

Mason School District  
Regular Scheduled Meeting  
April 14, 2014

A Regular scheduled meeting of the Mason NH School District was held on Monday April 14, 2014 in the Mason Elementary School Multi - Purpose Room, pursuant to due notice of all members and the public.

**Recognition of Public**

Refer to sign in sheet 04-14-14

Chairperson Rob Doyle called the meeting to order at 1900h

The meeting opened with the Pledge of Allegiance to the Flag of the United States of America

**Roll Call:**

School Board Members: Chairperson Rob Doyle, Vice-Chairperson Jeannine Phalon, Bob Hemmer, Tim Leak and Dr. Chris Guiry

Superintendent Jim McCormick

Elected Officers: Secretary Becky Partridge and Moderator Catherine Schwenk

Staff: Accounts Payable Brenda Wiley

**Approval of Minutes:**

*Motion by Jeannine Phalon to accept the minutes of February 10, 2014, Special Hearing and Regular School Board meeting as submitted by Becky Partridge, seconded by Bob Hemmer*

*Aye: Hemmer, Phalon, \*Syre-Hager*

*nay: none*

*Abstain: Doyle, Dr. Guiry, Leak*

***Motion Carried: 3-0***

*Motion by Jeannine Phalon to accept the minutes of March 17, 2014 as amended ("nominated" to "elected") by Becky Partridge, seconded by Dr. Chris Guiry*

*aye: Doyle, Dr. Guiry, Leak, Phalon*

*nay: none*

*Abstain: Hemmer*

***Motion Carried: 4-0***

**Announcements of Next Scheduled Meeting:**

- Monday May 12, 2014: 1830h MES Multi -Purpose Room – Regular Scheduled Meeting

**Public Communications:**

None

**Business Report:**

Brenda Wiley submitted current manifest and payroll. It is noted that board members signed manifest and payroll.

\*approved minutes February 10, 2014 while still holding a seat on school board

Approved As Amended May 12, 2014

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**Milford Student's Report:**

Senior Emily Hutchins

- Spirit Week just finished, largest participation
- Graduation June 14
- Senior Trip White Water Rafting in ME

**Superintendent's Report:**

- March Enrollment Report
- April School Event Calendar
- Agenda for March 26<sup>th</sup> Math Curriculum Meeting
- FY 2014 Food Service Summary
- NH Audubon Society Centennial Poster Competition – awaiting results
- Letter from District's Business Manager Mike O'Neill to School Board Members and Selectman – brief discussion- no questions - attachment
- Movie Night March 28<sup>th</sup> MegaMind, April 18<sup>th</sup> Despicable Me 2 – hosted by Rick Griffith and Kelly Sirois, donations to support the Student Activity Fund
- Adequacy Aid Report – slight increase
- Letter from NHDOE regarding 2012 Annual Financial Report for Mason School District – will always receive letter due to small size of food program
- Food Service March Claim
- Eat With Your Child Day – big success
- 60 candidates for Grade 5 position – teacher driven (4<sup>th</sup> and 1<sup>st</sup> Grade Teachers, School Nurse, Principal) 4 or 5 candidates will be presented to Superintendent. Mr. Doyle asked if any parents were on the search committee and why not, Mr. McCormick stated no.
- Wind Damage to Chain Link Fence

**Unfinished Business:**

- Approval of updated School Board Meeting Calendar for 2014/2015

Discussion: The board questioned why there were three meetings scheduled for March. After brief discussion it was decided to remove 23<sup>rd</sup> and have only 9<sup>th</sup> and 16<sup>th</sup>.

*Motion by Dr. Chris Guiry to remove the 23<sup>rd</sup> meeting and have the 9<sup>th</sup> and the 16<sup>th</sup> (organizational meeting) meetings, seconded by Jeannine Phalon*

*aye; Doyle, Dr. Guiry, Hemmer, Leak, Phalon*

*nay: none*

***Motion Carried: 5-0***

*Motion by Jeannine Phalon to accept the School Board Meeting Calendar 2014/2015 as amended above, seconded by Dr. Chris Guiry*

*aye: Doyle, Hemmer, Dr. Guiry, Leak, Phalon*

*nay: none*

***Motion Carried: 5-0***

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**New Business:**

- Superintendent requests that the Vice-Chairperson have the authority to sign required documents in the absence of the Chairperson for the 2014/2015 School Year.

*Motion by Dr. Chris Guiry to give authority to the Vice-Chairperson to sign required documents when the Chairperson is unavailable for the 2014/2015 School Year, seconded by Tim Leak*

*aye: Doyle, Dr. Guiry, Hemmer, Leak, Phalon*

*nay: none*

**Motion Carried: 5-0**

- Superintendent recommends accepting \$642.50 from Boothby Therapy Services due to personnel reasons.

*Motion by Dr. Chris Guiry to accept \$642.50 from Boothby Therapy Services, seconded by Jeannine Phalon*

*aye: Doyle, Dr. Guiry, Hemmer, Leak, Phalon*

*nay: none*

**Motion Carried 5-0**

- Superintendent recommends the approval of the Mason Elementary School Calendar for the 2014/2015 School Year. Mr. McCormick stated that it follows the Milford Calendar with the exception of days off in Milford due to elections as the Mason Selectmen did not request the use of the facility for elections.

*Motion by Dr. Chris Guiry to accept the Mason Elementary School Calendar for the 2014/2015 School Year, seconded by Jeannine Phalon*

*aye: Doyle, Dr. Guiry, Hemmer, Leak, Phalon*

*nay: none*

**Motion Carried 5-0**

- Superintendent recommends accepting \$125.00 per class for supplies from Neil Stone. Mrs. Cross stated about 20 student attend his karate studio.

*Motion by Dr. Chris Guiry to accept \$125.00 per class from Neil Stone, seconded by Jeannine Phalon*

*aye: Doyle, Dr. Guiry, Hemmer, Leak, Phalon*

*nay: none*

**Motion Carried 5-0**

**Committee Reports:**

None

**Policies:** Becky Partridge

- The Policy Committee recommends second reading and approval as amended at the March 17, 2014 first reading of the following policies:

EB – Age of Entrance

JEC – Manifest Hardship

JEABD – Admission of Homeless Students

JIH – Student Searches and Their Property

JIHD – Student Interviewed and Interrogation

JKB – Detention of Students

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JLCA – Physical Examination  
JLCB – Immunization  
JLI – Safety Program

*Motion by Dr. Chris Guiry to accept the Policy Committee's recommendation of the second reading and approval as amended at first reading March 17, 2014 of the above stated policies, seconded by Jeannine Phalon*

aye: Doyle, Dr. Guiry, Hemmer, Leak, Phalon  
nay: none

**Motion Carried 5-0**

- The Policy Committee recommends a first reading of the following policies that were reviewed and amended by School Counsel. School Board members, prior to the meeting, received all changes recommended by School Counsel

JBAA – Sexual Harassment and Violence  
JICDD – Student Discipline; Out of School Action  
JICK – Pupil Safety and Violence Prevention  
JRA – Student Records and Access

*Motion by Dr. Chris Guiry to accept the Policy Committee's first reading recommendations on the amendments to the above stated policies, seconded by Jeannine Phalon*

aye: Doyle, Dr. Guiry, Hemmer, Leak, Phalon  
nay: none

**Motion carried 5-0**

**School Board Requests:**

- Chairperson Rob Doyle requests discussion and vote to change the start time of the School Board Meetings from 7:00pm to 6:30pm.

*Motion by Dr. Chris Guiry to change the start time of the School Board Meetings from 7:00pm to 6:30pm, seconded by Jeannine Phalon*

aye: Doyle, Dr. Guiry, Leak, Phalon  
nay: Hemmer

**Motion carried 4-1**

*Motion by Jeannine Phalon to enter into executive session at 1935h per RSA 91-A:3 II (c) adversely affect the reputation of any person, seconded by Dr. Chris Guiry*

aye: Doyle, Dr. Guiry, Hemmer, Leak, Phalon  
nay: none

**Motion Carried: 5-0**

**Roll Call:** Chairperson Rob Doyle, Vice Chairperson Jeannine Phalon, Dr. Chris Guiry, Bob Hemmer, Tim Leak, Secretary Becky Partridge, and Superintendent Jim McCormick

**Discussion:**

- adversely affect the reputation of person(s)
- minutes

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**Motion by Jeannine Phalon to enter back into public session at 1950h, seconded by Dr. Chris Guiry**

aye: Doyle, Dr. Guiry, Hemmer, Leak, Phalon

nay: none

**Motion Carried: 5-0**

**Motion by Jeannine Phalon to accept the executive session minutes of February 10, 2014 as submitted by Becky Partridge, seconded by Bob Hemmer**

Aye: Hemmer, Phalon, \*Syre-Hager

nay: none

Abstain: Doyle, Dr. Guiry, Leak

**Motion Carried: 3-0**

**Motion by Jeannine Phalon to accept the executive session minutes of March 17, 2014 as submitted by Becky Partridge, seconded by Dr. Chris Guiry**

aye: Doyle, Dr. Guiry, Leak, Phalon

nay: none

Abstain: Hemmer

**Motion Carried: 4-0**

**Motion by Dr. Chris Guiry to seal for a period of ten years the executive session minutes of April 14, 2014, seconded by Jeannine Phalon**

aye: Doyle, Dr. Guiry, Hemmer, Leak, Phalon

nay: none

**Motion Carried: 5-0**

**Dr. Chris Guiry moved to adjourn the meeting 1950h, seconded by Jeannine Phalon**

The meeting adjourned unanimously at 1950h.

Respectfully Submitted,

  
Becky Partridge  
School Board Secretary

\*approved minutes February 10, 2014 while still holding a seat on school board

Approved As Amended May 12, 2014

# Memorandum

**To:** Mason School Board  
**CC:** Superintendent James McCormick; Brenda Whiley  
**From:** Michael O'Neill, Business Administrator  
**Date:** 3/31/2014  
**Re:** Cash Flow for Town of Mason

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The School District and the Town have been working together on a cash flow model that would not only meet the needs of the School District but would also not leave the Town short of cash at any point during the year. This plan will continue to be refined as time goes by.

The cash planning is required as the School District expenditures are not even throughout the year. The district has debt service payments and tuition payments scheduled for August for the debt service and October and March for the tuition payments. These payments are scheduled at the worst times of the year or the Town cash flow, as the property taxes are collected in June and December.

The Town is forced to apply for a Tax Anticipation Note (TAN) each year to meet the cash needed between collections dates. Once the December taxes are collected any outstanding amounts under the TAN are paid off. Then the Town needs to apply in the March timeframe for a subsequent TAN. Due to changes in the Town office this process was delayed this year and has resulted in a cash shortfall at the Town level. The TAN is in process and will be funded by the end of April.

The school currently has cash of approximately \$280,000 and has additional payments due from the Town for the months of April through June. I am suggesting that the School return (on a temporary basis) a portion of the current year appropriation. This will allow for the Town to meet its obligations while the TAN is finalized. The required amount is \$80,000 and will be repaid by the Town when the TAN is approved.

I am writing to inform you all of this transaction. It does not require action of the School Board but I still feel you should all be informed.

I have been in contact with the selectmen and they are very pleased that we have offered them this solution. We are here to work together, so I told them it was not a huge issue to assist them as it has no impact on the District Assessment or the ability of the District to pay its expenditures timely. We will have the Selectmen acknowledge this temporary repayment of the District Assessment.

If you have any questions or concerns please contact me. This transaction will need to be processed on Tuesday in order for the Town to meet obligations due on Wednesday.