

APPROVED PUBLIC MEETING MINUTES

Note: When feasible, TRSB meetings are videotaped. These meeting minutes reflect only a basic summary of the meeting topics, discussion, and action. The Vimeo recording of this meeting can be viewed at: <https://vimeo.com/trsd>

Materials presented at the board meeting may be viewed at: [School Board Meeting Agenda Materials](#)

Timberlane Regional School Board Meeting Minutes

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.

APPROVED PUBLIC MEETING MINUTES

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.

APPROVED PUBLIC MEETING MINUTES

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

APPROVED PUBLIC MEETING MINUTES

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)

APPROVED 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.

APPROVED PUBLIC MEETING MINUTES

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

APPROVED PUBLIC MEETING MINUTES

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.

APPROVED PUBLIC MEETING MINUTES

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

APPROVED PUBLIC MEETING MINUTES

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.

APPROVED PUBLIC MEETING MINUTES

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

APPROVED PUBLIC MEETING MINUTES

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.

APPROVED PUBLIC MEETING MINUTES

**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 April 2, 2026

Attachment #1

Attachment #2