

APPROVED

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
June 5, 2025
7:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present

Mark Sherwood, Marianne Springer, Brienna Woodworth, Alyssa Kowalczyk (arrived 7:22), Shauna Manthorn, Jack Sapia, Don Woodworth (arrived 7:32),

Excused Absence: Katie Knutsen, Paul LeCain

Seated at the Board Table

Justin Krieger, Superintendent
Sandra Allaire, Assistant Superintendent
Cameron Stack, Student Representative

Administrators Present

Maria Watkins, Business Administrator/CFO
Kenneth Henderson, Director of Technology
Mr. Pedersen, Director of Secondary Education

Mr. Sherwood called the meeting to order at 7:05 pm.

STUDENT, STAFF & FAMILY SHARE

Mrs. Yacek, Mr. Hamel and Mrs. Ross brought with them some Sandown North students to talk about the One School, One Book experience. They began planning this in February. One book was chosen to be read by the students and their families, staff, and the community. This experience was also available to homeschooled children. The book chosen was "The Wild Robot Escapes". There were lots of activities that all had the theme of this book, as well as, raffles for items and opportunities for students to win for answering questions about the book correctly. This was well received by all involved and they will be doing this again next year.

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Mr. Sherwood introduced Mr. Mencis and six middle school students who are part of the House of Representatives at the school aimed at improving school climate. Each student introduced themselves and highlighted some of the things they were trying to achieve as it relates to kindness, caring, and to increase positivity. There is also another middle school club called “Hearts United”. The group was interviewed by NHPR. There are other school districts that are looking to do the same thing. The group sent out over 700 letters of kindness. The students shared some ideas with the Board on how they could help better the program.

Mrs. Manthorn would like to have a school board member attend their meetings and she will work on facilitating this with the student treasurer of the House of Representatives. The students will also reach out to the student councils at the elementary schools.

APPROVAL OF MINUTES

**MOTION: Mrs. Manthorn motioned to approve the public minutes of 5/23/25.
Seconded by Mr. Sapia Motion passed: 7-0-0**

**MOTION: Mrs. Manthorn motioned to approve the non-public minutes of 5/23/25.
Seconded by Mrs. Woodworth Motion passed: 7-0-0**

DELEGATES & INDIVIDUALS

MOTION: Mrs. Manthorn motioned to move the remaining minutes to the end of the meeting. Seconded by Mrs. Woodworth Motion passed: 7-0-0

STUDENT REPRESENTATIVE

Mr. Krieger introduced the new student representative.

Cameron Stack presented his school-wide report and highlighted happenings around the District. Some of the highlights included upcoming awards ceremonies at the high school. The 7th graders are involved in the M.A.D. (Making a Difference) project. They also had a field trip to Rocky Shores. Pollard School and Danville Elementary had their field days last Friday. The Sandown Central kindergartners will be visiting Sandown North. They are looking forward to their end of the year celebrations. Grade 5 move-up day will be held on June 9th.

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CURRENT BUSINESS

a. Naming of Facility: TRHS Gym

Mr. Brown, the Wrestling Coach and the Assistant High School Wrestling Coach, Mr. Fitzpatrick, presented their request to name the TRHS Gymnasium after retired Wrestling Coach and Director of School Counseling, Barry Chooljian. He was employed by the TRSD for 35 years in various capacities. Coach Chooljian owns the state record for wins, state championships as a team and as individuals, and the longest winning streak at 180 consecutive wins over his final 13 seasons. The work he did with his athletes was most impressive. He helped them overcome personal challenges and guided them to find the best versions of themselves to become contributing members of society. He instilled into them values and morals which has carried them into their adult lives. Mr. Brown also provided the School Board with a copy of Barry Chooljian's very impressive coaching resume.

Board members also spoke very highly of him and shared memories of the Coach and the ripple effect his coaching had.

Mrs. Manthorn referred to the policy they have regarding the naming of a facility and the specific criteria that is required to be met. This request meets all that criteria.

MOTION: Mr. Woodworth motioned to honor Mr. Chooljian for his extraordinary career by naming the high school gymnasium after him. Seconded by Mrs. Manthorn. Motion passed: 6-0-1 (Mrs. Woodworth abstained)

Mr. Krieger will contact Mr. Brown regarding the details.

b. Website/Communications RFP

Mr. Henderson presented the list of six vendors who submitted bids. He recommends awarding the contract to FinalSite. They not only submitted the lowest-priced qualifying bid but they also have deep experience in our sector and a strong track record of successful website implementations. The project is expected to launch in July 2025 with a phased rollout plan and collaborative design process. Mr. Henderson explained there is a \$3,000 startup cost and \$26,000 for the first year.

Mrs. Woodworth referred to the discussion they previously had regarding Firstview and getting bus updates and the GPS locator. She asked if this new system would be able to communicate with that. Mr. Henderson stated they could add a link to that app on the transportation page.

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MOTION: Mrs. Manthorn motioned to approve entering into a contract with FinalSite to develop and upgrade our website and communication system at a cost of \$29,000 for the first year and \$26,000 annually thereafter for hosting services. Seconded by Mr. Sapia Motion passed: 7-0-0

c. Summer PE Class Overnight Field Trip

Mr. Pedersen is looking for Board approval for an overnight trip for the TRHS summer Adventure Education PE class. They would take approximately 12 students on a 2-day hiking and kayaking trip. They will stay the night in tents free of charge on Adventurelore's property in North Woodstock, NH. The cost for this trip is \$1,955.00 and would be coming from the high school budget.

Mr. Woodworth stated he is very comfortable going with Adventurelore. Mrs. Manthorn spoke in favor of this and it helps students earn .5 credit for PE.

Mr. Pedersen said there would be a back-up date in the event of bad weather.

MOTION: Mr. Sherwood motioned to approve the Adventure Education summer PE class to stay overnight in North Woodstock, NH tentatively from June 26-27, 2025. Seconded by Mrs. Manthorn. Motion passed: 6-0-1 (Mrs. Woodworth abstained)

d. Position Reallocation

Mrs. Allaire referred to the Executive Summary submitted by Mrs. Canotas. They are requesting action on a position change in IV. It was explained that based on enrollment needs, Pollard requires an additional second grade classroom. This will be fulfilled by an internal shift of staff. TRSD codes Kindergarten specifically in IV and all other elementary grades are grouped together (Grades 1-5), a vote is requested to move the position code 1138 from Kindergarten to an Elementary grade 1-5 position.

MOTION: Mrs. Manthorn motioned to approve the reallocation of Pollard's kindergarten position to an Elementary 1-5 position. Seconded by Mrs. Woodworth. Motion passed 7-0-0

e. Lease

Mrs. Watkins presented to the Board an opportunity for the District to prepay Phase 1 of the \$25 million lease. This would result in significant interest savings. By paying \$3,077,415.00 upfront, they would save \$1,325,509.00 in interest.

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Mr. Krieger said the payment is due by July 14, 2025 and the Board does not have to make a final decision this evening. The funds would be from this fiscal year budget. Board members were in favor of this.

Mrs. Springer agrees this is a good idea, however, since they have the time to discuss this at the next meeting, it would give the public an opportunity to speak to it if they wanted to.

It was the consensus of the Board to address this at the next meeting on June 19, 2025.

f. 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. Mrs. Allaire explained there are conditions that need to be met in order to revoke a Policy. A majority vote of the entire school board is required. She would like to discuss this at their next meeting on June 19th when they have the full board in attendance. The school board was in agreement.

g. Budget Transfers

i. Mr. Krieger stated three budget transfers are being requested to finish paying FY25 Special Education costs, minus salaries. The total request of transfers is \$130,000.

MOTION: Mrs. Manthorn motioned to approve the budget transfers in the amounts and accounts specified in the Special Education Budget transfer request dated June 5, 2025. Seconded by Mrs. Kowalczyk. Motion passed 7-0-0

ii. Mr. Krieger stated budget transfers are being requested to complete the balance owed regarding the Canopy Project of \$57,804.00. The total budget transfer requests total \$41,548.54.

MOTION: Mr. Sherwood motioned to approve the budget transfers in the amounts and accounts specified in the Facilities Budget transfer request dated June 5, 2025. Seconded by Mrs. Manthorn. Motion passed 7-0-0

h. CIP Committee Bylaws

Mr. Krieger explained the CIP is the only school board committee who has its own set of bylaws and membership guidelines. He presented three items for Board consideration and discussion.

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Mr. Krieger asked if they want to amend the school board membership to have two board members instead of four.

Mr. Sapia explained the CIP thought it would be proper to have a representative from each town on the committee. Typically, they have two board members show up, not four. The question is do they want to amend the bylaws to say two board members as opposed to 4 board members.

Mrs. Woodworth said in the discussions at the CIP it was their suggestion to have it up to four members to keep the integrity of the bylaw of allowing each town to have a say in the committee but understanding we need two members in order to move the meeting along.

Mr. Sherwood indicated if a school board member from a town has the opportunity to attend, they can but if they can't, the meeting can move along with the two school board members assigned to the committee.

The Board decided to add the words up to four school board members.

MOTION: Mrs. Woodworth motioned to amend the CIP Committee membership in 1-a. to read up to 4 school board members. Seconded by Mrs. Kowalczyk. Motion passed 7-0-0

With regard to the two budget committee members, Mr. Woodworth believes it should be amended to state up to two budget committee members.

MOTION: Mrs. Woodworth motioned to amend the CIP committee membership in 1-b. to read up to 2 Budget Committee Members. Seconded by Mrs. Kowalczyk. Motion passed 7-0-0

The Board discussed the definition of a Capital Improvement in 2-a.

Mr. Sapia explained the general consensus of having it at \$30,000 makes the list long and cumbersome and increasing it to \$100,000 makes it more for meaningful projects. He said \$30,000 incremental stuff is part of the day to day RFP business does kinds of things and it would allow them to have a meaningful list and a secondary back up list.

Mrs. Woodworth said there was one item in technology under \$100,000 and Mr. Henderson had it in his own budget. A lot of them are one time expenditures that are covered in the budget and not in CIP projects.

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MOTION: Mrs. Woodworth motioned to accept the change to \$100,000. Seconded by Mrs. Kowalczyk. Motion passed: 6-0-1 (Springer abstained)

Mr. Sherwood referred the Board to 2-b. changing that from a 3-year useful life to a 5-year useful life.

Mrs. Woodworth explained that would be to have the life expectancy of a project over 3 years. She commented that we should be investing in projects that have a longer useful life than 3 years it should be 5 years at least.

MOTION: Mrs. Woodworth motioned to amend the 3-year useful life to 5-years useful life. Seconded by Mrs. Manthorn. Motion passed: 7-0-0

Mr. Sherwood referred to number 3 which is timeline. The submission date is May 1st but the committee voted to make submissions “rolling” submissions.

Mr. Sapia explained if we come up with something after May 1st or during the course of the year, we should be able to put it on the CIP. It may not hit the timeframe of getting it into the next budgetary process but it shouldn’t be eliminated from being on the list.

Mrs. Woodworth added that they also wanted to alleviate the end of year stress from the administration who are submitting these CIP’s and any retention concerns that may come up at the end of the school year. This allows things to be submitted throughout the entire year.

MOTION: Mrs. Woodworth motioned to change the submission date to be rolling submissions and strike the May 1st due date. Seconded by Mr. Woodworth. Motion passed 7-0-0

The Board discussed a question for consideration regarding whether the School Board can submit requests to the CIP.

Mr. Sapia stated that as it is now, if the School Board wants to add a project to the CIP, it has to come from an administrator. Seeing that the CIP is a School Board committee, the School Board as a whole should be able to put that request on the CIP.

Mrs. Woodworth clarified that this was about allowing any School Board member to make a recommendation to the CIP and then the CIP would review it and put it on the list. They would then determine the timeline of it. It would still require a vote by the entire School Board.

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MOTION: Mrs. Woodworth motioned to allow school board members to submit requests to the CIP. Seconded by Mr. Sapia. Motion passed 7-0-0

i. Notice of NHSBA 2025 Call for Resolutions

Mr. Sherwood asked if either Mr. Woodworth or Mrs. Springer would be interested in representing Timberlane at the NHSBA Delegate Assembly. Each member school board is allowed to submit one or more proposed Resolutions. The deadline for submitting proposals is 4:00 PM on Friday, August 1, 2025. The Assembly is scheduled for Saturday, October 4, 2025 at the Grappone Conference Center in Concord.

Mr. Woodworth and Mrs. Springer will let the Board know at the next school board meeting.

ADMINISTRATORS REPORT

Mrs. Allaire informed the Board they have been working with members and leadership from the TTA to review and update their evaluations plan. That is a 5-year document that does connect to the CBA and requires full Board approval and the approval of the majority of the membership. They had their second full day workshop. They don't yet have a final version but anticipate they will be finishing that in the coming weeks and are hoping that will go for a presentation and vote by the TTA at one of our PD days when we return in August. Also, part of their planning is training for administrators connected to evaluations and they have started virtual training.

Mr. Krieger informed the Board this summer he will be working toward investigating Saturday as a deliberative session date and have it during the daytime hours. He will be back in September or October and give a small presentation.

He updated the Board on the open forums that he and Mrs. Drechsel are having at each of the schools. They have met with the high school teams, the middle school teams and two of the elementary school teams. Each of those buildings have been very different in terms of how the conversation has gone. The emphasis for next year will be on relationships rather than compliance.

The high school graduation will be held June 14, 2025 at 10:00 AM and all school board members are invited.

The school board members are invited to attend the all staff closing in the PAC on June 20th at 9:00 AM.

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Mr. Krieger is looking for a board member to be the co-chair on the Tax Cap Committee. Mrs. Kowalczyk agreed to be the co-chair. The Board agreed to have the target date of October or earlier if they are ready.

Mr. Krieger stated there will be four union negotiations this year. He will be looking for school board members on those. With Mrs. Knutsen and Mr. LeCain absent, they will revisit this at their next meeting on June 19, 2025.

Mr. Krieger surveyed the board members to get an idea of their interest. Mrs. Manthorn is interested in the TAAM and CODA and SLP negotiations. Mr. Sherwood is interested in the TSSU. Mr. Woodworth is interested in the TAAM and Mrs. Springer said she would do better with the TSSU or TAU. Mr. Sapia is open to any of them.

Mr. Krieger attended an ELO product presentation today and described how it worked.

PERSONNEL REPORT

MOTION: Mrs. Manthorn motioned to accept the professional nomination of Brittany Sylvain, Elementary Teacher, Sandown North. Seconded by Mrs. Woodworth Motion passed 7-0-0

MOTION: Mrs. Manthorn motioned to accept the professional renomination of Michael Rice, Elementary Teacher, Pollard School Seconded by Mrs. Woodworth Motion passed 7-0-0

COMMITTEE REPORTS

Mr. Woodworth – Attended a Curriculum and Assessment committee meeting and spoke to how our curriculum meets or exceeds state standards.

Mr. Sherwood – Safety Committee met. They are reaching out to the Department of Homeland Security to have another homeland security assessment. This happens every 3 years.

Mrs. Manthorn – Curriculum and Assessment met and there will be some information coming forward at the next meeting from Mrs. Allaire regarding a process that every district has to go through.

Mrs. Woodworth – She thanked the Board for the CIP discussion this evening. The next CIP meeting will be June 16th. Wellness Committee will meet in the fall.

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Mrs. Springer – She mentioned there is a lot of work that was reviewed at the Curriculum and Assessment committee meeting.

OTHER BUSINESS

Mrs. Kowalczyk wanted to do a shout out. Tonight was the first of two nights of the instrument trials for the elementary school kids. She gave a shout out to Mr. Schweiss and the rest of the Music Department.

Mr. Sapia talked about the need for a cell phone policy. He stated states are implementing bell to bell policies. There are 17 states that have implemented some type of cell phone policy in their schools. He urges the School Board to implement something for the beginning of the next school year.

Cameron Stack offered his thoughts on this from a student's point of view. He stated that no matter what, there will be some students who will continue using their cell phones. He is concerned for the safety of the students in the event of an emergency if the District has a strict cell phone ban.

Mr. Sherwood asked Mr. Sapia to provide the board members with the information he has so they can discuss this at their next board meeting.

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

There was no further business before the Board.

MOTION: Mrs. Manthorn motioned to enter non-public under RSA 91-A:3, Paragraph II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Seconded by Mrs. Kowalczyk Motion passed 7-0-0

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

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

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The Board returned to public session at 10:20 PM to seal the minutes and adjourn.

MOTION: Mrs. Manthorn motioned to seal the non-public minutes. Seconded by Mrs. Springer Motion passed: 7-0-0

The meeting was adjourned at 10:21 PM.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on June 19, 2025