

MONT VERNON SCHOOL BOARD MEETING MINUTES
April 13, 2006
MONT VERNON VILLAGE SCHOOL LIBRARY

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Leo White called the meeting to order at 6:03 p.m.

CALL TO ORDER

Present:

ATTENDANCE

Mont Vernon School Board: Howard Brown, Peter King, John Schwope, Jayson Darula, and Leo White

Administrative Team: Howard Colter, Susan Ward, and Meredith Nadeau.

Minutes Recorder: Lyn Jennings

Leo White invited comments from the public, but none were forthcoming.

PUBLIC TIME

1. 6th Grade Presentations - Mrs. MacKelvey said her students were asked to create a Technology Project using the scanner, computer and video equipment. The project could be an autobiography of their friends, family or a combination of both.

**BUSINESS &
INSTRUCTION –
Student Services**

There were three student presentations. The first one was from Tony Barksdale who was not able to make it to the meeting so Mrs. MacKelvey presented his project, which, was a video on his friends.

The next presentation was from Megan Brown and she did a slide show on her friend Victoria (Tori) Forrest.

McKayla Geisinger provided the last presentation of the evening and it was entitled, "All About Me."

Leo White asked how long the projects took to put together.

Mrs. MacKelvey said it took the students about seven weeks, forty-five minutes per week to complete the projects.

School Board members thanked Mrs. MacKelvey and the students for coming to the board meeting to present their Technology Projects.

2. Discussion on Proposed Calendar 2006-2007 – Howard Colter provided Board Members with a copy of the proposed 2006-2007 School Year Calendar. Howard said he received a lot of input from the administration team as well as many proposals and said most people were satisfied with the current proposal board members have before them for their approval. Howard told board members the proposed calendar could be

adopted at the meeting this evening or at the next meeting.

Peter King questioned opening school on August 30, 2006, having a Teacher Inservice/Professional Development Day on Tuesday, September 5, 2006, and then having a Late Start Day on September 12, 2006. Peter said because the students do not have a full week of school prior to September 19, 2006, he believes it is hard for kids to get into the routine of back to school until three weeks after school starts. Peter thinks the Inservice/Professional Development Day or the Late Start Day dates should be re-evaluated.

Discussion amongst board members followed.

Board members agreed to have Nicole Heimarck look into the proposed dates and discuss them with Souhegan to see why the specific dates were chosen.

Jayson Darula moved to adopt the 2006-2007 School Year Calendar as presented. Howard Brown seconded the motion. Four members of the board voted in favor of the motion with one opposed, Peter King, the motion passed.

1. Communication with Amherst Middle School - Leo White said he put this topic on the agenda because he has heard the Middle School is thinking about eliminating the Environmental Camp held each year. Leo said this got him to thinking that he has no idea of the changes that occur or that are proposed at the Middle School for our kids. Leo wanted to know if the Board Members have been included in conversations in the past, as well as if they have a say in curriculum changes.

John Schwope said he thought Nicole Heimarck would be giving updates like this at the monthly SAU 39 Board Meeting. He said he thought this was the place where the individual boards would be able to talk about their districts.

Leo White suggested Nicole be the unifying force and coordinating entity for changes such as these.

Discussion and suggestions by board members followed.

It was agreed board members would receive copies of the Amherst School Board Agendas, as they did in the past. This way, if a topic of interest comes before the Mont Vernon School Board, they could attend the meeting with advanced notice.

Howard Colter told members of the board that Amherst was forming a Master Plan and suggested Mont Vernon may want a member from our board to sit on this committee. Howard said Nancy Head was the lead person on this committee.

CURRICULUM AND INSTRUCTION

Leo White said he and Howard Brown would be responsible for going to any Amherst School Board meetings of interest to the board and John Schwope and Peter King could act as liaisons for the Master Plan Committee.

Howard Colter said he would ask Nicole Heimarck to be sensitive to topics of importance for the Mont Vernon Village School.

He also suggested board members receive a copy of the Amherst administrators reports.

2. Foreign Language Program - Meredith Nadeau said she and Paloma Ahgren would be hosting a discussion session with parents on Monday, April 17, 2006, to determine whether they will offer one language or two for the 2006-2007 school year. Meredith said she recommends offering one language, that being Spanish, but is holding the informational session with parents to obtain their feedback. Meredith did receive 84 responses from a survey done earlier in the year regarding the foreign language program but felt an informational session was another way to obtain feedback regarding the program. Meredith said in May, she would come before the School Board with a recommendation for next years Foreign Language Program.

Peter King said if the decision is to teach one foreign language next year, that being Spanish, then he would like to suggest a parent funded after school program for French. Meredith said it was a good suggestion, and she would look into the possibility.

3. Professional Development – Meredith told Board Members Loti Training was held last week. She said there would be follow-up training in May.

1. Review of NHSAA Enrollment / Facility Study – Leo White said board members were to review this study to make sure they were given the information they asked for, to see if there was any more information they need, and whether they believe the enrollment projections.

Board members agreed to put this agenda item back on a future agenda to review and answer the questions posed by Leo.

2. Facilities Update – Meredith informed members of the board the installation of the security buzzer had begun. It is scheduled to be completed Thursday, April 20, 2006.

Meredith also told the board the carpeting in the office is going to be replaced during April vacation.

**MAINTENANCE
AND CAPITAL
IMPROVEMENT**

Leo White suggested we invite Jim Miner, Director of Buildings and Grounds in to present to the board. Members of the board agreed with this suggestion, therefore, Jim will present his review of the Village School at a future school board meeting.

Peter King said he introduced himself to Jim since he has been involved in a lot of the facilities work over the past few years with the Village School. Peter said Jim asked if he would help fill out an application regarding the underground sewage tank at the Village School since this is Peter's background. Peter said he agreed to fill out the application.

1. Audit Presentation – Melanson and Heath - Cheryl Stephens-Burke from Melanson and Heath provided board members with a copy of the Mont Vernon School District Annual Financial Statement and Management Report for the Year Ended June 30, 2005. **FINANCE**

Cheryl thanked members of the board for choosing Melanson and Heath as their auditors. Cheryl also thanked the SAU Business Office and Susan Ward for a smooth audit this year. Cheryl said everything went very well, and the audit results were very positive.

Cheryl reviewed both reports with members of the board.

Leo White asked if there was anything we should be doing differently to make the audit go more smoothly next year.

Cheryl said, no, not really. Cheryl said a lot of the grunt work will be done a lot earlier this year than last. Cheryl said the time has already been scheduled.

Howard Colter said the current purchasing policy minimum for Amherst and the SAU is too low. He said they are proposing to change the minimum dollar amount and Howard asked Cheryl if Melanson and Health could make a recommendation as to what a common purchasing policy for a school district would look like and what would be a reasonable figure to use. Cheryl said they could provide some suggestions.

Howard said Susan and her staff deserve some recognition for a job well done. Susan thanked all the staff at the SAU for pitching in.

2. Budget Development Process for FY08 (Zero Based Budgeting) – Leo asked the administration for feedback and suggestions at the last school board meeting regarding the process of Zero Based Budgeting for FY08.

Howard said he had some discussion with Susan and Meredith regarding the budget process. Howard said they

agreed there is room for improvement when explaining the budget. He also said the role of the budget committee needs to be better defined.

Howard suggested two people from the school board attend every single budget meeting. He also suggested the budget committee provide updates on a regular basis and update the board on a more regular basis.

Susan Ward did some research on zero based budgeting and over the course of five years, found some try this process with one department one year, another the next year and so on. For example, since there is a new Director of Buildings and Grounds for the district, this may be a good opportunity to look at the expenses in this department.

Susan said the Administration probably needs to do better public relations.

Members of the board agreed they want to see the full budget at once.

Susan told members of the board how the Amherst budget was presented with the new initiatives highlighted. Board members liked this approach. Susan said this is the way she would present the Mont Vernon budget next year and she would tie it to the goals and objectives of the district.

Leo asked when the Budget Committee is formed. Peter King said the committee is formed whenever the school board tells the moderator to begin forming the committee. However, Peter said it is difficult to get volunteers often times forming the committee later than anticipated.

3. FY05/06 Budget Report – Susan provided board members with a copy of the Mont Vernon School District FY06 Monthly Budget Report dated 3/31/06. Susan is projecting a \$112,249 surplus in regards to expenditures at the end of the fiscal year. Susan said she plans to review each schools budget in August and look at where they ended the year. They will determine where they were on the mark, where they missed the mark, and what the significant increases and decreases were. Once this process is completed, she will present the information to the board.
Susan wanted to acknowledge Ernie and Lisa Ambrosio for

putting this consolidated report together.

Susan also provided board members with a Budget Variance Analysis dated 3/31/06.

Susan provided handouts with detailed analysis on Projected Electricity Costs and Heating Oil Costs for FY06.

Susan provided board members with transfer request numbers 14-A and 15 for their approval.

A motion was made by Jayson Darula and seconded by John Schwope to approve request 14-A and 15 as presented. All members of the board voted in favor of the motion and the motion passed.

- 1. School Board /Administration Relations – Leo said the board was not prepared to discuss this topic therefore; it will be put on a future agenda.

COMMUNICATION AND COMMUNITY RELATIONS

- 2. Meeting with Teachers/Administration - Leo White asked members of the board if they were interested in hosting a meeting with the School Board and Village School Administration like they did last year. Members of the board agreed it was a good idea to host this meeting again.

Leo said they would summarize what had been done based on last year’s suggestions. Meredith has been tracking the issues and providing the results on an as needed basis.

Leo also suggested the meeting include what the long-term needs are of the school and administration.

John Schwope volunteered to organize the meeting again this year.

At the next school board meeting, board members will discuss the agenda for the meeting as well a pick a date for the meeting to be held in late May.

- 1. Nomination of Teachers for 2006-2007 – Howard Colter told members of the board they should have received a list of teachers the administration was recommending to be employed for the 2006-2007 school year.

PERSONNEL

Howard explained the process the administration goes through prior to providing their recommendations to the board. Howard said Meredith meets with each of the probationary teachers for a 45-60 minute discussion to review their strengths and areas for growth. She has them sign the document so they understand where they stand and then makes a recommendation to the Superintendent to either employ the teacher or not for the following year.

Howard said he was nominating the list of teachers as presented to the school board based on recommendations and

detailed evaluations done by Meredith.

A motion was made by Peter King and seconded by Jayson Darula to approve the staff nominations as presented by Howard Colter. All members of the board voted in favor of the motion and the motion passed.

- 2. Discussion of Lead Teacher Position, Fall 2006 – Meredith provided board members with a job description for the Lead Teacher Position for the Fall of 2006 to cover during her leave. Meredith is requesting interested candidates submit their letter of interest to Nicole Heimarck. Nicole will be interviewing candidates for the Lead Teacher Position.

Howard explained to members of the school board they only have one administrator at the Village School. He suggested the board consider appointing someone to this position each year.

- A. March 9, 2006 – A motion was made by Jayson Darula and seconded by John Schwope to approve the minutes of March 9, 2006, as amended. Four members of the board voted in favor of the motion, with one abstention, Howard Brown. The motion passed.
- B. March 15, 2006 - A motion was made by Jayson Darula and seconded by John Schwope to approve the minutes of March 15, 2006, as amended. Four members of the board voted in favor of the motion, with one abstention, Howard Brown. The motion passed.
- C. March 23, 2006 - A motion was made by Jayson Darula and seconded by John Schwope to approve the minutes of March 23, 2006, as amended. Four members of the board voted in favor of the motion, with one abstention, Peter King. The motion passed.

APPROVAL OF MINUTES

Meredith informed members of the school board the Village School received a donation of ten computers from Lockheed Martin. Christine MacKelvey’s husband works at Lockheed Martin.

OTHER

A motion was made by Peter King and seconded by Howard Brown to accept the donation of ten computers with gratitude from Lockheed Martin. All members of the board voted in favor of the motion and the motion passed.

Howard Colter congratulated school board members for their successful search for a new superintendent.

Peter King told board members in the past, a representative from the Mont Vernon School Board volunteered to represent

the board at each of the key events involving the district. Leo asked Meredith to get a list of important events and provide the dates at the next board meeting.

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- A. April 18, 2006 – Organizational and Regular SAU 39 Board Meeting. **IMPORTANT DATES**
- B. May 11, 2006 – Mont Vernon School Board Meeting 6 p.m.
- C. June 20, 2006 – MVVS 6th Grade Graduation, 6:30 p.m.

Howard Brown moved to adjourn. John Schwope seconded the motion. All board members voted in favor of the motion. The meeting adjourned at 8:40 p.m. **ADJOURNMENT**