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
September 17, 2026
6:30 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order
Chair Knutsen called the meeting to order at 6:30 PM.

Board Members Present
Shawn O'Neil, Marianne Springer, Alyssa Kowalczyk, Shauna Manthorn, Katie Knutsen, Don Woodworth, Jack Sapia, Mark Sherwood

Excused Absence: Paul LeCain

Seated at the Board Table
Justin Krieger, Superintendent
Noah Darnstaedt, Student Representative

Administrators Present
Maria Watkins, Business Administrator/CFO
Mark Pedersen, Director of Secondary Education
Marc Brander, Director of Facilities

APPROVAL OF MINUTES

MOTION: Mr. Sherwood motioned to approve the September 3, 2026 meeting minutes. Seconded by Mrs. Manthorn. Motion passes 8-0-0. (Yes: Springer, Kowalczyk, Manthorn, Knutsen, Woodworth, Sapia, Sherwood, O'Neil)

MOTION: Mr. Sapia motioned to approve the September 3, 2026 non-public meeting minutes. Seconded by Mr. Woodworth. Motion passes 8-0-0. (Yes: Springer, Kowalczyk, Manthorn, Knutsen, Woodworth, Sapia, Sherwood, O'Neil)

Student, Staff, Family Share
There were no student, staff, or family presentations.

DELEGATES & INDIVIDUALS

Mr. John Downing addressed the Board regarding the 2026 Deliberative Session, Right-to-Know requests, communications involving members of the School Board, administration, union representatives, and members of the public, and concerns regarding transparency and the Deliberative Session process. Mr. Downing submitted written materials and requested that his comments be entered into the meeting minutes (see Exhibit 1). Chair Knutsen advised that the Delegate and Individual portion of the meeting was not intended to be a back-and-forth discussion.

Discussion continued regarding the matters raised by Mr. Downing and Board members provided responses regarding the communications.

The Board went into recess at 6:42 PM, and returned at 6:45 PM.

MOTION: Mrs. Manthorn motioned to continue onto the next agenda item. Seconded by Mrs. Kowalczyk. Motion passes 8-0-1. (Yes: Springer, Kowalczyk, Manthorn, Knutsen, Woodworth, Sapia, Sherwood; Abstains: O'Neil)

Student Representative
Student Representative Noah Darnstaedt presented an update on districtwide activities, beginning with Timberlane High School regarding safety drills, student parking, Spirit Week, and recent college, career, and activities fairs. High school athletic highlights included the New Hampshire Tackles Hunger football event and the recognition of Head Coach Kevin Fitzgerald with the NFHS Football Coaches Award for New Hampshire. Middle school athletics have officially commenced, with plans to join the NHIAA the following fall, while elementary updates across Danville, Sandown North, Sandown Central, and Atkinson Academy showcased active participation in music programs, marching band performances, and schoolwide events.

Additionally, Mr. Darnstaedt detailed the middle school's revised WIN program, which now engages Unified Arts teachers to enhance academic support and foster stronger teacher-student relationships. To help inform the program's ongoing evaluation, he expressed plans to visit elementary and middle school campuses throughout the year to collect direct feedback from students.

MOTION: Mrs. Manthorn motioned to move the remained 27 minutes of Delegates & Individuals to the end of the meeting. Seconded by Mrs. Springer. Motion passes 8-0-0. (Yes: Springer, Kowalczyk, Manthorn, Knutsen, Woodworth, Sapia, Sherwood, O'Neil)

CURRENT BUSINESS

a. Curriculum Revisions

Mr. Pedersen presented three (3) curriculum items for first read. He noted that the revisions had gone through the teacher, administrative, and Curriculum and Assessment Committee review processes.

i. English for the Trades – First Read

Mr. Pedersen reported the addition of a half-credit, half-semester English course for grades 11 and 12. Designed for students pursuing trade careers, the course fulfills core competencies while developing practical skills in areas such as business proposals, website development, and marketing.

MOTION: Mrs. Springer motioned to accept the first read of the English for the Trades Curriculum. Seconded by Mrs. Manthorn. Motion passes 8-0-0 (Yes: Springer, Kowalczyk, Manthorn, Knutsen, Woodworth, Sapia, Sherwood, O'Neil)

ii. NH History – First Read

Mr. Pedersen presented the curriculum documents for the New Hampshire History course. He noted that while the course was approved last year to maintain compliance with ED 306 regulations, he is now submitting the formal curriculum.

MOTION: Mr. Sherwood motioned to accept the first read of the NH History new course curriculum. Seconded by Mrs. Springer. Motion passes 8-0-0. (Yes: Springer, Kowalczyk, Manthorn, Knutsen, Woodworth, Sapia, Sherwood, O'Neil)

iii. Algebra II – First Read

Mr. Pedersen presented the updated Algebra II curriculum, noting that the documents were streamlined into a single, unified framework to ensure instructional consistency across classrooms. Mrs. Springer added that during the Curriculum and Assessment (C&A) committee review, the primary focus was to standardize course competencies.

MOTION: Mr. Sherwood motioned to accept the first read of the Algebra II curriculum revisions. Seconded by Mrs. Springer. Motion passes 8-0-0. (Yes: Springer, Kowalczyk, Manthorn, Knutsen, Woodworth, Sapia, Sherwood, O'Neil)

Chair Knutsen requested to move the final agenda item so Mr. Pedersen could address the topic. Hearing no objections, the Board agreed to adjust the agenda.

b. Overnight Student Field Trip Request

Mr. Pedersen presented the overnight international environmental research trip to Playa Grande, San Carlos, Panama, scheduled for July 2027. The proposed trip would be seven (7) days and six (6) nights, with students conducting environmental research. The trip would be self-funded, and the District was exploring the possibility of awarding ELO credit.

The proposed trip would include up to 14 students and two Timberlane staff members. The Board discussed supervision, facility security, medical support, and the fact that the trip would occur during the summer.

MOTION: Mrs. Manthorn motioned to approve the overnight field trip for Timberlane High School students to conduct environmental research in Playa Grande, San Carlos, Panama, scheduled for July 2027. Seconded by Mr. Sherwood. Motion passes 8-0-0. (Yes: Springer, Kowalczyk, Manthorn, Knutsen, Woodworth, Sapia, Sherwood, O'Neil)

c. Budget to Actual Report

Superintendent Krieger and Mrs. Watkins presented a Budget-to-Actual Report incorporating all District funds, including the General Fund, food service, grants, and other funds. Mrs. Watkins reported that the District received approximately $19.2 million in revenue and had $10.147 million in expenditures. In addition, she noted that the fiscal year was still in its early stages and projected that the District would remain on budget.

d. 2027 Deliberative Session & Time

The Board reviewed the results of the survey regarding the time and location of the 2027 Deliberative Session. They discussed the High School gym and Performing Arts Center as potential locations, including capacity, sound systems, broadcasting capabilities, traffic flow, secret-ballot procedures, and associated costs. The Board favored the larger capacity of the High School gym.

MOTION: Mr. Sherwood motioned t to hold the 2027 Deliberative Session on February 6, 2027, at 9:00 a.m. at Timberlane High School. Seconded by Mr. Sapia. Motion passes 8-0-0. (Yes: Springer, Kowalczyk, Manthorn, Knutsen, Woodworth, Sapia, Sherwood, O'Neil)

e. Policies

i. Notice to Revoke Policy BGF

Superintendent Krieger explained that Policy BGF would be revoked following the required notice period and that relevant provisions would be incorporated into Policy BGAA.

ii. First Read BGAA

Superintendent Kriger presented the revisions to Policy BGAA regarding the process for suspension, waiver, and repeal of policies.

MOTION: Mrs. Springer motioned in Section G on page 3, the heading should read Process for Suspension, Waiver or Repeal of Policy. Mr. O'Neil seconded. Motion passes 8-0-0. (Yes: Springer, Kowalczyk, Manthorn, Knutsen, Woodworth, Sapia, Sherwood, O'Neil)

MOTION: Mrs. Springer motioned to accept the first read of policy BGAA. Seconded by Mrs. Manthorn. Motion passes 8-0-0. (Yes: Springer, Kowalczyk, Manthorn, Knutsen, Woodworth, Sapia, Sherwood, O'Neil)

iii. First Read JICK

Superintendent Krieger presented the proposed revisions to Policy JICK, Pupil Safety, Violence Prevention, and Anti-Bullying, in response to changes in New Hampshire law. He explained that the Policy Committee would convene a stakeholder group and bring resulting recommendations back through the policy process.

MOTION: Mrs. Manthorn motioned to accept the first read, waive second read, and adopt policy JICK Pupil Safety, Violence Prevention, and Anti-Bullying. Seconded by Mrs. Kowalczyk. Motion passes 8-0-0. (Yes: Springer, Kowalczyk, Manthorn, Knutsen, Woodworth, Sapia, Sherwood, O'Neil)

iv. First Read GCCAD

Superintendent Krieger presented the proposed new Policy GCCAD, Leave for Uniformed Service Members or Their Spouses. Administration noted that the policy language was provided by the New Hampshire School Boards Association.

MOTION: Mrs. Manthorn motioned to accept the first read of policy GCCAD Leave for Uniformed Service Members or Their Spouses. Seconded by Mrs. Springer. Motion passes 8-0-0. (Yes: Springer, Kowalczyk, Manthorn, Knutsen, Woodworth, Sapia, Sherwood, O'Neil)

f. 2026 Summer Facilities Work Summary

Mr. Brander presented a summary of districtwide summer work, highlighting the replacement of approximately 62,267 square feet of roofing and insulation, the installation of 11 energy recovery units, and 17 new skylights at Timberlane High School, alongside additional HVAC, electrical, boiler, ductwork, and roofing improvements across Atkinson Academy, Danville Elementary, Pollard School, and the High School.

He presented the planned summer 2027 projects which focus on HVAC and building-envelope work at the High School, Middle School, Pollard School, Danville Elementary, and the Performing Arts Center.

g. Design of High School Envelope

Mr. Brander provided an update on the High School envelope project following the September 15th Facilities Committee meeting with Banwell Architects and EEI. He noted that Banwell Architects provided EEI with construction drawings and specifications for pricing and expects to receive pricing in October.

In addition, the Board discussed window replacement options and associated pricing. Mr. Brander expects to provide the Board with additional information regarding the envelope, alternate materials, and windows at the October 15th meeting.

Administrator's Reports

Superintendent Krieger provided an update regarding House Bill 1300 and the prescribed tax cap, noting that an injunction had been denied and that the question was expected to appear on the November 2026 ballot. The Board discussed the potential implications for the District's budget process and the need for community education and information.

He also reported that the FCC is reviewing E-Rate funding formulas. The District has received approximately $161,000 in E-Rate grants over the previous five years for IT infrastructure and student connectivity. The Board was informed that the Health Trust insurance rate was expected on October 7th and would be incorporated into budget modeling.

Personnel Report

MOTION: Mrs. Manthorn motioned to accept the professional retirement of Megan Palmieri, Art Teacher at Timberlane High School, and to thank her for her service to District students. Seconded by Mrs. Kowalczyk. Motion passes 8-0-0. (Yes: Springer, Kowalczyk, Manthorn, Knutsen, Woodworth, Sapia, Sherwood, O'Neil)

Committee Reports

Mr. Sapia noted that the CIP Committee met and reviewed their recommendations. The list has been reduced to approximately 22 items, with additional prioritization expected at the next meeting.

Chair Knutsen presented that the Safety Committee has discussed its future direction, ALICE training, and

the District emergency operating plan. The plan is being circulated to neighboring municipalities and emergency services for review and signatures. –

Mr. Sherwood relayed that union negotiations are progressing and additional information is being gather before future discussions.

Mrs. Springer noted that the next Curriculum & Assessment Committee meeting is scheduled for October 7th.

Other Business

Mr. Sapia discussed community involvement in District activities and the value of relationships developed through District athletics. He also discussed the upcoming Deliberative Session and the importance of maintaining a constructive process during the upcoming budget season.

Mr. O'Neil requested an update regarding the publication of Right-to-Know request information, and Superintendent Krieger reported that the process is being developed.

Mr. O'Neil also raised a question regarding the Superintendent's employment contract and its renewal provisions. Chair Knutsen stated that the matter had previously been discussed by the Board in non-public session as a personnel matter.

Delegates & Individuals Continued

Mr. Downing raised additional concerns regarding the Deliberative Session, communications obtained through Right-to-Know requests, communications during work hours, committee meeting records, and the accounting of unexpected revenue. He questioned information concerning expenditures and special education-related funds and requested additional explanation regarding the District's financial records.

There were no other delegates and individuals at this time.

MOTION: Mr. Sapia motioned to direct the administration to track the amount of staff time associated with processing Right-to-Know requests in order to provide an accounting of the administrative resources required. Seconded by Mr. O'Neil Motion passes 8-0-0. (Yes: Springer, Kowalczyk, Manthorn, Knutsen, Woodworth, Sapia, Sherwood, O'Neil)

There was no further public business. The meeting was adjourned at 8:12 PM.

Respectfully submitted,
Kelly Salovitch
Recording Secretary

Approved by the School Board on 10/1/26.