Respectfully submitted,

Chris Martin, Ed.D.
Executive Director of Operations and Special Projects

Janitorial Usage Sample 2024-2025

Location	Paper Towels 800' Roll 6/cs		Toilet Tissue 9' JRT 12x1125'		Soap 1250ML Green Foaming		Sanitizer Foaming w/aloe 1200mL		Small Bags 23 Gal Rfit 8 Mil Black Liner, 28 x 43		Large Bags 38 x 58 1.5MIL Liner Black		Facial Tissue 2-ply 30/100/cs		Gloves (all) per/1000		
	FY24	FY25	FY24	FY25	FY24	FY25	FY24	FY25	FY24	FY25	FY24	FY25	FY24	FY25	FY24	FY25	
Atkinson	132	100	27	38	29	25	0	0	32	30	47	42		15		5	
Danville	98	83	26	25	16	21	0	0	32	29	41	40		16		3	
PAC	20	31	10	16	3	2	0	0	3	14	5	13		4		0	
Pollard	115	141	26	41	17	30	0	2	4	6	47	71		12		4	
Sandown Central	30	40	4	15	6	8	3	6	5	22	5	11		6		2	
Sandown North	100	99	14	33	12	18	4	5	20	53	24	39		12		3	
Middle School	198	209	58	59	28	27	0	0	15	30	99	87		42		10	
High School	177	220	68	107	24	28	0	0	87	97	82	145		57		21	
	870	923	233	334	135	159	7	13	198	281	350	448	0	164	0	48	
BradyPlus	$ 51.95	$ 47,949.85	$ 54.95	$ 18,353.30	$ 32.98	$ 5,243.82	$ 56.94	$ 740.22	$ 68.40	$ 19,220.40	$ 32.31	$ 14,474.88	$ 23.03	$ 3,776.92	$ 39.79	$ 1,909.92	$ 111,669.31
COR	$ 35.00	$ 32,305.00	$ 111.60	$ 37,274.40	$ 57.12	$ 9,082.08	$ 66.24	$ 861.12	$ 28.45	$ 7,994.45	$ 25.01	$ 11,204.48	$ 21.35	$ 3,501.40	$ 35.99	$ 1,727.52	$ 103,950.45
United Sales	Did not bid sufficiently on products listed.																
		$ 15,644.85		$ (18,921.10)		$ (3,838.26)		$ (120.90)		$ 11,225.95		$ 3,270.40		$ 275.52		$ 182.40	$ 7,718.86

I think the customize catalog is easy to shop.
I don't have a problem with any of the cleaning products except Hyperfect #5. The issue I have with it is that there is no scent and I always try to figure out if it actually has cleaner in it because it goes on like water. (I know it does but I like a scent)
I like the filling stations.
Orders tend to come quick.
The customer service is good when we reach out with a problem.
The glass window cleaner (Surfglass) is awesome.

Yes, I just think everything about thier [COR} products and services are inferior.

	BradyPlus			Clean-O-Rama			
	One Year Contract			**One Year Contract**			
	9/1/25 – 6/30/26			9/1/25 – 6/30/26			
Bid Item Description (current supplies)	**Cost / Case $**	**Quantity / Case**	**Price / Unit**	**Cost / Case $**	**Quantity / Case**	**Price / Unit**	
17" STRIP PAD	$ 12.42	5	$ 2.48	$ 19.48	5	$ 3.90	
14" STRIP PAD	$ 12.69	5	$ 2.54	$ 14.72	5	$ 2.94	
Unscented Foaming Hand Soap (Buckeye Symmetry Green Foaming Hand Wash)	$ 34.30	6	$ 5.72	$ 57.12	6	$ 9.52	
MR. CLEAN MAGIC ERASER (30 count)	$ 59.48	30	$ 1.98	$ 42.80	36	$ 1.19	
38 X 60gal 24MIC BLACK ROLL LINER (Aluf Commander High Density Bag-38x60, Black,24 mic,.94 mil)	$ 33.60	150	$ 0.22	$ 30.52	150	$ 0.20	
38 X 60gal 22MIC CLEAR ROLL LINER (Aluf Hilene High Density Liner-38x60, 22micEQ)	$ 33.70	150	$ 0.22	$ 30.52	150	$ 0.20	
SPRAY HEADS GREEN 32 OZ, EACH Impact® General Purpose Trigger Sprayer - Green/White	$ 175.70	200	$ 0.88	$ 1.23	1	$ 1.23	
32 OZ EMPTY BOTTLE, EACH Tolco® 32 oz. Round Plastic Bottle	$ 131.03	150	$ 0.87	$ 1.50	1	$ 1.50	
#5 HYPERFECT DISINF CLNR 4/1G Genesan™ #5 HyperFect 256 Disinfectant Cleaner - Gal.	$ 52.99	4	$ 13.25	$ 190.57	4	$ 47.64	questionable on the mixing dilution
20" SURFACE PREP PAD 10/CS Scotch-Brite™ Surface Preparation Pad	$ 150.83	10	$ 15.08	$ 107.90	10	$ 10.79	
DYSH CONC. LIQUID DET 4GAL/CS Buckeye® Dysh™ Liquid Detergent - Gal.	$ 33.01	4	$ 8.25	$ 47.67	4	$ 11.92	
TOILET CADDY EA 1 QT & 1 BWL Tolco® Bowl Mop Caddy - White	$ 38.06	12	$ 3.17	$ 5.85	1	$ 5.85	
BOTTLE CLEAR 22 OZ EACH Tolco® 22 oz. Colossal Plastic Bottle	NO BID		#VALUE!	$ 1.06	1	$ 1.06	
MICROFIBER CLOTH-16X16 BLUE, Microfiber & More Pale Color Series 16" x 16" Microfiber Cloth - Blue	$ 109.86	180	$ 0.61	$ 9.87	12	$ 0.82	
1844 CLASSIC FLOOR FINISH, Buckeye® 1844 Floor Finish - 5 Gal. Action Pacs®	$ 68.31	1	$ 68.31	$ 100.44	1	$ 100.44	not sure brand comparison
HIGH DUSTER KIT INCL EA Microfiber & More Short 12" High Duster Kit	$ 439.55	72	$ 6.10	$ 11.66	1	$ 11.66	
SSS Navigator 67 Triple Carpet, SSS® Navigator #67 Triple Carpet Cleaner/Deodorizer & Disinfectant - 2 L	$ 116.20	4	$ 29.05	$ 60.40	2	$ 30.20	
SSS Alero Clipper Toilet Rim, SSS® Alero Clipper Toilet Rim Air Freshener - Lavender	NO BID		#VALUE!	$ 23.87	10	$ 2.39	
WINDEX GALLON 4/1 GAREFILL, Windex® Glass & More Multi-Surface Cleaner - Gal.	$ 51.12	4	$ 12.78	$ 56.92	4	$ 14.23	
13" WHITE POLISH PAD 5/CS, SSS® White Polishing Floor Pad - 13"	$ 16.02	5	$ 3.20	$ 12.63	5	$ 2.53	
BRUSH TOILET BOWL/POLY EACH, Rubbermaid® Toilet Bowl Brush	$ 75.76	24	$ 3.16	$ 4.56	1	$ 4.56	
GLASS CLNG MICROFIBER CLOTH, Microfiber & More Glass 16" x 16" Microfiber Cloth - Blue	$ 109.86	180	$ 0.61	$ 12.70	12	$ 1.06	
CLARION 25 5GAL, Buckeye® Clarion® 25 Microban® Antimicrobial Floor Finish - 5 Gal. Action Pac	$ 102.64	1	$ 102.64	$ 98.19	1	$ 98.19	
41 QT/10 GAL BEIGE Container, Impact® Rectangular Soft-Sided Wastebasket - 41 Qt., Beige	$ 138.48	12	$ 11.54	$ 8.46	1	$ 8.46	
SSS Blue Wave Anti-Microbial, SSS® Blue Wave Anti-Microbial Poly Scrub Sponge	$ 17.72	20	$ 0.89	$ 47.13	40	$ 1.18	
Merlin Eraser Sponge 30/CS, SSS® Merlin Eraser Sponge 4.5 x 3 x 1.5 yellow	$ 19.52	20	$ 0.98	$ 62.48	30	$ 2.08	
30 X 37 16MIC BLACK ROLL LINER, Aluf Hilene High Density Liner-30x37, 16 mic EQ, Black	$ 32.82	500	$ 0.07	$ 34.03	500	$ 0.07	
INTERCEPT MICRO FILTER SCP 6, Janitized®ProTeam Super Coach Pro, /GoFree Pro/ProVac FS Vacuum Bag	$ 524.20	200	$ 2.62	$ 12.77	10	$ 1.28	
MOP FINISH MED 1"BND EA 37826, SSS® Finish Wet Mop - Medium	$ 153.19	12	$ 12.77	$ 8.94	1	$ 8.94	
23 Gal Rfit .8 Mil BLACK Liner, Gateway Liners® R-Spec Low Density - 28 x 43, 0.8 mil, Black	$ 54.72	200	$ 0.27	$ 35.57	250	$ 0.14	
#2 DELTA ULTRA CLNR/DEGR 4/5L, Genesan™ Delta Ultra Heavy Duty Cleaner/Degreaser - 5 L	$ 34.92	4	$ 8.73	$ 212.53	4	$ 53.13	questionable on the mixing dilution
#11 ENZYSAN 2000 2/5L, Genesan™ #11 Enzysan2000 Cleaner/Odor Eliminator - 5 L	$ 69.21	4	$ 17.30	$ 298.99	2	$ 149.50	questionable on the mixing dilution
#4 DELTA MILD 2000 CLNR 4/5L, Genesan™ #4 Delta Mild Floor Cleaner - 5 L	$ 36.08	4	$ 9.02	$ 212.53	4	$ 53.13	questionable on the mixing dilution
A-BEN-A-QUI CLEANER 20oz 12/C,	NO BID		#VALUE!	$ 79.72	12	$ 6.64	
DISINFECTING WIPES, 6CT,LEMON, CloroxPro® Clorox® Disinfecting Wipes - 75 ct., Lemon Fresh	$ 47.13	6	$ 7.86	$ 39.99	6	$ 6.67	
20" AQUA BURNISH PAD 5/CS, 3M™ 3100 Aqua Burnish Pad - 20"	$ 48.35	5	$ 9.67	$ 27.52	5	$ 5.50	
SCOTCH-BRITE HEAVY DUTY, Scotch-Brite™ Heavy Duty Scour Pad No. 86 (6x9)	$ 5.14	10	$ 0.51	$ 13.98	20	$ 0.70	
20" RED SCRUB PAD 5/CS, 3M™ 5100 Red Buffer Pad - 20"	$ 16.05	5	$ 3.21	$ 26.35	5	$ 5.27	
FOAMING HAND SANITI W/ALOE 6CS, Buckeye® Symmetry® Foaming Hand Sanitizer - 1200 mL	$ 56.94	4	$ 14.24	$ 99.39	6	$ 16.57	

Executive Dry Premium Facial, Executive Dry 2 Ply Facial Tissue - 85 ct.	$ 23.05	30	$ 0.77	$ 28.34	36	$ 0.79	
38 X 58 1.7MIL BAGS 100/CS	$ 32.31	100	$ 0.32	$ 31.42	100	$ 0.31	
SURFGLASS & SS CLEANER 6/750ML	NO BID		#VALUE!	$ 48.32	6	$ 8.05	
SSS Alero 30 Day Urinal Screen	$ 13.77	10	$ 1.38	$ 23.55	10	$ 2.36	
PURETI VITAL OXIDE 4/1 GALLON	NO BID		#VALUE!	$ 78.48	4	$ 19.62	
17" RED SCRUB PAD 5/CS	$ 13.86	5	$ 2.77	$ 18.95	5	$ 3.79	
17" WHITE POLISH PAD 5/CS	$ 23.60	5	$ 4.72	$ 19.15	5	$ 3.83	
Large Nitrile Gloves - Blue	$ 39.79	1000	$ 0.04	$ 35.99	1000	$ 0.04	
XL Nitrile Gloves - Blue	$ 39.79	1000	$ 0.04	$ 35.99	1000	$ 0.04	
SSS Surge 3d urinal Screen	$ 131.63	30	$ 4.39	$ 26.36	10	$ 2.64	
1250 ML GREEN FOAMING SOAP	$ 32.98	6	$ 5.50	$ 57.12	6	$ 9.52	not sure product / ounces
30 X 36 1.2MIL BLACK LINER	$ 25.82	100	$ 0.26	$ 28.11	250	$ 0.11	
38 X 58 1.5MIL LINERS BLACK	$ 32.31	100	$ 0.32	$ 25.01	100	$ 0.25	
LOBBY DUST PAN COMBO KIT INCL.	$ 135.62	6	$ 22.60	$ 34.73	1	$ 34.73	
MAXITHIN/TAMPAX DUAL DISPENSER	NO BID		#VALUE!	$ 229.90	1	$ 229.90	equipment
MYSTIC MAGIC ERASER 24/BX	$ 59.49	30	$ 1.98	$ 24.94	24	$ 1.04	
WAXED BAG FOR SANITARYNAPKIN R	$ 18.94	250	$ 0.08	$ 24.33	250	$ 0.10	
Facial Tissue 2 PLY 30/100/CS	$ 23.03	30	$ 0.77	$ 21.35	30	$ 0.71	
SparCling Clinging Acid Bowl	$ 35.85	12	$ 2.99	$ 31.11	12	$ 2.59	
ROLL WHITE TOWEL 800' Roll 6cs	$ 51.95	6	$ 8.66	$ 35.00	6	$ 5.83	
20" TOPLINE 3200 BURNISH	~~$ 1,623.02~~	~~1~~	~~$ 1,623.02~~	~~$ 51.31~~	~~5~~	~~$ 10.26~~	equipment
Nitrile XL Gloves 1000/CS	$ 39.79	1000	$ 0.04	$ 35.99	1000	$ 0.04	
PRO POWERMELT ICEMELT 49/BAGS	$ 27.26	1	$ 27.26	$ 649.00	49	$ 13.24	palette
VALUE PLUS CONE BOWLMOP	$ 90.83	100	$ 0.91	$ 1.74	1	$ 1.74	
ENDUST AEROSOL 6/15OZ	$ 39.68	6	$ 6.61	$ 41.66	6	$ 6.94	
WET FLOOR SIGN EACH	$ 60.66	6	$ 10.11	$ 12.63	1	$ 12.63	
BUCKEYE STAND TISSUE HOLDER	NO BID		#VALUE!	$ 5.00	1	$ 5.00	
SPRAY HEAD HY DTY RED 32 OZ EA	$ 175.70	200	$ 0.88	$ 2.61	1	$ 2.61	
SSS Air Freshener Aerosol	$ 23.29	6	$ 3.88	$ 64.32	12	$ 5.36	
Enviro Gards Organic Pads w/	NO BID		#VALUE!	$ 74.26	250	$ 0.30	
SSS Dust Mop Treatment 12/CS	$ 69.57	12	$ 5.80	$ 63.89	12	$ 5.32	
Comfort Plus Vended Tampon 200	$ 87.11	500	$ 0.17	$ 68.58	200	$ 0.34	
Superior High Shine Stainless	$ 55.09	12	$ 4.59	$ 78.63	12	$ 6.55	
MOP LARGE BL LOOP 5" BAND12/CS	$ 131.66	12	$ 10.97	$ 8.46	1	$ 8.46	
MOP MED BLU 5" BAND 12CS 37036	$ 99.14	12	$ 8.26	$ 6.74	1	$ 6.74	
14" RED SCRUB PAD 5/CS	$ 9.50	5	$ 1.90	$ 14.68	5	$ 2.94	
Nitrile LG Gloves 1000/CS	$ 39.79	1000	$ 0.04	$ 35.99	1000	$ 0.04	
Nitrile Med Gloves 1000/CS	$ 39.79	1000	$ 0.04	$ 35.99	1000	$ 0.04	
NABC Non Acid Bowl Cleaner	$ 33.86	12	$ 2.82	$ 30.21	12	$ 2.52	
Moisture-Lux Foam Soap Green	NO BID		#VALUE!	$ 43.68	4	$ 10.92	
NABC Hard Surface Disinfecting	$ 26.80	6	$ 4.47	$ 56.57	6	$ 9.43	
9" Jrt 12x1125 Foot Rolls/CS	$ 54.95	36	$ 1.53	$ 37.24	12	$ 3.10	not sure quality - toilet tissue
SCENT ABSORB POWDER 1LB 24/CS	$ 68.51	6	$ 11.42	$ 48.97	24	$ 2.04	
LUCENT FLOOR FINISH 5/GAL	$ 102.64	1	$ 102.64	$ 123.58	1	$ 123.58	
20" BLACK STRIP PAD 5/CS	$ 16.05	5	$ 3.21	$ 27.36	5	$ 5.47	
SSS 20" Green Scrubbing Floor	$ 14.79	5	$ 2.96	$ 27.25	5	$ 5.45	
Nova Household Roll Towels	$ 29.38	30	$ 0.98	$ 30.69	30	$ 1.02	
RIPSAW STRIPPER 5/GAL	$ 55.12	1	$ 55.12	$ 110.70	1	$ 110.70	not sure product brand?
CLF #24 Detergent X 5 Gal	$ 87.05	1	$ 87.05	$ 102.76	1	$ 102.76	
Valay Better Quality Facial	NO BID		#VALUE!	$ 21.35	30	$ 0.71	
60"INVADER HANDLEFIBERGLASS GR	$ 144.94	12	$ 12.08	$ 29.13	1	$ 29.13	
MFM YELLOW BUCKET/DOWNPRESS	$ 71.32	1	$ 71.32	$ 142.43	1	$ 142.43	not sure this is exact same, specific bucket with wringer
DOODLEBUG BROWN PAD 5/BOX	$ 17.66	10	$ 1.77	$ 12.40	5	$ 2.48	

MOP MD GR LOOP 5" 37041 12/CS	$ 99.14	12	$ 8.26	$ 6.77	1	$ 6.77
SNAP-ON DUST HANDL 60"FIBERGLA	$ 101.73	12	$ 8.48	$ 29.59	1	$ 29.59
SPIN KLEAN BONNETS 19" HI/PRO	$ 219.18	5	$ 43.84	$ 20.43	1	$ 20.43
2PAD HOLDER KIT 0200TK OCTOPUS	NO BID		#VALUE!	$ 20.01	1	$ 20.01
SSS Alero 60 Day Urinal Screen	NO BID		#VALUE!	$ 36.87	6	$ 6.15
Dispenser Sanitary Napkins 250	NO BID		#VALUE!	$ 74.26	250	$ 0.30
Empress Facial Tissue Virgin	NO BID		#VALUE!	$ 21.35	30	$ 0.71

Labor Rate for Repairs	$110/hour			$109/hour		
Trip/Mileage Rate	$110/hour			$109/trip		

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TRSD POLICY COMMITTEE'S RECOMMENDATIONS TO THE SCHOOL BOARD

September 18, 2025

First Read

Policy	Changes/Recommendations
IKFG – Career Exploration Readiness Pathways	TRSD does not have this policy and it is required by law. Reflects new Ed rule 306.04(b)(22). Although previously, only high schools were implicated in career readiness requirements, the new rule requires all grade levels to "[explore] career pathways in a developmentally appropriate manner, no later than the 2025-2026 academic year."
JLF – Reporting Child Abuse or Neglect	Revised to improve reporting and record requirements; to provide a mandate for annual training as now required by RSA 189:13-a, XII and sample policy GBCE; and to reflect new sample reporting form.

Revocation Notice

Policy	Changes/Recommendations
JIE – Pregnant Students	Recommendation to repeal. Pregnant students are covered under TRSD's non-discrimination policy per the 2020 rules and the guidelines that were given with the 2024 rules no longer apply/or are a requirement.

CAREER EXPLORATION, READINESS, PATHWAYS & CREDIENTIALS

A. CAREER EXPLORATION

The Timberlane Regional School Board recognizes the importance of guiding students toward career readiness through exploration that aligns with their cognitive, social, and emotional development. This policy ensures that career pathways are introduced in ways that foster engagement, curiosity, and informed decision-making at each stage of a student's educational journey. Career pathway exploration should be integrated into the curriculum and school activities in a manner that is age-appropriate and supports students in understanding a range of opportunities that align with their interests and strengths. Examples of exploration methodologies for different age and grade groups follow.

1. **Elementary School (Grades Preschool-5):**
    - Career awareness may be introduced through storytelling, interactive activities, and community engagement.
    - Teachers or building administrators can help students explore various professions through classroom discussions, guest speakers or hands-on experiences.
    - Emphasis should be directed toward developing universal foundational skills, such as teamwork, problem-solving, and creativity.
2. **Middle School (Grades 6-8):**
    - Career exploration can be integrated into class or individual assignments, allowing students to connect their academic interests with real-world applications.
    - Exposure to different industries can be facilitated through career fairs, job-shadowing experiences, and project-based learning.
    - Middle school students might participate in self-assessment activities that help them identify their strengths and interests in relation to career possibilities.

3. **High School (Grades 9-12):**

   - Students shall have access to career-focused electives, Career and Technical Education (CTE) programs, Dual and Concurrent Enrollment options, and Extended Learning Opportunities (ELOs).
   - Individualized career planning shall be incorporated into advisory programs, assisting students in setting goals for post-secondary education, workforce entry, or entrepreneurship.
   - Administrators and/or teachers should seek collaboration with community businesses, higher education institutions, and industry professionals to provide students with practical experience through networking or Extended Learning Opportunities as discussed in Board policy IHBH.

B. **CAREER READINESS PATHWAYS AND CREDENTIALS**

For all incoming first-year students/freshmen, the District will assess career interests and advise how to achieve a career readiness credential upon graduation. The District will document school pathways to career readiness credentials, and also record on a student's transcript progress towards the credential.

Each career readiness credential should be based upon statewide, CTE or nationally normed metrics related to career readiness for a specific field. Additionally, the Superintendent shall designate the personnel responsible for carrying out the provisions of this policy.

The District shall report the following annually to the Department of Education in the manner required by the Department: the number of students who complete CTE; the number of dual enrollments, concurrent enrollments, extended learning opportunities, and work-based learning enrollments; and the number of career-ready credentials awarded.

As used in this Section B, the terms “career readiness credential”, “career readiness pathways”, “CTE” and “work-based learning” shall have the same meanings as ascribed to them under RSA 188-E:2. “Dual enrollment” and “concurrent enrollment” shall have the meanings ascribed in RSA 188-E:25.

C. **IMPLEMENTATION**

The Superintendent, in coordination with district leadership shall develop procedures and guidelines for establishing the criteria necessary for fostering career exploration in an appropriate manner according to student grade levels. Procedures and guidelines should also facilitate the earning of a career readiness credential upon graduation for those students who wish to pursue that pathway.

References:

RSA 188-E:2 Career and Technical Education, Definitions

RSA 188-E:5, XI Career and Technical Education, Program

N.H. Code Admin. Rules Ed 306.04(b)(22) Career Exploration

Timberlane Regional School District	Policy Code: JLF
Adopted: 07-99 **Revised: 02-24-05** **Revised: 04-16-09** **Revised: 04-19-18**	**Page 1 of 7**

REPORTING CHILD ABUSE OR NEGLECT

~~Any school employee having reason to suspect that a child is being or has been abused or neglected shall immediately report his/her suspicions to the building principal or designee. The principal or designee shall then notify the appropriate state officials at the New Hampshire Department of Health and Human Services. The principal or designee will then notify the superintendent or designee that such a report to Health and Human Services has been made.~~

~~A written report shall be made by the principal or designee within 24 hours. The report should contain the name and address of the child suspected of being abused or neglected, the person responsible for the child's welfare, the specific information indicating the neglect/abuse or the nature and extend of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the Department of Health and Human Services.~~

~~The Board requires all school district employees receive routine training or information on how to identify child abuse and neglect.~~

~~The Principal or Administrator of each school shall post a sign in a public area within the school that is readily accessible to students, in the form provided by the New Hampshire Department of Health and Human Services, Division for Children, Youth, and Families, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website.~~

~~***Legal References:***~~
~~*NH Code of Administrative Rules, Section ED 306.04(1)(10), Reporting of Suspected Abuse or Neglect*~~
~~*RSA 169-C:29, Persons Required to Report*~~
~~*RSA 169-C:30, Nature and Contento/Report*~~
~~*RSA 169-C:31, Immunity from Liability*~~
~~*RSA 169-C:34,lll, Duties of the Department of Health and Human Services*~~

~~***Appendix JLF-R***~~

A. Statutorily Mandated Reporting – All Persons.

Under New Hampshire law (RSA 169-C:29), every person who has "reason to suspect" that a child has been abused or neglected is required to report that suspicion to DCYF (Division of Children, Youth and Families of the New Hampshire Department of Health and Human Services) **or directly to the police.** Under RSA 169-C:30, the initial **report "shall be made immediately via telephone or otherwise."**

The requirement to report is not dependent on whether there is proof of the abuse or neglect, nor is it dependent upon whether the information suggests the abuse or neglect is continuing or happened in the past. Any doubt regarding whether to report should be resolved in favor of reporting. Failure to report may be subject to criminal prosecution and potential personal liability, while a report made in good faith is entitled to both civil and criminal immunity. Additionally, a "credential holder", as defined in New Hampshire Department of Education Rule 501.02(h), who fails to report suspected abuse or neglect risk having action taken by the New Hampshire Department of Education against his/her credential. See N.H. Code of Conduct for Educators, Ed. 510.05 (e).

To report child abuse or neglect to **DCYF, call 24/7 (800) 894-5533** (in-state) or (603) 271-6562. **In cases of current emergency or imminent danger, call 911.**

1. **The initial report should contain to the extent known**:

   a. the name and address of the child suspected of being abused or neglected,

   b. the person responsible for the child's welfare,

   c. the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries),

   d. the identity of the person or persons suspected of being responsible for such neglect or abuse; and

   e. any other information that might be helpful in establishing neglect or

abuse.

2. **Modes of Reporting**. When making a report to DCYF Central Intake, there are 3 modes of reporting that the Central Intake Service Provider will inform you about before you proceed to the actual report. The modes of reporting are:

   a. Disclosure Allowed – The Caller/Reporter provides all their identifying information to DCYF, and it may be provided to the child's family upon request.

   b. Disclosure NOT Allowed – The Caller/Reporter provides all their identifying information to DCYF; however, information is redacted in official paperwork provided to the child's family unless the case goes on to prosecution. At prosecution, identifying information in all reports become public record.

   c. Anonymous – The Caller/Reporter calls the (603) 271-6562 number, blocks their "Caller ID" when calling DCYF, and does not provide any of their identifying information (personal or organizational). If calling anonymously, be sure to get the "Report Number" from Central Intake for your call and document it on the Reporting Form. It is the only proof the caller/reporter made the report to DCYF.

3. **Required reporting mode for school employees, volunteers and contracted service providers.** Notwithstanding that state law allows an anonymous mode of reporting to DCYF, it is the policy of the District that employees, volunteers and contracted service providers who are making a report to DCYF regarding a child/family involved with the District make such report using the "Disclosure Allowed" or as "Disclosure NOT Allowed" modes. This will help ensure there is a legal record of the report being made on behalf of the District. If there are concerns about these reporting modes due to potential retaliation from the family or others, consult the Principal or designee for support.

B. Additional provisions relating to school employees, volunteers and contracted service providers.

Each school employee, designated volunteer or contracted service provider having reason to suspect that a child is being or has been abused or neglected must also immediately report his/her suspicions to the building Principal or designee. This initial report may be made orally, but must be supplemented with an original completed form JLF-F(1) "Child Abuse and/or Neglect Reporting Form" as soon as practicable after the initial report, but in no event longer than one calendar day.

1. Request for Assistance in Making Initial Report.

The initial report to the Principal or designee may be made prior to the report to DCYF/law enforcement, but only if:

When receiving a request for assistance in making a report, the Principal or designee receiving the request is without authority to assess whether the report should be made, nor shall he/she attempt in any way to dissuade the person from making the legally mandated report. Once the Principal or designee receives the information, the law would impose a reporting requirement upon both the original reporter and the Principal/designee.

a. the initial report is made for the purpose of seeking assistance in making the mandated report to DCYF/law enforcement, **and**

b. reporting to the Principal or designee will not cause any undue delay (measured in minutes) of the required report to DCYF/law enforcement.

2. Principal or Designee's Action upon Receiving Report or Information of Report.

Upon receiving the report/request from the employee, volunteer or any other person, the Principal or designee shall immediately assure that DCYF/law enforcement is or has been notified, and then notify the Superintendent that such a report to DCYF has been made.

The Principal or designee shall forward the original completed form JLF-F(1) to the Superintendent within twenty-four (24) hours if it is available. If the completed form is not yet available, then the Principal or designee shall forward a written report including the relevant information, such as:

- the identity(ies) of the child(ren) and other persons directly involved in the report (suspected responsible parents or others);
- the identities of siblings or other children in the household of the child(ren) who is the subject of the report;
- information relating to the fact that a report was made to DCYF (e.g. the date, the mode, the person who made the report and **the DCYF report number**); and
- any other information requested by the Superintendent, law enforcement or DCYF.

The Principal or designee will follow that initial report with the completed, original JLF-F(1) as soon as it is available from the original reporter. Such reports shall be maintained permanently in a separate file within the SAU office and not as part of any involved student's file.

3. Personal Notes of Reports.

Each person with knowledge of a report to DCYF (e.g., the original reporter, the Principal, the Superintendent, etc.) is encouraged to create and maintain personal notes reflecting the information they have relative to the nature of the report, as well as information pertaining to the fact of the report (e.g., the date, time, person making, and mode of the report), and the DCYF report number.

4. Additional Reporting Requirements.

Employees/contract providers are also reminded of the requirements to report any act of "theft, destruction, or violence" as defined under RSA 193-D:4, I (a), incidents of "bullying" per Board Policy JICK, and hazing under RSA 671:7. See also Board Policy

GBEAB. A single act may simultaneously constitute abuse, bullying, hazing, and/or an act of theft, destruction or violence.

D. Signage, Notification and District Reporting Form.

The Superintendent is directed to ensure that the Principal or designee of each school shall post a sign within the school that is readily visible to students, in the form provided by the Division for Children, Youth, and Families or available from the Granite State Children's Alliance, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website. Additionally, information pertaining to the requirements of Section A of this policy shall be included in each student handbook or placed on the district's website. Finally, the Superintendent shall ensure that Form JLF-F(1) is readily available to all staff members, either in hard copy form, or through the District's or school websites.

E. Training Required.

The Superintendent shall assure that all District employees, designated volunteers and contracted service providers receive training (in-person or online) upon beginning service with the District, with biennial renewal training thereafter, on the mandatory reporting requirements, this policy, and the materials described in Board policy GBCE and RSA 189:13-a, XII.

References:

RSA 169-C Child Protection Act

RSA 169-C:29-39 Reporting Law

RSA 189:13-a School Employee and Designated School Volunteer Criminal History Records Check

RSA 189:72 Child Abuse or Neglect Information

RSA 193-D:4 Written Report Required (Safe School Zones)

N.H. Code Admin. Rules Ed 306.04(b)(9) Reporting of Suspected Abuse or Neglect

N.H. Code Admin. Rules Ed 510.05(e) Code of Conduct for NH Educators, Duty to Report

Timberlane Regional School District	Policy Code: JIE
Adopted: 07-99 **Reviewed:** 02-24-05 **Revised:** 09-05-24	**Page 1 of 4**

PREGNANT STUDENTS

Policy JIE Pregnant Students was repealed by the School Board on [Date].

~~The Board has adopted this policy to comply with its obligations not to discriminate in its education programs and activities against students based on a student's current, potential, or past pregnancy or related conditions. The Title IX Coordinator is responsible for implementing this procedure, in consultation with the Superintendent, Human Rights Officer, and others as appropriate.~~

~~For the purposes of this policy, pregnancy or related conditions include:~~

- ~~Pregnancy, childbirth, termination of pregnancy, or lactation;~~
- ~~Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or~~
- ~~Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.~~

~~A. Notifications~~

~~When a student or their parent/guardian informs any school district employee of a student's pregnancy or related condition(s), the employee must promptly provide the student or the parent/legal guardian with the Title IX Coordinator's contact information so that the Title IX Coordinator can take any necessary actions to ensure the student's equal access to the school district's education programs and activities. The employee should also notify the Title IX Coordinator of the pregnancy or related condition(s), unless the employee reasonably believes that the Title IX Coordinator has already been notified.~~

~~Once the Title IX Coordinator is informed of a student pregnancy, they shall inform the student (or the parent/legal guardian if they informed the Title IX Coordinator), of the school district's obligations (outlined below) and provide a copy of Board Policy AC.~~

~~B. Reasonable Modifications~~

~~1. Reasonable modifications to the school district's policies, procedures, and practices shall be made to prevent sex discrimination and ensure equal access to education programs and activities, based on the student's individualized needs.~~

~~The Title IX Coordinator will consult with the student regarding any such modifications. Modifications that fundamentally alter the nature of an education program or activity are not considered "reasonable" under Title IX regulations.~~

~~2. The student has the discretion to accept or decline each reasonable modification offered. If a student accepts a modification, the Title IX Coordinator will see that it is implemented.~~

~~3. Reasonable modifications may include, but are not limited to:~~

~~a. Breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions (such as eating, drinking, or using the restroom);~~

~~b. Intermittent absences to attend medical appointments;~~

~~c. Access to online or homebound education;~~

~~d. Change in schedule or course sequence;~~

~~e. Extensions of time for coursework and rescheduling of tests and examinations;~~

~~f. Allowing a student to sit or stand, or carry or keep water nearby;~~

~~g. Counseling;~~

~~h. Changes in physical space or supplies (such as access to a larger desk or a footrest);~~

~~i. Elevator access; and/or~~

~~j. Other reasonable changes in policies, procedures, or practices.~~

~~C. Voluntary Access to Separate and Comparable Portions of Education Programs or Activities~~

~~1. If the school district offers a separate and comparable portion of an education program or activity, the student must voluntarily agree to participate in such program or activity.~~

~~**D. Voluntary Leave of Absence**~~

~~1. The school district shall allow a student to voluntarily be absent from school to cover, at a minimum, the period of time deemed medically necessary by the student's licensed health care provider.~~

~~2. When the student returns to the school district's education programs and activities, they shall be reinstated to the academic status, and to the extent practical, any extracurricular status, that they held prior to the voluntary leave.~~

~~**E. Lactation Space**~~

~~1. The student shall be able to access a lactation space, other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by the student for expressing breast milk or breastfeeding as needed.~~

~~**F. Limits on Requiring Documentation**~~

~~1. The Title IX Coordinator shall not require supporting documentation from the student, except to the extent it is necessary and reasonable to determine the reasonable modifications to make or to determine whether additional specific actions are needed.~~

~~2. Examples of situations where requiring supporting documentation is not necessary and reasonable include, but are not limited to, when the student's need for a specific action under this procedure is obvious, such as when a pregnant student needs a larger uniform or desk, needs break time, etc. Supporting documentation is also not necessary and reasonable if a specific action is available to other students who are not pregnant or have related conditions.~~

~~3. The Title IX Coordinator shall not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in a class, program, or extracurricular activity unless:~~

~~a. The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;~~

~~b. The school district requires such certification of all participating students; and~~

~~c. The information obtained is not used as a basis for discrimination against the student.~~

~~*Legal References:*~~
~~*Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681-1688; 34 C.F.R. § 106.40.*~~
~~*RSA 193:38.*~~
~~*RSA 354-A:27-28.*~~

~~*Cross Reference:*~~
~~*AC – Nondiscrimination/Equal Opportunity and Affirmative Action*~~
~~*ACAA – Harassment of Students*~~
~~*ACAA-R2 – Student Sex Discrimination/Harassment Complaint Procedure*~~

Job Postings

As of 9/9/25

JobId	Category	Position Type	Additional Title	Location	Date Posted	Closing Date	Date Available	For Fiscal Year	Time To Fill	AppCount
High School Teaching										
5136	High School Teaching	Mathematics	High School Mathematics Teacher cc311	Timberlane Regional High School	6/20/2025	Open until filled	8/25/2025	2025-2026	81	7
Instructional Support Staff										
5152	Instructional Support Staff	Academic Tutor	Academic Tutor	Timberlane Regional School District	7/10/2025	Open until filled	8/25/2025	2025-2026	61	5
5146	Instructional Support Staff	Regular education Paraeducator	Regular Education Paraeducator cc1841	Pollard School	6/27/2025	Open until filled	8/25/2025	2025-2026	74	13
5169	Instructional Support Staff	Special education Paraeducator	Special Education Paraeducator cc1666	Sandown North	9/2/2025	Open until filled	9/8/2025	2025-2026	7	0
5165	Instructional Support Staff	Title I Tutor	Title I Tutor cc552	Pollard School	8/25/2025	Open until filled	As soon as possible	2025-2026	15	3
Maintenance/Custodial										
5153	Maintenance/Custodial	Custodian	Part Time Custodian - Second Shift cc991	Atkinson Academy	7/10/2025	Open until filled	As soon as possible	2025-2026	61	8
5123	Maintenance/Custodial	Custodian	Substitute Custodians	Timberlane Regional School District	6/9/2025	Open until filled	8/25/2025	2025-2026	92	3
Middle School Teaching										
5160	Middle School Teaching	Science	Long Term Substitute - 7th Grade Science Teacher	Timberlane Regional Middle School	7/23/2025	Open until filled	10/15/2025	2025-2026	48	6
PAC TECHNOLOGY AND INSTRUCTORS										
5162	PAC TECHNOLOGY AND INSTRUCTORS	Chamber Coaches	Chamber Music Coach	Performing Arts Center	8/1/2025	Open until filled	As soon as possible	2025-2026	39	4
5124	PAC TECHNOLOGY AND INSTRUCTORS	Private Music Instructors	Private Music Instructors	Performing Arts Center	6/9/2025	Open until filled	7/1/2025	2025-2026	92	5
Secretarial/Clerical										
5166	Secretarial/Clerical	Secretary - 12-Months	Part Time Accounts Payable Clerk/Secretary - Facilities cc1567	SAU 106 Timberlane Regional District office	8/25/2025	Open until filled	As soon as possible	2025-2026	15	7
Special Education										
5086	Special Education	Psychologist	School Psychologist cc1708	Timberlane Regional High School	4/11/2025	Open until filled	8/25/2025	2025-2026	151	4
5043	Special Education	Special Education Teacher	Special Education Teacher cc1723	Timberlane Regional High School	12/31/2024	Open until filled	8/25/2025	2025-2026	252	8
5140	Special Education	Special Education Teacher	Special Education Teacher cc286	Danville Elementary	6/23/2025	Open until filled	8/25/2025	2025-2026	78	7
5135	Special Education	Speech and Language Pathologist	Speech and Language Pathologist cc1559	The Learning Center at Sandown Central	6/20/2025	Open until filled	8/25/2025	2025-2026	81	0
Substitute										
5170	Substitute	Substitute Nurse	School Nurse Substitutes 2025 - 2026 School Year	Timberlane Regional School District	9/4/2025	Open until filled	Ongoing	2025-2026	5	2
5122	Substitute	Substitute Teacher	Substitute Teachers, Paraeducators, and LNA 2025-2026 School Year	Timberlane Regional School District	6/9/2025	Open until filled	8/25/2025	2025-2026	92	20