



Thursday, April 2, 2026
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. Student, Staff, Family Share
5. Approval of Minutes
6. Delegates and Individuals
7. Student Representative
8. Current Business
 - a. Realignment to Voted 2027 Budget – ACTION
 - b. School Food Service Pricing Increase Request – ACTION
 - c. Instructional Hour Calendar – ACTION
 - d. Policies – ACTION
 - e. Committee Assignments – INFORMATIONAL
 - f. School Board Goals – INFORMATIONAL
 - g. 2027 Deliberative Session – INFORMATIONAL
 - h. Request for Overexpenditure of Appropriated Funds Pursuant to RSA 32:11 – ACTION
 - i. 2026-2027 General Assurances – ACTION
9. Administrator's Report
10. Personnel Report
 - a. Renomination List – ACTION
11. Committee Reports/Reports of the School Board
12. Other Business
13. Nonpublic Session – if required.

DATE	TIME	LOCATION	TYPE OF MEETING
4/8/26	4:00 PM	SAU Boardroom	Wellness
4/13/26	6:15 PM	SAU Boardroom	Capital Improvement Plan
4/14/26	1:00 PM	SAU Boardroom	Facilities
4/16/26	7:00 PM	SAU Boardroom	School Board
5/6/26	4:00 PM	SAU Boardroom	Curriculum & Assessment
5/7/26	5:00 PM	SAU Boardroom	Policy
5/7/26	7:00 PM	SAU Boardroom	School Board

DRAFT PUBLIC MEETING MINUTES

Note: When feasible, TRSB meetings are videotaped. These meeting minutes reflect only a basic summary of the meeting topics, discussion, and action. The Vimeo recording of this meeting can be viewed at: <https://vimeo.com/trsd>
Materials presented at the board meeting may be viewed at: [School Board Meeting Agenda Materials](#)

Timberlane Regional School Board Meeting Minutes

Organizational Board Meeting
Regular Board Meeting
March 19, 2026
7:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present

Marianne Springer, Shawn O'Neil, Mark Sherwood, Shauna Manthorn,
Katie Knutsen, Don Woodworth, Jack Sapia, Alyssa Kowalczyk, Paul LeCain

Seated at the Board Table

Justin Krieger, Superintendent
Sandra Allaire, Assistant Superintendent
Dr. Chris Martin, Executive Director of Operations and Special Projects
Cameron Stack, Student Representative

Administrators Present:

Kurt Schweiss, Director of Music
Lucy Canotas, Director of Elementary Education
Mark Pedersen, Director of Secondary Education
Maria Watkins, Business Administrator/CFO
Mitch Mencis, TRMS Principal

Mr. Krieger called the Organizational meeting to order at 7:01 pm.

C. ELECTION OF OFFICERS

MOTION: Mr. O'Neil nominates Mr. Sapia as School Board Chair. Seconded by Mr. Woodworth.

MOTION: Mr. Sherwood nominates Mrs. Knutsen as School Board Chair. Seconded by Mrs. Manthorn.

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There was discussion following the two motions. Mr. O'Neil stated Mr. Sapia has been steadfast and has proven himself. He believes it is time for a change. Mr. Sapia explained it is smart business to change the Chair position.

Mr. Sherwood agrees, however, the past few years have seen a lot of turmoil in the District and he has worked as Vice Chair and seen the work done behind the scenes. He would be more than comfortable having Mrs. Knutsen as Chair again.

Mrs. Springer would like to see a new dynamic in the Board and Mr. Sapia would do that.

Vote taken on the nomination for Mr. Sapia as Board Chair. Motion failed: 4-4-1 (LeCain abstained)

Vote taken on the nomination for Mrs. Knutsen as Board Chair. Motion failed: 4-4-1 (LeCain abstained)

Mr. LeCain suggested they vote for the Vice Chair and that might help him decide on the Chair depending who the Vice Chair will be.

MOTION: Mr. LeCain motioned to vote for the Vice Chair. Seconded by Mrs. Manthorn. Motion passed: 8-0-1 (Sherwood abstained)

MOTION: Mr. LeCain nominates Mr. Sherwood as Vice Chair. Seconded by Mrs. Knutsen.

The Board discussed the motion. Mrs. Knutsen stated it has been good to work the Mr. Sherwood and they worked well together. Mr. LeCain believes Mr. Sherwood does a great job. Mrs. Manthorn worked with Mr. Sherwood over the years and has seen the dynamics of his leadership. He is fair and listens with an open mind. Mr. Sapia stated Mr. Sherwood is the anchor of the Board.

Vote on the nomination for Mr. Sherwood as Vice Chair. Motion passed: 7-1-1 (O'Neil opposed, Springer abstained)

Mr. Sherwood presided over the Board. He explained he will take a vote on whether to vote for Mrs. Knutsen or Mr. Sapia as Chair.

Mr. Sherwood called the vote for Chair.

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All those in favor of Mrs. Knutsen as Chair of the School Board. Motion passed: 5-4-0 (Sapia, Woodworth, O'Neil, Springer opposed)

Mrs. Knutsen presided over the Board.

D. APPOINTMENTS

1. District Clerk

MOTION: Mr. Sherwood motioned to nominate Heather Greenfield as District Clerk. Seconded by Mrs. Manthorn. Motion passed: 9-0-0

2. School Board Recording Secretary

MOTION: Mrs. Manthorn motioned to nominate Linda Mahoney as School Board Recording Secretary. Seconded by Mr. Sherwood. Motion passed: 9-0-0

3. School Treasurer

MOTION: Mrs. Manthorn motioned to nominate Kathy Beattie as School Treasurer. Seconded by Mrs. Springer. Motion passed: 9-0-0

4. Assistant School Treasurer

MOTION: Mrs. Kowalczyk motioned to nominate Debra DeSimone as Assistant School Treasurer. Seconded by Mrs. Springer Motion passed: 7-0-2 (Sherwood, Manthorn abstained)

E. BONDING

MOTION: Mrs. Springer motioned to bond School Treasurer and Assistant School Treasurer in accordance with RSA 297:22 and Policy DH. Seconded by Mrs. Manthorn Motion passed: 9-0-0

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F. DESIGNATING BANKS

Mr. Sherwood questioned why they are continuing with TD Bank. Mrs. Watkins explained they have a strong local presence and they work with 80% of the municipalities and school districts in the state.

MOTION: Mrs. Manthorn motioned to designate TD Bank as the School District Bank Depository. Seconded by Mrs. Kowalczyk Motion passed: 9-0-0

G. REVIEW & REAFFIRM POLICIES DFA, EI & PROCEDURE BCA-R

MOTION: Mrs. Manthorn motioned to reaffirm policies DFA and EI. Seconded by Mrs. Kowalczyk Motion passed: 9-0-0

The School Board members signed procedure BCA-R.

H. DESIGNATING SCHOOL BOARD MONTHLY MEETINGS

Mrs. Springer asked if they have to indicate that February 4th is the tentative date for the 2027 Deliberative Session. She wants to bring to the board the feedback she has gathered about the deliberative session and possibly moving it to a Friday night or Saturday.

Mrs. Manthorn stated the Board can change it at any point in time.

MOTION: Mrs. Manthorn motioned to approve the 2026-2027 School Board Calendar. Seconded by Mrs. Kowalczyk. Motion passed: 8-1-0 (Springer opposed)

The Organizational Meeting was adjourned at 7:24 PM.

The Regular Business Meeting opened at 7:24 PM.

A. APPROVAL OF MINUTES

Mrs. Springer asked to include the number of ten students attending the overnight field trip.

MOTION: Mrs. Kowalczyk motioned to approve the public meeting minutes of 3-5-26 as amended. Seconded by Mrs. Manthorn. Motion passed: 7-0-2 (LeCain, O'Neil abstained)

DRAFT PUBLIC MEETING MINUTES

MOTION: Mrs. Manthorn motioned to approve the non-public meeting minutes of 3-5-26. Seconded by Mrs. Kowalczyk Motion passed: 7-0-2 (LeCain, O’Neil abstained)

B. DELEGATES & INDIVIDUALS

Paul Freeman of Danville addressed the Board. He read from a prepared statement and requested that statement be included with the approved meeting minutes. He spoke about the Deliberative Session and referred to the members of the unions who were present as the “green shirts”. He suggests that those who support and voted for the budget, as well as, those who work for the District but don’t live in the district and support this budget to share in the tax burden. He is asking the Superintendent and School Board to set up an account or place where the green shirts and supporters can show their support by matching the tax burden that is being imposed.

John Downing of Sandown addressed the Board. He read from a prepared statement and requested the statement be included with the approved meeting minutes. He received an email from Maria Watkins who mentioned if he has any questions for the auditor who is presenting this evening, to have them ready. He presented a list of questions for the auditor and a copy was provided for Mrs. Watkins. He spoke to the vote on the Board Chair this evening. He would have preferred to have Mr. Sapia as Chair and believes that position should be on a rotating basis.

MOTION: Mr. Sapia motioned to move the last 25 minutes to the end of the meeting. Seconded by Mr. Sherwood. Motion passed: 8-0-1 (O’Neil abstained)

C. STUDENT REPRESENTATIVE

Cameron Stack presented his district-wide report and highlighted events occurring throughout the schools. SATs are coming up on March 26th for juniors. The Project Hope show raised \$18,000 for Timberlane families who have someone in their family with cancer. The Junior Semi-Formal was last Saturday. The Clark Terry Jazz Festival was held. The first day of tryouts for spring sports is March 23rd. This month is Music in our Schools Month. They celebrated Read Across America Week with many guest readers coming into the schools.

D. CURRENT BUSINESS

1. Audit Presentation

Auditor Mike Campo presented the 2025 Annual Financial Report. He is a partner at Plodzik & Sanderson PA. He described his credentials. He provided an overview of how they perform their audit. They follow a certain set of standards and apply audit procedures to the work that is presented in front of them. They do a risk-based approach.

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Mr. O'Neil asked if they provide judgement on purchases. Mr. Campo provided a hypothetical example if the school district purchased a sports car to transport the kids from home to school. He explained they would bring that to the attention of the board and to management and state is this appropriate. There is some level of judgement. Another example would be if they bought a million pencils and in the past they only bought 10,000, they will ask why. He also explained the various types of audits.

Mr. Campo stated the district should carry enough of a surplus. Mr. Sherwood asked what percentage would be appropriate. Mr. Campo stated 10%-15%. He added that 4%-5% would not be enough. He recommends carrying enough that will enable you to cover your expenditures as they come due.

Mr. Campo spoke highly of the management in the SAU. They were able to get the information when they needed it and it was accurate. He let them know they have a good team here.

MOTION: Mrs. Manthorn motioned to move up agenda item #3 with Mr. Schweiss to be next. Seconded by Mr. Sherwood. Motion passed: 9-0-0

2. Commissioning Project and Community Event

Kurt Schweiss, Director of Music and the Performing Arts presented the upcoming collaborated initiatives with the nonprofit, Sing Me a Story. The Timberlane Music Association and the music department has partnered with Sing Me a Story to facilitate a unique cross-curricular project. This initiative bridges musical composition, literacy, and community service by commissioning a professional work of music based on a story written by a local pediatric cancer patient. This project provides students with the rare professional experience of debuting a new commissioned work while also sporting Lucas, a local 6-year old battling neuroblastoma. He further stated in response to the national blood shortage and in honor of Lucas' medical journey, they are hosting a concurrent Red Cross Blood Drive on Wednesday, May 20th.

Mr. Schweiss added there are no additional district funds requested. This performance is free and open to the public.

3. Election Results

Mr. Krieger reviewed the voting results with the Board.

4. Washington DC Overnight Field Trip Request

Mr. Pederson is requesting approval for a proposed TRMS Grade 8 trip to Washington, DC

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during April vacation 2027 for 4 days and 3 nights. The tour is completely organized through EF Tours which the district has used in the past. The cost per student is approximately \$1,349. There will be a school counselor plus one school employed chaperone for every 10 students.

MOTION: Mrs. Manthorn motioned to approve the request for the 2026-2027 8th grade students to attend an overnight field trip to Washington, DC during the April 2027 school break. Seconded by Mr. Woodworth. Motion passed: 9-0-0

5. Elementary Enrollment Update

Mrs. Canotas provided enrollment projections for 26-27. The projections are based on currently enrolled students advanced to the next grade level in their current school/town. This is their baseline. She highlighted two pressure points. One is Grade 1 in Atkinson, and another is Grade 3 at Danville. For next time, she is hoping to have changes in placement based on school choice requests and specialized programming requests that may require a student to move from school to school. These reports will change each time she brings them in.

6. Set Graduation Date

Mr. Krieger provided a copy of the approved calendar. They are targeting Saturday, June 13th as the graduation date.

Mr. O'Neil asked about making Friday, June 12th as the last day of school instead of Tuesday, June 16th and bump up graduation to Saturday, June 6th.

Mrs. Allaire explained they could calculate the instructional hours and more than likely, they would be fine. She is not entirely sure about the impact that could have on the senior activities and all those different schedules. She requested the time to look at that impact at the high school level because there are some things that could have some impacts pertaining to CTE students and alignment with Salem and Pinkerton. We also have contractual obligations and work days for professional staff.

Mrs. Knutsen stated the agenda item is to see if we want to set the graduation date. They can readjust it depending on what Mrs. Allaire comes back with.

MOTION: Mr. Sherwood motioned to have June 13, 2026 as the high school graduation date. Seconded by Mrs. Manthorn Motion passed: 9-0-0

7. Budget to Actual Report

Mrs. Watkins presented the February 2026 Financial Dashboard and FY2026 Cash Flow Report. She stated they are still on track for the \$82.5 million projection for the year.

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Mr. Krieger stated they have had a lot of good feedback from the Board of Selectmen and town managers that we wrote to in terms of cash flow and helping us support that as we move from this fiscal year into the next. Mr. Krieger is impressed with the communication and timeliness from the towns, however, Mrs. Watkins and he still plan to get everyone together in the spring to start thinking about next year's schedule and reopen the conversation about what is going to work for the towns and what is going to work for the district.

8. Policies

Mrs. Knutsen referred the Board to two policies as a First Read. Policy IMAH- Daily Physical Activity. Revisions include the requirement of monitoring and integration by the Wellness Committee. It directly ties into USDA wellness requirements and ED 306/310.

Policy JIC – Student Conduct has been revised to include the requirement under the updated NH Minimum Standards for Public School Approve (the 306 Rules).

MOTION: Mr. Sapia motioned to approve the first read of Policy IMAH: Daily Physical Activity. Seconded by Mrs. Manthorn Motion passed: 9-0-0

MOTION: Mr. Sherwood motioned to approve the first read of Policy JIC: Student Conduct. Seconded by Mrs. Manthorn. Motion passed: 9-0-0

9. Repurposing Middle School Position

Mr. Mencis and Mr. Pedersen presented a request to repurpose the existing Middle School Family and Consumer Science (FACS) teaching position to better align with current student needs and building priorities. Transitioning this position to an In-School /Support Specialist (ISS) would provide a consistent and structured program for students assigned to in-school suspension or alternative disciplinary settings.

They explained recent changes in state law now require specific curriculum components, previously addressed in the FACS program, to be taught as part of required high school coursework. This has reduced the need for a standalone middle school FACS course. They spoke to the benefits of an ISS position. This change would support administrators, reduce classroom disruption, and provide students with a structured opportunity to reflect, remain academically engaged, and successfully transition back to the classroom environment.

Currently, if they choose to in-school suspend a student, we do our best to check on them, but it's not the same as someone who can check in with their school counselor, check on a teacher to make sure they are making the best use of this time to keep them on the right track or keep up with their academics while they are paying the consequence that they deserve. The ISS

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Specialist would oversee the in-school suspension program, ensure students complete academic work while also addressing behavioral reflection and skill development.

MOTION: Mr. Sherwood motioned to approve repurposing the Middle School Family and Consumer Sciences position to an In-School Support Specialist position. Seconded by Mrs. Manthorn Motion passed: 9-0-0

10. Facilities Budget Transfer Request

Dr. Martin is requesting a budget transfer from three accounts to the Electric District account. She is requesting the transfer of \$50,000 from Maintenance & Repairs, \$20,000 from Grounds Supplies, and \$30,000 from Fuel Oil District line for a total of \$100,000 into the Electric District account.

MOTION: Mr. Sherwood motioned to approve the budget transfer request from the accounts specified in the Budget Transfer Request Executive Summary dated March 19, 2026 in the amount totaling \$100,000. Seconded by Mrs. Springer Motion passed: 9-0-0

ADMINISTRATOR REPORT

Mrs. Allaire explained through a lot of their review of data, they have identified math as an area of priority and have set some targeted action steps to engage our staff in reviewing our curricula and having honest conversations connected to research around effective instructional practices. They brought together representatives of all grade levels and all schools, and teachers to work with our curriculum team. She will continue to update the Board.

Mr. Krieger spoke to their current efforts to align to the voted fiscal 2027 budget. They had made a proposal of \$92 million and through the budget committee and the will of the voters, we are around \$88 million. We have been in the process of identifying those areas of reductions that total about \$4 million. I believe we are going to be able to make it work and will be coming back on April 2nd with the specifics of that plan.

Mr. Krieger is going to start extending invitations to the town boards to host him in the springtime to be able to close the year with them. He would love to hear input from the Board as to what they think they can present as a school district. They will be meeting with the budget committee next week for their reorganizational meeting.

Mr. Krieger discussed Open Enrollment and the “what ifs”. Nothing has happened statewide, but he had asked the team to calculate the cost or the impact to revenue for the district if students were to depart from the district. Some scenarios were discussed. This involves just public schools.

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Dr. Martin explained she is looking to hear from the Board regarding the envelope of the high school which is part of the lease project. The Facilities Committee met on March 11th to discuss the existing conditions. She provided minutes from that meeting. She is looking for a nod from the Board to either go with the 30-year route or the 40-year route which is the right way to do it. She is just looking for direction. They do not have dollar figures yet and nothing is being approved yet, just the direction the Board wishes them to go. The consensus was to do it the right way and go the 40-year route. She will get the information and bring it back to the Board. The only thing they are looking at is the differential and pricing on removing the exterior drywall and putting the right sheathing on the outside. Also the gauges of aluminum. The Facilities Committee meets again on April 14th. This will be an agenda item.

G. Personnel Report

MOTION: Mrs. Manthorn motioned to approve the professional resignation of Megan Adams, School Nurse, TLC. Seconded by Mrs. Kowalczyk Motion passed: 9-0-0

MOTION: Mrs. Manthorn motioned to approve the professional retirement of Christine Paradis, Social Studies Teacher, TRMS and thanked her for her service. Seconded by Mrs. Kowalczyk Motion passed: 9-0-0

COMMITTEE REPORTS

Mr. Sapia said Facilities was already covered but he wanted to extend his gratitude and appreciation to Brie Woodworth for her three years of dedication to the district.

Mrs. Manthorn will be traveling this weekend to Southern New Hampshire University to see the high school e-sports team play in the State Tournament.

Mrs. Kowalczyk acknowledged the staff at Pollard. Today marked the last day of their 10-week Spanish Club. She is hoping they can bring more opportunities like that to the students.

Mrs. Springer asked to make a motion.

Mrs. Springer motioned to place the discussion of the deliberative session, session logistics and procedures on the next agenda. Seconded by Mrs. Kowalczyk. Motion passed: 9-0-0

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Mr. O'Neil talked about how to make the process of requesting Right-To-Know information more streamline and he has some ideas on how to make that a little bit more efficient. He would like to get that on the agenda at some point for discussion and to see if they can have Mr. Henderson attend because it would involve him as well.

DELEGATES AND INDIVIDUALS (cont'd)

Mr. Sherwood from Sandown addressed the Board members. He wanted to address the other delegate who spoke earlier. He wanted to explain the appearance that the school board is supporting the green shirts and contracts. When they go in the unions as negotiating teams, individuals from the school board negotiate with the unions and they have a pretty clear understanding from the rest of the board as to what their high watermark is and what it is that we want to attain and what is it that we're willing to give. There is a lot of give and take and we continuously update the board as to how the negotiations are going and try to form a consensus as to what is appropriate for our district. This is not a rubber stamp and if the general public sees us all being supportive of a particular contract, it is because it is a contract we agreed upon as a board.

OTHER BUSINESS

There was no further public business.

MOTION: Mrs. Manthorn motioned to enter non-public under RSA 91-A:3, Paragraph II (C) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Seconded by Mrs. Kowalczyk Motion passed 9-0-0

The Board was polled:

D. Woodworth – yes Springer – yes Sapia - yes Manthorn - yes O'Neil – yes Knutsen – yes Kowalczyk – yes Sherwood – yes LeCain - yes

The Board entered non-public session at 10:03 PM.

The Board returned to public session at 10:54 PM to seal the minutes and adjourn.

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**MOTION: Mrs. Manthorn motioned to seal the non-public minutes of 3/19/26.
Seconded by Mr. Sherwood Motion passed: 9-0-0**

The meeting was adjourned at 10:54 PM.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on

Attachment #1

Attachment #2

I had the pleasure of experiencing my second TRSD Deliberative on Feb. 5th 2026. I'm not going to get weeds, but lets just say it was interesting to see how the Chair and Vice chair of the school board supported and contributed to the Green shirts agenda AKA the Unions. I'd like to congratulate the Green shirts and followers you had the numbers and got what you wanted out of the tax payers. On that note I'd like to see if School Board, Green shirts and supporters really believe in the budget you just shoved up the tax payers buttoholes. This tax system is basically a shared tax burden .On that note I believe there is no Law that prevents anybody from paying more in taxes! So am asking the Superintendent and the School Board to set up an account or place where the Green shirts and supporters can show there support for there proposed budget. Lets call it the TRSD TAX BURDEN SUPPORT FUND The tax burden for

Danville will be \$4.11 per \$1000

Sandown will be \$2.97 per \$1000

Plaistow will be \$1.94 per \$1000

Atkinson will be \$1.75 per \$1000

THIS IS NOT INCLUDING WARRENTS *that have been voted on* ~~TO BE VOTED ON !!~~

I am suggesting that those of you who support and vote for this budget SUPPORT IT !! Danville has the biggest tax burden so if you really believe and support this budget step up and match the tax burden you are imposing. I am also calling on all the people who work for the District but don't live in the district and support this budget to share the tax burden also ! I will be contacting the SAU106 On a regular basis to see If you Green shirts and supporters really believe in your Budget As the saying goes PUT UP OR SHUT UP !! The tax payers of this District will be waiting to see , NOT INTERESTED IN ANY EXCUSES !!

Submitted by Paul Freeman on 3/19/26

Attachment #1

Statement to TRSD School Board 3/19/26 To be submitted for record in the official accepted meeting minutes.

Respectfully submitted by:

John Downing

17 Phillipswood Road

Sandown NH 03873

SAU,

I was made aware of the annual audit being presented this evening via email from Maria Watkins. I was asked if I had any questions to be asked directly to the auditor to please have them ready. Please see below.

- When preparing the annual audit each FY, the CFO submits a document to the state of NH with an expected completion date. Typically the date stated on the document is the end of December. At this time the prior FY has passed by 5 months. Can you please answer the following:
 1. How long does an audit take typ to complete?
 2. Does a rough draft get sent to the SAU typ?
 3. In FY26, when was the final draft sent to the TRSD SAU?
 4. The dates shown on the (posted today 3/19) Annual audit, state completed on March 3rd 2026. Was the completed audit sent to the TRSD SAU on March 3rd?
 5. The annual local voting day this year was March 10th. Is it possible to have the Annual audit completed and distributed before voting day each year? Was an effort made to be completed before elections?
 6. Would you agree having an annual audit would be most helpful being distributed months before an election instead of a week after the vote for a NEW budget?
- In the annual audit for FY24, your firm noted corrections that needed to be made. One of those corrections was a prepaid payment to Healthtrust for the amount of \$1,109,000.
 1. While this may not be that uncommon to prepay an item, should this be encumbered in a SB meeting and voted upon?

Attachment #2

Statement to TRSD School Board 3/19/26 To be submitted for record in the official accepted meeting minutes.

2. After being listed as a correction to be made, should those monies have been returned to the taxpayers in the form of a credit for the FY24 in addition to the 19+ million surplus?
- Looking at the trial balance by fund the payment in question can be followed being transferred and moved to “non spendable fund balance” (inventory prepaid). On July 1st 2024 this amount was transferred to “unassigned fund balance” on July 1st 2025 the amount was transferred to “non spendable fund balance” inventory prepaid. Then on the same day the same money was transferred to the unassigned fund balance.
 1. Are funds from one year allowed to be used in another year without a vote to encumber those monies?
 2. Are funds allowed to be moved from one account to another to be allowed to be moved to another fiscal year?
 3. The account being utilized “non spendable fund balance” (inventory prepaid) is rarely used. When looking at the state level the TRSD SAU was the ONLY district to use this code. This was evident looking at the state combined district MS-27.
- Your firm clearly states that your purpose is to audit the controls put into place by the TRSD policy and State/federal regulations. You also state you are not auditing expenditures made by the TRSD SAU but you are verifying the method in which the purchases are made.
 1. Can you please explain in laymans terms what the statement above means to the taxpayers? The majority of taxpayers believe your firm looks at all purchases and if you issue a report with no findings that everything is being spent responsibly.
 2. Can you expand on #1 above and explain that your firm does not judge any purchases for needs or wants?

I look forward to your response after your presentation tonight.

Regards,
John Downing
17 Phillipswood road
Sandown NH
j.downing@maiurielelectric.com

Attachment #2



EXECUTIVE SUMMARY - FY27 Voted Budget Realignment

April 2, 2026

Overview

In March, District voters approved a budget that required a **\$3,859,025.91** reduction from the initial proposed budget of roughly \$92M. The FY27 voted budget, including all voter approved warrant articles, is **\$89,917,537**. Since that time, District administration has worked collaboratively with members of the school board to discuss and identify these reductions so that the District may organize itself in the most effective manner possible to serve students in FY27. The colored key below will assist in understanding the similarities and differences when comparing recommendations from the Budget Committee.

Area <u>Carried</u> from Budget Committee > School Board	Area <u>Not Carried</u> from Budget Committee > School Board	New Area
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What items of reduction were identified by the Budget Committee?

The Budget Committee discussed 21 individual items and took action on 12 of these items. Below is a table of their voted reductions with estimated cost savings. In total, the Budget Committee recommended eliminating 25 positions; 21 required a reduction in force.

Transportation (\$200K)	Administrator: 1 RIF (\$150K)	Admin Assistant: 1 RIF (\$55K)	Regular Ed. Para: 10 RIF (\$228K)
Phase IV Lease (\$900K)	Capital (\$1.3M)	Interventionist: 1 RIF (\$84K)	Unified Arts: 1 RIF (\$90K)
Tech Specialist: 2 RIF (\$130K)	Special Ed. Facilitator: 2 RIF (\$196K)	Open and Vacant TTA: 4 RIF (\$355K)	K-5 Teachers: 3 RIF (\$270K)

What items of reduction are ultimately being recommended to the School Board?

District administration and school board representation reviewed the recommendations from the budget committee, assessed student enrollment, and considered ongoing short and long term priorities. As a result, realignment to the FY27 voted budget prioritized personnel. To this end, below is a table outlining recommended reductions and exact cost savings. In total, the recommendation eliminates 13 positions; 9 require a reduction in force.



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

Transportation (\$194,979.60)	Middle School AP: 1 RIF (\$137,267.18)	Stipends (\$42,599.65)	Red Ed. Para (Library): 6 RIF (\$228,693.88)
Phase IV Lease (\$900,049.91)	Capital (\$1,250,468.76)		
Tech Specialist - 1 RIF (\$72,147.21)	Principals and Directors (\$639,520.90)	Open and Vacant TTA: 3 RIF (\$266,607.87)	K-5 Teachers: 2 RIF (\$126,690.95)

What actions are required of the school board based on these recommendations?

The following motions are suggested should the school board wish to implement the aforementioned recommendations:

1. Motion to “eliminate 1 technology specialist position effective June 30, 2026, in order to meet the FY27 voted budget approved by voters.”
2. Motion to “eliminate 1 assistant principal position at the middle school effective June 30, 2026, in order to meet the FY27 voted budget approved by voters.”
3. Motion to “eliminate 2 open and vacant teaching positions effective June 30, 2026, in order to meet the FY27 voted budget approved by voters.”
4. Motion to “eliminate 6 regular education paraeducator (library assistant) positions effective June 30, 2026, in order to meet the FY27 voted budget approved by voters.”
5. Motion to “eliminate 2 elementary teaching positions effective June 30, 2026, in order to adjust to elementary projected student enrollment and meet the FY27 voted budget approved by voters.”
6. Motion to “approve the recommended reductions to transportation, Phase IV of the Lease, and the Principals and Director itemized cuts to schools and departments in order to meet the FY27 voted budget approved by voters.”

What further action can the school board take?

Considering the impact of the reduction in force at the middle school with respect to the assistant principal position, District administration is recommending a further action of the school board. At a recent meeting, the school board approved repurposing a unified arts teaching position to an in-school support specialist position effective next school year. In order to build upon the adjustment of current, budgeted resources, District administration recommends repurposing a current TTA Open and Vacant Position (cc 1105) to a Special Education Facilitator position at the middle school effective July 1, 2026.

Respectfully Submitted,

Justin Krieger

Superintendent of Schools



EXECUTIVE SUMMARY

April 2, 2026

School Food Service Pricing Increase Request

Annually, School Districts review their school breakfast and lunch pricing. Timberlane has been able to keep its meal pricing reasonable for the families of students in our District.

In order to generate enough revenue to offset the rising cost of our Food Service Program, District Administration is requesting the following meal price increases for the 2026-2027 School Year.

A listing of proposed meal prices is below, along with some history of previous pricing.

	Proposed		
	2026-2027	2025-2026	2024-2025
Breakfast			
Elementary School	\$1.90	\$1.70	\$1.60
Middle School	\$2.15	\$1.95	\$1.85
High School	\$2.15	\$1.95	\$1.85
Adult	\$3.00	\$2.50	\$2.35

Lunch			
Elementary School	\$3.55	\$3.30	\$3.20
Middle School	\$4.05	\$3.80	\$3.70
High School	\$4.30	\$4.05	\$3.95
Adult	\$6.00	\$5.00	\$4.35
Milk	\$0.80	\$0.70	\$0.60

Y:\Finance\TRSD\Food Service\TRSD Meal Prices

Respectfully Submitted By:

Maria Watkins, CFO/Business Administrator

Executive Summary

2025-2026 School Calendar: Hourly Calculations for the Final Day of School

State Requirements

To ensure district compliance with RSA 189:1, RSA 189:24, and Ed 306.18, the following statutory mandates govern the 2025–2026 school calendar. The district must maintain a minimum of 180 days or the equivalent hourly totals below:

Minimum Annual Instructional Hours

- Kindergarten (Half-Day): 450 hours
- Elementary Schools: 945 hours
- Middle & High Schools: 990 hours

Calculation Parameters & Rules

The following legal requirements apply when determining hourly totals:

- **Included Time:**
 - **Recess:** Elementary schools may count up to 30 minutes per day for K–6.
 - **Advisory:** Middle and High School advisory periods are counted as instructional time.
- **Excluded Time:**
 - Lunch, homeroom, passing periods, and breaks shall not be counted.
- **Daily Limits:** Individual daily student instructional time shall not exceed:
 - Elementary: 5.75 hours or
 - Middle/High: 6 hours
- **Senior Exception:** The high school senior year may be reduced by no more than 5 days or 30 hours, whichever is less.

Mandatory Contingency Buffers

The calendar must maintain **60 additional hours** beyond the minimums to account for:

- **Emergency/Weather:** At least 30 hours must be reserved for rescheduling lost time.
- **Professional/District Operations:** The remaining hours are allocated for staff development and parent-teacher conferences.

2025-2026 TRSD School-Day Calendar

180 Day Calendar

The current TRSD 180-Day School Calendar was impacted and shortened to a total of 178 instructional days due to two traditional snow days (12/2/25 and 3/6/26). Should the board decide to maintain a 180-day calendar, this would mean the addition of 2 school days, with a projected final day of school on Thursday, June 18, 2026.

Hourly Calendar

The hourly calculations of the 25-26 TRSD calendar, at both the elementary and secondary levels, are broken down in the following manner at the elementary and secondary levels:

- Elementary:
 - 176 days for ½ day-K
 - 168 full school days for full-day K-5,

- 7 district-wide early release (ER) days,
- 1 additional ER Day per elementary school for ALICE training,
- 2 two-hour delayed openings (1/7/26 and 1/27/26)
- Secondary:
 - 169 full school days,
 - 7 district-wide early release (ER) days,
 - 2 two-hour delayed openings (1/7/26 and 1/27/26)

The calendar also includes five Professional Development (PD) Days, which are non-instructional days for students. One of these days (1/26/26) was cancelled due to snow. This does not impact student instructional days.

Hourly Calculations - Overview

The table below includes an hourly calendar, differentiated by level, in accordance with the DOE formula for the calculation of school hours per day. The daily schedules at each level, when adjusted for included and excluded time, exceed the daily maximum limits. All calculations below are based on these daily maximum limits on hours per level.

School Level	Number of Full Days (Aug. 28- June 17)	Hours per day	Total Full Day Hours	Early Release Hours (4 hrs./day)	Total Hours	Minus 4 Hrs. (Delayed Starts)	Minimum Hours Required	Hours Over Minimum Requirement / Equivalent in Days
½ day K	176	2.75	484	0	484	N/A	450	34 hours / 12.36 days
Elementary- FD K-5	168	5.75	966	32	998	994	945	49 hours / 8.52 days
Middle / High	169	6	1,014	28	1,042	1038	990	48 hours / 8 days

180-Day Calendar vs. an Hourly Calendar - Considerations

Consideration 1: Legislative Requirements: HB 1661 & Regional Alignment

All proposed calendars must comply with New Hampshire House Bill 1661, effective July 1, 2022. The law requires sending districts to align calendars with regional Career and Technical Education (CTE) centers, allowing no more than 10 non-aligned instructional days between Labor Day and the end of the school year.

Accordingly, Timberlane, Pelham, and Windham must align with both Salem and Pinkerton CTE centers. Salem, Pinkerton, and Windham School Districts have adjusted and added days to their calendars to account for lost snow days. The Pelham School District has not yet made any adjustments to their calendar. The table on the following page identifies current and potential conflicts with Salem and Pinkerton that impact Timberlane CTE students. While all options for the final day of school fall under the legal threshold for non-aligned instructional days, each and every conflict presents challenges for Timberlane CTE students who miss valuable instructional time in their CTE programs.

	Regional CTE Calendar Alignment *The Pelham School District has not yet voted on updates to their final day of school					
District / Dates	Timberlane	Pinkerton	Salem	Windham	Pelham	Post Labor Day Conflicts
1st Day of School	8/27	8/27	8/27	8/27	8/26	N/A
Labor Day Extended	8/29	8/29	School Day	School Day	8/29	N/A
Early Release Days	9/24 9/29 (SN/TLC) 9/30 (AA) 10/1 (PS) 10/2 (DS) 10/22 12/10 2/11 4/1 5/13 6/16	9/24 - - - - 10/22 12/10 2/11 4/1 5/13 6/12	9/24 - - - - 10/22 12/10 2/11 4/1 5/13 -	- - - - - 10/22 12/10 2/11 - 5/13 6/12	9/24 - - - - 10/22 12/10 2/11 4/1 5/13	1 – Pinkerton 1 – Salem
PD Days	8/25 8/26 11/10 1/26 (*Cancelled) 3/10	8/25 8/26 11/10 1/26 (*Cancelled) 3/10	8/21 8/22 8/25 8/26 11/10 1/26 (*Cancelled) -	8/25 8/26 11/4 - 3/10	8/19 8/20 8/21 11/4 11/26 3/10	1 - Salem
Traditional Snow Days	12/2 3/6	12/2	12/2 3/6	12/2 1/26 3/6	12/2 1/26 3/6	1-Pinkerton
Graduation	6/13	6/12	6/12	6/12	?	N/A
Current Last Day of School	Tuesday, 6/16 (with no added make-up days)	Wednesday, 6/17 (adjusted for 1 snow day)	Tuesday, 6/16 (adjusted for 2 snow days)	Wednesday, 6/17 (adjusted for 3 snow days)	Tuesday, 6/17 (tentative: adjusted for 3 snow days)	1 – Pinkerton
Add 2 days to TRSD last day	Thursday, 6/18	6/17	6/16	6/17	6/17	1 – Pinkerton 2 - Salem
Revert to hours and end 2 days early (proposal from 3/19 SB meeting)	Friday, 6/12	6/17	6/16	6/17	6/17	3 – Pinkerton 2 - Salem

Total Post-Labor Day Conflicts		
TRSD Final Day: 6/16 (no additional days)	TRSD Final Day: 6/18 (2 make-up days)	TRSD Final Day: 6/12 (no additional days and end 2 days earlier)
Pinkerton - 3 Salem - 2	Pinkerton - 3 Salem - 4	Pinkerton - 5 Salem - 4

Consideration 2: Impact to Required Professional Work Days

The 2026–2027 calendar directly affects contractual work-day requirements for TTA and TSSU members. Because staff must complete a fixed number of professional days regardless of the student end date, any extension of the school year shifts these professional days later into June. Historically, the efficacy and relevance of professional development diminish once students have left for the year. Furthermore, current year-end spending freezes limit our ability to fund high-impact, external training during these final days, making the timing of the board’s vote on the last day of school critical for both staff morale and operational efficiency.

The table below identifies this potential impact on contractual requirements regarding work days for these two bargaining units.

Contractual Work Days	TTA: 187 (188 new staff)	TSSU: 183
Flex Days	2	N/A
Professional Development Days	4: 8/21 (new staff only), 8/25, 8/26, 11/10, 1/26 (*cancelled), 3/10	3: 8/25, 8/26, 3/10
Instructional Days with Students	Last day of 6/16 = 178 Last day of 6/18 = 180 Last day of 6/12 = 176	Last day of 6/16 = 178 Last day of 6/18 = 180 Last day of 6/12 = 176
Totals	6/16 = 184 (3 make-up days required) 6/18 = 186 (1 make-up day required) 6/12 = 182 (5 make-up days required)	6/16 = 181 (2 make-up days required) 6/18 = 183 (0 make-up days required) 6/12 = 179 (4 make-up days required)

Consideration 3: Instructional Time and Student Learning

As the Board continues its focus on increasing student proficiency and learning outcomes, it is important to consider the relationship between cumulative instructional time and achievement outcomes. Shortening the academic calendar or opting not to recover lost instructional days may reduce core academic learning opportunities connected to grade level curricula and competencies, time for academic reinforcement ahead of an extended summer break, and targeted intervention. Teaching and learning in the Timberlane district do not halt in June. We recommend that the board consider the potential impact of a reduced calendar on student learning opportunities.

Respectfully Submitted By:

Sandra Allaire
Assistant Superintendent



TRSD POLICY COMMITTEE'S RECOMMENDATIONS TO THE SCHOOL BOARD

April 2, 2026

Second Read/Adoption

Policy	Changes/Recommendations
IMAH - Daily Physical Activity	<i>No changes since first read.</i> Revisions include the requirement of monitoring and integration by the Wellness Committee. Directly ties into USDA wellness requirements and Ed 306/310.
JIC - Student Conduct	<i>No changes since first read.</i> Revisions include the requirement under the updated N.H. Minimum Standards for Public School Approval (the '306 Rules') that the policy on discipline and conduct be available in an ADA-compliant format and that the District provide a 'verbal option' when necessary.

Timberlane Regional School Board	Policy Code: IMAH
Adopted: 11-01-07 Revised: 01-03-19	Page 1 of 2

DAILY PHYSICAL ACTIVITY

The Board recognizes that developmentally appropriate daily physical activity, exercise and physical education are ways to minimize health risks created by chronic inactivity, childhood obesity, and other related health problems. The Board recommends that students and staff participate in developmentally appropriate physical activity and exercise for at least 30 to 60 minutes each day as a way to minimize these health risks. The Board recommends the following practices:

- 1) Encourage parents/guardians to support their children's participation in enjoyable physical activities, and recognize that parents/guardians act as role models for active lifestyles;
- 2) Support special programs such as student and staff walking programs, family fitness events, and events that emphasize life-long physical activity;
- 3) Integrate health and physical activity across the school curriculum;
- 4) Encourage student-initiated activities that promote inclusive physical activity on a school-wide basis;
- 5) Commit adequate resources that include program funding, personnel, safe equipment, and facilities;
- 6) Provide professional development opportunities for all school staff that will assist them to effectively promote enjoyable and lifelong physical activity among youth, and that will assist school staff to recognize their influence as role models for active lifestyles;
- 7) Establish relationships with community recreation and youth sports programs and agencies to coordinate and complement physical activity programs;
- 8) Encourage physical activity recess periods; and
- 9) Institute a tracking and evaluation method to ensure that all students are engaging in developmentally appropriate daily physical activity.

The District's Wellness Committee (formed pursuant to Board policy JLCF – Wellness) is charged with monitoring the implementation of this policy. At least as frequently as the Triennial Assessment required under Section II.C of JLCF, the Wellness Committee will report to the Superintendent with recommendations for how to advance the objectives stated above. The Superintendent will review the recommendations and report the same to the Board.

Legal References:

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~~Ed 306.04(a)(17), Daily Physical Activity~~

~~Ed 306.04(l), Daily Physical Activity~~

Ed 310, Daily Physical Activity

Ed 306.04(b)(23) Meeting the Special Physical Health Needs of Students

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STUDENT CONDUCT

~~Related Policies: JICD, JICK~~

A. General Policy.

The School Board is committed to promoting a safe, healthy, orderly and supportive school and learning environment. To achieve that for all, it is important for students to conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration other students, District personnel and other members of the community. Students are expected and required to maintain appropriate behavior that allows teachers and staff to perform their professional duties effectively and without disruption while on School District property or on property within the jurisdiction of the School District (including vehicles); and/or while attending or engaged in school activities.

Expectations for student conduct and standards of behavior shall be communicated through written Board policies, as well as District and/or school rules. Those policies and rules should be included in a Code of Conduct for each school.

Student conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, or visitors, and/or violates the Code of Conduct or classroom rules is prohibited. Response to violations of the Code of Conduct, however, should be designed to maximize student academic, emotional and social success, while at the same time assuring safety of all students, staff and school visitors. With this objective, the Board endorses adoption of a Multi-Tiered System of Support for Behavioral Health and Wellness (“MTSS-~~B~~”) as the framework for the Code of Conduct. District personnel who interact with students are expected to utilize progressive disciplinary measures, and to place emphasis on educating students so they may grow in self-discipline. Suspensions and expulsions shall be administered consistent with the applicable Code of Conduct and Board policy JICD.

B. Student Code of Conduct

The School Board delegates to the Superintendent, in consultation with the appropriate building Principal and counselors, the responsibility of adopting and implementing a [Student Code of Conduct] with such age-appropriate rules and regulations for each school as he/she deems necessary to implement the objectives of this policy, and reflects the three-tiered support prevention of framework of MTSS-~~B~~: school-wide approaches; targeted supports for at-risk students; and individualized services for highest-needs students.

The Code of Conduct for each school shall be submitted to the School Board for review [

Timberlane Regional School District	Policy Code: JIC
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~~delete footnote~~ each year, either separately or with the applicable student handbook. Consistent with the Board's statutory authority, and other Board policies regarding review of administrative rules, regulations and procedures, the School Board retains the authority to modify, supersede, or suspend any provision of the Code of Conduct.

The Code of Conduct shall include:

1. A graduated and age-appropriate system of supports and intervention strategies, such as:
 - parent conferences,
 - counseling,
 - peer mediation,
 - instruction in conflict resolution and anger management,
 - parent counseling and training,
 - community service, and
 - rearranging class schedules.
2. Graduated and age-appropriate disciplinary consequences such as:
 - restriction from extra-curricular activities,
 - temporary (same day) removal from class or activity,
 - detention,
 - temporary reassignment/in-school suspension,
 - out-of-school suspension, and
 - expulsion.
3. Provisions describing how and when short term suspensions of up to 5 days, short term suspensions up to 10 days, long term suspensions up to 20 days, and/or expulsion should be imposed. These standards shall make reference to and reflect:
 - the nature and degree of disruption caused to the school environment;
 - the threat to the health and safety of pupils and school personnel, volunteers or visitors;
 - whether the conduct or behavior is isolated or repeated.
 - all temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions and expulsions shall comport with applicable laws, regulations and

Timberlane Regional School District	Policy Code: JIC
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Board policy JICD.

4. Information regarding RSA 193:13, 193-D, this policy, Board policy ~~{**}~~JICD, and other Board policies or District/school rules regulating student conduct on and off-campus. ~~Except where the complete text of a statute, regulation or policy is required, the Code of Conduct should include age-appropriate language. E.g., summaries for elementary grade levels.~~

C. Implementation and Notice.

The Superintendent shall assure that the Code of Conduct, complete with the information set out in section B.4, above, shall be printed in full in each student handbook, made available to parents at the beginning of the school year, publicly available on the school, District and, if different, /or the SAU district websites ~~[or in some other manner to assure parental notification if neither the school district nor SAU maintain a website].~~ The online publications of the Code(s) of Conduct shall be ADA compliant. Additionally, Building Principals shall ensure that verbal recitation of the applicable Code of Conduct is available as needed.

Except where the complete text of a statute, regulation or policy is required, the Code of Conduct should include age-appropriate language, e.g. summaries for elementary grade levels.

Additionally, Building Principal(s) shall assure student awareness of the Code of Conduct and other District policies and building rules through print, postings and periodic announcements.

The Superintendent should also designate personnel to explore the availability of and pursue any State or Federal grants, technical assistance and professional development opportunities available to facilitate implementation of MTSS-B per RSA 135-F:5, I(c) and (d).

D. Parental Notification of Simple Assaults.

Pursuant to RSA 193-D:4, I (b), the Superintendent is directed to adopt and implement procedures requiring parents/guardians of each student involved in a simple assault (victim and perpetrator) occurring during the school day, when such assault causes: any form of bodily injury, including bruising or discoloration, or would otherwise constitute a disciplinable offense under the Code of Conduct. For purposes of this policy, "simple assault" shall have the same meaning as that provided in RSA 631:2-a (a simple assault occurs when one purposefully or knowingly causes bodily injury or unprivileged physical contact to another; or recklessly causes bodily injury to another or negligently causes bodily injury to another by means of a deadly weapon).

E. Disciplinary Removal of Students with Disabilities.

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws.

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Accordingly, any class or activity removal, suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

~~*EFFECTIVE JULY 1, 2021~~

Legal References:

RSA 135-F:5, System of Care for Children/Duties of Commissioner of Dept. of Education

RSA 193:13, Suspension and Expulsion of Pupils

RSA 193-D:4, Written Report Required ([Safe School Zones](#))

RSA 631:2-a, Simple Assault

NH Code of Administrative Rules, Section Ed. 306.04(~~fb~~)(~~43~~)(~~e~~), Student Discipline

~~NH Code of Administrative Rules, Section Ed. 306.04(g), Suspension & Expulsion~~

NH Code of Administrative Rules, Section Ed. 306.06, Culture and Climate

NH Code of Administrative Rules, Section Ed. 317.04(~~b~~), [Suspension and Expulsion of Pupils Assuring Due Process](#) Disciplinary Procedures

[NH Code of Administrative Rules, Section Ed. 317 Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Assuring Due Process](#)

Appendix: JICD – R

Timberlane Regional School Board Committee Assignments 2026-27

Budget Committee	CIP Committee	Curriculum & Assessment Committee
Katie Knutsen	Jack Sapia X	Shauna Manthorn Marianne Springer Don Woodworth
Facilities Committee	Policy Committee	Safety Committee
Paul LeCain Jack Sapia Mark Sherwood	Alyssa Kowalczyk Paul LeCain Don Woodworth	Katie Knutsen Mark Sherwood
Strategic Planning Committee	TAU Negotiations	TTA Negotiations
Current Strategic Plan 2023-2028	At this time, undetermined if there will be a need.	X X
Wellness Committee		
Shauna Manthorn X		

Timberlane Regional School Board Goals Academic Year 2025-2026

Learning

1. Further enhance personalized learning through STEAM, SEL, vocational, dual enrollment, non-traditional and extended learning opportunities through policy and budgetary development and implementation as reported by Administration
2. Approve professional development opportunities that align with enhancing personalized learning for all students of the TRSD
3. Monitor the alignment of district wide instruction, assessment and reporting to build consistency across the district related to personalized student learning
4. Use a comparison group of NH school districts to evaluate recent state proficiency data and establish goals for the AY 26-27

Personnel

1. Evaluate the performance of the SAU including staffing, operation and organization
2. Ensure the implementation of an organizational chart with succession plan utilizing job descriptions-which include the qualities of being evaluated annually per school year

Community, Connection and Communication

1. Explore alternative methods of district efficacy outcome measures including but not limited to strategic planning
2. Invite and engage the students, staff, and community during School Board Meetings as they present accomplishments and achievements as well as experiences, cultures and perspectives
1. Increase engagement with stakeholders, students, staff and community including but not limited to regular sub committee work updates at School Board Meetings to improve communication and responsiveness to queries.
2. Develop opportunities for parents, students, staff and stakeholders, and community to engage in activities to support mental health/wellness and learning.

Facilities and Learning Environments

1. Adopt and monitor current budget while identifying concerns/gaps that impact student learning environments to be addressed through the budgetary planning process
2. Ensure the District Wide Maintenance Schedule reports both short term and long term projects to be done in alignment with the Facilities Master Plan, Strategic Plan, and Capital Improvement Plan and are addressed through the budgetary process

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 40

GOVERNMENT OF TOWN MEETING

Optional Form of Meeting-Official Ballot Referenda

Section 40:13

40:13 Use of Official Ballot. –

I. Notwithstanding RSA 39:3-d, RSA 40:4-e, or any other provision of law, any local political subdivision as defined in RSA 40:12 which has adopted this subdivision shall utilize the official ballot for voting on all issues before the voters.

II. The warrant for any annual meeting shall prescribe the place, day and hour for each of 2 separate sessions of the meeting, and notice shall be given as otherwise provided in this section. Final budgets and ballot questions shall be printed in the annual report made available to the legislative body at least one week before the date of the second session of the annual meeting.

II-a. Notwithstanding any other provision of law, all local political subdivisions which adopt this subdivision, who have not adopted an April or May election date under RSA 40:14, X, shall comply with the following schedule pertaining to notice, petitioned articles, hearings, and warrants for the annual meeting:

(a) The final date for posting notice of budget hearings under RSA 32:5 and RSA 195:12 and hearings under RSA 33:8-a shall be the second Tuesday in January.

(b) The "budget submission date" as defined in RSA 273-A:1, III and the final date for submission of petitioned articles under RSA 39:3 and RSA 197:6 shall be the second Tuesday in January, provided however, that if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline shall be the preceding Friday.

(c) Budget hearings under RSA 32:5 and RSA 195:12 and hearings under RSA 33:8-a shall be held on or before the third Tuesday in January. One or more supplemental budget hearings may be held at any time before the first session of the annual meeting, subject to the 7-day notice requirement in RSA 32:5. If the first hearing or any supplemental hearing is recessed to a later date or time, additional notice shall not be required for a supplemental session if the date, time, and place of the supplemental session are made known at the original hearing. In a political subdivision that has adopted a municipal budget committee pursuant to RSA 32:14, the last day for the budget committee to deliver copies of the final budget and recommendations to the governing body pursuant to RSA 32:16, IV shall be the Thursday before the last Monday in January.

(d) Warrants under RSA 39:5 and RSA 197:7 and budgets shall be posted and copies available to the general public on or before the last Monday in January.

II-b. Notwithstanding any other provision of law, all political subdivisions which hold their annual meetings in April shall comply with the following schedule pertaining to notice, petitioned articles, hearings, and warrants for the annual meeting.

(a) The final date for posting notice of budget hearings under RSA 32:5 and RSA 195:12 and hearings under RSA 33:8-a shall be the second Tuesday in February.

(b) The "budget submission date" as defined in RSA 273-A:1, III and the final date for submission of petitioned articles under RSA 39:3 and RSA 197:6 shall be the second Tuesday in February, provided however, that if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline shall be the preceding Friday.

(c) Budget hearings under RSA 32:5 and RSA 195:12 and hearings under RSA 33:8-a shall be held on or before the third Tuesday in February. One or more supplemental budget hearings may be held at any time before the first session of the annual meeting, subject to the 7-day notice requirement in RSA 32:5. If the first hearing or

any supplemental hearing is recessed to a later date or time, additional notice shall not be required for a supplemental session if the date, time, and place of the supplemental session are made known at the original hearing. In a political subdivision that has adopted a municipal budget committee pursuant to RSA 32:14, the last day for the budget committee to deliver copies of the final budget and recommendations to the governing body pursuant to RSA 32:16, IV shall be the Thursday before the last Monday in February.

(d) Warrants under RSA 39:5 and RSA 197:7 and budgets shall be posted and copies available to the general public on or before the last Monday in February.

II-c. Notwithstanding any other provision of law, all political subdivisions which hold their annual meetings in May shall comply with the following schedule pertaining to notice, petitioned articles, hearings, and warrants for the annual meeting:

(a) The final date for posting notice of budget hearings under RSA 32:5 and RSA 195:12 and hearings under RSA 33:8-a shall be the second Tuesday in March.

(b) The "budget submission date" as defined in RSA 273-A:1, III and the final date for submission of petitioned articles under RSA 39:3 and RSA 197:6 shall be the second Tuesday in March, provided however, that if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline shall be the preceding Friday.

(c) Budget hearings under RSA 32:5 and RSA 195:12 and hearings under RSA 33:8-a shall be held on or before the third Tuesday in March. One or more supplemental budget hearings may be held at any time before the first session of the annual meeting, subject to the 7-day notice requirement in RSA 32:5. If the first hearing or any supplemental hearing is recessed to a later date or time, additional notice shall not be required for a supplemental session if the date, time, and place of the supplemental session are made known at the original hearing. In a political subdivision that has adopted a municipal budget committee pursuant to RSA 32:14, the last day for the budget committee to deliver copies of the final budget and recommendations to the governing body pursuant to RSA 32:16, IV shall be the Thursday before the last Monday in March.

(d) Warrants under RSA 39:5 and RSA 197:7 and budgets shall be posted and copies available to the general public on or before the last Monday in March.

II-d. The voter checklist shall be updated in accordance with RSA 669:5 for each session of the annual meeting.

III. The first session of the annual meeting, which shall be for the transaction of all business other than voting by official ballot, shall be held between the first and second Saturdays following the last Monday in January, inclusive of those Saturdays; between the first and second Saturdays following the last Monday in February, inclusive of those Saturdays; or between the first and second Saturdays following the last Monday in March, inclusive of those Saturdays at a time prescribed by the local political subdivision's governing body.

IV. The first session of the meeting, governed by the provisions of RSA 40:4, 40:4-a, 40:4-b, 40:4-f, and 40:6-40:10, shall consist of explanation, discussion, and debate of each warrant article, including warrant articles pertaining to the operating budget and the default budget. A vote to restrict reconsideration shall be deemed to prohibit any further action on the restricted article until the second session, and RSA 40:10, II shall not apply. Warrant articles may be amended at the first session, subject to the following limitations:

(a) Warrant articles whose wording is prescribed by law shall not be amended.

(b) Warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended.

(c) No warrant article shall be amended to eliminate the subject matter of the article. An amendment that changes the dollar amount of an appropriation in a warrant article shall not be deemed to violate this subparagraph.

V. [Repealed.]

V-a. The legislative body of any town, school district, or village district may vote to require that all votes by an advisory budget committee, a town, school district, or village district budget committee, and the governing body or, in towns, school districts, or village districts without a budget committee, all votes of the governing body relative to budget items or any warrant articles or ballot questions shall be recorded votes and the numerical tally of any such vote shall be printed in the town, school district, or village district warrant next to the affected warrant article or on the ballot next to the affected ballot question. Unless the legislative body has voted otherwise, if a town or school district has not voted to require such tallies to be printed in the town or school district warrant next to the affected warrant article or on the ballot next to the affected ballot question, the governing body may do so on its own initiative.

VI. All warrant articles shall be placed on the official ballot for a final vote, including warrant articles as amended by the first session. All special warrant articles shall be accompanied on the ballot by recommendations as required by RSA 32:5, V, concerning any appropriation or appropriation as amended. For any article that

proposes the adoption or amendment of an ordinance, a topical description of the substance of the ordinance or amendment, which shall be neutral in its language, may be placed on the official ballot instead of the full text of the ordinance or amendment, subject to the provisions of paragraphs VII-a and VIII-a. With respect to the adoption or amendment of a zoning ordinance, historic district ordinance, or building code, the provisions of RSA 675:3 shall govern to the extent they are inconsistent with anything contained in this paragraph or in paragraph VII-a or VIII-a.

VII. The second session of the annual meeting, which is the official ballot voting day as defined in RSA 652:16-g, to elect officers of the local political subdivision by official ballot, to vote on questions required by law to be inserted on said official ballot, and to vote on all warrant articles from the first session on official ballot, shall be held on the second Tuesday in March, the second Tuesday in April, or the second Tuesday in May, as applicable unless it is postponed in accordance with RSA 40:4, II(b) and RSA 669:1. Notwithstanding RSA 669:1, 670:1, or 671:2, the second session shall be deemed the annual election date for purposes of all applicable election statutes including, but not limited to, RSA 669:5, 669:19, 669:30, 670:3, 670:4, 670:11, 671:15, 671:19, and 671:30 through 32; and votes on zoning ordinances, historic district ordinances, and building codes under RSA 675.

VII-a. When a topical description of the substance of a proposed ordinance or amendment to an ordinance is to be placed on the official ballot, an official copy of the proposed ordinance or amendment, including any amendment to the proposal adopted the first session, shall be placed on file and made available to the public at the office of the clerk of the political subdivision not later than one week prior to the date of the second session of the annual meeting. An official copy of the proposed ordinance or amendment shall be on display for the voters at the meeting place on the date of the meeting.

VIII. The clerk of the local political subdivision shall prepare an official ballot, which may be separate from the official ballot used to elect officers, for all warrant articles. Wording shall be substantively the same as the main motion, as it was made or amended at the first session, with only such minor textual changes as may be required to cast the motion in the form of a question to the voters.

VIII-a. A question as to the adoption or amendment of an ordinance shall be in substantially the following form: "Are you in favor of the adoption of (amendment to) the ordinance as proposed by the selectmen as follows: (here insert text or topical description of proposed ordinance or amendment)?" In the event that there shall be more than a single proposed amendment to an ordinance to be submitted to the voters at any given meeting, the issue as to the several amendments shall be put in the following manner: "Are you in favor of the adoption of Amendment No. ____ to the ordinance as proposed by the selectmen as follows: (here insert text or topical description of proposed amendment)?"

IX. (a) "Operating budget" as used in this subdivision means "budget," as defined in RSA 32:3, III, exclusive of "special warrant articles," as defined in RSA 32:3, VI, and exclusive of other appropriations voted separately.

(b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget and by salaries and benefits of positions that have been eliminated in the proposed budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, and eliminated positions shall not include vacant positions under recruitment or positions redefined in the proposed operating budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision. In calculating the default budget amount, the governing body shall follow the statutory formula which may result in a higher or lower amount than the proposed operating budget.

(c) "Contracts" as used in this subdivision means contracts previously approved, in the amount so approved, by the legislative body in either the operating budget authorized for the previous year or in a separate warrant article for a previous year.

X. If no operating budget article is adopted, the local political subdivision either shall be deemed to have approved the default budget or the governing body may hold a special meeting pursuant to paragraph XVI to take up the issue of a revised operating budget only; provided that RSA 31:5 and RSA 197:3 shall not apply to such a special meeting. If no operating budget article is adopted the estimated revenues shall nevertheless be deemed to have been approved.

XI. (a) The default budget shall be disclosed and presented for questions and discussion at the first budget hearing held pursuant to RSA 32:5 or RSA 197:6. The governing body, unless the provisions of RSA 40:14-b are adopted, shall complete a default budget form created by the department of revenue administration to

demonstrate how the default budget amount was calculated. The line item details for changes under subparagraph (2) shall be available for inspection by voters. The form and associated calculations shall, at a minimum, include the following:

- (1) Appropriations contained in the previous year's operating budget;
- (2) Reductions and increases to the previous year's operating budget including identification of specific items that constitute a change by account code, and the reasons for each change;
- (3) One-time expenditures as defined under subparagraph IX(b); and
- (4) Reductions for eliminated positions and benefit expenditures as defined under subparagraph IX(b).

(b) This amount shall not be amended by the legislative body. However, this amount may be adjusted by the governing body, unless the provisions of RSA 40:14-b are adopted, acting on relevant new information at any time before the ballots are printed, provided the governing body, unless the provisions of RSA 40:14-b are adopted, completes an amended default budget form.

(c) The wording of the second session ballot question concerning the operating budget shall be as follows:

"Shall the (local political subdivision) raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$ _____? Should this article be defeated, the default budget shall be \$ _____, which is the same as last year, with certain adjustments required by previous action of the (local political subdivision) or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only."

XI-a. If a political subdivision maintains a separate fund for the revenues and expenditures related to the operation, maintenance, and improvement of a water or sewer system, and if any appropriation for such fund is to be raised through user fees or charges and is included in a warrant article separate from the operating budget, the warrant article may include a default amount for such appropriation, which shall be deemed to have been approved if the proposed appropriation is not approved. The default amount shall be determined by the governing body, or by the budget committee if the political subdivision has adopted the provisions of RSA 40:14-b, and shall equal the amount of the same appropriation for the preceding fiscal year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the previous year's appropriation. The warrant article shall state the default amount for the appropriation and shall state that if the appropriation proposed in the article is not approved, the default amount shall be deemed to have been approved.

XII. Voting at the second session shall conform to the procedures for the nonpartisan ballot system as set forth in RSA 669:19-29, RSA 670:5-7 and RSA 671:20-30, including all requirements pertaining to absentee voting, polling place, and polling hours.

XIII. Approval of all warrant articles shall be by simple majority except for questions which require a 2/3 vote by law, contract, or written agreement.

XIV. Votes taken at the second session shall be subject to recount under RSA 669:30-33 and RSA 40:4-c.

XV. Votes taken at the second session shall not be reconsidered.

XVI. The warrant for any special meeting shall prescribe the date, place and hour for both a first and second session. The second session shall be warned for a date not fewer than 28 days nor more than 60 days following the first session. The first and second sessions shall conform to the provisions of this subdivision pertaining to the first and second sessions of annual meetings. Special meetings shall be subject to RSA 31:5, 39:3, 195:13, 197:2, and 197:3, provided that no more than one special meeting may be held to raise and appropriate money for the same question or issue in any one calendar year or fiscal year, whichever applies, and further provided that any special meeting held pursuant to paragraphs X and XI shall not be subject to RSA 31:5 and RSA 197:3 and shall not be counted toward the number of special meetings which may be held in a given calendar or fiscal year.

XVII. Notwithstanding any other provision of law, if the sole purpose of a special meeting is to consider the adoption, amendment, or repeal of a zoning ordinance, historic district ordinance, or building code pursuant to RSA 675, including the adoption of an emergency zoning and planning ordinance pursuant to RSA 675:4-a, the meeting shall consist of only one session, which shall be for voting by official ballot on the proposed ordinance,

code, amendment, or repeal. The warrant for the meeting shall be posted in accordance with RSA 39:5.

Source. 1995, 164:1, eff. July 31, 1995. 1996, 276:1, 2, eff. June 10, 1996. 1997, 318:4, 5, 12, eff. Aug. 22, 1997. 1999, 86:1-3, eff. Aug. 2, 1999. 2000, 16:2, 3, 4, 5, eff. April 30, 2000. 2001, 71:5-7, eff. July 1, 2001. 2004, 219:1, eff. Aug. 10, 2004. 2007, 305:2, eff. Sept. 11, 2007. 2009, 2:2, eff. Feb. 20, 2009. 2010, 69:1, eff. July 18, 2010; 90:2-4, eff. July 24, 2010. 2011, 1:1, eff. Feb. 4, 2011; 57:1, eff. May 9, 2011. 2012, 217:2, eff. July 1, 2013. 2013, 116:1-3 eff. Aug. 24, 2013; 191:2, eff. Aug. 31, 2013. 2014, 7:1-4, eff. July 5, 2014; 190:1-3, 8-10, eff. Sept. 9, 2014. 2018, 241:1, 2, eff. Aug. 11, 2018; 313:1, 2, eff. Aug. 24, 2018. 2019, 192:2, eff. July 10, 2019.

Deliberative Session – Community Feedback Discussion

I think we had a record turnout of voters at this year's deliberative session. With this great turnout come challenges. I heard from a number of community members about challenges that they experienced this year. Here is a list of those challenges and some suggestions that I have heard. These suggestions came from many different people, and some of them may be inconsistent with each other.

This item is on the School Board meeting agenda to encourage discussion, particularly about the day, time and location of next year's deliberative session. Clearly some of the suggestions would be for the consideration of Mr. Harb, the School District Moderator, since he has the responsibility for running the meeting itself.

I encourage board members to comment and/or ask questions about any of the suggestions. I hope that we can agree on some next steps, and make a decision to revisit this topic at a future board meeting. I believe that we are all committed to ensuring that this important part of the legislative process goes as smoothly as possible.

Deliberative Session Challenges and Suggestions

Logistics

Challenges: size of voter turnout, lengthy meetings

Part 1: Timing of meeting

- Keep Thursday session, change start time
- Saturday session – reserve 2nd Saturday within the RSA window
- Friday evening session – avoids M-F workers from having work before and after late night session
 - Coordinate with town select boards
 - Survey residents of all district towns

Part 2: Location of Meeting

- PAC Auditorium or HS Gym
 - Consider capacity of main room and flow for four town registrations; overflow rooms

Part 3: Crowd management, safety and efficient use of time

- Crowd management and safety
 - Student volunteers to encourage people to be seated and to make empty seats available
- Efficiency in counting votes
 - increase the number of assistants counting voting cards with clear start/end counts in each section of the room
- Efficiency in secret ballot process
 - Provide voters with packets with color-coded tear slips or use other methods

Meeting Procedures – suggestions to support the Moderator

Challenge: Speakers' adherence to the moderator's rules

- Provide attendees with Moderator rules as part of the printed or accessible deliberative handout; perhaps as a separate handout for everyone who attends

Challenge: Speakers' focus on the warrant article or amendment and balanced discussion

- Request that each speaker start with "I oppose" or "I support" or "I have a question"

DRAFT as of March 26, 2026

- Separate microphones for speakers who support or oppose

Challenge: Enforcement of time limits

- Timer that is visible to moderator and participants on stage as well as audience and speakers
- Audible beep when time ends

Challenge: Equal access for speaking (people with mobility issues, members of the school board, avoid domination of microphones, ensure appropriate order of speakers)

- Assistants with portable microphone for those with mobility issues and to assist in recognition of people on stage who wish to speak

Challenge: Full discussion and debate encouraged

- Add Moderator rule that even after the question is called, new speakers who are already waiting at microphones will be permitted to speak

Challenge: Allowing non-resident union speakers to comment on CBAs

- If non-resident union speakers intend to speak, present their names in a separate list from non-resident district personnel
- Union speakers must be district residents



NH School Administrative Unit 106 | Timberlane Regional School District

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 Timberlane.net

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April 2, 2026

RE: Request for Overexpenditure of Appropriated Funds Pursuant to RSA 32:11

Dear Commissioner,

Pursuant to RSA 32:11, this letter is to request that you find an “unusual circumstance” has arisen in the Timberlane Regional School District during the fiscal year which makes it necessary to expend funds in excess of the appropriation which may result in an overexpenditure of the total amount appropriated for all purposes at the March 2025 Annual School District Meeting.

The unusual circumstance is a significant escalation in the total cost of special education services this fiscal year when compared to what was allocated in the voted budget. A primary contributing factor here was the reduction of roughly \$6.6M from the proposed budget at the 2025 Deliberative Session in preparation for the District Voting Day in March of that same year. Pairing that with the initial \$3M reduction in the proposal, Timberlane is operating this fiscal year with about \$10M less than the District needed to sustain current programs and operations as well as meet its required obligations.

- Out-of-District Tuition is expected to exceed the budgeted allotment by \$211,899.
- Special Education Transportation is expected to exceed the budgeted allotment by \$412,372.
- Special Education Contracted Services is expected to exceed the budgeted allotment by \$3,511,636.

The source of the funds to assist in covering the excess expenditure is outlined below as of March 31, 2026, totalling \$568,052.

- \$304,713 from Reg Day Tuition,
- \$71,489 from Interest Income,
- \$37,766 from Voc Ed Transportation,
- \$85,306 from Special Education Aid,
- \$63,735 from Medicaid,
- and \$5,044 from EFA Phase Out Grant.

The Timberlane Regional School Board has reviewed and approved this request at a duly noticed public meeting on April 2, 2026, (copy of minutes attached) and supports the expenditure of these funds to assist in covering special education costs related to out-of-district tuition, transportation, and contracted services.

A copy of this application was approved by the Timberlane Regional School District Budget Committee at its meeting on March 26, 2026 (copy of draft minutes attached). Also, a copy of this letter signed by the Chair of the Budget Committee is attached.

We affirm that these funds will be accounted for in accordance with all applicable state laws and regulations, and that no obligation for expenditure will be made prior to receiving your approval.

Thank you for your consideration of this request. Please do not hesitate to contact me if additional information or documentation is required.

Be well,



Justin Krieger
Superintendent of Schools



cc: Department of Revenue Administration

This application letter was approved by the Budget Committee at its meeting on March 26, 2026.

_____, Chair, Timberlane Regional School District Budget Committee
Signature



TIMBERLANE REGIONAL SCHOOL DISTRICT BUDGET COMMITTEE MEETING MINUTES

Regular Meeting

March 26, 2026

7:00 PM

Call to Order: 7:15 PM by Sue Sherman

Roll Call taken by Heather Greenfield

Present: Carol Hillard, Ryan Labreque, Kathryn Consalvo, Julia Doherty, Robert Kinkaid, Sheila Lowes, Sue Sherman, Brian Smith, and Karen White

Administrators Present: Justin Krieger – Superintendent, Maria Watkins – Business Administrator/CFO

Approval of Minutes:

MOTION: Karen White motioned to accept December 11, 2025 meeting minutes, seconded by Kathryn Consalvo.

5 – 0 – 4

In Favor: Brian Smith, Karen White, Sue Sherman, Kathryn Consalvo, Sheila Lowes

Abstained: Ryan Labrecque, Carol Hillard, Robert Kinkaid, Julia Doherty

MOTION: Karen White motioned to accept the December 15, 2025, seconded by Sheila Lowes.

5 – 0 – 4

In Favor: Brian Smith, Karen White, Sue Sherman, Kathryn Consalvo, Sheila Lowes

Abstained: Ryan Labrecque, Carol Hillard, Robert Kinkaid, Julia Doherty

Correspondence:

None

Delegate/Individuals:

None



Administrative Report:

Justin updates the committee on where we are in FY 26. They reported out the financial dashboard at the last School Board meeting.

On February 18th Superintendent Krieger notified the administrative team that he was initiating a spending freeze, he then communicated that out at the School Board meeting on March 5th.

He talked about the Special Education budget being about \$2 million overspent and the emergency situation that this creates. They might be able to seek some reimbursement for some of the unexpected costs and are doing that data work now.

He has engaged with First Student again this year, and they again are going to forgive some unutilized transportation costs.

Justin is asking for a motion from the committee to expend unexpected revenue in order to meet an over expenditure.

MOTION: Kathryn Consalvo motioned to authorize the Budget Committee Chair to approve the District application seeking permission from the NH Commissioner of Education under RSA 32:11 to expend excess anticipated revenue in order to meet an over-expenditure in FY26 seconded by Julia Doherty.

6 – 3 – 0

In Favor: Brian Smith, Robert Kinkaid, Karen White, Sue Sherman, Julia Doherty, Kathryn Consalvo

Opposed: Ryan Labrecque, Carol Hillard, Sheila Lowes

Sheila asked what the amount that they are anticipating is, Justin responded that it is around \$580,000. The revenue comes from tuition, catastrophic aid and interest.

Ryan asks about being on track, Justin clarifies that it would be utilizing those funds.

Justin talked to the committee about realigning the budget to what was voted. They are considering all of the suggestions that were made by the budget committee. He will be bringing an itemized budget to the School Board on April 2nd for their approval. This will include \$900,000 for the lease payment, \$1.3 million in capital, \$200,000 in transportation, \$650,000 in principal and director accounts, recommending elimination of 13 positions, and \$50,000 in stipend money for extra curriculars.



Ryan asked what the monetary value is for the 13 positions that are being eliminated. Justin responded that it is \$831,407 including salaries and benefits.

New Business:

Maria reviewed the voting trend report, this breaks down the voting by each town.

She then went over the financial dashboard report that shows where the district is financially to date this year. Maria also talked about the cash flow report.

The next report reviewed is the expenditure trend report and budget to actual report.

Budget Committee Meeting Schedule:

Justin is hoping to present the personnel and insurance budgets earlier this year since this is such a large part of the budget. He will work with Sue and Karen to decide when each department budget will be presented and then they will share that out with the rest of the committee.

Meeting Adjourned by Sue Sherman at 8:29 PM

<https://vimeo.com/1177421251>



Caitlin D. Davis
Commissioner

Richard K. Sala
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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March 27, 2026

TO: Federal Subrecipients

FROM: Jessica Lescarbeau, Bureau Administrator
Bureau of Instructional Support

SUBJECT: 2026-2027 General Assurances

The New Hampshire Department of Education (NHED) has developed the attached "General Assurances, Requirements and Definitions for Participation in Federal Programs" document that must be signed by all subrecipients of federal funds passed through the NHED. The federally funded programs require each applicant to file certain assurances. Some of these assurances apply to all programs and are therefore considered "general assurances."

The submission of general assurances is required in part by:

- Federal regulation 34 CFR §76.301 of the Education Department General Administrative Regulations (EDGAR), which requires a general application for subgrantees/subawardees for participation in federal programs funded by the U.S. Department of Education that meets the requirements of Section 442 of the General Education Provisions Act (GEPA).
- Applicable federal statutes.
- Applicable regulations of other federal agencies.

The NHED has consolidated the general assurances into one document which includes requirements and definitions in an effort to provide guidance relative to implementation of the underlying assurances.

Each subrecipient must fully execute these assurances by;

1. Initialing **each page** in the space provided (no initials required for the signature pages)
2. Execute the proper certification for your subrecipient type on the certification page. Your subrecipient type may require further certification by the local board.
3. **Local Educational Agency (LEA) subrecipients:** upload the document in its entirety to the LEA 2026-2027 homepage in the Grants Management System (GMS).
4. **Reporting Authority (RA) subrecipients:** if in GMS, upload the document in its entirety to the RA 2026-2027 homepage in GMS.
5. **Other subrecipients (not in GMS):** return this document to the appropriate Federal Program Manager.

Please note, other program specific assurances will still be requested by individual NHED programs.

Compliance with these general assurances will be subject to review by NHED staff during federal compliance monitoring. Annual audits by CPAs in accordance with the Single Audit Act may also include compliance checks.

These assurances must be uploaded or returned (as described above) no later than **July 1, 2026**, in conjunction with federal program application deadlines. These general assurances are a requirement of all federal program applications.

Additionally, local educational agency subrecipients, please note that the practice of the School Board authorizing the Senior Educational Official to sign on behalf of the School Board Chair is not acceptable to the NHED in this case and will be considered non-responsive.

General assurances must be uploaded and/or submitted for each subrecipient applying for federal funds.

If you have any questions regarding these general assurances, please contact Jessica Lescarbeau, Bureau Administrator, Bureau of Instructional Support at Jessica.L.Lescarbeau@doe.nh.gov.

Thank you,

Jessica Lescarbeau

Jessica Lescarbeau
Bureau Administrator

New Hampshire Department of Education

2026-2027

GENERAL ASSURANCES, REQUIREMENTS AND DEFINITIONS FOR PARTICIPATION IN FEDERAL PROGRAMS

A. Definitions (2 CFR 200.1)

- 1) **Audit finding** – Deficiencies which the auditor is required by 2 CFR 200.516 (a) to report in the schedule of findings and questioned costs.
- 2) **Community based organization** – The term “community-based organization” means a public or private nonprofit organization of demonstrated effectiveness that— (A) is representative of a community or significant segments of a community; and (B) provides educational or related services to individuals in the community.
- 3) **Local educational agency** – A public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties as are recognized in a State as an administrative agency for its public elementary schools or secondary schools.
- 4) **Management decision** – The Federal awarding agency’s or pass-through entity’s written determination, provided to the auditee, of the adequacy of the auditee’s proposed corrective actions to address the findings, based on its evaluation of the audit findings and proposed corrective actions.
- 5) **Pass-through entity** – A recipient or subrecipient that provides a subaward to a subrecipient (including lower tier subrecipients) to carry out of a Federal program. The authority of the pass-through entity under this part flows through the subaward agreement between the pass-through entity and subrecipient.
- 6) **Period of performance** – The total estimate time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions, or budget periods. Identification of the Period of Performance in the Federal award per 2 CFR 200.211(b)(5) does not commit the awarding agency to fund the award beyond the currently approved budget period.

- 7) **Reporting authority** – An eligible entity for a subaward that does not meet the definition of local educational agency. Such as; public academies, non-public schools, child care centers, adult education centers, etc.
- 8) **Subaward** – An award provided by a pass-through entity to a subrecipient for the subrecipient to contribute to the goals and objectives of the project by carrying out part of a Federal award received by the pass-through entity. It does not include payments to a contractor, beneficiary, or participant. A subaward may be provided through any form of legal agreement consistent with criteria in with 2 CFR 200.331, including an agreement the pass-through entity considers a contract.
- 9) **Subrecipient** – An entity that receives a subaward from a pass-through entity to carry out part of a federal award.
- 10) **Senior Official** – The top executive in an organization who makes the key decisions on spending, staffing, and other education policies.

B. General Assurances

Assurance is hereby given by the subrecipient that, to the extent applicable:

- 1) The subrecipient has the legal authority to apply for the federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay non-federal share of project costs, as applicable) to ensure proper planning, management, and completion of the project described in all applications submitted.
- 2) The subrecipient will give the awarding agency, the NHED, the Comptroller General of the United States and, if appropriate, other State Agencies, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3) The subrecipient will comply with the requirements regarding construction and real property within 34 CFR Part 75.600-75.684. The non-Federal entity is required to comply with any reporting requirements on the status of real property in which the Federal Government retains an interest pursuant to 2 CFR 200.330.
- 4) The subrecipient will establish safeguards to prohibit employees from using their positions for purposes that constitute or appear to present a personal or organizational conflict of interest, or for personal gain.

- 5) The subrecipient will initiate and complete the work within the applicable time frame after receiving approval from the awarding agency.
- 6) The subrecipient will comply with all Federal statutes, administrative rules and executive orders including provisions protecting free speech, religious liberty, public welfare, the environment, and those prohibiting discrimination. These include, but are not limited to:
 - a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
 - b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex.
 - c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps;
 - d) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
 - e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
 - i) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made;
 - j) The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and the Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98); and
 - k) The requirements of any other statute(s), administrative rule, executive order, dear colleague letter, or non-regulatory guidance which may apply to the application.
- 7) The subrecipient will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- 8) The subrecipient will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds. The subrecipient further assures that no federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee

of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

- 9) The subrecipient will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported in whole or in part with federal funds.
- 10) The subrecipient will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported in whole or in part with federal funds.
- 11) The subrecipient will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- 12) The subrecipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, dear colleague letter, non-regulatory guidance and policies governing all program(s).
- 13) The subrecipient will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR 200.501, Subpart F, "Audit Requirements," as applicable.
- 14) The subrecipient will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.
- 15) The control of funds provided to a subrecipient that is a local educational agency, under each program, and title to property acquired with those funds, will be in a public agency, and a public agency will administer those funds and property.
- 16) Personnel funded by federal grants and their subcontractors will adhere to the prohibition from text messaging while driving an organization-owned vehicle, or while driving their own privately owned vehicle during official Grant business, or from using organization-supplied electronic equipment to text message or email while driving. Subrecipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009 (pursuant to provisions attached to federal grants funded by the

US Department of Education).

- 17) The subrecipient assures that it will adhere to the Pro-Children Act of 2001, which states that no person shall permit smoking within any indoor facility owned or leased or contracted and utilized for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children (P.L. 107-110, section 4303(a)). In addition, no person shall permit smoking within any indoor facility (or portion of such a facility) owned or leased or contracted and utilized for the provision of regular or routine health care or day care or early childhood development (Head Start) services (P.L. 107-110, Section 4303(b)(1)). Any failure to comply with a prohibition in this Act shall be considered to be a violation of this Act and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty, as determined by the Secretary of Education (P.L. 107-110, section 4303(e)(1)).
- 18) The subrecipient will comply with the Stevens Amendment.
- 19) The subrecipient will comply with the Buy America Preference for Infrastructure Projects as required by 2 CFR Part 184.
- 20) The subrecipient will submit such reports to the NHED and to U.S. governmental agencies as may reasonably be required to enable the NHED and U.S. governmental agencies to perform their duties. The subrecipient will maintain such fiscal and programmatic records, including those required under 20 U.S.C. 1234(f), and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- 21) The subrecipient will ensure compliance with 2 CFR 200.415(a) and (b).
- 22) If an LEA, the subrecipient will provide reasonable opportunities for systematic consultation with and participation of teachers, parents, and other interested agencies, organizations, and individuals, including education-related community groups and non-profit organizations, in the planning for and operation of each program.
- 23) If an LEA, the subrecipient shall assure that any application, evaluation, periodic program plan, or report relating to each program will be made readily available to parents and other members of the general public upon request.
- 24) If an LEA, the subrecipient has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects. Such procedures shall ensure compliance with applicable federal laws and requirements.
- 25) The subrecipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- 26) The subrecipient will submit a fully executed and accurate FY26 Single-Audit Certification

(required) and the Federal Expenditures Worksheet (if applicable) to the NHED no later than December 31, 2026. The worksheet will be provided to each subrecipient by the NHED via email and is posted on the NHED website.

- 27) The subrecipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (non-procurement).
- 28) The subrecipient certifies that it will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988 and 34 CFR 84.200.
- 29) The subrecipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.
- 30) The subrecipient will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- 31) The subrecipient will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally assisted construction sub-agreements.
- 32) The subrecipient will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 33) The subrecipient will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- 34) The subrecipient will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

- 35) The subrecipient will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
- 36) As appropriate and to the extent consistent with law, the subrecipient should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award (2 CFR 200.322).
- 37) The subrecipient will comply with the Prohibition on Certain Telecommunications and Video Surveillance Equipment requirement per 2 CFR 200.216.
- 38) The subrecipient will comply with the Protection for Whistleblowers (41 U.S.C. §4712).

C. Explanation of Grants Management Requirements

The following section elaborates on certain requirements included in legislation or regulations referred to in section *B. General Assurances*. This section also explains the broad requirements that apply to federal program funds.

1. Financial Management Systems

Financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions, and to trace funds to establish that such funds have been used in accordance with Federal statutes, regulations, and the terms and conditions of the Federal award.

Specifically, the financial management system must be able to:

- a) Identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and federal award identification must include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and name of the pass-through entity, if any.
- b) Provide accurate, current, and complete disclosure of the financial results of each federal award or program.
- c) Produce records that identify adequately the source and application of funds for federally funded activities.
- d) Maintain effective control over, and accountability for, all funds, property, and other assets.

The subrecipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.

- e) Generate comparisons of expenditures with budget amounts for each federal award.

2. Written Policies and Procedures

The subrecipient must have written policies and procedures for (this list is not all inclusive):

Policy/Procedure Name	In Accordance With	Policy	Procedure
Drug-Free Workplace Policy	34 CFR 84.200 and the Drug-Free Workplace Act of 1988	☒	N/A
Procurement Policy & Procedure	2 CFR 200.317-327	☒	☒
Conflict of Interest/Standard of Conduct Policy	2 CFR 318(c)(1)	☒	N/A
Inventory Management Policy & Procedure	2 CFR 200.313(d)	☒	☒
Travel Policy	2 CFR 200.475(b)	☒	N/A
Subrecipient Monitoring Policy & Procedure (if applicable)	2 CFR 200.332(d)	☒	☒
Time and Effort Policy & Procedure	2 CFR 200.430	☒	☒
Records Retention Policy & Procedure	2 CFR 200.334	☒	☒
Prohibiting the Aiding and Abetting of Sexual Abuse Policy	ESEA Section 8546	☒	N/A
Allowable Cost Determination Policy	2 CFR 200.302(b)(7)	☒	N/A
Gun Free School Act	Gun Free School Act of 1994	☒	N/A
Cash Management	2 CFR 200.302(b)(6) and 200.305	☒	☒
Nonsmoking Policy for Children's Services	ESEA Section 8573	☒	N/A

3. Internal Controls

The subrecipient must:

- a) Establish, maintain, and document effective internal controls over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should comply with the guidance outlined in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework" issued by the Committee of

Sponsoring Organizations of the Treadway Commission (COSO).

- b) Comply with the U.S. Constitution, federal statutes, regulations, applicable executive order, and non-regulatory guidance, as applicable, and the terms and conditions of the federal awards.
- c) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- d) Take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the recipient or subrecipient considers sensitive and is consistent with applicable Federal, State, local and tribal laws regarding privacy and responsibility over confidentiality.
- e) Retain all Federal award records and other supporting documentation in accordance with 2 CFR 200.334.

4. Allowable Costs

In accounting for and expending project/grant funds, the subrecipient may only charge expenditures to the project award if they are:

- a) in payment of obligations incurred during the approved project period;
- b) in conformance with the approved project;
- c) in compliance with all applicable statutes and regulatory provisions;
- d) costs that are allocable to a particular cost objective;
- e) spent only for reasonable and necessary costs of the program; and
- f) not used for general expenses required to carry out other responsibilities of the subrecipient.

5. Audits

This part is applicable for all non-federal entities as defined in 2 CFR 200, Subpart F.

- a) In the event that the subrecipient expends \$1,000,000 or more in federal awards in its fiscal year, the subrecipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F. In determining the federal awards expended in its fiscal year, the subrecipient shall consider all sources of federal awards, including federal resources received from the NHED. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR 200, Subpart F.
- b) In connection with the audit requirements, the subrecipient shall also fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508.
- c) If the subrecipient expends less than \$1,000,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, is not required. In the

event that the subrecipient expends less than \$1,000,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from subrecipient resources obtained from non-federal entities).

The subrecipient assures it will implement the following audit responsibilities:

- a) Procure or otherwise arrange for the audit required by this part in accordance with auditor selection regulations (2 CFR 200.509) and ensure it is properly performed and submitted no later than nine months after the close of the fiscal year in accordance with report submission regulations (2 CFR 200.512).
- b) Provide the auditor access to personnel, accounts, books, records, supporting documentation, and other information as needed so that the auditor may perform the audit required by this part.
- c) Prepare appropriate financial statements, including the schedule of expenditures of federal awards, in accordance with financial statements regulations (2 CFR 200.510).
- d) Promptly follow up and take corrective action on audit findings, including preparation of a summary schedule of prior audit findings and a corrective action plan, in accordance with audit findings follow-up regulations (2 CFR 200.511(b-c)).
- e) If an audit reveals the basis for a finding related to a federally funded program, upon request of the NHED, promptly submit a corrective action plan using the NHED template provided for audit findings related to the federally funded programs.
- f) For repeat findings not resolved or only partially resolved, the subrecipient must provide an explanation for findings not resolved or only partially resolved to NHED for findings related to all federally funded programs. NHED will review the subrecipient's submission and issue an appropriate management decision adhering to the same framework as set forth in 2 CFR 200.521.

6. Reports to be Submitted

Audits/Management Decisions

Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F shall be submitted, by or on behalf of the recipient directly to the following:

- a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at: The Federal Audit Clearinghouse

Copies of other reports or management decision letter(s) shall be submitted by or on behalf of the subrecipient directly to:

- a) **New Hampshire Department of Education
Bureau of Federal Compliance
25 Hall Street
Concord, NH 03301 Or via email to: federalcompliance@doe.nh.gov**

- b) In response to requests by a federal agency, auditees must submit a copy of any management letters issued by the auditor, 2 CFR 200.512(e).

Any other reports, management decision letters, or other information required to be submitted to the NHED pursuant to this agreement shall be submitted in a timely manner.

Single Audit Certifications and Federal Expenditures Worksheet

A fully executed and accurate FY26 Single-Audit Certification (required) and Federal Expenditures Worksheet (if applicable) shall be submitted to the NHED no later than **December 31, 2026**. A copy of the forms will be provided to each subrecipient by the NHED via email.

7. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Orders (E.O.) 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, for prospective participants in primary covered transactions, as defined in 2 CFR 180.120, 180.125 and 180.200, no contract shall be made to parties identified on the General Services Administration's *Excluded Parties List System* as excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding their exclusion status and that of their principal employees.

The federal government imposes this requirement in order to protect the public interest, and to ensure that only responsible organizations and individuals do business with the government and receive and spend government grant funds. Failure to adhere to these requirements may have serious consequences – for example, disallowance of cost, termination of project, or debarment.

To assure that this requirement is met, there are four options for obtaining satisfaction that subrecipients and contractors are not suspended, debarred, or disqualified.

The subrecipient certifies that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal Department or agency.
b) Have not within a three-year period preceding this application been convicted of or had a

civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement; theft, forgery, bribery, falsification, or destruction of records; making false statements; or receiving stolen property.

- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in this certification.
- d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the subrecipient is unable to certify to any of the statements in this certification, they shall attach an explanation to this document.

8. Drug-Free Workplace (Grantees Other Than Individual)

As required by the Drug-Free Workplace Act of 1988 and implemented in 34 CFR 84.200 the subrecipient certifies that it will continue to provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (34 CFR 84.610) is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b) Establishing, as required by 34 CFR 84.215, an ongoing drug-free awareness program to inform employees about:
 - The dangers of drug abuse in the workplace;
 - The recipient's policy of maintaining a drug-free workplace;
 - Any available drug counseling, rehabilitation, and employee assistance programs; and
 - The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c) Requiring that each employee engaged in the performance of the project is given a copy of this statement.
- d) Notifying the employee in the statement that, as a condition of employment under the project, the employee will:
 - Abide by the terms of the statement; and
 - Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

- e) Notifying the agency in writing within 5 calendar days after receiving notice of an employee's conviction of a violation of a criminal drug statute in the workplace, as required by 34 CFR 84.205(c)(2), from an employee or otherwise receiving actual notice of employee's conviction. Employers of convicted employees must provide notice, including position title to:

Director, Grants and Contracts Service
U.S. Department of Education
400 Maryland Avenue, S.W. [Room 3124, GSA – Regional Office Building No. 3]
Washington, D.C. 20202-4571

(Notice shall include the identification number[s] of each affected grant).

- f) Taking one of the following actions, as stated in 34 CFR 84.225(b), within 30 calendar days of receiving the required notice with respect to any employee who is convicted of a violation of a criminal drug statute in the workplace.
- Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- g) Making a good-faith effort to maintain a drug-free workplace through implementation of the requirements stated above.

9. Gun Possession

As required by Title XIV, Part F, and Section 14601 (Gun-Free Schools Act of 1994) of the Improving America's Schools Act:

The subrecipient assures that it shall comply with the provisions of RSA 193:13, IV.

Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months. Nothing in this section shall be construed to prevent the local school district or chartered public school that expelled the student from providing educational services to such student in an alternative setting.

The subrecipient assures that it shall timely file the report required by Ed 317.07.

The subrecipient assures that it has established policies on school discipline as required by RSA 193:13, XI and XII and Ed 317.03.

10. Lobbying

As required by Section 1352, Title 31, of the U.S. Code, and implemented in 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined in 34 CFR 82.105 and 82.110, the applicant certifies that:

- a) No federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal grants or cooperative agreements, the subrecipient shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c) The subrecipient shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, contracts under federal awards, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

11. Subrecipient Monitoring

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F, subrecipient monitoring procedures may include, but not be limited to, on-site or remote visits by NHED staff, limited scope audits, and/or other procedures. By signing this document, the subrecipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the NHED. In the event the NHED determines that a limited scope audit of the project recipient is appropriate, the subrecipient agrees to comply with any additional instructions provided by NHED staff to the subrecipient regarding such audit.

12. More Restrictive Conditions

Subrecipients found to be in noncompliance with program and/or fund source requirements or determined to be "high risk" shall be subject to the imposition of more restrictive conditions as determined by the NHED.

13. Obligations by Subrecipients

Obligations will be considered to have been incurred by subrecipients on the basis of documentary evidence of binding commitments for the acquisition of goods or property or for the performance of work, except that funds for personal services, services performed by public utilities, travel, or the rental of facilities shall be considered to have been obligated at the time such services were rendered, such travel occurred, and/or when facilities were used (see 34 CFR 76.707).

14. Personnel Costs – Time Distribution

Charges to federal projects for personnel costs, whether treated as direct or indirect costs, are allowable to the extent that they satisfy the specific requirements of 2 CFR 200.430 and will be based on payrolls documented in accordance with generally accepted practices of the subrecipient and approved by a responsible official(s) of the subrecipient.

When employees work solely on a single federal award or cost objective, charges for their salaries and wages must be supported by personnel activity reports (PARs), which are periodic certifications (at least semi-annually) that the employees worked solely on that program for the period covered by the certification. These certifications must be signed by the employee or a supervisory official having firsthand knowledge of the work performed by the employee.

When employees work on multiple activities or cost objectives (e.g., more than one federal project, a federal project and a non-federal project, an indirect cost activity and a direct cost activity, two or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity), the distribution of their salaries or wages will be supported by personnel activity reports or equivalent documents that meet the following standards:

- a) Reflect an after-the-fact distribution of the actual activity of each employee;
- b) Account for the total activity for which each employee is compensated;
- c) Prepared at least monthly and must coincide with one or more pay period; and
- d) Signed and dated by the employee.

15. Protected Prayer in Public Elementary and Secondary Schools

The subrecipient certifies that the LEA has no policy that prevents or otherwise denies participation in constitutionally protected prayer in public elementary and secondary schools. (Section 8524(a) of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act and codified at 20 U.S.C. § 7904).

16. Purchasing/Procurement

The non-Federal entity must have and use documented procurement procedures, consistent with

the standards of this section and 2 CFR 200.317 - 2 CFR 200.327 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

1. Informal procurement methods
 - a. Micro-purchases
 - b. Simplified Acquisition
2. Formal procurement methods
 - a. Sealed bids
 - b. Proposals
3. Noncompetitive procurement

17. Retention and Access to Records

The subrecipient certifies that it will comply with all federal regulations, including but not limited to, 2 CFR 200.334 – 2 CFR 200.338.

18. The Stevens Amendment

All federally funded projects must comply with the Stevens Amendment of the Department of Defense Appropriation Act, found in Section 8136, which provides:

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds, including but not limited to state and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, (2) the dollar amount of federal funds for the project or program, and (3) the percentage and dollar amount of the total costs of the project or program that will be funded by non-governmental sources.

19. Transfer of Disciplinary Records

Title 20 USC 7197 requires that the State have a procedure (RSA 193-D:8) to assure that a student's disciplinary records, with respect to suspensions and expulsions, are transferred by the project recipient to any public or private elementary or secondary school where the student is required or chooses to enroll.

The relevant portions of the federal and state law appear below.

- a) **Disciplinary Records** - In accordance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), not later than 2 years after the date of enactment of this part, each State receiving Federal funds under this Act shall provide an assurance to the Secretary that the State has a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public

elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school.

- b) **193-D:8 Transfer Records; Notice** – All elementary and secondary educational institutions, including academies, private schools, and public schools, shall upon request of the parent, pupil, or former pupil, furnish a complete school record for the pupil transferring into a new school system. Such record shall include, but not be limited to, records relating to any incidents involving suspension or expulsion, or delinquent or criminal acts, or any incident reports in which the pupil was charged with any act of theft, destruction, or violence in a safe school zone.

20. Compliance with FERPA and PPRA

The subrecipient certifies that it complies with Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and the Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) by ensuring the following:

- a) The subrecipient has established and implemented effective internal processes to ensure that student's complete education records are maintained;
- b) The subrecipient has established and implemented effective internal processes to ensure that parents are provided with the opportunity to review their student's education records;
- c) The subrecipient has established policies and procedures that permit disclosure of personally identifiable information from a student's education records in order to address safety issues in a manner that complies with FERPA;
- d) The subrecipient provides parents and eligible students annual notification of their rights under FERPA consistent with 34 CFR § 99.7; and
- e) The subrecipient, if applicable, has established procedures to provide military recruiters the same access to secondary students as provided to postsecondary institutions or to prospective employers and require that schools provide student information to military recruiters, when requested, unless the parent has opted out of providing such information (schools are required to provide to military recruiters include student names, addresses, electronic mailing addresses, and telephone listings. See Section 8528 of the ESEA, as amended, 20 U.S.C. § 7908 and 10 U.S.C. § 503(c)).

CERTIFICATION

Instructions: The Senior Official **must** consult with the Board (School Board, Board of Trustees, Board of Directors, etc.) of the subrecipient by informing said Board about the subrecipients participation in Federal Programs and the terms and conditions of the General Assurances, Requirements and Definitions for Participation in Federal Programs. The Senior Official and the Chair/President of the Board **must** sign this certification page (and initial all other pages) as described below and return it to the NHED. **No subawards will be made by the NHED without a fully executed copy of this General Assurances, Requirements and Definitions for Participation in Federal Programs on file.**

Senior Official Certification:

We the undersigned acknowledge that a person is guilty of a violation of R.S.A. § 641:3 if: (a) He or she makes a written or electronic false statement which he or she does not believe to be true, on or pursuant to a form bearing a notification authorized by law to the effect that false statements made therein are punishable; or (b) With a purpose to deceive a public servant in the performance of his or her official function, he or she: (1) Makes any written or electronic false statement which he or she does not believe to be true; or (2) Knowingly creates a false impression in a written application for any pecuniary or other benefit by omitting information necessary to prevent statements therein from being misleading; or (3) Submits or invites reliance on any writing which he or she knows to be lacking in authenticity; or (4) Submits or invites reliance on any sample, specimen, map, boundary mark, or other object which he or she knows to be false.

Accordingly, I, the undersigned official legally authorized to bind the named subrecipient hereby apply for participation in federally funded education programs on behalf of the subrecipient named below. I certify, to the best of my knowledge, that the below subrecipient will adhere to and comply with these General Assurances, Requirements and Definitions for Participation in Federal Programs (pages 1 through 19 inclusive). I further certify, as is evidenced by the Minutes of the Board Meeting held on _____, _____, that I have informed the members of the Board of the federal funds the subrecipient will be receiving and of these General Assurances, Requirements and Definitions for the Participation in Federal Programs for the subrecipients participation in said programs.

Subrecipient Name (must match applicant name): _____

Typed Name of Senior Official

Signature

Date

Board Certification:

I, the undersigned official representing the Board, acknowledge that the Senior Official, as identified above, has consulted with all members of the Board, in furtherance of the Board's obligations (including those enumerated in RSA 189:1-a for local educational agencies), and pursuant to the Board's oversight of federal funds the subrecipient will be receiving and of the General Assurances, Requirements and Definitions for Participation in Federal Programs in said programs.

Typed Name of Board Chair/
President (on behalf of the Board)

Signature

Date

Job Postings

As of 3/27/26										
JobId	Category	Position Type	Additional Title	Location	Date Posted	Closing Date	Date Available	For Fiscal Year	Time To Fill	AppCount
Administration										
5208	Administration	Custodial and Facilities Supervisor	Facilities Supervisor cc2571	Timberlane Regional School District	1/23/2026	Open until filled	As soon as possible	2025-2026	63	23
Athletics/Activities										
5197	Athletics/Activities	Coaching	TRHS Varsity Girls Softball Coach	Timberlane Regional High School	12/9/2025	open until filled	Mar-26	2025-2026	108	12
5218	Athletics/Activities	Coaching	TRMS B Baseball Coach	Timberlane Regional Middle School	3/12/2026	open until filled	3/23/2026	2025-2026	15	2
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	280	17
5221	High School Teaching	English	Long Term Substitute - High School English Te	Timberlane Regional High School	3/19/2026	Open until filled	5/11/2026	2025-2026	8	2
5222	High School Teaching	English	One Year Position - High School English Teach	Timberlane Regional High School	3/19/2026	Open until filled	8/25/2026	2026-2027	8	3
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	260	9
Maintenance/Custodial										
5201	Maintenance/Custodial	Custodian	Custodian - Second Shift cc2276	Timberlane Regional High School	1/8/2026	Open until filled	As soon as possible	2025-2026	78	5
5123	Maintenance/Custodial	Custodian	Substitute Custodians	Timberlane Regional School District	6/9/2025	Open until filled	8/25/2025	2025-2026	291	3
Middle School Teaching										
5215	Middle School Teaching	Foreign Language - Spanish	Long Term Substitute - Middle School World L	Timberlane Regional Middle School	3/4/2026	Open until filled	3/18/2026	2025-2026	23	4
Special Education										
5194	Special Education	Special Education Teacher	Long Term Substitute - Special Education Tea	Sandown North	11/13/2025	6/1/2026	3/2/2026	2025-2026	134	3
Substitute										
5122	Substitute	Substitute Teacher	Substitute Teachers, Paraeducators, and LNA	Timberlane Regional School District	6/9/2025	Open until filled	8/25/2025	2025-2026	291	55