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

Timberlane Regional School Board Meeting Minutes

Regular Board Meeting
April 17, 2025
7:10 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present

Katie Knutsen (arrived 7:30 pm), Mark Sherwood, Marianne Springer, Brienna Woodworth, Paul LeCain, Alyssa Kowalczyk, Shauna Manthorn

Excused absence: Jack Sapia, Don Woodworth

Seated at the Board Table

Justin Krieger, Superintendent
Abigail Robinson, Student Representative

Administrators Present

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

Mr. Sherman called the meeting to order at 7:10 pm.

STUDENT, STAFF & FAMILY SHARE

Head Coach Tim Brown brought students from the TRHS Wrestling Team to speak about their 2025 State Championship. This is the 31st State Championship for Timberlane Regional High School. The 3 captains on the team spoke about the dynamics of the team and how proud they are for representing the Timberlane Regional School District. Coach Brown also commented on how good their academics are. There is a long list of alumni who also follow the team.

(Mrs. Knutsen arrived at 7:30)

The Middle School hosted the first ever middle school cooking competition. Mr. Mencis, principal at the Middle School, brought in students who competed and they won First Place in the Cooking Championship. They competed against Pelham Memorial School and Merrimack

APPROVED

Valley Middle School. The students had one hour to create their barbecue themed dish. The students prepared their winning meal for the School Board. Their winning dish was fried chicken on a waffle with lettuce, tomato, and bacon. One of the students created a special sauce for the sandwich.

APPROVAL OF MINUTES

MOTION: Mrs. Knutsen motioned to approve the public minutes of 4/3/25. Seconded by Mrs. Woodworth Motion passed: 6-0-1 (Mrs. Manthorn abstained)

MOTION: Mrs. Knutsen motioned to approve the non-public minutes of 4/3/25. Seconded by Mrs. Kowalczyk. Motion passed: 6-0-1 (Mrs. Manthorn abstained)

DELEGATES & INDIVIDUALS

There were no public comments.

MOTION: Mr. Sherwood motioned to add the 30 minutes to the end of the meeting. Seconded by Mrs. Woodworth Motion passed: 6-1-0 (Mr. LeCain opposed)

STUDENT REPRESENTATIVE

Abigail Robinson presented her school-wide report and highlighted happenings around the District. Some of the highlights included at the high school, the production of “Anastasia” was held in the PAC. There are daily activities planned for Mental Health Awareness Week next week. The middle school will be holding a ribbon cutting ceremony for the brand new track. Danville second grade students visited the SEE Science Center in Manchester, NH. They hosted a Unified Arts Showcase this evening. Sandown North is excited to report they are half way through their school-wide reading of “The Wild Barowski” book. Sandown Central held an informational session for Preschool and Pre-K. Pollard 5th grade teams are learning about the history of Plaistow. The 4th Grade Band and 3rd Grade string students performed their concert last night.

CURRENT BUSINESS

- a. Resolution for Lease

Mr. Krieger explained the resolution is to authorize financing for the projects of phase 3 of the \$25M lease. The projects include primarily work at Atkinson Academy and Sandown North.

APPROVED

MOTION: Mrs. Knutsen motioned that the Resolution entitled, “Resolution to Authorize \$2,589,655 as Phase III of the Lease Purchase Financing of Energy Savings Equipment and Associated Building Improvements at District Facilities”, be approved in form presented to this meeting and that an attested copy of said Resolution be included with the minutes of this meeting.” Seconded by Mrs. Manthorn Motion passed: 7-0-0

b. Elementary Enrollment Update

Mrs. Canotas presented her monthly update of enrollment projections for the 25/26 school year. The projections are based on currently enrolled students advanced to the next grade level with known withdrawals and registrations added. Grade 3 at Danville School and Grade 2 at Pollard School are at capacity. They have waitlisted Kindergarten students.

Mr. Sherwood asked if at the next meeting, she could project the enrollment numbers on the screen so people watching can see the numbers they are referring to.

c. Evolution of Games Revision (First Read)

Mr. Pedersen presented the proposed revision to the curriculum of this elective course. This is a CCP-level elective course at the high school and is open to students in grades 9-12. There are many students interested in this elective. The proposal divides the course into two main units: “Games Throughout History” was initially developed as a standalone unit, while the second, “Electronic Gaming” shifts the focus to modern gaming.

He explained that “Games Throughout History” explores the historical and cultural significance of games, analyzing their purposes in civilization while “Electronic Gaming” introduces the concept of technological advancements shaping the development of games in the digital age.

MOTION: Mr. Sherwood motioned to approve the first read of the Evolution of Games curriculum revision. Seconded by Mrs. Kowalczyk Motion passed: 7-0-0

d. Grade 8 Washington, DC Field Trip Request

Mr. Pedersen presented an overview of a proposed trip for the Middle School 8th grade students to travel to Washington, DC during April vacation 2026. This trip requires approval by the School Board because it is an out-of-state trip and overnight. Even though this trip is a year away, he is asking for permission in order to give the students who want to attend, time to

APPROVED

fundraise because this is an elective field trip. He explained that EF Tours will set up a Giving Page for those who wish to donate.

MOTION: Mrs. Knutsen motioned to approve the 8th grade Washington, DC field trip for April vacation 2026. Seconded by Mrs. Woodworth. Motion passed: 7-0-0

e. FY26 General Assurances

Mr. Krieger explained this is an annual thing. The New Hampshire Department of Education provided a document that must be signed by all agencies and organizations who receive federal funds through the NHED. Each applicant is required to file certain assurances. The federal programs are IDEA, Title I and Title III. A motion will allow him and the School Board Chair to sign and receive federal funding in 2026.

MOTION: Mrs. Manthorn motioned for the minutes to reflect the Superintendent has informed the Board of the federal funds the District will be receiving and of the General Assurances, Requirements, and Definitions for participation in the federal programs. Seconded by Mrs. Knutsen Motion passed: 7-0-0

MOTION: Mrs. Manthorn motioned to authorize the School Board Chair to sign the FY26 General Assurances on behalf of the Timberlane Regional School Board. Seconded by Mrs. Knutsen Motion passed: 7-0-0

f. Budget to Actual Report

Mrs. Watkins presented her monthly update which occurs on the second Board meeting of every month. This is a one-page summary of financials. She mentioned as of March 31, 2025, they have received 80% of the expected revenue. They have expended 60% of the budget. The actual expenses compared to the prior year is 10% higher than last year. The majority of that increase is personnel.

g. FY2026 School Breakfast & Lunch Pricing

Mrs. Watkins presented the recommended school breakfast and lunch pricing with an increase of \$.10 per meal. The Board reviews their pricing annually and they have been able to keep the pricing reasonable for families of students in the district. The actual true cost of a meal is \$3.90. The requested increase of .10 cents per meal will generate enough revenue to offset the rising cost of our Food Service Program. This increase would be effective 2025-2026 school year.

APPROVED

MOTION: Mrs. Knutsen motioned to approve the proposed 2025-2026 meal prices for breakfast and lunch. Seconded by Mrs. Manthorn Motion passed: 7-0-0

h. Repurpose Position

Mr. Krieger spoke to his recommendation of repurposing the open and vacant French teaching position to District Technology Integration Specialist. On April 3rd, the School Board approved reducing the budget of four elementary technology teaching positions effective June 30, 2025. Administration is recommending repurposing the French teaching position to the position of District Technology Integration Specialist in order to support the future delivery model of digital literacy to elementary students.

Mrs. Woodworth confirmed that this is an elementary specific position. Mr. Krieger said that was correct and TLC is included.

Mrs. Woodworth commented there are a lot of elementary students and parents concerned about the Robotics and Lego Clubs. She did not see them included in the job description. Mr. Krieger explained those are after school clubs outside the contractual day. They would be covered with a stipend and those still exist in the budget and were not reduced.

MOTION: Mrs. Knutsen made a motion to approve repurposing the French teaching position to a District Technology Integration Specialist position. Seconded by Mrs. Woodworth. Motion passed: 7-0-0

i. Committee Membership

The Board received the new Committee assignments for next year. Mr. Krieger discussed the parameters for the new Tax Cap Committee. There will be two Board members, two members of the Budget Committee, four community members, one from each town and two administrators. Mr. Krieger will also consult with the TTA and TSSU to determine if they want membership on that committee. The Tax Cap Committee will report back to the Board early in the fall. He will update the Board on the membership at the next meeting.

MOTION: Mrs. Knutsen motioned to approve the committee assignments for the 25/26 school year. Seconded by Mrs. Manthorn Motion passed: 7-0-0

ADMINISTRATORS REPORT

APPROVED

Mr. Krieger stated the Facilities Committee was looking at the bollards for the canopy at the high school. He will bring the cost differential of the bollards to the May 8th Board meeting.

Mr. Sherwood explained they are interested in having lit bollards. That would be a cost EEI has not assumed and he asked what the most expensive bollard they had included in their plan was so that they can use that as a delta for what they choose for the lit bollards.

At the Facilities Committee meeting, there was discussion about vendors for repairs and maintenance. Dr. Martin will be bringing to the Board on May 8th, a list of vendors that we typically spend between \$10,000 - \$20,000 a year on and they will be asking the Board for flexibility without needing to secure three quotes.

Mr. Krieger stated the Board approved removing \$1 million from the capital money and leaving the CIP at around an \$800,000 to \$900,000 marker. The Danville roof, perimeter fencing on the main campus and beginning work on the high school bathrooms. He will be looking for some direction on May 8th around those 3 projects about prioritizing, maybe funding from other areas. For the bathrooms, we need to make decisions about whether we will put an RFP out for architectural and engineering plans or do something more of design build where we are serving as the general contractor.

Mr. Krieger said he did an interview with the Eagle Tribune specific to the budget reductions the Board approved at the last meeting. He also has an invitation from NHPR to be interviewed that is along the work that Bill Preble is doing with the School Climate and Culture committees and also on the district budget. He has not yet been able to meet with the Atkinson resident for an interview but will continue to follow up with him.

With regards to the State Board of Education, they approved the revisions that were made to the Articles of Agreement on April 10th.

Mr. Krieger will be presenting at the May 8th Board meeting, a reorganization of the Special Education model in light of the vote by the Board to remove the position of Director of Special Education. He will also bring in a statement of philosophy that is going to guide the Special Education Department during this transition.

He asked their legal counsel to take a harder look at Article 7 that was the retention of the fund balance. He wants to bring some definitive information to the Board on May 8th and has asked the legal counsel to put something in writing.

The New Hampshire Department of Education has not yet received the preliminary allocations for federal funds. They could be looking at them being distributed later in July or August. He will keep them updated.

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Mr. Krieger visited TLC and described the new guided playgroup for preschoolers, pre-k and kindergarten students. This is opt-in and voluntary.

PERSONNEL REPORT

**MOTION: Mrs. Manthorn motioned to accept the professional resignations of: Shaun O'Loughlin, English Teacher, TRHS; Cynthia Pelletier, Special Education Teacher, Danville; Angela LeSaux, Elementary Teacher, Danville. Seconded by Mr. Sherwood
Motion passed: 7-0-0**

**MOTION: Mrs. Manthorn motioned to accept the professional retirement of Dr. Terri Demaine, Out of District Coordinator, District. Seconded by Mrs. Knutsen.
Motion passed: 7-0-0**

COMMITTEE REPORTS

Mrs. Woodworth attended her first Wellness Committee meeting. She also attended a CIP meeting and they discussed needing direction from the School Board on which projects will be selected.

Mrs. Knutsen asked if the CIP talked about the By-laws. Mrs. Woodworth stated they had not received the packet in enough time. They will be going over the by-laws.

Mrs. Manthorn offered her deepest condolences to the family of Norm Major. Norm Major was a strong contributor to the community of Plaistow.

Mr. Sherwood stated that Mr. Sapia did some research on the masonry walls and spoke to engineers. He is looking at the potential of a 50' X 60' athletic storage shed on the outside of the athletic wing by door B13. That would essentially become an internal wall. Dr. Martin is looking into whether we need more storage space. It could negate having to fix that wall and EEI said it could possibly save money on the masonry walls. There is much more information that needs to be gathered.

OTHER BUSINESS

Mrs. Kowalczyk offered condolences to Ron Cocolin who drove a school bus for First Student. He drove Bus #123 for Pollard for 9 years. They will retire the number for Bus #123 and replace it with Bus #5.

Mrs. Manthorn explained the Plaistow Selectmen reached out to her, Mrs. Kowalczyk and Mrs. Knutsen regarding a potential learning opportunity. They are working with Black Earth

APPROVED

Composting and they have a connection to build educational programs to learn about composting. That might be something we could talk about.

DELEGATES AND INDIVIDUALS (cont'd) - There were no delegates or individuals requesting to speak.

MOTION: Mrs. Manthorn motioned to adjourn the meeting. Seconded by Mrs. Knutsen. Motion passed: 7-0-0

The meeting was adjourned at 8:59 PM.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on May 8, 2025