

Mason School District
SAU #89
Administration Staff Structuring Committee (ASSC)

Committee Report
April 12, 2010

Appointed by the Mason School Board on March 22, 2010

Members

- Mary McDonald Chairman
- Donna Richardson Secretary
- Kent Forty
- Bob Hemmer School Board
- Donald Hodges School Board
- Wolfgang Millbrandt School Board

Purpose

The committee was formed by the Mason School Board on March 22, 2010 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 and documented in the form of a Job Description will be Superintendent, Special Education Administrator, Principal, Building Coordinator, Business Manager, and Administrative Assistant.

Scope of Work

The Committee met:

- March 24, March 29, April 1, and April 6
- Public attendance varied from 4-7 persons

Documents Referenced:

- "SAU/District Organizational Review" by Normand Tanguay
- State of NH Administrative Rules:
 - Chapter Ed 300 Administration Of Minimum Standards In Public Schools
 - Chapter Ed 500 Certification Standards For Educational Personnel
- 2009-2010 & 2010-2011 Mason School District Operating Budget
- Reports and Information from the NH Department of Education
- Others as needed

Other Source of Information:

- Winchendon, MA – School Administrative & Teaching Staff
- Milford, NH - School Administrative staff
- Southeastern Regional Education Service Center (SERESC)
- Municipal Resources Inc
- Tanguay Educational Consulting Services, L.L.C.

Recommendations

1. The Business Manager position take affect after the building construction is completed and does not include building construction needs. Position should average 2 days per week
2. At this time, the responsibilities of the Building Coordinator will be integrated into the Special Education Administrator and other staff as needed.
3. District Administrative Assistant position needs to be a full time position consisting of an 8 hour day with the core hours from 15 minutes before student arrival to 15 minutes after student departure. The remainder of the hours each day can be flexible on either end of the core hours.
4. Superintendent should average 2.5 days per week within District
5. Special Education Administrator should average 2.5 days per week within District
6. Elementary School Principal will be ½ time, every operating day
7. Use the attached detailed Job Descriptions for identified positions

Suggestions

Positions to remain occupied as-is:

- Elementary School Principal – This position was originally posted and interviewed for
- Administrative Assistant – This position was originally posted and interviewed for

Positions to be posted

- The current District Administrator contract was entered into to meet the requirements for both the Superintendent and Special Education Administrative services. The 2 jobs are currently filled with 1 full time person. It is the recommendation that the jobs be individually defined, posted, interviewed for and filled
- The MRI, Business Manager Contract was entered into for the District startup and building construction needs, and was never the intent to be a long term contract

Position	Time	Interview Team
Superintendent	Average 2.5 days/week	Kent Forty Betty Mulrey Catherine Schwenk Rod Clark Mary McDonald Board Members
Special Education Administrator	Average 2.5 days/week	Bronwyn Paveglio Betty Mulrey Becky Partridge Mary McDonald Board Members
Business Manager	Average 2 days/week	Sue Wagoner Mary McDonald Heidi Delorme Mike O'Neill (MRI) Board Members

Consolidated Advertisement:

The Mason School District is seeking the following administrative positions: Superintendent, Part-time, average 2.5 days per week; Special Education Administrator, Part-time, average 2.5 days per week; and Business Manager, average 2 days per week. Skills and experience will be considered for combined positions. All positions are located at the Mason Elementary School in Mason, NH

6 Month Contract Term to Hire Position

Detailed Job Descriptions can be found at:

www.sau89.k12.nh.us

Please submit your resume or Curriculum Vitae and 3 letters of recommendation to:

**Mason School District
Attention: ASSC
13 Darling Hill Road
Mason, NH 03048**

Only serious candidates need apply

Candidate Postings To:

- School Spring
- NH School Administrators Association
- NH School Board Association

Timeframe:

Jobs identified should be posted as soon as possible with interviewing and decision making completed by end of May. Jobs will be effective 7/1/2010.

Respectfully Submitted

Mary McDonald
ASSC Committee Chairperson