

Mason School District
Regular Scheduled Meeting
August 18, 2025

Chairperson Colin Robinson called the meeting to order at 1830h.

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

Roll Call:

Chairperson: Colin Robinson.

Vice Chairperson: Tim Leak

Board Members: Mike Judge and Courtney Landry.

Absent: Nate Choquette.

Superintendent / Principal: Kristen Kivela.

Accounts Payable: Brenda Wiley.

Secretary: Becky Partridge.

Approval of Minutes:

*Motion by **Mike Judge** to approve the minutes of June 16, 2025 as submitted by Becky Partridge, seconded by **Courtney Landry**.*

***Aye:** Judge, Landry, Robinson*

***Nay:** None*

***Abstain:** Leak*

Motion Carried 3-0

Next Meeting:

September 15, 2025 Regular Scheduled Meeting at 1830h at Mason Elementary School Art and Music Room.

Business Manager's Report:

- It is noted that the current manifest and payroll was approved and signed by board members.
- Audit - auditor engagement letter and governance letter (if you suspect fraud you are supposed to report it).
- MS 25 - summary of all monetary transactions. It is noted that board members signed the MS25.
- DOE 25- A more detailed review of all money transactions including money returned to the town (\$191,728.00). It is noted that board members signed the DOE 25.
- **Fund Balance - Money returned to town - \$191,728.00.**

Approved September 15, 2025

- Bus contract - error in contract showed a 12% increase however after review the error was corrected.
- Consolidated contract - The invoice will reflect a lowered Internet cost however maintenance cost increased.

Milford Student Representative: Braeden Sullivan

- Four Fundraisers for Senior Trip and Graduation (including but not limited to two bake sales and a car wash).
- T-Shirts for seniors to wear were ordered.

Public Communications: None

Correspondence:

- Department of Labor Audit - documentation required by October 1.
- NAEP Testing - 4th and 5th grade - Math and Reading - randomized schools are chosen. These test results are known as the Nations Report Card.

Curriculum Updates:

- Summer Professional Development - Teachers were busy all summer continuing their education: language, discipline, best practices, writing, evidence based learning and many more.

Unfinished Business: None

New Business: Kristen Kivela

- Approval of Handbooks - no major changes

*Motion by **Tim Leak** to approve the 2025 / 2026 Student and Staff Handbooks, seconded by **Mike Judge**.*

***Aye:** Leak, Judge, Landry, Robinson*

***Nay:** None*

Motion Carried 4-0

- A La Carte Program - requested by parents.

*Motion by **Mike Judge** to approve a new A La Carte food program, seconded by **Courtney Landry**.*

***Aye:** Leak, Judge, Landry, Robinson*

***Nay:** None*

Motion Carried 4-0

Superintendent / Principal's Report: Kristen Kivela

- Enrollment numbers: 14 preschool (two classes), 14 K, 16 1st, 11 2nd, 9 3rd, 15 4th, 20 5th. MS/HS 15 6th, 14 7th, 13 8th, 9 9th, 12 10th, 7 11th, 10 12th.
- Staff updates - marriages - congratulations.
- Healthy Kids Program - three to ten children participated this summer. Will continue the before and after school program this year.
- Puppet program for the 4th and 5th grade - every other year.
- State House field trip for 4th and 5th - every other year.
- Playground upgrades are underway - thank school club parents.
- Shout out and thank you to Corey Ariel of Statewide Electric - always willing to donate time and resources.

Committee Reports:

*Motion by **Mike Judge** to accept the review and approval of policies:*

AB - Parents Bill of Rights

EBCH - Chemical Safety and Chemical Hygiene Plan

JLCJA - Emergency Plan for Sports

JLIA - Supervision of Students

EG - Creation of Communication Plan

BBAA - School Board Policies and Administrative Procedures

BBBC - Board Member or District Officer Resignation

BEDG - Meeting Minutes

EB - Workplace Safety Program and Joint Loss Management Committee

EBB - School Safety

EBBB - Accident Reports

EBCB - Crisis Prevention and Emergency Response Plan

IMAH - Daily Physical Activity

JIC - Student Conduct

JICK - Pupil Safety and Violence Prevention

JG - Assignment of Students to Classes and Grade Levels

JLF- Reporting Child Abuse and Neglect

JLCF - Wellness Policy

JLDBB - Behavior Management and Intervention

JLCK - Physical and Emotional Well-Being of Students

seconded by Courtney Landry.

Aye: Leak, Judge, Landry, Robinson

Nay: None

Motion Carried 4-0

Motion by Tim Leak to accept the minor changes and approval of policies:

JICJ - Unauthorized Communication Devices (cell phone policy)

IMDA - Patriotic Exercise (Pledge of Allegiance, flags, John Stark Day and Constitution Day)

IKB - Homework Policy - every teacher must have their own policy

seconded by Courtney Landry.

Aye: Leak, Judge, Landry, Robinson

Nay: None

Motion Carried 4-0

Motion by Mike Judge to approve the first reading of IIB Class Size,

Discussion - the Board agreed to a maximum class size of 20 (twenty) students for all grades.

seconded by Tim Leak.

Aye: Leak, Judge, Landry, Robinson

Nay: None

Motion Carried 4-0

Non-public: Superintendent requests non-public session RSA 91-A:3 II (b) hiring of any person as a public employee.

Motion by Mike Judge to enter into non public at 1933h for RSA 91 – A:3 II. (b) hiring of any person as a public employee, seconded by Tim Leak.

Aye: Leak, Judge, Landry, Robinson

Nay: None

Motion Carried 4-0

Roll Call

Chairperson: Colin Robinson.

Vice Chairperson: Tim Leak

Board Members: Mike Judge and Courtney Landry.

Absent: Nate Choquette.

Superintendent / Principal: Kristen Kivela.

Secretary: Becky Partridge.

Discussion:

- Staffing

*Motion by **Tim Leak** to leave non-public session and go back into public at 1940h, seconded by **Mike Judge**.*

Aye: Leak, Judge, Landry, Robinson

Nay: None

Motion Carried 4-0

*Motion by **Courtney Landry** to accept the nomination by the Superintendent of Olivia Powers as a para professional and the substitute teacher list provided by the Superintendent for SY 2025 / 2026, seconded by **Mike Judge**.*

Aye: Leak, Judge, Landry, Robinson

Nay: None

Motion Carried 4-0

Mike Judge moved to adjourn the meeting at 1941h, seconded by **Tim Leak**.

The meeting adjourned unanimously at 1941h.

Respectfully Submitted,

-

Rebecca L. Partridge

Rebecca L. Partridge

School Board Secretary