

Mason School District  
Regular Scheduled Meeting  
August 19, 2013

A regular scheduled meeting of the Mason NH School District was held on Monday August 19, 2013 in the Mason Elementary School Multi - Purpose Room, pursuant to due notice of all members and the public.

**Recognition of Public**

Refer to sign in sheet 08-19-13

Chairperson Stephanie Syre-Hager called the meeting to order at 1905h.

**Roll Call:**

School Board Members: Chairperson Stephanie Syre-Hager, Vice Chairperson Jeannine Phalon, and Robert Doyle

Superintendent Jim McCormick

Elected Officers: Secretary Becky Partridge

Business Office: Accounts Payable Brenda Wiley

The meeting opened with the Pledge of Allegiance to the Flag of the United States of America

**Approval of Minutes:**

Majority of board that attended meeting on July 22, 2013 was not in attendance for the approval of minutes.

**Announcements of Next Scheduled Meeting:**

- Monday September 23, 2013: 1900h MES Multi -Purpose Room – Regular Scheduled Meeting

**Public Communications:**

- Patricia Cross

- Inquired about Principal meetings only being held during the day, it was agreed upon last year that at least one meeting would be held in the evening so working parents could also participate. Mr. McCormick stated that he would discuss that with the Principal.
- School board work session notes – it is noted that the school board would like to see a renewed commitment to music – Mr. McCormick will discuss this in his section
- Concern over recess – will there be additional recess time as previously discussed. A brief discussion over reasons that additional recess would not work and that there has been no complaints to the administration?

- Barbara Devore

- Polkweed should be pulled up as it is poisonous if ingested
- Concern over the lack of updating on website

**Business Report:**

- Brenda Wiley submitted current manifest and payroll. It is noted that board members signed manifest and payroll
- Auditors will return on Wednesday to complete audit

**Milford Student's Report:**

None

**Superintendent's Report:**

- Report regarding the Budget for FY 2014-1015: In good shape, Title 1 has been restored and is

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- anticipating returning funds to the town again this year
- Homeschooling update: State law change – no meeting or evaluations required for homeschooled students
- Letter from Board of Selectmen regarding Dell Laptops – declined offer however other town departments will receive some of the laptops
- Primex Certification of Coverage provided
- Letter to school board regarding work session held on school board goals for Superintendent – brief discussion – in reference to one of the goals, Jim will form the requested committee to review and establish guidelines for community use of building
- Superintendent goals provided in draft form
- Agenda for teacher workshop days of August 26<sup>th</sup> & 27<sup>th</sup>
- Recent government recommendation of intruder response – NH has not approved yet

**Unfinished Business:**

None

**New Business:**

None

**Committee Reports:**

None

**Policies:**

Committee suggest removing the dates at the bottom of the policies that do not pertain to the Mason School District. The Board agreed.

After a brief discussion it was agreed upon to edit Building Principal to Principal throughout polices.

“R” policies will be placed in Management Manual as directed by board last session.

The following E policies have been reviewed with no revisions:

Support Services

- EB – Safety Program
- EBC – Crisis Prevention and Response
- EBCA – Emergency Plans
- EBCB – Fire Drills
- EBCC – Bomb Threats
- EBCD – Emergency Closings
- EBCE – School Closings
- EBCF – Pandemic / Epidemic Emergencies
- EC – Buildings and Grounds management
- ECAC – Vandalism
- ECAF – Audio and Video Surveillance on School Buses
- ECF – Energy Conservation
- EDC – Authorized Use of School-Owned Materials & Equipment
- EEAE – School Bus Safety Program
- EEAG – Use of Private Vehicles to Transport Students

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EF – Food Service Management  
EFC – Free and Reduced – Price Lunch  
EFE – Vending Machines  
EGAD – Copyright Compliance  
EHB – Data / Records Retention  
EI – Risk Management  
EIB – Liability Insurance and Pooled Risk management  
EID – Insurance

First Reading revisions of Section E policies:

EBB Safety Procedure/Safe Schools Committee: Remove “Parent Volunteer”  
EBBB Accident Reports: Edit to read that one report is made with copies instead of having it read that two reports are made  
EBBC Emergency Care and First Aid: 7<sup>th</sup> paragraph remove administration and he/she and have it read Principal or designee  
ECAB Access to Building & ECA Building & Grounds Security – Table policy – new committee will review  
EEA Student Transportation Services: Remove “SAU” - Last paragraph change chain to Principal -----Superintendent and last resort School Board  
EEAA Video & Audio Surveillance on School property – Committee recommends School Board set time of how long videos (not those showing any violations) will be kept. Sentence pertaining to videos containing evidence of violations remove “student” and have the policy read any violations and remove “student” from being responsible and have the policy read that persons will be responsible. Committee would like the policy to reflect that we hold everyone, child and adult responsible for their actions

*Motion by **Robert Doyle** to authorize Superintendent to review with counsel the recommended time to keep surveillance video, seconded by **Jeannine Phalon***

*aye: Doyle, Phalon, Syre-Hager*

*nay: none*

**Motion Carried: 3-0**

EEAEA-R & EEAEA Mandatory Drug & Alcohol Testing – School Bus: The committee recommends removing or re-writing these policies however replace with a policy that Mason would only accept bids from bus companies that have these standards –Jim will review

EEAEC Student Conduct on School Bus: rewrite paragraph to match EEA (refer to revision of EEA)

EEAF Special Use of School Bus: Archive

EH Public Use of School Records: Revise to reflect changes made to BEDG-R for cost of copies

EHAA Computer Security, E-Mail, & Internet Communications: #12 change to personal storage devices

The following G policies have been reviewed with no revisions:

GA Personnel Policies Goals

GBB Employment Involvement in Decision Making

GBCD Background Investigation & Criminal Records Check: Committee recommends review of background investigation protocol – Jim reviewed – no revision

GBE Employee Rights and Responsibilities

GBEA Staff Ethics

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GBEB Staff Conduct  
GBEBA Staff Dress Code  
GBEBB Employee Student Relations  
GBEBC Employee Gifts and Solicitations  
GBED Tobacco Products Ban Use and Possession in and on School Facilities and Grounds  
GBG Employee Protection  
GBGA Staff Health  
GBGBA Use of Automated External Defibrillators  
GBJ Personnel Record  
GBI Political Activities  
GBJA Health Insurance Portability and Accountability Act (HIPAA)  
GCAA Highly Qualified Teacher  
GCAB Post Secondary Education Degree, Diploma, or Certificate  
GCA Professional Staff Positions  
GCB Professional Staff Contracts  
GCCAB Emergency Disaster Leave Policy  
GCCAD Military Leave  
GCEB Administrative Staff Recruiting  
GCF Professional Staff Hiring  
GCI Professional Staff Development Opportunities  
GCNA Supervision of Instructional Staff  
GCO Evaluation of Professional Staff (hold – state law maybe changing)  
GCP Professional Staff Promotion/Reclassification  
GCQC Resignation of Instructional Staff Member  
GCRC Professional Personnel Consulting  
GDB Employment of Non-Certified Personnel  
GDE Hiring of Non Certified Personnel  
GDM Non Certified Staff Development Opportunities  
GDO Evaluation of Support Staff  
GDQ Termination of Non Certified Personnel  
GBA Equal Opportunity  
GBAA Sexual Harassment & Violence  
GBEC Drug Free Work Place  
GBGAA HIV/AIDS, GCCBC Family & Medical Leave Act

First Reading of Section G policies that have revisions:

GBD Board Employee Communication: Remove “basic” from “basic line”  
GBEBD Employee Use of Social Networking Websites: Committee recommends review by Technology Committee  
GBK Staff Concerns, Complaints and Grievances: Revise #2 and #3 Have it read “Direct Supervisor of that you have an issue with”  
GCCAE Professional Staff Visitations & Conferences: Archive  
GCF Professional Staff Hiring: Archive  
GCG Part Time & Substitute Professional Staff Employment: Keep .doc document, remove .html document. Transfer policy dates from original  
GCH Professional Staff Orientation: Archive  
GCM Professional Staff Work Load: Archive  
GCQA Reduction in Instructional Staff Work Force: Remove sentence #4 “a previously

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employed.....”  
GCQE Retirement of Professional Staff Members: Archive  
GCRD Tutoring for Pay: Archive

**School Board Requests:**

None

*Motion by Rob Doyle to enter into executive session at 2045h per RSA 91-A:3 II, (a) dismissal, promotion, or compensation of any public employee, (b) hiring of any person as a public employee, and (c) adversely affect the reputation of any person, seconded by Jeannine Phalon*

*aye: Doyle, Phalon, Syre-Hager*

*nay: none*

**Motion Carried: 3-0**

**Roll Call:** Chairperson Stephanie Syre-Hager, Vice Chairperson Jeannine Phalon, Rob Doyle, Secretary Becky Partridge, and Superintendent Jim McCormick

**Discussion:**

- Dismissal, promotion, or compensation of any public employee
- hiring of any person as a public employee
- adversely affect the reputation of any person

*Motion by Rob Doyle to enter back into public session at 2100h, seconded by Jeannine Phalon*

*aye: Doyle, Phalon, Syre-Hager*

*nay: none*

**Motion Carried: 3-0**

*Motion by Rob Doyle to give the Superintendent prior authorization to hire O/T and Speech Contractors, seconded by Jeannine Phalon*

*aye: Doyle, Phalon, Syre-Hager*

*nay: none*

**Motion Carried: 3-0**

*Motion by Rob Doyle to accept the resignation of Emily Daniels without prejudice effective immediately, seconded by Jeannine Phalon*

*aye: Doyle, Phalon, Syre-Hager*

*nay: none*

**Motion Carried: 3-0**

*Motion by Rob Doyle to seal portions of executive session minutes August 19, 2013 due to adversely affect the reputation of any person, seconded by Jeannine Phalon*

*aye: Doyle, Phalon, Syre-Hager*

*nay: none*

**Motion carried 3-0**

**Jeannine Phalon** moved to adjourn the meeting at 2010h, seconded by **Rob Doyle**

The meeting adjourned unanimously at 2010h.

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*Respectfully Submitted,*

*Rebecca I. Partridge*  
Becky Partridge  
School Board Secretary

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