

**MINUTES OF REGULAR SCHOOL BOARD MEETING,  
MASON SCHOOL DISTRICT  
NEW HAMPSHIRE, November 23, 2009**

A meeting of the Mason NH School District was held on Monday, November 23, 2009 at approximately 7:35 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 District Administrator Dr. Deb Bemis, and School Principal Betty Mulrey were present.

**Recognition of Public**

John Lewicke, Bob Hemmer, Joan Losee, Bob Bergeron, Colleen Lewis, Krisse McHugh, Susan Rysnik

**Minutes of Previous Meetings**

*Motion by Donald Hodges to amend minutes of meeting dated 11-9-09 as follows: Page#2, change "Dr. Hodges inquired whether they would be able to perform a mid-year review?" to "Dr. Hodges inquired whether the teachers and staff would be able to perform a mid year District review?", Seconded Mary McDonald,*

aye: McDonald, Millbrandt, Hodges  
nay: none

**Motion carried 3-0**

*Motion by Wolfgang Millbrandt to approve the minutes of 11-9-09 as amended, seconded by Donald Hodges.*

aye: McDonald, Millbrandt, Hodges  
nay: none

**Motion carried 3-0**

**Announcements of Next Scheduled Meetings**

Monday November 30, 2009: First presentation of the 2010/2011 School District Budget at 7:30 pm, Mason Elementary School Cafeteria.

Monday December 7, 2009: Technology Committee at 7:30 pm, Mason School Administration Offices.

Thursday December 10, 2009: Second presentation of the 2010/2011 School District Budget at 7:30 pm, Mason Elementary School Cafeteria.

Monday December 14, 2009: Regular School Board meeting at 7:30 pm Mason Elementary School Cafeteria.

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

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

Tuesday January 19, 2010: Public hearing on the Proposed 2010/ 2011 Budget at 7:30pm, Mason Elementary School Cafeteria.

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**Public Communications**

No public communications

**Reports**

**District Administrator Report, Deb Bemis:**

Dr. Bemis asked the Board members to allow the teachers to present proposed Career Ladder Projects. Dr. Bemis introduced Ms. Colleen Lewis, 3rd grade teacher.

Ms. Lewis briefly described her proposed project of offering after school programs in Math for those that need enrichment and for those who are struggling and need extra help. Also she would have a program called "Empowering Young Writers" where students will be self-guided using a system she is familiar with. It is noted that the Board signed project proposal.

Ms. Lewis also presented the Board with a possible proposal for next years project. Ms. Lewis informed the Board that she is hoping to start a Theatre Arts program and requested that the Board budget the necessary money to start a program.

Dr. Bemis introduced Ms. Krisse McHugh, fifth grade teacher.

Ms. McHugh gave a brief description of her project, literacy mentoring between 5<sup>th</sup> grade students and kindergarten students. This program allows 5<sup>th</sup> grade students to read to a kindergarten "buddy" on a weekly basis. The student takes out a library book that they feel the kindergarten student will enjoy. After reading to the kindergarten student the 5<sup>th</sup> grade student returns to their classroom and writes in a journal. Mr. Millbrandt asked if there was a way to capture the before and after progress?

Ms. McHugh informed him that she has taken video of some of the sessions. Ms. McDonald asked if there was a way to quantify it? Ms. McHugh answered that she does keep notes however feels it is difficult to quantify some of the benefits of the program. It is noted that the Board signed project proposal.

Dr. Bemis introduced Ms. Susan Rysnik, Pre-School Teacher.

Ms. Susan Rysnik started by wanting to formally thank the School Board and community for the support to start the integrated pre-school program in Mason. Ms. Rysnik gave a brief description of her proposed project. For this project she would be the pre-school representative to the Board. She would attend School Board meetings and keep the Board and community informed about the pre-school. She will continually address the needs of the typical and non typical students by implementing a variety of programs and attending workshops. She is also planning to set-up pre-screening for the young children of Mason. It is noted that the Board signed project proposal.

Dr. Bemis stated she would like to recommend the following teachers and the proposed Career Ladder Projects: Ms. Colleen Lewis- Enrichment Program, Ms. Krisse McHugh, Literacy Mentoring Program, and Ms. Susan Rysnik, Pre-school Representative.

*Motion by Donald Hodges to accept the recommendations of Dr. Deb Bemis to accept the above stated projects, seconded Mary McDonald,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

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It was discussed who would be doing the evaluations of the projects. Dr. Bemis informed the Board that Ms. Mulrey would be doing the majority of the evaluations with the exceptions of ones that relate to SPED services.

Dr. Bemis informed the Board that she was unable to print the Job Description to be reviewed by the Board. The Board agreed that the review of Job Description would be placed on next meeting's agenda.

Dr. Bemis presented the Board with a draft copy of the Career Ladder Plan and Employee Compensation Handbook for review. Ms. McDonald would like to hear input from the teachers through a work session. Ms. McDonald inquired about why the draft was found on a non-official website after the Board directed that only one particular website be the official website. Dr. Bemis believed that this draft was of public record. Ms. McDonald did not believe that the draft of the Career Ladder Plan and Employee Compensation Handbook was of public record until it was approved. Ms. McDonald and Dr. Hodges did not feel that a draft should be on a website and should not be given to a unofficial website. Mr. Millbrandt took exception to this and felt that other unofficial websites were not being addressed only his. Ms. McDonald voiced concerns that unofficial websites were being given information that is not of public record before the official website had the information. Such grievances were noted and meeting continued.

Dr. Hodges suggested that revision information be placed within the document as a footer so it is clear what the revision history is. Ms. McDonald would also like to see the Career Ladder Plan and the Employee Compensation Handbook be two separate documents.

Mr. Millbrandt requested that the minutes reflect that he read the Employee Compensation Handbook during the meeting.

Dr. Bemis also submitted the Student Handbook to the Board for review. Ms. McDonald inquired whether Ms. Mulrey and staff had had an opportunity to review it. At this time they answered that they had not been given a draft of the Student Handbook. Ms. McDonald asked if the Handbook contained policies? Dr. Hodges explained that they were just summarizes of certain policies. Ms. McDonald expressed concern about summarizing policies and would prefer the policies just be referenced.

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

Due to the lack of internet service Mr. O'Neil was unable to print out the manifest for tonight's meeting. Mr. O'Neil was called away and was not able to attend tonight's meeting. Sue Wagoner submitted building checks with supporting documentation for signatures. It is noted that the Board signed submitted checks. Ms. Wagoner inquired whether the grant money that was awarded to the Mason School District would be available before final payments for the building are due. Ms. McDonald answered yes and that there is a holdback amount anyways that should cover that amount. Ms. Wagoner informed the Board that Mr. O'Neil could meet with the Board Tuesday November 24 2009 to review the manifest. The Board agreed.

**Principal Report, Betty Mulrey:**

Ms. Mulrey informed the Board that she is working on finding a spot for the bus to be parked. Parkers Maple Barn said that the bus may be parked there however First Student informed Ms. Mulrey that the bus can not be parked on private property.

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*Motion by Wolfgang Millbrandt to allow Betty Mulrey to decide where the bus should be parked, seconded Mary McDonald,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

Ms. Mulrey informed the Board that the Fire Department visit was a great success. She also informed the Board that the Nashua Watershed visited the fourth and fifth grade. Ms. Mulrey shared the content of a letter she received from the Nashua Watershed: they informed her that MES was a wonderful school and that among the 30+ schools they have visited Mason would rate very high because of its kid friendliness and that it was felt that the children were empowered to speak and share ideals. Ms. Mulrey also shared with the Board that on November 16<sup>th</sup> the third grade class along with other students prepared care packages and wrote letters to our troops overseas.

**Building Committee, Bob Hemmer:**

Mr. Hemmer informed the Board that he gave a presentation to the facility on 11-18-09 on the use of the Starboards. After the presentation it was brought to his attention that the parent of a school child does such training professionally and offered to provide her services to Mason. As a result of this information Mr. Hemmer informed the Board that Ms. Cricket Clark would be doing future trainings in Starboard use.

Mr. Hemmer informed the Board that the construction is on scheduled for phase II of three to be completely January 4, 2010.

Due to recent occurrences at the construction site Sullivan Construction requested that Mr. Hemmer re-state the rules to Board members and the public. (1) When at the construction site one must adhere to all Sullivan Construction rules. (2) All visitors must first check in at the Administration Offices and then check in with Sullivan Construction. (3) If you create a disturbance you will be asked to leave. (4) If there are questions that can not be answered during the visit you are to direct all questions to a Building Committee member or attend a Building Committee meeting where your questions can be addressed.

**Curriculum, Ms. Mulrey:**

The committee is planning on meeting the week after Thanksgiving where they will discuss Science and the difficulty that the third grade children are having with the math curriculum. Ms. Mulrey believes it is a problem with the implementation of the Math program not the Math Curriculum itself.

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

Ms. Partridge informed the Board that the IRS sent a confirmation letter that they had received the application and that MESO could expect to hear from them within 90 days. Ms. Partridge also informed the Board that she had received a letter from the Attorney Generals office in regards to an application that must be filed with the Charitable Trust Unit upon receipt of a 501c3 status.

**Technology Committee:**

None

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**Withdrawal Committee, Wolfgang Millbrandt:**

Presented the framed approval certification of the withdrawal by the State and the number assigned to Mason, SAU #89.

*Motion by Wolfgang Millbrandt to disband the Board appointed Withdrawal Committee effective immediately, seconded Mary McDonald:*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

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

Dr. Bemis submitted to the Board the Memorandum of Understanding that was reviewed by the safety committee and the Mason Police Department and requested its approval.

*Motion by Donald Hodges to accept the Memorandum of Understanding with the Mason Police Department dated 11-12-09, seconded by Mary McDonald,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

It is noted that Chairperson Wolfgang Millbrandt signed the Memorandum of Understanding.

Dr. Bemis informed the Board per a public request she requested First Student to provide a letter stating the conclusion of a Criminal Check that was performed on a Mason School Bus Driver. Dr. Bemis informed the Board that she received a letter from First Student stating that the Criminal Check was clean.

Ms. McDonald inquired whether it was a Background Check or a Criminal Check. After a brief discussion it was requested that Dr. Bemis get clarification from First Student on whether it was a Criminal Check or a Background Check.

**Policies:**

*Motion by Wolfgang Millbrandt to accept the second reading and approve policy JEC Manifest Educational Hard, seconded by Donald Hodges,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

**New Business:**

*Motion by Wolfgang Millbrandt to change Dr. Deb Bemis's title from District Administrator to Superintendent, Seconded Donald Hodges,*

Discussion-Dr. Hodges explained that her duties do not change from what was previously expected but this title change is only necessary now that Mason is its own SAU and the state recognizes her as a Superintendent.

aye: McDonald, Millbrandt, Hodges

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nay: none

**Motion carried 3-0**

Dr. Hodges would like the Board to be able to meet with the staff for 10-15 minutes to perform a District review. Dr. Bemis feels that the Board members should review the policies that directly relate to Board and staff interactions.

*Motion by Donald Hodges to meet with the staff two times a year for input on the District, seconded Mary McDonald,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

Ms. McDonald and Dr. Hodges asked if the staff that was present would be able to meet with them now. The staff that was present would be willing to meet with the Board for a District review.

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

*Motion by Mary McDonald to enter into non-public session in order to review the District which could lead to adversely affecting the reputation of any person per RSA 91-A:3II., 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, School Board Secretary Ms. Partridge, MES staff Ms. Colleen Lewis, Ms. Krisse McHugh, Ms. Joan Losee and Ms. Susan Rysnik.

*Motion by Wolfgang Millbrandt to enter into public session at 11:10 p.m., seconded by Mary McDonald,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

*Motion by Mary McDonald to seal minutes of non-public session 11-23-A(reputation), seconded by Donald Hodges,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

**\*Reference sealed minutes 11-23-09A**

*Motion by Donald Hodges to enter into non-public session in order to review the District which could lead to adversely affecting the reputation of any person per RSA 91-A:3II., seconded by Mary McDonald,*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

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Present were School Board members Dr. Hodges, Mr. Millbrandt, Ms. McDonald, School Board Secretary Ms. Partridge and MES Principal Ms. Mulrey.

*Motion by Mary McDonald to enter into public session at 12:00 am., 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 11-23-09B (reputation), seconded by Donald Hodges.*

aye: McDonald, Millbrandt, Hodges

nay: none

**Motion carried 3-0**

**\*Reference sealed minutes 11-23-09B**

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

aye: McDonald, Hodges

nay: none

Abstain-Wolfgang Millbrandt

**Motion carried 2-0, 1-Abstention**

*Motion by Mary McDonald to enter into public session at 12:05 p.m., 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 11-23-09C (reputation), seconded by Donald Hodges.*

aye: McDonald, Hodges

nay: none

Abstain-Wolfgang Millbrandt

**Motion carried 2-0, 1-Abstention**

**\*Reference sealed minutes 11-23-09C**

Mr. Millbrandt moved to adjourn the meeting at 12:10 am.

Respectfully submitted,

Becky Partridge  
School Board Secretary