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
August 13, 2026
6:30 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order
Chair Knutsen called the meeting to order at 6:31 PM.

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

Excused Absence: Shawn O'Neil

Seated at the Board Table
Justin Krieger, Superintendent
Sandra Allaire, Assistant Superintendent

Administrators Present
Angelo Fantasia, Director of Athletics
Mark Pedersen, Director of Secondary Education
Bill McCarthy, Middle School Assistant Principal
Mitch Mencis, Middle School Principal
Maria Watkins, Business Administrator/CFO

APPROVAL OF MINUTES

MOTION: Mrs. Manthorn motioned to approve the June 18, 2026 meeting minutes as amended. Seconded by Mrs. Kowalczyk. Motion passes 6-0-2 (LeCain and Sapia abstain).

Mrs. Springer requested edits to the June 18th meeting minutes on page 2, including removing the word "the" before "end" and changing "Mr. Sherman" to "Mr. Sherwood."

MOTION: Mrs. Springer motioned to approve the July 16, 2026 meeting minutes. Seconded by Mrs. Kowalczyk. Motion passes 6-0-2 (LeCain and Sapia abstain).

DELEGATES & INDIVIDUALS

Kate Rochford, an Atkinson resident and President of the Atkinson Historical Society, thanked the District for the restoration of the Atkinson Academy belfry and offered the Historical Society's assistance in preserving and sharing the Academy's history. She highlighted the building's significant historical connections, including its original construction in the 1780s and visits from President John Adams and his grandchildren. Ms. Rochford suggested that the Historical Society collaborate with the District to develop educational opportunities and share the Academy's history with students and the community. She also noted that preserving the Academy's history could strengthen future grant applications and referenced the Society's ongoing restoration of the Center Schoolhouse. Superintendent Krieger requested that Ms. Rochford provide her telephone number and email address so the District can coordinate a time to work with her.

MOTION: Mr. Sherwood motioned to move the remaining 30 minutes of Delegates & Individuals to the end of the meeting. Seconded by Mrs. Manthorn. Motion passes 8-0-0.

CURRENT BUSINESS

a. Athletics Annual Report

Mr. Fantasia highlighted the 2025-2026 school year, noting that the Timberlane Regional Athletic Department hosted approximately 807 events, with approximately 739 middle and high school students participating in athletics. Forty-one percent of student-athletes participated in multiple sports. The middle school program had more than 312 participants and experienced a successful year, highlighted by the Girls Wrestling team's second-place finish at the State Championship, the Boys Basketball team's appearance in the Tri-County Championship game, the Girls A Softball team's appearance in the Tri-County Championship game, and the Girls Track and Field team's undefeated season and Tri-County Championship.

He noted that the high school athletic program, which offers more than 30 sports, had a successful year. He highlighted the Wrestling Team's Division I State Championship, Winter Cheer's State Runner-Up finish, and the qualification of all spring teams for NHIAA State Tournaments; several student-athletes earned individual honors, including state championships and school records, while 26 seniors were recognized as NHADA/NHIAA Senior Scholar-Athletes; four student-athletes signed National Letters of Intent to compete at the collegiate level.; Coach Kevin Fitzgerald received the 2025 NFHS Football Coaches' Award for New

Hampshire; and the Athletic Department continued its Life of an Owl student-leadership training program.

b. Annual Review Sports Injury Emergency Action Plan
Mr. Fantasia reviewed the District's Emergency Action Plan (EAP), which is required under Senate Bill 148-FN for sport-related injuries. The Athletic Department continues to update the EAP in collaboration with the athletic trainer and community partners. Coaches and student-athletes participate in emergency drills, with the athletic trainer coordinating and providing feedback. Mr. Fantasia emphasized that the safety of student-athletes, coaches, and community members remains the Department's highest priority.

Mrs. Kowalczyk questioned whether the AED at Pollard School, and potentially other elementary schools, could be relocated outdoors if it is located near the athletic fields. Mr. Fantasia suggested bringing the matter to the Safety Committee for discussion and consulting with Nurse Kate regarding the current use and placement of the AED.

c. Annual Athletic Booster Sign Sponsorship
Mr. Fantasia informed the Board of the procedure requiring Booster organizations to obtain Board approval for their signs.

MOTION: Mr. Sapia motioned to approve the booster sign sponsorships as provided in the August 13th packet. Seconded by Mrs. Manthorn. Motion passes 8-0-0.

d. Suspension Authorization
Mr. Krieger presented a suspension authorization request under RSA 193:13, seeking Board authorization to extend student suspensions for up to an additional 10 days in cases involving serious conduct, such as firearms, violence, significant destruction, persistent bullying, or threats to health and safety. He noted that while he has not imposed an extended suspension during his four years with the District, the authorization has allowed for meetings with students and families to address serious incidents.

MOTION: Mrs. Manthorn motioned to authorize the Superintendent for SY26-27 to suspend students for more than 10 days. Seconded by Mr. Sherwood. Motion passes 8-0-0.

e. Secondary Culinary Curriculum Revisions: First Read
Mr. Pedersen presented a first read of the Secondary Culinary course curriculum, noting the removal of a competency focused on the culinary industry and careers. The courses are primarily intended to develop home-based culinary skills, while career-focused culinary education is available through Salem CTE.

MOTION: Mrs. Springer motioned to the first read of the Secondary Culinary Curriculum revisions. Seconded by Mrs. Manthorn. Motion passes 8-0-0.

Mr. Sapia expressed support for the culinary program, noting the variety of career opportunities available within the industry and its potential to generate student interest in culinary careers.

f. TRMS Schedule

Assistant Superintendent Allaire welcomed Timberlane Regional Middle School Principal Mitch Mencis, Assistant Principal Bill McCarthy, and Family and Consumer Science Teacher Sarah Choolijian. She explained that they were present to provide an update on schedule adjustments presented to the Curriculum and Assessment Committee, which aim to expand student access to academic support through WIN, streamline scheduling in four content areas, reduce class sizes, improve communication and feedback, strengthen instruction, and enhance student-teacher relationships.

Principal Mencis explained that the proposed middle school schedule is intended to improve student support and learning while maintaining the current structure. The schedule would provide every student with a daily WIN ("What I Need") block for targeted intervention and enrichment; and 4 Unified Arts courses (Arts, STEAM, Technology, and FACS) would be offered daily for a quarter rather than every other day.

Principal Mencis noted that the current schedule requires students to manage approximately 10 different classes over two days and can be challenging for both students and teachers. The proposed schedule would provide greater consistency, reduce the number of students teachers see at one time, and strengthen student-teacher relationships and instructional support. It would also allow staff to address students' priorities earlier in the year, potentially improving competencies and assessment outcomes.

Mr. Sapia commended the middle school team and expressed strong support for the WIN concept. He noted that the proposed schedule represents a significant change in curriculum delivery rather than a minor adjustment and requested that the Board formally vote on the proposed Unified Arts schedule changes.

MOTION: Mr. Sapia motioned to adopt the changes to the Middle School Unified Arts schedule as delivered tonight by Mitch Mencis. Seconded by Mr. Sherwood.

Mrs. Springer expressed concern that the term "adopt" was too strong, stating that changes to the daily operations of the District are generally the responsibility of the Superintendent and administrative teams and that the Board should endorse, rather than adopt, such changes.

Mr. Sapia disagreed, stating that the proposed schedule represents a substantial change in curriculum delivery affecting all middle school students and therefore falls within the Board's governance responsibilities. He distinguished the proposal from routine operational decisions and noted that the Board has previously voted on significant scheduling and curriculum changes.

Mrs. Springer questioned whether making WIN available every day would reduce the number of Unified Arts (UA) opportunities available to students during the school year. Assistant Principal McCarthy explained that, under the current schedule, WIN and UA classes run concurrently, so students may already miss one depending on their schedule. He noted that some students may have fewer opportunities for certain UA courses based on their music or world language tracks; however, the UA curriculum itself would remain unchanged. The proposed schedule would primarily change the frequency and consistency with which the curriculum is delivered.

It was clarified that the curriculum and instructional methods for the UA courses would not change; rather, the schedule would change when and how frequently students receive the courses. The four identified UA courses would be offered daily for a quarter instead of every other day.

Mrs. Springer referenced Policies BDD and BDD-R, which outline the respective roles of the School Board and Superintendent. She stated that, in her view, the Board is being appropriately informed about the proposed changes and that it would be appropriate for the Board to endorse the schedule rather than formally adopt it.

Mr. Woodworth emphasized the importance of educator autonomy and allowing administrators to make decisions based on their experience and best practices. He stated that the School Board's role is to provide support and raise concerns when necessary, while the Superintendent is responsible for evaluating and overseeing operational changes. He stressed the importance of respecting the roles of district leadership and maintaining the trust of staff.

Mr. Sapia acknowledged the Superintendent's authority to manage the District but emphasized the Board's responsibility to govern and provide oversight. He stated that because the proposed schedule represents a significant change affecting all middle school students, the Board should have the opportunity to review its rationale and educational impact and formally approve the change. He clarified that the vote would provide oversight and support rather than interfere with the Superintendent's day-to-day responsibilities.

Mr. Sapia amended his motion, changing the language from "adopt" to "support."

MOTION: Mr. Sapia motioned to support the changes to the Middle School Unified Arts schedule as delivered tonight by Mitch Mencis. Seconded by Mr. Sherwood. Motion passes 7-0-1 (Sapia abstains).

g. Deliberative Session Survey Results
Superintendent Krieger reviewed the results of the community survey regarding the 2027 Deliberative Session schedule. The survey, conducted with support from the Boards of Selectmen in all four towns, was open for approximately two months and closed on June 30, 2026, receiving 525 responses. Results showed that approximately 25% preferred Thursday, 13% preferred Friday, and 62% preferred Saturday. The Board discussed using the results to determine the date of the 2027 Deliberative Session.

MOTION: Mrs. Manthorn motioned to set the day of the week for the Deliberative Session to be held on a Saturday. Seconded by Mr. Sherwood. Motion passes 8-0-0.

Superintendent Krieger will coordinate with the towns to determine the specific Saturday for the 2027 Deliberative Session and bring the matter back as a future agenda item.

h. Elementary Enrollment Update
Superintendent Krieger reported that there were no substantial changes to the administration's recommendations regarding staffing. The swing position previously designated for Danville School was moved to Pollard School due to Pollard exceeding the class-size limit established by District policy. Danville School remains near capacity but is not over the policy limit. The District will continue to monitor enrollment and bring any necessary recommendations to the Board. The Pollard position is for Grade 1.

i. Request for Proposals: Heating Oil – ACTION
Superintendent Krieger presented the recommendation for the District's heating oil supplier, noting that the proposal was reviewed by the Facilities Committee. In accordance with Policy DJE, administration recommends Palmer Gas & Oil as the supplier at a firm price of $3.579 per gallon for one year. The District received one bid in response to the RFP.

MOTION: Mrs. Manthorn motioned to approve entering into a one year contract with Palmer Gas and Oil for home heating oil at a price of $3.579 per gallon. Seconded by Mrs. Kowalczyk. Motion passes 8-0-0.

j. Request for Proposals: Sandown North Day Tank
Superintendent Krieger presented the proposed replacement of the Sandown North day tank, noting that the approximately 20-year-old tank requires annual certification and is no longer expected to receive approval from the local fire marshal due to safety concerns. Administration received one bid of $32,900 to replace the existing single-wall tank with a double-wall tank.

Mr. Sherwood explained that the replacement is necessary due to safety and environmental concerns and is consistent with current best practices. He noted that the existing tank has been allowed to remain in service for several years but can no longer be certified by the fire marshal. He emphasized that the replacement is necessary rather than discretionary.

MOTION: Mr. Sherwood motioned to approve entering into a contract with CommTank to replace the single-walled day tank located at Sandown North with a double-walled unit for $32,900. Seconded by Mr. Woodworth. Motion passes 8-0-0.

k. Budget to Actual Report

Mrs. Watkins presented the FY2026 year-end financial report, noting that the District received approximately $75.8 million in revenue, or 101% of budgeted revenue, and incurred approximately $82.3 million in expenditures, representing 99% of the budget. Revenue consisted of approximately 80% from taxpayers, 17% from state and federal sources, and 3% from local sources. Expenditures consisted of approximately 45% salaries, 25% benefits, and 30% operating expenses. She noted that expenditures were approximately $4 million lower than the prior year, primarily due to a lease payment prepaid in FY2025. She also highlighted the challenges of managing cash flow under a restricted budget, noting that the District ended June with approximately $4.5 million in cash while July disbursements totaled approximately $3.5 million. She expressed appreciation to District employees for their efforts in maintaining the budget during a challenging financial year.

Mrs. Watkins reported that the District's FY2026 unassigned fund balance was approximately $1.16 million, with roughly $1 million attributable to revenues exceeding budget projections, including tuition, Medicaid, special education aid, interest, grants, refunds, and vocational transportation. She explained that less than $200,000, or approximately 0.2% of the budget, was attributable to District operations.

It was clarified that the $135,000 in additional special education aid was above the regular special education aid allocation and was among the revenues identified for potential use toward required special education expenses.

Mrs. Watkins noted that best practices recommend maintaining an unassigned fund balance of approximately 12% of the District's budget. The District's FY2026 unassigned fund balance attributable to operations was approximately 0.2%. Superintendent Krieger stated that he would like to report back to the Board on the two phases of the budget process: the reductions made to align with the voted budget and the measures taken during the fiscal year to reach the current financial position.

Mrs. Watkins explained that, due to recently enacted legislation, FY2026 is the final year in which the District has the option to retain a portion of its fund balance. The District may retain

up to approximately $1.493 million for emergency purposes and she presented the option for the Board's consideration. Chair Knutsen requested that the matter be brought back to the Board for consideration in September.

Mr. LeCain questioned how the $1 million lease payment would affect the fund balance. Mrs. Watkins clarified that the payment was recorded as an accounting entry in July because it was due in July, although the payment was made in June. The payment will be charged to the FY2027 budget.

l. FY2026 Encumbrances

Mrs. Watkins requested Board approval of the FY2026 encumbrances, noting that each must meet specific criteria, including having a contract or binding purchase order. The total encumbrances are $366,875.35, the lowest amount during her tenure, and each is supported by the required documentation.

MOTION: Mr. Sherwood motioned to approve the FY2026 encumbrances in the amount of $366,875.35. Seconded by Mr. LeCain. Motion passes 8-0-0.

m. 2026–2027 School Board Goals

Assistant Superintendent Allaire provided an update on the 2025-2026 School Board learning goals. She reported that the District made significant progress in expanding personalized learning opportunities, including ELOs, dual enrollment, AP, SEL, and CTE programs, and strengthening related policies. Professional development focused on personalized learning, Universal Design for Learning, and Multi-Tiered Systems of Support also remained a priority.

She noted that the District met its goals related to instructional alignment, assessment, reporting, and compliance with ED 306 requirements, while competency-based education will continue to be implemented. The District will also continue monitoring student achievement by comparing assessment data with a consistent group of 25 New Hampshire school districts and the state average.

Superintendent Krieger provided an update on the personnel, community, and facilities-related School Board goals. He noted progress in evaluating SAU performance, reorganizing the District, implementing the organizational chart, developing a preliminary succession plan, engaging families and stakeholders, and expanding mental health and wellness initiatives district-wide.

He identified ongoing priorities, including improving staff evaluation and analytics, strengthening community partnerships, developing long-term facilities and maintenance plans, and determining how to protect and sustain the District's recent facility investments.

Mrs. Manthorn requested that, before the Board considers future goals, an executive summary or brief bullet points be provided for each goal to document its history, current status, and ongoing work for future Board members. She summarized the Board's discussion to streamline its goals into three areas: learning; community connection and communication; and facilities and learning environments. Mrs. Springer suggested separating community connection and communication and adding a fourth goal focused on the District's long-term viability, financial sustainability, educational excellence, and taxpayer affordability.

Mr. LeCain suggested replacing the word "while" with "in order to" in the proposed goal. He stated that this would more clearly emphasize the Board's intent to strengthen community and stakeholder engagement in order to maintain financial sustainability, educational excellence, taxpayer affordability, and the District's long-term viability.

Chair Knutsen stated that the Board's goals are intended to be broad and overarching, with the administration responsible for operationalizing and implementing those goals. Ms. Manthorn emphasized that the Board's role is to establish the goals, while administration should develop corresponding benchmarks and action plans and report back to the Board regularly. She suggested quarterly check-ins to support ongoing oversight, collaboration, and discussion of progress toward the goals.

MOTION: Mrs. Manthorn motioned to accept the TRSB Goals as revised to eliminate "while maintaining" to add "in order to maintain", and to change the title to 2026-27. Seconded by Mr. Sherwood. Motion passes 8-0-0.

Administrator's Reports

Assistant Superintendent Allaire announced that the district will welcome new teachers next Tuesday and Wednesday for a two-day induction program. The program will provide training on district systems, curriculum, assessments, mentoring, building information, and other resources. She noted that the mentoring and new teacher induction program is largely funded through the federal Title IIA grant, which requires an annual application.

The Board discussed whether the grant funding would be considered unexpected revenue. Superintendent Krieger explained that the district has three funds, general, grant, and food service, and clarified that federal grant funds are used to supplement, rather than supplant, district funding.

Superintendent Krieger highlighted opportunities for School Board members to engage with staff during New Teacher Induction on August 18th and the district-wide opening day gathering on August 26th. He noted Pollard construction remains on schedule, with staff expected to return on

August 20th. He announced the upcoming joint meetings with the Budget Committee are scheduled for September 24th and November 23rd.

Superintendent Krieger reported that House Bill 1300 is now law and will place tax cap questions before voters in November 2026 and November 2028. The administration will work with the Budget Committee and local boards to understand the law's potential impact on the district's budget process. He also provided an overview of the recent three-day administrative meeting, which included legal and legislative updates, MTSS, anti-discrimination training, HR and contractual matters, financials, special education, and safety procedures.

Personnel Report

Mrs. Manthorn read into the record the electronically signed personnel reports dated June 24, June 26, July 7, July 10, July 14, July 21, and July 24, 2026. The Professional Nominations of Brian Benson, Science Teacher, TRHS; Natasha Bibeau, Elementary Teacher, Danville Elementary School; Taylor Donovan, School Counselor, TRMS; Jessica Winter, English Teacher, TRMS; Samantha Cahill, Elementary Teacher, Sandown North; Amy Champion, Elementary Teacher, Sandown North; Crystal Hatzimanolis, ELA Enrichment Teacher, TRMS; Charles Angwin, Out of District Coordinator, District; Lisa Cartwright, Special Education Teacher, TRMS; Leanna Perkins, Elementary Teacher, Danville Elementary School; Alexandra Proteau, Social Studies Teacher, TRHS. The Professional Resignations of Kimberly Rivers, Early Childhood Coordinator, TLC; Ashlee Sarnie, ELA Enrichment Teacher, TRMS; Jennifer Toth, Library Media Specialist, Atkinson Academy; Elise Merrill, Elementary Teacher, Danville Elementary School; Alexandra Stevens, Social Studies Teacher, TRHS; Nicole DeSantis, Elementary Teacher, Danville Elementary School. The Renomination of Wendy Bowen, Kindergarten Teacher, Pollard School.

MOTION: Mrs. Manthorn motioned to accept the professional nomination of Amanda Bonaventura, Elementary Teacher, Pollard School; and the professional resignations of Danielle Morrison, Special Education Facilitator, TRMS, and Jamie Dupuis, Special Education Teacher, Sandown North. Seconded by Mrs. Kowalczyk. Motion passes 8-0-0.

Committee Reports

Mrs. Manthorn reported on her visits to the Extended School Year (ESY) programs at TLC and the middle school. She praised the collaboration among staff, focus on building student connections, and engaging activities that supported academic and social skills while creating a

fun learning environment. She expressed appreciation for the staff supporting students throughout the summer.

Mr. Sherwood reported that TTA negotiations are in the preliminary stages, with research underway and expectations for a productive, collaborative process. He also provided a Facilities Committee update, including discussions regarding the replacement of the day tank, siding configurations, and the condition of the high school windows. The Committee is obtaining pricing options for window replacement, including costs with and without the windows as part of the building envelope project. He also noted ongoing maintenance concerns with the aging windows and reviewed exterior project visualizations.

Mr. Sapia provided an update on the window and building exterior project. He reported that the project can be completed during the summer and that the existing gypsum board can remain in place where appropriate, reducing costs. Pricing is being obtained for various project scopes and window options, with additional information expected in October. The project and window replacement are also being considered as part of the CIP. Mr. Sherwood emphasized that the Committee is evaluating multiple project and financial options to control costs while addressing necessary work. The Facilities Committee also discussed the District's oil and electric contracts, including upcoming pricing and contract terms. Mr. Woodworth emphasized the importance of documenting where gypsum board is present or replaced throughout the building so that accurate information is available for future maintenance and facility staff.

Mr. Sapia reported on the discussion held by the CIP Committee regarding fire suppression systems at the Danville and Sandown North schools. Danville School may be able to use a dry system, while Sandown North would require a wet system and a 30,000-gallon cistern due to the lack of a municipal water supply. The discussion also addressed the potential impacts of a fire at Sandown, including student relocation, insurance coverage, alternative facilities, and the possibility of presenting the project to voters as a warrant article.

Mr. Sherwood suggested that, in addition to addressing the sprinkler systems at Sandown and Danville, the District should consider Sandown's long-term needs and potential expansion plans in coordination with the town to ensure proactive planning.

There was no further public business. The meeting was adjourned at 9:15 PM.

Respectfully submitted,

Kelly Salovitch
Recording Secretary

Approved by the School Board on 9/3/26.