

**MINUTES OF REGULAR SCHOOL BOARD MEETING,  
MASON SCHOOL DISTRICT  
NEW HAMPSHIRE, January 11, 2010**

A meeting of the Mason NH School District was held on Monday, January 11, 2010 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 Moderator Catherine Schwenk, District Superintendent Dr. Deborah Bemis, Business Manager Mike O'Neil and School Board Secretary Becky Partridge were present.

**Recognition of Public**

Bob Hemmer, Don Jutton of MRI, Dean Edgart District Legal Counsel, Wayne McKelvey, Jeannine Phalon, John Lewicke, Joan Losee, and Bob Bergeron

**Minutes of Previous Meetings**

*Motion by Wolfgang Millbrandt to approve the minutes of 12-28-09 submitted by Catherine Schwenk, Seconded by Mary McDonald.*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

*Motion by Wolfgang Millbrandt to approve the minutes of 12-28-09 submitted by Becky Partridge, Seconded by Mary McDonald.*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

*Motion by Wolfgang Millbrandt to approve the minutes of work session 12-21-09, Seconded by Mary McDonald.*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

**Announcements of Next Scheduled Meetings**

Monday January 25, 2010: Mason School Board meeting at 7:30 pm, Mason Elementary School Cafeteria.

**Action Items (school board requests)**

1. Notify all employees to provide Heidi DeLorme with contact information in order to be able to get in contact with them at anytime during school hours
2. Request a copy of all employee contracts
3. Design a Chain of Command document
4. Follow up on request from School Board to Ms. Losee and Ms. Mulrey of After Action Report

**Public Communications**

At this time Don Jutton of MRI asked the Board to go into non-public session as allowed by RSA 91-A:3II.(C). The Board asked legal counsel on how to proceed since the

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person/ position in question requested that the discussion be a part of the public meeting and not a non-public session. Legal Counsel Dean Edgart suggested to the Board that they go into non-public to seek advice from legal counsel as allowed under RSA 91-A:3II.

*Motion by Mary McDonald to enter into non-public session per RSA 91-A:3II.(c) adversely affecting the reputation of any person and seeking legal advice from District Counsel, seconded by Donald Hodges.*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

Those present for the non-public session 1/11/10A were School Board members Dr. Donald Hodges, Mary McDonald, Wolfgang Millbrandt. Dr. Deborah Bemis, Don Jutton of MRI, and District Legal Counsel Dean Edgart were also present. Minutes of non-public session 1/11/10 A will be taken and submitted by Dr. Deborah Bemis.

*Motion by Wolfgang Millbrandt to enter back into public session at 8:20PM, seconded by Dr. Donald Hodges.*

aye: McDonald, Hodges, Millbrandt

nay: none

**Motion carried 3-0**

*Motion by Mary McDonald to seal minutes of non-public session referenced 1/11/10A (reputation), seconded by Dr. Donald Hodges.*

aye: McDonald, Hodges, Millbrandt

nay: none

**Motion carried 3-0**

Chairperson Wolfgang Millbrandt after returning to public session asked Superintendent Dr. Deborah Bemis if she would like to proceed with the discussion in public session or move into non-public. Dr. Bemis declined moving the discussion into non-public and wished to proceed with the discussion in public session.

Wolfgang Millbrandt requested that Don Jutton of MRI be heard first and then any staff involved may respond. At the end of the discussion Mr. Millbrandt may request that any additional information from the parties be made in writing to the Board.

Don Jutton of MRI suggested to the Board that the District reanalyze their approach to the set up of the Administration of the District as well as come up with a five year plan. Mr. Jutton suggested that the District consult with someone that is qualified to analyze the administration set up of a school and that Mason should also review Districts of similar size. Mr. Jutton reminded the Board that all along MRI has voiced their concern about the long term viability of the school district with the set up that it currently has. MRI feels with such a small community and tax base it will be difficult to maintain the system long term. Mr. Jutton also stated that the School District can not afford to keep MRI long term however he does advise that the district employ an accountant that has provided accounting services for a School District.

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Dr. Bemis began by stating that MRI does not understand or know the set up or the Mason community and that the administration that currently exists was approved and recommended by the State, SAU and others and for him to question that is ill-informed. Dr. Bemis explained that MRI was brought on board with the understanding that they would help the District get set up but in the end it would be handed over locally. Mr. Millbrandt asked for clarity as he thought that MRI was brought on board to help with set up and train District personnel. Mr. Jutton agreed that he does not foresee MRI in Mason long term however the School District is not ready to be switch over to other personnel at this point.

Mr. Millbrandt requested that Dr. Bemis and Mr. Jutton write up their views and submit to the Board the written statements by Monday January 18, 2010 and the Board will reconvene on Wednesday January 20, 2010 to further discuss the issue.

Mr. Wayne McKelvey asked to be heard in non public in regards to his wife who is a bus driver for First Student.

*Motion by Mary McDonald to enter into non-public session per RSA 91-A:3II.(c) adversely effecting the reputation of any person, seconded by Donald Hodges.*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

Those present for the non-public session 1/11/10B were School Board members Dr. Donald Hodges, Mary McDonald, Wolfgang Millbrandt, Dr. Deborah Bemis, Mr. Wayne McKelvey. Minutes of non-public session 1/11/10 B will be taken and submitted by Dr. Deborah Bemis

*Motion by Wolfgang Millbrandt to enter back into public session at 9:15PM, seconded by Dr. Donald Hodges.*

aye: McDonald, Hodges, Millbrandt

nay: none

**Motion carried 3-0**

*Motion by Wolfgang Millbrandt to seal minutes of non-public session referenced **1/11/10B** (reputation), seconded by Mary McDonald.*

aye: McDonald, Hodges, Millbrandt

nay: none

**Motion carried 3-0**

*Motion by Wolfgang Millbrandt that the school board takes no action in regards to the issues discussed in non public 1/11/10B but will pass all documents and information on to First Student, seconded Mary McDonald*

aye: McDonald, Hodges, Millbrandt

nay: none

**Motion carried 3-0**

**Reports**

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

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Dr. Bemis submitted a draft of the Student Handbook to the Board and requested that it be reviewed and any suggestion be forwarded to her. Dr. Bemis informed the Board that the teachers had reviewed it and some of the recommendations were that there be further discussion on issues such as homework and playground rules.

Dr. Bemis provided the Board with dates for 2010 School District Calendar for the Annual Meeting and Elections.

Tuesday February 9- Supervisor of the check list posted  
Monday February 15- Budget hearing  
Monday February 22-Budget hearing( snow day)  
Wednesday February 24-Last day to post election warrant, and to post meeting warrant  
and budget form  
Sunday February 27-Correction Session-supervisor of Check list  
Tuesday March 9- Election of officers  
Thursday March 11- Annual District Meeting  
Tuesday March 16-Annual District Meeting (snow day)

Dr. Bemis gave an overview of the grants that have been submitted. They are as follows: Adequacy Grant, Equitable Education Grant, Special Education Grant Part B, Special Education Grant Pre-school, Title I Grant (Instructional Supports), Title II Grant (Career Ladder Program) and Title IV (Technology Plan).

Dr. Bemis informed the Board that she had been contacted by Mascenic and that there appears to be funds in the Undesignated Fund that is owed to Mason in the amount of approximately fifty thousand dollars (\$50,000).

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

Mr. O'Neil informed the Board that he has been working on the re-cast and projected budget. He is also working on the reallocation of the present budget. He informed the Board that dollar amount will not change but there are line items that are being adjusted. Once this is complete he will be able to use this as a starting point for next years proposed budget.

Mr. O'Neil suggested to the Board that there be a Special Warrant Article to fund a line item that will be available to fund "surprise" tuitioning students who are not accounted for in the tuitioning line of the budget. Mr. O'Neil suggested that Mason use the fund balance instead of funding through taxation. The Board agreed that a fund needs to be started for those student. Dr. Bemis will post the Special Warrant Article as part of the Budget hearing.

Mr. O'Neil submitted construction checks with supporting documentation and the current manifest with supporting documentation for review and signatures. It is noted that the Board reviewed said documents and signed them.

Mr. Millbrandt asked who is responsible for getting rid of the dumpster? Mr. O'Neil responded that he is and that it has been taken care of.

Mr. O'Neil informed the Board that he will be sending a request to the Town of Mason for the money that the town owes to the District.

Mr. O'Neil inquired if the Board had reviewed the Proposed budget schedule. The Board responded that they had.

Mr. O'Neil informed the Board that the teachers have requested that they be given the \$100 that was agreed upon for expenses that they incur throughout the year. The Board

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asked if that was the amount agreed upon in the contract, Mr. O'Neil responded yes. The Board agreed that they were owed that money.

Mr. O'Neil suggested that the Board adopt a NSF policy and that he would provide a draft at the next Board meeting. Secretary Becky Partridge informed the Board and Mr. O'Neil that there was a discussion at a previous meeting on the issue of returned checks and she would email those minutes to Mr. O'Neil.

**Principal Report, Ms. Betty Mulrey:**

Ms. Mulrey informed the Board that grades had closed and that report cards will be going out shortly. Ms. Mulrey said that 11 students had signed up for the string orchestra that is being started.

Ms. Mulrey informed the Board that on 1/19/10 the teachers will be receiving CPR training as well as training in the administration of the NWEA.

Ms. Mulrey informed the Board that there are cases of head lice. Ms. Mulrey said that steps are being taken and that the issue is being addressed.

Ms. Mulrey was approached by the Mason School Club and asked where the American Flags and holders were that were purchased last year. Ms. Mulrey has been unable to find them at this time but is looking and the issue is being addressed so the students can say the Pledge.

**Policies:**

*Motion by Wolfgang Millbrandt to accept the second reading and approve the following policies:*

JLIF-Receipt and Use of Sex Offender Registry Information

IJOC-Volunteers

IK- Earning of Credit

IKA- Grading System

IKAD- Changing Student Grades

IKB-Homework

IKE-Promotion and Retention of Students

IKG- Awards and Scholarships

IL- Evaluation of Curricular Programs

*seconded by Donald Hodges,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

*Motion by Wolfgang Millbrandt to accept the second reading and approve the following policies as amended outlined in the work session minutes of December 21, 2009,*

JLF-Reporting Child Abuse or Neglect

GBI-Staff Participation in Political Activities

IJ- Instructional Materials

IJK- Supplemental Materials Selection and Adoption

IJO- Community Resources

IJOA- Field Trips and Excursions

ILBA- Assessment of Educational Programs

*seconded by Mary McDonald,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

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**Building Committee, Bob Hemmer:**

Mr. Hemmer informed the Board that construction has fallen behind 2-3 weeks however they are still approximately five months ahead of Mason's schedule. Mr. Hemmer submitted to the Board a request from PSNH to acquire an easement for the transformer that PSNH will be placing on school property and also a payment agreement for the Board to sign.

*Motion by Dr. Donald Hodges to accept the request and allow PSNH to gain access to the transformer and to pay PSNH one thousand six hundred and eighty eight dollars (\$1,688.00) as stated, seconded Mary McDonald,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

It is noted that Mr. Millbrandt signed stated contract and Dr. Hodges signed as witness.

**Curriculum Committee:**

No report

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

Ms. Becky Partridge informed the Board that she and Ms. Mulrey is in the process of completing the filing process for the Charitable Trust Unit. Ms. Partridge informed the Board that she has not heard back from the IRS on the statues of the 501 c3 application,

**Technology Committee, Dr. Donald Hodges:**

Dr. Hodges informed the Board that Ms Mary Caldron, Mason PE teacher will be liaison between the Technology Committee and staff.

**Building Safety Committee, Dr. Donald Hodges:**

Dr. Hodges informed the Board that the Safety Committee had met and that the feedback from the Fire and Police Departments were received. At this time Ms. Mulrey is writing a draft summarizing the findings and suggestions of the Departments. Some of the recommendations include ICS training for teachers and use of Fellowship Hall as shelter.

**Unfinished Business:**

Dr. Bemis informed the Board that she is working on a draft information sheet for parents to inform them of the different bussing scenarios in regards to delays, snow closings etc.. Dr. Bemis informed the Board that she has received documentation from Milford and First Student relating the different scenarios. Milford has confirmed that any Mason Middle or High School student will not be penalized if they miss school if it is transportation issue related to bussing. Mr. Millbrandt requested that Dr. Bemis give Secretary Becky Partridge all communication from Milford and First Student relating to this issue so it can be of public record.

As requested by Mr. Millbrandt at a previous meeting, Ms. Mulrey will give a brief presentation of the use of the Star Boards to the Board at the next regular schedule meeting.

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

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*Motion by Donald Hodges to enter into non-public session per RSA 91-A:3II.(C) adversely effecting 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 and School Board Secretary Becky Partridge.

*Motion by Mary McDonald to enter into public session at 10:55pm., 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 referenced 12/28/09A and 12/28/09B (reputation), seconded by Dr. Donald Hodges.*

aye: McDonald, Hodges, Millbrandt  
nay: none

**Motion carried 3-0**

*Motion by Wolfgang Millbrandt to approve sealed minutes 12/28/09 A, 12/28/09B, 12/14/09B, 11/23/09B, seconded by Dr. Donald Hodges*

aye: McDonald, Hodges, Millbrandt  
nay: none

**Motion carried 3-0**

Mr. Millbrandt moved to adjourn the meeting at 11:05 pm.

Respectfully submitted,

Becky Partridge  
School Board Secretary