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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
May 23, 2025
7:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present
Katie Knutsen, Mark Sherwood, Marianne Springer, Brienna Woodworth, Alyssa Kowalczyk, Shauna Manthorn, Jack Sapia, Don Woodworth, Paul LeCain

Seated at the Board Table
Justin Krieger, Superintendent
Sandra Allaire, Assistant Superintendent
Chris Martin, Director of Operations
Abigail Robinson, Student Representative

Administrators Present
Maria Watkins, Business Administrator/CFO

Mrs. Knutsen called the meeting to order at 7:00 pm.

STUDENT, STAFF & FAMILY SHARE

Danielle Foley, TRHS Assistant Principal spoke about the Extended Learning Opportunities that are available for students. She brought in students to speak about their own ELO program they chose. Officer Collins, with the Sandown Police Department, talked about the Explorer program and introduced three Explorers. Each spoke about why they chose to join the program and their experiences. Currently there are six other Explorers who have now become officers. Lt. Travers with the Plaistow Fire Department talked about the Junior Firefighter program and introduced Junior Firefighters and described what they do. There are 21 students enrolled in the program, 16 of them are from Timberlane. Some of those students have go on to become firefighters. A student involved in the HCA Healthcare Program spoke of her experiences and the interest she has always had in healthcare.

APPROVED

APPROVAL OF MINUTES

MOTION: Mrs. Woodworth motioned to approve the public minutes of 5/8/25. Seconded by Mrs. Springer Motion passed: 8-0-1 (LeCain abstained)

DELEGATES & INDIVIDUALS

Chris Tardif from Atkinson, addressed the Board. He referred to the ongoing discussions the Board has had on possibly moving the Deliberative Session to a Saturday. He would like the Superintendent to explore with each town how we can coordinate an open Saturday to have our School Deliberative Sessions.

MOTION: Mr. Sapia motioned to add the 27 minutes to the end of the meeting. Seconded by Mr. Sherwood Motion passed: 9-0-0

STUDENT REPRESENTATIVE

Abigail Robinson presented her school-wide report and highlighted happenings around the District. Some of the highlights included at the high school, in the PAC, there was the Milkman Senior Night. She reported on the sports highlights. At the Middle School, the Student Council had their elections these past two weeks. The 6th Grade ELA students kicked off their next research project. The 7th Grade cooking students completed their Smoothie Contest. The 8th Grade students participated in a Spoken Word Poetry contest. At Pollard, they enjoyed a visit from the Wildlife Encounters. The 4th graders enjoyed their trip to Strawberry Banke. The Danville PTA and administrative team collaborated to provide Teacher Appreciation Week. All Grade 2 students at Atkinson Academy went on a field trip to various locations in the community. There will be a whole school assembly tomorrow celebrating Memorial Day. At Sandown North, all 2nd graders went on a field trip to visit the Sandown Town Hall. The 5th graders have their D.A.R.E. program. This is the last meeting for Abigail Robinson and she thanked the Board for being so welcoming and encouraging. She enjoyed the position as School Board Student Representative very much.

CURRENT BUSINESS

a. Elementary Enrollment Update

Mrs. Allaire presented the enrollment update at all the elementary schools and the early childhood programs. They are watching closely the Grade 3 enrollment at Danville School which has reached maximum class size per the policy. Also, due to the low enrollment in the half-day kindergarten program at Danville, half-day kindergarten will not be offered at Danville School. Parents will have the option to attend either Atkinson Academy or Pollard School. At

this point, they don't anticipate the need for an additional teacher but believe they can do some internal transfers of staff. If the numbers for Grade 3 in Danville go over, they may be able to add a position.

b. Sandown Central Gym Roof RFP

Dr. Martin presented this to the Board. She explained the gym roof has been leaking in a variety of locations for a significant period of time. They have done patching but that is no longer effective. An RFP was issued for the gym roof replacement. They are recommending going forward with Melanson due to their reputation, reliability, and prior work in the District. They provided a very fair price at $49,100.00.

MOTION: Mr. Sherwood motioned to approve entering into a contract with Melanson Roofing to replace Sandown Central's gym roof for a total of $49,100.00. Seconded by Mrs. Woodworth. Motion passed: 9-0-0

c. Budget to Actual Report

Mrs. Watkins presented her monthly Budget to Actual Report. It compares the actuals from 2025 to the actuals of 2024. On the revenue side, they have received $63.7 million as of April 30th. On the expense side, they have incurred $60.4 million.

Mrs. Springer asked if she has a projection of what the unassigned fund balance will be this year. Mrs. Watkins said not yet and explained the calculations used to determine the unassigned fund balance. Mrs. Knutsen stated they won't know the unassigned fund balance until the books are closed.

Mrs. Watkins referred to the revenue and stated they are still waiting for some of the towns to send in their payments that were projected.

Mr. LeCain said they had a town who were significantly behind in paying and asked if that is still the case. Mrs. Watkins stated it is. Mr. LeCain asked which town it is and stated it is public information. Mrs. Watkins said it is Plaistow and Plaistow recently told them they are on a pay plan.

d. Town Payment Schedule

Mrs. Watkins presented the FY26 schedule of town payments to the district. She provided the schedule for the apportionment of the towns for the 1st Semester. It is an estimate of the financial needs of the school district. When the DRA gives us the final numbers in October, she will adjust the schedule for the 2nd Semester.

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MOTION: Mrs. Manthorn motioned to approve the first semester payment schedule in accordance with RSA 195:14. Seconded by Mrs. Kowalczyk. Motion passed 9-0-0

e. Notice of Revocation of Policy DO: Food Service Meal Account Balances

Mrs. Allaire stated they currently have two different policies. Policy DO conflicts with Policy EFAA: Meal Charging. The NHSBA has no sample policy, however, Policy DO is not recommended with the School Board Association. They have Policy EFAA which was updated this past September around meal balances. It is recommended by the Policy Committee to have this issue come before the School Board for revocation. This revocation can be considered as a First Read. Mrs. Allaire explained there are conditions that need to be met in order to revoke a Policy. This will be on the next School Board agenda.

ADMINISTRATORS REPORT

Dr. Martin informed the Board they received the "Get the Lead Out" grant of $11,150.00.

The Belfry project at Atkinson Academy is being well documented by an Art Teacher there who is keeping historical notes on the progress. Also, there are photographs of the project.

An event is planned for 5/29 at the Atkinson Library from 6:00 pm to 7:30 pm. Eric Lindquist is the preservation timber framing foreman on our job and he will be speaking that night.

Summer work is being coordinated.

Mr. Sherwood referred to the discussions the Facilities Committee has had regarding the bollards. The group decided to go with a slight upgrade. There will be 23 bollards along the front and they will be lit. They will also order two additional ones in the event a bollard needs to be replaced. These bollards are not crash rated. The cost for crash rated was about $96,000 compared to $11,000 for the non-crash rated lit bollards.

Dr. Martin is hoping to have an RFP put out shortly for the bathroom project at the high school. The Music Department will be participating in Memorial Day parades.

Mrs. Allaire attended the Spoken Word poetry contest at the PAC.

The TTA 5-year evaluation plan is connected to the CBA and it is expiring this year. They have been able to partner with the TTA and administrators who will meet and review the current plan and any changes they might need to make and will receive feedback. This document will need to be approved by the Board by the end June 2025.

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Mrs. Allaire provided a general update on changes to the ED306 rules at the state level. There are some minimum standard changes that districts will need to make. Ultimately, this will come before the Board for a vote. Mrs. Allaire will be providing regular updates.

Mr. Krieger stated at the close of this year, they will be welcoming a new School Board Student Representative.

Ginger Drechsel and he will be setting up open forums specific to special education in all seven of their buildings. This will be open to the entire building staff and will do some Q & A. He will report back to the Board how those meetings go.

On June 20th at 9:00 AM in the PAC, all district-wide staff will meet in the PAC to close out the year.

One June 28th, they will be recognizing Mason Karuba who will become an Eagle Scout.

Mr. Krieger had his interview with the Atkinson Community T.V. He will be reporting back about the fund balance retention.

The DRA has determined that Timberlane sits at 0% ability to retain funds despite the letter from the petitioner. He will engage the legal counsel to contact the DRA legal counsel. It was the consensus of the Board to do that.

Mr. Krieger informed the Board that the House of Reps which is the Culture and Climate group, will be before the Board on June 5th. There is another group at the high school called Hearts United who are working with kids and staff. Those two groups of students, about 15 total, were interviewed yesterday at the Middle School by NHPR's reporter. When he gets the details of when the story will hit the press, both in the written word and on the radio, he will send that information to the Board.

At the Middle School, they will be running an experiment with the Vic Geary Center. They will be bringing anyone who would like to come from the Vic Geary Center over to student lunches at the Middle School. They will have their table and they will sit through the cafeteria those days to interact with the kids and for the kids to interact with them. If it goes well, they will be looking to have designated volunteers with Vic Geary and have it as a regular practice.

In the upcoming year, they will be having four CBA negotiations. The TAU, TSSU, TAM, CODA and Speech & Language. He asked the Board members to think about those groups and he will be looking for Board members to be assigned to serve as Board representatives on those committees.

On June 5th, he will be coming back with the names of the full group for the Tax Committee. He will be looking for a date in the fall for a delivery date and who from the Board will serve as Co-Chair with him.

PERSONNEL REPORT

MOTION: Mrs. Manthorn motioned to accept the professional nominations of Kristin Woodworth, School Counselor, Atkinson Academy; Courtney Pellegrino, Out of District Coordinator, TRSD. Seconded by Mrs. Kowalczyk Motion passed 7-0-2 (Mr. Woodworth, Mrs. Woodworth abstained)

MOTION: Mrs. Manthorn motioned to accept the professional resignation of Erin Foster, School Psychologist, Danville; Jennifer Penn, Math Teacher, TRMS; Kerry Gamble, Pre-K Teacher, Danville; Melissa DiBenedetto, Elementary Teacher, Sandown North; Stacey Leonard, Math Teacher, TRMS. Seconded by Mrs. Kowalczyk Motion passed 9-0-0

MOTION: Mrs. Manthorn motioned to accept the professional retirement of Dolores Coyle-Quirk, Elementary Teacher, Pollard and thanked her for her service. Seconded by Mrs. Woodworth. Motion passed 9-0-0

MOTION: Mrs. Manthorn motioned to accept the renomination of William Brown, Teacher, TRHS. Seconded by Mrs. Woodworth. Motion passed: 9-0-0

COMMITTEE REPORTS

Mrs. Woodworth attended a CIP meeting on Monday and had great discussion and had some restructuring. She will be bringing that before the Board at the next meeting.

Mrs. Springer attended her first Curriculum and Assessment Committee meeting.

Mr. LeCain attended the Policy Committee meeting.

Mr. Sherwood attended the Facilities Committee meeting. There is a lot of work going into the work that will be taking place this summer.

Mr. Sapia attended the CIP and there was discussion on the prioritization of projects on the list for the Board to review.

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OTHER BUSINESS

Mrs. Knutsen talked about Board goals. They will be looking to do a workshop which will include Attorney Gordon Graham at the end of June. After discussion, they will do their Board goals and maybe schedule something in August for more team building.

Mr. Sapia referred to the bathroom project at the high school and would like to have an extensive discussion about discipline and consequences.

Mr. Sapia had heard some statistics today that out of 241 countries we are the leading country in child cancer rates and as it relates to food and all the things we can do.

Mrs. Manthorn explained that is something the Wellness Committee does annually and have a tri-annual goal as it relates to that. They only meet 3 or 4 times a year but what they can do is when they have that discussion and get that data, it can be addressed in our committee reports and share it with the Board.

Mr. Sapia would like to make those discussions a little more actionable.

Mr. Woodworth stated that we have made sure we meet all the standards that are necessary and that won't change by putting heat on that situation. He suggests what we can do educationally is to help parents understand what they need to do and help kids learn about the choices they make. Those are the things he thinks we should focus on.

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

There was no further business before the Board.

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

Sapia – Yes D. Woodworth – Yes Knutsen – Yes Sherwood – Yes Manthorn – Yes
B. Woodworth – Yes Kowalczyk – Yes LeCain – Yes Springer – Yes

The Board entered non-public session at 9:09 PM.

The Board returned to public session at 9:50 PM to seal the minutes and adjourn.

APPROVED

MOTION: Mrs. Woodworth motioned to seal the non-public minutes. Seconded by Mrs. Springer Motion passed: 9-0-0

The meeting was adjourned at 9:51 PM.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on June 5, 2025