

**MINUTES OF REGULAR SCHOOL BOARD MEETING,
MASON SCHOOL DISTRICT
NEW HAMPSHIRE, MARCH 22, 2010**

A meeting of the Mason NH School District was held on Monday, March 22, 2010 at approximately 7:37 p.m. at the Mason Elementary School Cafeteria, pursuant to due notice of all members and the public.

Moderator Catherine Schwenk called the meeting to order. Upon calling of the roll, the following members answered present: Mary McDonald, Wolfgang Millbrandt, and Dr. Donald Hodges. New elected School Board member Robert Hemmer (to be sworn in this meeting), District Superintendent Dr. Deborah Bemis, Secretary Becky Partridge, Moderator Catherine Schwenk, School Principal Betty Mulrey, and Mike O'Neil of MRI were present.

Recognition of Public

Refer to sign in sheet dated 03/22/10.

Motion by Mary McDonald to enter into non-public session at 7:37 pm to review non-public minutes submitted by Becky Partridge, Seconded by Dr. Donald Hodges.

aye: McDonald, Millbrandt, Hodges

nay: none

Motion carried 3-0

Those present were School Board members Dr. Donald Hodges, Wolfgang Millbrandt, Mary McDonald, and School Board Secretary Becky Partridge.

Motion made by Wolfgang Millbrandt to enter into public session at 7:56 pm, Seconded by Dr. Donald Hodges.

aye: McDonald, Millbrandt, Hodges

nay: none

Motion carried 3-0

Motion by Mary McDonald to approve the following sealed non-public minutes submitted by Becky Partridge: 03/08/2010A, and 03/08/2010C, Seconded by Wolfgang Millbrandt.

aye: McDonald, Millbrandt, Hodges

nay: none

Motion carried 3-0

Minutes of Previous Meetings

Motion by Mary McDonald to approve the minutes submitted by Becky Partridge dated March 9, 2010 and non-public minutes 03/08/2010B, Seconded by Wolfgang Millbrandt.

aye: McDonald, Millbrandt, Hodges

nay: none

Motion carried 3-0

Announcements of Next Scheduled Meetings

Wednesday March 24, 2010 Administrative Staff Structuring Committee at 7:30, MES

Monday March 29, 2010 Administrative Staff Structuring Committee at 7:30, MES

Monday April 12, 2010: Regular School Board Meeting at 7:30pm, MES Cafeteria

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Action Items

1. Dr. Bemis will post the meetings for the Administrative Staff Structuring Committee, Wednesday March 24, 2010 at 7:30 and March 29, 2010 at 7:30.
2. Becky Partridge will bring copies of the School Board Ethics signature sheet to the next meeting.
3. Dr. Bemis will continue working on the Summer Program proposal including: a survey, who will be involved, and detailed expenses to run the program.
4. Mr. O'Neil to change the signature required on building checks from Mary McDonald to Bob Hemmer.
5. Mr. Hemmer will contact Mr. Kent Forty in regards to his nomination to the Administrative Staff Structuring Committee.

New Business

At this time, Madame Moderator Schwenk asked Mr. Robert Hemmer to step forward and be sworn in as a School Board Member. It is noted that Mr. Hemmer took the Oath of Office given by Madame Moderator.

The new School Board thanked Mrs. McDonald for her service on the School Board.

Next order of business was to select a new Chairperson. Mr. Hemmer nominated Dr. Donald Hodges as School Board Chairperson, Mr. Wolfgang Millbrandt seconded the nomination of Dr. Hodges, School Board unanimously agreed that Dr. Donald Hodges would be the School Board Chair. Madame Moderator gave Dr. Hodges a book explaining the duties of the Chair.

Motion by Wolfgang Millbrandt to nominate John Lewicke as School Board Clerk and Becky Partridge as School Board Secretary, Seconded by Bob Hemmer.

aye: Hemmer, Millbrandt, Hodges
nay: none

Motion carried 3-0

Motion by Wolfgang Millbrandt to nominate Bob Hemmer as ex-officio to the Building Committee, Seconded by Dr. Hodges.

Discussion: Dr. Bemis informed the Board that she inquired from District Counsel whether there would be any conflict of interest with Mr. Hemmer being the primary contact for Sullivan Construction and his role as School Board member. Counsel advised that there was no conflict as long as Mr. Hemmer had no personal gain in any such matter.

aye: Hemmer, Millbrandt, Hodges
nay: none

Motion carried 3-0

Dr. Hodges asked if the School Board wished to appoint any new member to the Building Committee.

Motion by Bob Hemmer to appoint Mary McDonald to the Mason Elementary School Building Committee, Seconded by Dr. Hodges.

aye: Hemmer, Millbrandt, Hodges
nay: none

Motion carried 3-0

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Public Communications

School Registrations

Mrs. Mulrey informed the Board that Pre-school, Kindergarten and Grade 1 registration will take place on April 15 from 4-5 pm. Notices will be sent from information gathered from the town census and a notice will be posted in the Grapevine. Mrs. Mulrey said that the school will be investigating whether it is appropriate to terminate the readiness program next year as there is already a kindergarten.

Dr. Hodges asked if there was a lottery for the Pre-school program. Dr. Bemis responded not at this time.

Superintendent's Report. Dr. Deborah Bemis:

Summer Program Proposal review

Dr. Bemis presented the School Board with a feasibility report on running a summer program. Dr. Bemis told the Board that it was possible to put together a two week program before the start of school that would be self-sustaining. There could be two different approaches, either the District could request tuitioning or title grants could be used to cover the costs. Mrs. McDonald asked if it was necessary to have a nurse available and who would cover if a staff member was ill. Dr. Hodges asked how much would it cost including all staffing, supplies, and operational costs of the building. Dr. Bemis said that she would need help putting that all together. Dr. Bemis said that once it is established that you can run an extended program (like a summer program) there are many grants that become available. Dr. Hodges and Mr. Hemmer would like more cost information before proceeding. Dr. Bemis said that with the help of Mrs. Mulrey they will get a survey together for the parents and talk to staff.

Principal's Report, Mrs. Betty Mulrey:

Mrs. Mulrey informed the Board just how significant it was when the new portion of the school was finally able to be used. Mrs. Mulrey said that she and the staff are still discussing all the ways that the space can be utilized. She told the School Board that Donna Richardson held the first assembly in the new building last Friday and the string orchestra concert is scheduled for this Thursday.

Business Manager, Mike O'Neil:

Mr. O'Neil asked the Board if they could make a motion to temporarily allow Mrs. Mary McDonald to sign the building checks until the account information is changed to allow Mr. Hemmer to sign.

Motion by Bob Hemmer to allow Mary McDonald to sign building checks as an approved signature, Seconded by Wolfgang Millbrandt.

aye: Hemmer, Millbrandt, Hodges

nay: none

Motion carried 3-0

Mr. O'Neil submitted to the Board the approved appropriations from the District meeting. It is noted that the Board reviewed and signed said document. Mr. O'Neil also presented to the Board a letter concerning fire violations. At this time it is believed that with the new addition and renovations the school will be in compliance. Mr. O'Neil also submitted to the Board the final tuition calculations now that the final payment to Milford and Mascenic had been made. (See attachment titled Tuition Calculation Fiscal Year 2010) Mr. O'Neil informed that Board that he is awaiting responses from third parties for the Mason School District audit. Mr. O'Neil also

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submitted the current manifest for review and signatures. It is noted that all school board members signed the manifest.

Dr. Hodges inquired whether the District can specify the teachers as employees-at-will in the new contracts, thus they would not have to be renewed annually. Mr. O'Neil stated he had not seen it done that way before in this scenario.

Committee Reports

Building Committee Report, Mr. Bob Bergeron:

Mr. Bergeron informed the Board that all is on schedule and that work on the old church portion has begun.

Curriculum Committee Report:

No Report

MESO Committee Report, Becky Partridge:

No Report

Technology Committee, Betty Mulrey:

Becky Partridge submitted to the Board Policy KDC - Website Publishing Policy for the first reading. Upon review it was agreed that under the "Publishing Standards" section the sentence "All content must be appropriate, decent, in good taste..." be deleted. Becky Partridge will make that change and forward the policy to the Technology Committee Chair Mark McDonald for the Technology Committee to review.

Safety Committee, Betty Mulrey:

Mrs. Mulrey informed the Board that a "flip chart" for emergency scenarios is being drafted for each classroom. Mrs. Mulrey informed the Board that Heidi DeLorme is working with the fire department for appropriate fire exits in the new portion of the building. Mr. Hemmer told Mrs. Mulrey that Sullivan construction will provide the fire exit maps once the project is completed. Mrs. Mulrey told the Board that Fire Chief Cook will be holding an Incident Command System workshop for the staff.

New Business

Mr. Hemmer would like to discuss creating a committee to review the administrative structure at the school. Such a committee would research and review positions and make recommendations to the Board. Dr. Hodges added that the committee should also meet with current staff. Dr. Hodges felt that the committee should consist of Board members as well as members of the public.

Madame Moderator suggested that Mrs. McDonald be involved in the committee.

Mr. Millbrandt said that there is a pragmatic issue of when everyone is available.

Mr. Lewicke added that the Staffing Committee did not look at administration and perhaps this would be a good time to do so. Mr. Hemmer said that this new committee would be looking at both the people and the structure. Dr. Hodges felt that the positions and structure that should be reviewed are: SPED Director, Superintendent, Business Manager, Building Coordinator, Principal, and Administrative Assistant.

Dr. Bemis informed the Board that she would like the opportunity to present the Administrative goals before moving forward with that committee.

Dr. Hodges said that this all needs to be done quickly. Dr. Hodges asked if there was a motion to be made on this issue.

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Motion by Bob Hemmer to create an Administrative Staff Structuring Committee consisting of the three Board Members and three qualified members of the public to research and review positions and structure necessary for the proper functioning of the school district for the size of Mason. The positions to be reviewed will be Principal, SPED Director, Superintendent, Business Manager, Building Coordinator and Administrative Assistant, Seconded by Dr. Hodges.

Discussion:

Mr. Millbrandt said that the Committee can design positions all they want but they cannot make people appear to fill these positions. Dr. Hodges said that at least the roles need to be defined. Mr. Millbrandt felt that if the teachers are confused about their roles then we need to hire more senior staff. Mr. Hemmer believed that if the teachers are confused about their roles than it is an administration issue. Mary McDonald said that the teachers have asked for their roles to be more defined.

aye: Hemmer, Hodges

nay: Millbrandt

Motion carried 2-1

Madame Moderator asked if there were any nominations to fill the public positions on the committee. Dr. Hodges nominates Mary McDonald, seconded by Mr. Hemmer.

Mr. Millbrandt abstained from voting on the nomination as he felt that prior knowledge could be bias.

Mr. Hemmer nominates Kent Forty, Seconded by Dr. Hodges.

Dr. Hodges nominates Donna Richardson, Seconded by Mr. Hemmer.

Mr. Richardson informed the Board that he would speak with Mrs. Richardson.

Dr. Bemis said that she would post the meetings scheduled for Wednesday March 24 at 7:30pm and March 29 at 7:30pm

Motion by Wolfgang Millbrandt to enter into non-public session at 9:33 pm for dismissal, promotion, or compensation of any public employee, per RSA 91-A:3II (a)., Seconded by Dr. Donald Hodges.

aye: Hemmer, Millbrandt, Hodges

nay: none

Motion carried 3-0

Those present were School Board members Dr. Donald Hodges, Wolfgang Millbrandt, Bob Hemmer, Superintendent Dr. Bemis and School Board Secretary Becky Partridge.

Motion by Wolfgang Millbrandt to enter into public session at 9:50pm, Seconded by Dr. Donald Hodges.

aye: Hemmer, Millbrandt, Hodges

nay: none

Motion carried 3-0

Motion by Wolfgang Millbrandt to seal the minutes of non-public session referenced 03/22/2010B, Seconded by Dr. Donald Hodges.

aye: Hemmer, Millbrandt, Hodges

nay: none

Motion carried 3-0

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Mr. Millbrandt moved to adjourn the meeting at 10:10 pm, seconded by Dr. Hodges.

Respectfully submitted,

Becky Partridge
School Board Secretary

DRAFT