

Mason School District
Regular Scheduled Meeting
November 17, 2025

Chairperson Colin Robinson called the meeting to order at 1835h.

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 (joined the meeting at 1845h).

Board Members: Courtney Landry.

Absent: Nate Choquette and Mike Judge.

Superintendent / Principal: Kristen Kivela.

Accounts Payable: Brenda Wiley.

Secretary/Clerk: Becky Partridge.

Milford Student Representative: Braeden Sullivan

Approval of Minutes:

*Motion by **Tim Leak** to approve the minutes of October 20, 2025 as submitted by Becky Partridge, seconded by **Courtney Landry**.*

Aye: Landry, Leak, Robinson

Nay: None

Motion Carried 3-0

Next Meeting:

December 15, 2025 Regular Scheduled Meeting at 1830h at Mason Elementary School Multi-purpose Room.

Business Manager's Report:

- It is noted that the current manifest and payroll were approved and signed by board members.
- Unanticipated revenue - \$66.09 from Standard Power hydro power

*Motion by **Tim Leak** to approve the unanticipated revenue from Standard Power hydro power rebate, seconded by **Courtney Landry**.*

Aye: Landry, Leak, Robinson

Nay: None

Motion Carried 3-0

- Equipment grant - grant for freezer - old freezer to be donated to St. Vincent's

*Motion by **Tim Leak** to approve the equipment grant of \$1296.60 for new freezer seconded by **Courtney Landry**.*

Aye: Landry, Leak, Robinson

Nay: None

Motion Carried 3-0

- Wex benefit - paraprofessionals receive \$2000.00 to offset medical care and associated expenses as outlined in statute similar to HSA accounts. The program currently used is cumbersome and acceptable purchase documentation is often declined and requested to be resubmitted. Administration requests that the board approve that we self-administer the program with the same requirements for reimbursements.

*Motion by **Courtney Landry** to approve the self-administration of the \$2000.00 Wex program offered to paraprofessionals, seconded by **Tim Leak**.*

Aye: Landry, Leak, Robinson

Nay: None

Motion Carried 3-0

- Insurance rates - School Care vs. Healthtrust. Board authorized Mrs. Wiley to obtain a quote from Healthtrust to administer the health insurance for staff.

Milford Student Representative: Braeden Sullivan

- Tech Week.
- October 31 end of first quarter.
- Free college application to any NH school.
- School show
- Valentine Day dance - donation to SHARE
- Spartan Bowl - boys cheerlead and girls play football.
- Santa's workshop.

Public Communications: None

Correspondence: None

Curriculum Updates: None

Unfinished Business:

- Survey - Parents and Students - slide show - eight respondents / approximately 10%.

New Business: Kristen Kivela

- Bus bid - going out November 18.
- Website - viewed samples from EDLIO and APTEGY

*Motion by **Tim Leak** to change our website platform to EDLIO, seconded by **Courtney Landry**.*

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

***Nay:** None*

Motion Carried 3-0

- Budget timeline and planning
 - Change Budget Hearing from January 05 to January 12

*Motion by **Tim Leak** to approve the change of the budget hearing from January 05 to January 12, seconded by **Courtney Landry**.*

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

***Nay:** None*

Motion Carried 3-0

- Staff salary increase

*Motion by **Tim Leak** to direct Mrs. Wiley to prepare sample draft budgets to reflect a staff salary increase of 2.8%, 3%, and 3.5%, seconded by **Courtney Landry**.*

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

***Nay:** None*

Motion Carried 3-0

Superintendent / Principal's Report: Kristen Kivela

- Important Dates: Nov 24 house meeting, 25 parent / conference meetings, 26-28 no school, Dec, 08 childbook author Marty Kelley, Dec 13 - parent night out teacher babysitting, 13 SB meeting.
- Safety training - worked on three scenarios during training.

Non-public: None

Courtney Landry moved to adjourn the meeting at 2000h, seconded by **Tim Leak**.

The meeting adjourned unanimously at 2000h.

Respectfully Submitted,

Rebecca L. Partridge

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School Board Secretary

Approved March 16 2026

