

**MINUTES OF REGULAR SCHOOL BOARD MEETING,  
MASON SCHOOL DISTRICT  
NEW HAMPSHIRE, December 14, 2009**

A meeting of the Mason NH School District was held on Monday, December 14, 2009 at approximately 7:40 p.m. at the Mason Elementary School Cafeteria, pursuant to due notice of all members and the public.

Chairperson Wolfgang Millbrandt called the meeting to order. Upon calling of the roll, the following members answered present: Mary McDonald, Wolfgang Millbrandt, Donald Hodges.

School Board Treasurer Sue Wagoner, School Board Secretary Becky Partridge, School Board Moderator Catherine Schwenk, District Superintendent Dr. Deborah Bemis, and School Principal Betty Mulrey were present.

**Recognition of Public**

John Lewicke, Bob Hemmer, Bob Bergeron, Joan Losee, Nicole Brackett, Teresa O'Leary, Karen McDonough, Kate Belletette, Laura Hooper, Darryl Wagoner, Mark McDonald

**Minutes of Previous Meetings**

*Motion by Wolfgang Millbrandt to amend minutes of meeting dated 11-23-09, Page#4 Building Committee report change to read "Phase II out of three", Seconded Mary McDonald,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

*Motion by Wolfgang Millbrandt to approve the minutes of 11-23-09 as amended, Seconded by Mary McDonald.*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

**Announcements of Next Scheduled Meetings**

Wednesday December 16, 2009: Safety Committee meeting, 7:30pm, Mason Elementary School Administration Offices.

Monday December 21, 2009: Work Session to review policies at 7:30 pm, Mason Elementary School Administration Offices.

Monday December 28, 2009: Regular School Board meeting, 7:30pm Mason Elementary School cafeteria

Monday January 11, 2010: Presentation of the 2010/2011 School District Budget including the tax rate impact. This presentation will occur during a regular scheduled Mason School Board meeting at 7:30 pm, Mason Elementary School Cafeteria.

**Public Communications**

Ms. Nicole Brackett raised her concerns regarding the Milford School delay but regular opening of Mason Elementary School and the unsafe bussing conditions this caused. Ms. Brackett informed the School Board that due to the delay opening in Milford there was an overlap in pickup time of elementary age children and middle/ high school age children, therefore middle/ high school children were on the bus with the elementary school children. Ms. Brackett also was concerned because there were inappropriate

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behaviors at the bus stop by the high school students that her elementary age children witnessed because of this overlap. Ms. Brackett was also concerned that when she called the Elementary School no one could tell her what was going on and Superintendent Dr. Bemis was not available. Dr. Bemis explained that this was a scheduling issue with the bussing company and the issue will be discussed with the Board and action will be taken to prevent this in the future.

Ms. Teresa O'Leary raised concerns that not only were the elementary age children effected the middle/ high school students arrived late due to the busses having to complete their elementary pick up and drop off at the Mason Elementary School and then bring the students to Milford. Dr. Bemis informed them that she was told that there is only 20 minute delay. Ms. O'Leary informed the Board that the students were over an hour late for middle/ high school. Dr. Bemis responded that that was not the information she was given.

*Motion by Donald Hodges to direct the Superintendent to develop a plan with the bus company to deal with all scenarios regarding weather conditions including but not limited to delays/ closures and for this plan to be reviewed by Board Members before distribution, Seconded Mary McDonald,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

John Lewicke asked the Board if they should have a temporary plan? After a short discussion it was agreed that if Milford was delayed or closed Mason Elementary would do the same until the approve above stated plan can be implemented.

### **Reports**

#### **Superintendent's Report, Dr. Deborah Bemis:**

Proposed Career Ladder Projects.

Ms. Karen McDonough, first grade teacher.

Ms. McDonough informed the Board that she has been supervising a teacher intern Kate Atkinson five days a week for 2 hours. She explained that she is in contact with Ms. Atkinson's guidance teacher and that Ms. Atkinson and herself sit down regularly and discuss what is going on in the classroom and why. Ms. McDonough explained that it has been a huge benefit to have Ms. Atkinson in the classroom especially helping implementing the new Math curriculum. She explained that Ms. Atkinson at this time is able to teach small groups and assess the children.

Ms. McDonald asked if she thinks that this is beneficial and should Mason seek out interns. Ms. McDonough responded that it was extremely beneficial. Principal Ms. Mulrey agreed and said that there are schools waiting to allow interns to work here at Mason.

It is noted that the Board approved and signed project proposal.

Ms. Kate Belletette, second grade teacher.

Ms. Kate Belletette informed the Board that since it was decided that our children would be going to Milford she wanted to do something that would create a relationship between

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the Mason School and the Milford community. She decided that she would approach Crestwood Nursing Home in Milford and explore the idea of a program she calls GrandPals. This program would allow the second children to write letters to someone in the nursing home and in turn they would reply. Besides this being a community building project the second grade children, as part of the GLE, are required to be able to write a proper letter which includes introduction, body and conclusion. The children write these letters once a month and also have made gifts for their pals. It is noted that the Board approved and signed project proposal

Ms. Laura Hooper, fourth grade teacher.

Ms. Hooper explained to the Board that her project centers around School Recycling which is part of the fourth grade science curriculum. This project has helped the students learn about recycling and the importance. Now that they have learned themselves the how and whys they are teaching the rest of the school. Fourth grade students monitor the lunch room to make sure things are being recycled correctly and they also go around once a week and collect paper recycling from the classroom. After collecting it they weigh it and graph it and have made some of their own paper. Ms. McDonald added that the garbage pickup will also include recycling in the future. It is noted that the Board approved and signed project proposal

*Motion by Mary McDonald to accept the above stated projects as presented, Seconded Donald Hodges,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

Dr. Bemis presented the Board with Job Descriptions for their review for Teacher, Special Education Teacher, Instructional Assistant, and Payroll Coordinator positions. She explained to the Board that these are basic description that other districts use and are not meant to be specific. Dr. Hodges expressed his concern over the "Teacher" Job Description and that there should be more than just one that reflects the level of teacher positions. Dr. Hodges took this as an action item to revise the "Teacher" Job Description to include the different classifications. Mr. O'Neil informed the Board and Dr. Bemis that he would review and revise if necessary the "Payroll Coordinator" Job Description.

Dr. Bemis informed the Board that they are still looking for more people who would be willing to volunteer for the Technology Committee. Mr. Millbrandt inquired that if there is no plan how do we budget for it next year? Ms. McDonald felt that the committee should have no expense for next years budget.

**Business Manager, Mike O'Neil:**

Mr. O'Neil informed the Board that there has been little to no feedback on the proposed budget so there is nothing to add at this time.

Mr. O'Neil submitted checks with the supporting documents and the current manifest to be signed by the School Board. It is noted that the School Board signed submitted checks and manifest.

Mr. O'Neil submitted a request to the Board to allow him to pay the following vendors on an auto pay basis, HP Hood, Sysco, Sam's Club, and Market Basket. Mr. O'Neil

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explained if this is approved invoices would be presented at the next scheduled meeting. Mr. Millbrandt inquired about where the invoices come from? Mr. O'Neil responded that the invoices come from the vendors themselves and that he would make sure the invoice matched up with what was received. Ms. McDonald asked who would be cutting the checks? Mr. O'Neil responded that himself and Treasurer Susan Wagoner would be signing the check so there is still a check and balance system in place.

*Motion by Mary McDonald to accept the recommendation by Mike O'Neil as documented in the attached request titled "Auto pay Vendor Request", Seconded Wolfgang Millbrandt,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

Mr. O'Neil informed the Board that he is working on options to fund the deficit in this year's budget. John Lewicke asked if the deficit came from improper planning or from the unforeseen. Mr. O'Neil responded that the deficit has come from previously out of district students coming back into the district. Ms. Wagoner informed the Board that she had emailed the inventory from the town census of those who filed. Mr. O'Neil informed the Board that Don Jutton of MRI recommends that he come and speak with the Board about the deficit and develop a five year plan.

*Motion by Donald Hodges to have MRI come in and develop a five year plan if the fee does not exceed \$1,000 (one thousand dollars), Seconded Mary McDonald,*

aye: McDonald, Hodges

nay: Millbrandt

**Motion carried 2-1**

Ms. McDonald asked Mr. O'Neil if he was able to set the date for this. Mr. O'Neil responded that he would work on setting a date.

Dr. Bemis informed the Board that she had filed the ARRA report to the NHDOE.

**Principal Report, Betty Mulrey:**

Ms. Mulrey informed the Board that the craft fair was a great success and that the tai kwon doe assembly was a hit with the kids. Ms. Mulrey informed the Board that because of the snow day the string orchestra had to be rescheduled. A flyer will go home to parents informing them when it will be rescheduled.

**Building Committee, Bob Hemmer:**

Mr. Hemmer informed the Board that all is still on schedule but nothing new to report.

**Curriculum Committee, Ms. Mulrey:**

Ms. Mulrey informed the Board the Curriculum Committee met and that Science, Math and how to integrate computer training and typing into the curriculum were discussed. Also discussed was the possibility of investigating using Curriculum Mapping.

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**Mason Education Support Organization, Becky Partridge:**

Ms. Partridge informed the Board that she has been in contact with the Attorney General's Office to register with the Charitable Trust Unit of NH in order to comply with state standards and that MESO would be requesting a exemption to the statue that states a five member board is required and remain a three member board.

**Technology Committee:**

It is noted that School Board Moderator Catherine Schwenk swore in John Lewicke, Darryl Wagoner, and Mark McDonald to the Committee.

**Building Safety Committee, Dr. Deborah Bemis:**

There is a scheduled Safety Committee meeting on Wednesday December 16, 2009.

**Unfinished Business:**

Student Handbook: Dr. Bemis informed the Board that Heidi DeLorme has took on the responsibility of the Student Handbook. To address concerns that were raised at the previous meeting Dr. Bemis contacted the DOE to discuss how much content needed to be published. Dr. Bemis informed the Board that there are certain policies that need to be published and that the state has an informational page of what policies need to be published. She explained that some policies needed to be embedded in the content of the handbook not just referenced because some of the policies need to be elaborated.

*Motion by Wolfgang Millbrandt to set a time table of events for the handbook as follows: Dr. Bemis will email all Board members and staff the Student Handbook by December 15, 2009 for review and comments. If any staff or Board members have comments or changes they will them email those back to Dr. Bemis no later then December 23, 2009 and those comments and changes will be addressed at the next Board meeting on December 28, 2009, **SECONDED** by Donald Hodges,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

**New Business:**

Mr. Millbrandt would like approval from the Board to pursue music grants. Mr. Millbrandt asked if Bob Hemmer and Betty Mulrey could give him an estimate on how much it would cost for a sound system, lights and cameras for the stage.

*Motion by Mary McDonald to allow Mr. Millbrandt to work with Ms. Mulrey, a grant writer and Charlene LeDoux to pursue a music grant, **Seconded** Donald Hodges,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

Ms. Bemis and Mr. O'Neil presented to the Board a comparative review of the present draft employee benefits and short-term disability benefits. Dr. Hodges requested that short-term disability option replace the sink bank. Ms. McDonald asked staff that were present if this would be possibility? They responded yes but that they would need more information. The Board recommended that Mr. O'Neil put information together and have

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a guest ions and answer session with the teachers. Mr. O"Neil agreed and will begin working on it.

**Minutes from Non-Public/Public/Adjournment:**

*Motion by Mary McDonald to enter into non-public session per RSA 91-A:3II. (e) negotiation of pending claims or litigation, Seconded by Donald Hodges.*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

Present were School Board members Dr. Hodges, Mr. Millbrandt, Ms. McDonald, District Superintendent Dr. Bemis.

*Motion by Wolfgang Millbrandt to enter into public session at 10:40 p.m., Seconded by Mary McDonald,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

*Motion by Wolfgang Millbrandt to seal minutes of non-public session 12-14-09A (reputation), Seconded by Donald Hodges,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

**\*Reference sealed minutes 12-14-09A**

*Motion by Donald Hodges to enter into non-public session per RSA 91-A:3II.(A,C) compensation of any public employee and adversely affecting the reputation of any person, Seconded by Mary McDonald,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

Present were School Board members Dr. Hodges, Mr. Millbrandt, Ms. McDonald, School Board Secretary Ms. Partridge and MES Nurse Joan Losee.

*Motion by Mary McDonald to enter into public session at 11:00 pm., seconded by Donald Hodges,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

*Motion by Mary McDonald to seal minutes of non-public session 12-14-09B (reputation), Seconded by Donald Hodges,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

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**\*Reference sealed minutes 12-14-09B**

*Motion by Mary McDonald to enter into non-public session per RSA 91-A:3II adversely affect the reputation of any person, (review sealed minutes 11-23-09A, 11-23-09C),  
Seconded by Donald Hodges*

aye: McDonald, Hodges, Millbrandt

nay: none

**Motion carried 3-0**

Present were School Board members Dr. Hodges, Mr. Millbrandt, Ms. McDonald, School Board Secretary Ms. Partridge

*Motion by Wolfgang Millbrandt to enter into public session at 11:25 p.m., Seconded by Donald Hodges.*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

*Motion by Mary McDonald to approve sealed minutes of 11-23-09 referenced 11-23-09A and 11-23-09C, Seconded Donald Hodges,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

Mr. Millbrandt moved to adjourn the meeting at 11:30 pm.

Respectfully submitted,

Becky Partridge  
School Board Secretary