

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

Regular Board Meeting
June 4, 2026
7:00 PM

Superintendent's Office
Greenough Road
Plaistow, NH

Call to Order

Board Members Present

Don Woodworth, Shawn O'Neil, Katie Knutsen, Jack Sapia, Shawna Manthorn
Mark Sherwood

Excused Absence: Paul LeCain, Marianne Springer, Alyssa Kowalczyk

Seated at the Board Table

Justin Krieger, Superintendent
Sandra Allaire, Assistant Superintendent
Ginger Drechsel, Director of Student Services
Cameron Stack, Student Representative

Administrators Present:

Ken Henderson, Director of Technology

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

APPROVAL OF MINUTES

MOTION: Mr. Sherwood motioned to approve the public meeting minutes of 5/21/26.
Seconded by Mrs. Manthorn Motion passed: 5-0-1 (Knutsen abstained)

STUDENT REPRESENTATIVE

Cameron Stack highlighted events throughout the district. Some of those events include the High School graduation will be held on Saturday and the awards and scholarship night is next Thursday.

APPROVED PUBLIC MEETING MINUTES

The TRHS girl's tennis team made it to the state semi-finals but unfortunately did not win. The girl's lacrosse team is ranked number one and will play at home on Thursday.

The TRMS girls track team won the Tri-County Track Championship. All our ensembles have recently just completed their final concerts. There will be an instrument drive. The fifth graders from Atkinson Academy and Pollard School visited the middle school and tomorrow the fifth graders from Danville and Sandown will do the same. The seventh grade students have been presenting their Make a Difference projects this week. The fifth graders from Sandown North participated in the DARE ceremony on Friday, May 29th and had a barbeque. He thanked Sergeant Sable and Chef Gordon for partnering with our school to bring the program to the students.

Cameron stated this was his last School Board meeting and he thanked the Board for an amazing year. He was grateful for the experience and said it was great to see how it works behind the scenes and to learn how much the Board members do to support the students.

DELEGATES & INDIVIDUALS

MOTION: Mrs. Manthorn motioned to move the 30 minutes to the end of the meeting. Seconded by Mr. Sherwood. Motion passed: 6-0-0

CURRENT BUSINESS

A. NHSBA Student School Board Member Scholarship Award Presentation

Mr. Barrett Christina, Executive Director of the New Hampshire School Boards Association, presented Cameron Stack with the 2026 NHSBA Student School Board Member Scholarship for the South Central Region. The factors considered for award winners are academic achievement, active participation in school-sponsored and extracurricular activities, community service activities, and an essay on the topic: "The Role of the Student Voice in Decision-Making." Cameron's academic accomplishments are numerous. He has maintained an outstanding grade point average while taking many rigorous courses. Cameron has also received numerous academic awards, including four years of Honors with Distinction, National Honor Society, Science Honor Society, and Drama Honor Society.

In addition to being an accomplished student, Cameron has participated in many extracurricular and community-based activities, including Student Council, Boy Scouts, Merrimack Valley Philharmonic Orchestra and the Timberlane Performing Arts Center.

B. Audit Engagement Letter

Mr. Krieger presented the audit engagement authorization letter for the period ending on June 30, 2026, submitted by Plodzik & Sanderson, P.A.

APPROVED PUBLIC MEETING MINUTES

MOTION: Mr. O'Neil motioned to authorize the chair to sign the engagement letter with Plodzick & Sanderson for the Timberlane Regional School District's annual audit. Seconded by Mrs. Manthorn Motion passed: 6-0-0

C. TRSD Website Presentation

Mr. Henderson gave a presentation on the new District website. He explained the reason behind the decision for a new website. Some of the reasons were the data was hard to find, search was limited and community engagement was limited. They evaluated several providers and an RFP was issued. Mr. Henderson provided a demonstration on the navigation of the new website. The search feature is now AI Chat Bot search. There is user feedback asked on every session because this is a work in progress and he is actively monitoring and adjusting the website. This new website also provides more community engagement. He added that web accessibility is no longer just a recommended best practice, it is generally a legal requirement and needs to be ADA compliant and he provided how the website meets this legal requirement.

Mr. O'Neil referred to one of the things he brought up at one of his first meetings here. It was about trying to streamline our right-to-know requests. He can envision a school board tab on there for that and it would have sort of a table of contents including the dates of a right to know submissions, who requested it, and a link to all the dataset for that. It will all be transparent.

Mrs. Manthorn questioned if there are any legal ramifications to posting the name of the person who requested the right-to-know.

Mr. O'Neil stated that is also public information and the SAU has received a right-to-know request on the right-to-know request log.

D. Notice of NHSBA 2026 Call for Resolutions

Mr. Krieger explained the Board can submit one or more resolutions to the New Hampshire School Boards Association. This deadline is July 3rd. If there was a potential for the board to want to move something forward, we would need to get that information so we could put it on the June 18th agenda so the board can have a discussion and a vote on whether to move that resolution, or resolutions forward. It can be a new resolution, or it can be a revision of a current resolution. He will also follow up and resend the Board members the resolutions from the New Hampshire School Administrators Association.

E. Repeal Policy IJM: Challenged Materials

A full Board is required for a vote to repeal the policy. This will be on the next agenda.

APPROVED PUBLIC MEETING MINUTES

9. ADMINISTRATOR'S REPORT

Mrs. Drechsel wanted to recognize our ESOL teachers and our nurses and our social workers and counselors. In addition, we have our special education staff, which includes our physical therapists, our occupational therapists, our speech therapists, our paraprofessionals, our administrative assistants, our BCBAs, our psychologists, our special education teachers, our special education coordinators, our facilitators, our out-of-district coordinator, our Child Find coordinator, and our specialized transportation staff. These are the staff who help support all these students within those specialized groups. We also couldn't do this without our administrators and our regular education teachers. Everybody is a part of student services. The success of our kids would be not what it is if all of them weren't a part of this process.

Currently, she stated we're in the middle of dealing with a lot of transitions, and working with our kids so that they progress from one school, one developmental level to another. We've got Kindergarteners going to grade one at Sandown. We've got fifth graders moving to sixth grade at the Middle school. We've got eighth graders moving to ninth grade. We talk about transitions a lot and how important they are but the amount of time and dedication that goes into the conversations with the kids, the planning, the preparation, it's important to acknowledge the work that goes into that.

Mrs. Drechsel talked about the PAGS process and stated we're coming to the end of that audit. We will get our PAGS report sometime in early July. She looks forward to coming back to the Board in the Fall with the information and the results of that. For the future, it's going to give us our roadmap as the things that we need to be thinking about, the things that we need to improve, the things that we might need to address.

Mrs. Drechsel stated the future is really thinking about what's next. We're already planning for ESY, we're planning and staffing for the fall. We're thinking about service delivery. We're thinking about schedules. We're thinking about needs of students. We're in the moment, we're thinking about the future all at the same time. And it's a lot for this team to do while they're also trying to serve and work with students on a day-to-day basis.

Mrs. Allaire informed the Board of some of the processes that we go through as a district connected to federal funding. The grants we are eligible for beyond IDEA, which supports largely our special education population, are Titles I-A, II-A, and IV-A. Each of those grants are connected to statutes and federal requirements. They all serve different purposes. Something that is different now is we are required to engage in what's considered a comprehensive needs assessment and she described what that involves.

She explained once we have our data, we will be bringing together a stakeholder team that includes staff, student, and parent representation to review the data, to identify what needs emerge from all of those categories, and to then determine if those needs are in fact priorities for us. From there, we will develop budgets. That information, once developed, will be posted publicly. The goal is that it will be posted publicly before our next board meeting, which is why I'm informing you of that, in case you have questions or questions should come to you.

APPROVED PUBLIC MEETING MINUTES

She understands this is a short timeline. All of this has to be finalized by the third week of June so that we can then develop our budgets which are due to the Department of Ed on July 1st.

Mrs. Allaire explained that the administration team gathered our building department leaders, both at the district level and school level, yesterday in different sessions because we still have to manage our schools during the school day. We engaged in three-hour PD sessions which really focused on developing our collective understanding through a book study around research behind the connection between the brain and body response systems that impact behavior, so that we can have a better understanding about how different students, individuals, adults and children all respond differently in different situations, and how that impacts the way in which we may respond in different moments and how we respond to those behaviors

Mr. Krieger provided some follow-ups from the last meeting. The first was about screen time. His is going to continue to work with Mr. Henderson, and he hopes to bring something back to the Board on June 18th and hopefully write up a little summary.

He mentioned there was an inquiry about the fiscal '26 projection, and wanting some information about how the board aligned to the voted budget and what were some decisions they made early to align to it. In addition, to provide decisions that they made after the spending freeze in March. Mr. Krieger would like to be able to take some time, put together a presentation, and work with the Board to get it on the agenda for the 18th.

Mr. Krieger referred to the follow-up on the multi-age classroom history. He stated they will still dig into doing some research about how Timberlane had it, and then more importantly, the reason it went away. He'll bring that back when they have that information as well.

Mr. Krieger announced the District received recognition from the New Hampshire Bureau of Special Education. They do indicator audits for us. One of the things they were looking at is post-secondary transitions. It's actually Indicator 13. He stated they are at 100% compliance now with those random audits.

Mr. Krieger stated they have received the New Hampshire retirement rates going into the next two fiscal years. They set these rates for two years, fiscal '28 and fiscal '29. Both the staff rate and the teacher rate have remarkably decreased. He offered some good news on the IDEA allocation or projected allocation for next year. It's a small increase, about \$20,000, but we're happy that it's not a decrease and that we're maintaining some level funding, and that's the projection for the IDEA grant moving into next year as well.

On June 18th, we have a school board meeting here, but we're also going to have a meeting to discuss school board goals after that. I just want to remind folks of that. It'll be two parts, a public meeting and then a non-meeting with the attorney to discuss those pieces afterwards.

Lastly, Mr. Sapia joined him at the Board of Selectmen meeting in Atkinson on Monday. One of the things that came up in that conversation was this idea of where the district is going to land this year in terms of its projection, and what people can expect in terms of some tax relief based on an unassigned fund balance. Mr. Krieger thought it was a good opportunity to be very clear on this. He stated for the

APPROVED PUBLIC MEETING MINUTES

folks to expect a large or substantial unassigned fund balance this year, he wanted to let them know that we don't expect that to happen. The District operated and aligned to the voted budget and spent the voted budget. It was about a \$10 million difference between both fiscal years. He added that they have not been talking that language all year.

10. Personnel Report

MOTION: Mrs. Manthorn motioned to approve the professional nominations of: Joshua Letendre, Music Teacher, Sandown North; Julie Sullivan, Music Teacher, Atkinson Academy; Tiffany Eaton, Principal, Danville Elementary; Daniel Sherman, Music Teacher, TRHS. Seconded by Mr. Sherwood Motion passed: 6-0-0

MOTION: Mrs. Manthorn motioned to approve the professional resignation of Philip Balanoff, PE/Health Teacher at TRMS and thanked him for his time in the district. Seconded by Mr. Sherwood Motion passed: 6-0-0

COMMITTEE REPORTS

Mr. Sapia sat in on the curriculum committee. He stated it was quite enlightening and he enjoyed his time there.

Mr. Woodworth mentioned the Policy Committee had some interesting conversations related to questions we've asked at the board level for the policy committee to consider conduct of meetings, for example, when the Board wants to combine approval of a first and a second read. We also have to make sure when we change language in a policy, that we're not being inconsistent in the process. It's going to take a little time, but I think the first read will be coming to you soon.

Mrs. Knutsen stated at our next meeting we'll be talking about our Board goals. She asked the Board to look for an email from her. It'll have our current goals and then maybe even one of our previous ones just to look at. That way, people have a chance to look at those and have some ideas when you come. She asked if any member is unable to come, please email her or Mr. Sherwood.

Mr. Sherwood spoke about Facilities. They were talking about the envelope of the building and it is not as cookie cutter as anybody would like. There are a lot of questions that have yet to be answered. There was a segment of the exterior that was taken off, and there was some water intrusion, and there was some mold on the exterior. Two other sections were taken down. They were both bone dry. That presents the possibility of not having to take everything down. However, the gypsum board that is there had a product that is no longer manufactured and supported by the manufacturer. So then the question is, once we're going to put on different vapor barriers, water barriers, will that be effective and who will certify and/or warranty that. So obviously, the cost implications of doing everything or just portions are drastically different. We're trying to do our due diligence and make certain we take care of the property without creating a larger job than is required.

APPROVED PUBLIC MEETING MINUTES

Where it is left right now is we will be having a representative from Henry, which makes a blueskin product that we're going to be utilizing, come in and actually take a look at it and make certain that they are comfortable with the viability for what we are hoping is the majority of the exterior to treat that. So that's one thing that we are researching.

Additionally, we are looking at pricing for what happens if they will not certify it and we have to take it all out, or another cost estimate. If 20%, if 30% needs to be removed, what are the cost implications of that. One other thing that was discussed at Facilities is the windows. There are approximately 64 windows that are involved that were installed in the year 2000. So, in addressing the exterior of the building, we need to at least ask the question and address it one way or the other. Do we replace the windows at the same time. The windows are flange windows, which will make it more complicated once we put on a new exterior, should they need to be replaced. I'm interested in feedback from this group.

Mr. Sapia said he reached out to Georgia-Pacific which we talked about at the meeting. He was going to talk to the rep at G-P, and we had a confidential conversation. They won't make any recommendations. Just because the standards have changed doesn't mean it's still not a viable material. He reached out to a number of different resources, and everyone had the same suggestion. He read it for the Board and he thinks it makes a lot of sense. Mr. Sapia is recommending that the school board explore an independent building envelope engineer consultant to evaluate the conditions of the existing exterior gypsum sheathing at the high school prior to making a financial decision regarding repair, remediation, or replacement. He said it really comes down to the guy from Henry, because that's what everything is going to attach to, saying whether this gypsum is good or not.

To date, several exploratory openings have been performed. The architect, administration, project management teams, and contractors each play an important role in the successful completion of this project. He said each approach the project from a different professional perspective, including design responsibility, project administration, scheduling, budgeting, and risk assessment. The school board's responsibility is much different. The Board is responsible to ensure that the decisions involved are supported by objective evidence, sound engineering judgment, and prudent stewardship of the tax resources. For that reason, he believes the board would benefit from receiving an independent technical assessment from a qualified building envelope professional whose sole responsibility is to evaluate the existing conditions and provide unbiased recommendations.

Mrs. Manthorn said this is super valuable information, but she is wondering if the Board could table this conversation. There's an action item that's coming out of Facilities to have somebody come out and look at that piece of it. Once you gather that information as a committee, potentially it can be an agenda item to come present the whole situation. She stated she doesn't know what the timeline is in terms of the scope of work and if there's exposed walls open and it's a safety thing, but she is not opposed to having a third neutral party come in and look at all the circumstances top to bottom and give an opinion.

Mr. Sapia stated he is asking the Board to give Mr. Sherwood and himself the latitude to go out and explore what they can bring to the table.

APPROVED PUBLIC MEETING MINUTES

Mrs. Knutsen stated that it sounds like this could be on their August meeting, the Facilities committee will have had time to meet, get us answers about the stuff that you want to put on the gypsum board. It sounds like the Facilities Committee is going to look at maybe some other party to possibly come in and be an independent review. In the meantime, she asked Mr. Sapia to send all those people that he named off who gave an opinion about why we need this, along with any data there may be to back that up.

OTHER BUSINESS

Mr. Sapia talked about the Atkinson Academy building. It was built in 1803 and it's a national historical building. He wants to make sure when we do work in that building, that we're doing everything to restore it back to its original state. In other words, he believes we have an obligation to use the right materials. He doesn't think we should be putting drywall where it should be plaster. He doesn't think we should be putting carpet where it should be hardwood, and he would rather do nothing at all than not do it right. It's about the preservation of this very important national historical site.

Mr. Sapia said he went over the RFP's again. The policy states that 40% of the evaluation is based on price and then 60% is based on almost the same exact thing. He believes 60% is subjective. It was always based on price unless there was something dramatically wrong with the contractor. It's the low bidder who gets the job. They usually have to give two or three references. Here, it's weighted and we have the discretion to circumvent the pricing. He stated that doesn't feel right.

Mrs. Knutsen said that's a Board policy, and it states with bids and stuff like that and RFPs, that because sometimes the lowest bidder could be a detriment, it gives the Board and the department's discretion because it might be the second lowest bidder who is actually better.

Mr. Sherwood understands where Mr. Sapia is coming from. He mostly agrees, but explained they need the flexibility.

Mr. O'Neil suggested to Mr. Krieger, that it would be a good idea to have different organizations underneath him get together and talk about this past year at some point. They would discuss what went well and what didn't go well. You can get some really good feedback.

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 Mr. Sherwood Motion passed 6-0-0

Sapia – yes Woodworth – yes Knutsen – yes Sherwood – yes Manthorn – yes
O'Neil - yes

APPROVED PUBLIC MEETING MINUTES

The Board entered non-public session at 8:57 PM.

The Board returned to public session at 9:11 PM to seal the minutes and adjourn.

MOTION: Mr. O’Neil motioned to seal the non-public minutes of 6/4/26. Seconded by Mrs. Manthorn Motion passed: 6-0-0

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on June 18, 2026