

**MONT VERNON SCHOOL BOARD MEETING MINUTES**  
**March 8, 2007**  
**MONT VERNON VILLAGE SCHOOL LIBRARY**

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Leo White called the meeting to order at 6:06 p.m.

**CALL TO ORDER**

Present:

**ATTENDANCE**

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

Administrative Team: Lisa Ambrosio, Nicole Heimarck, Dr. Mary Jennings, Meredith Nadeau, and Elizabeth Shankel

Other: Barbara Millar, School District Moderator

Minutes Recorder: Lyn Jennings

Dr. Jennings told members of the board the Commissioner of Education approved the waiver request for the day of school missed due to the burst pipe at the Village School. Dr. Jennings said students won't have to make up the day they missed from school. Dr. Jennings said staff will be required to make this day up and it will be done through Professional Development. Dr. Jennings said she will meet with Meredith and the administration to determine what they will be doing.

**ANNOUNCEMENTS**

- A. Administrators Report - Board members received a copy of the Principal's Report dated 2/13/07.

Meredith told the board one piece of equipment that was delivered to the computer lab is still not working.

Meredith told board members the furniture arrived for the computer room yesterday.

- B. Recognition of School Board Member – Leo said the school board wanted to express their appreciation for Peter King's six years of work on the school board. Leo said Peter has been an enormous help over the past six years.

Leo White invited members of the board and the

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administration back to his home after the District Meeting.

Barbara Millar, School District Moderator came to the meeting to discuss the March 16, 2007 District Meeting.

**PUBLIC TIME**

Board members along with members of the administration reviewed the presentation format for the District Meeting.

John Schwope was to begin the District Meeting by presenting an overview prior to going over the budget.

Leo White asked if anyone else from the public wished to address the board, however no one came forward.

A motion was made by Jayson Darula and seconded by John Schwope to approve the Consent Agenda including items A. Treasurer's Report – January 2007; B. Manifest – January 2007; C. Minutes February 13, 2007; D. Budget Transfers and E. Acceptance of Donation.

**CONSENT AGENDA**

All members of the board voted in favor of the motion and the Consent Agenda passed.

**PRESENTATIONS**

- A. Auditors Report – Cheryl Burke from Melanson Heath and Company provided board members with a copy of the Mont Vernon School District Annual Financial Statements for the Year Ended June 30, 2006. Board members also received a copy of the Mont Vernon School District Management Report for the Year Ended June 30, 2006.

Cheryl thanked the Mont Vernon School Board for having Melanson Heath as their auditor again this year. Cheryl said there were no audit adjustments this year.

An update in the Management Report was provided regarding Improving the Student Activity Fund Policies and Procedures.

Previously recommended by Melanson Heath was for the District to implement formal policies and procedures to provide assistance to the student activity fund personnel and activity advisors. They also recommended the District consider performing periodic audits of the decentralized student activity fund records.

Cheryl explained during the fiscal year 2006 audit, they again noted many of the same weaknesses and issues related to internal control that were reported in the prior year. However, they did understand that steps have been taken to address this recommendation and the District expects this issue to be resolved in the subsequent fiscal year.

Lisa Ambrosio said a lot of the items highlighted by Melanson and Heath have already been addressed and resolved.

John Schwope asked Cheryl Burke if Melanson Heath saw improvement as it related to the handling of the Student Activity Fund. Cheryl said she gave Betty Shankel and Lisa Ambrosio sample policies and procedures. Cheryl said there are still a lot of activities that should not be flowing through the account.

Lisa Ambrosio said they are now doing a receipt book, and there is also a disbursement form being used.

John Schwope said the e-mail, sent by Betty Shankel with the information detailing the Unfunded Liability Balance of \$152,000 was very helpful. Betty told board members Lisa Ambrosio prepared this information.

Leo White said the Finance staff deserves congratulations for a job well done.

B. Quarterly Report FY07 – Board members received a copy of the Mont Vernon School

Betty asked board members for comments and suggestions with regards to the format of the report.

Betty said they have more revenue than anticipated, an estimated \$101,082 which will be turned back to the taxpayer. Betty highlighted under local revenue, interest income was higher than expected; in state revenue, Catastrophic Aid was higher than expected; and in Federal Revenue, Medicaid was higher than expected.

Betty said she expects expenses to be under by approximately \$120,323 at year-end. Betty said this number could change. Betty's handout provided a detailed explanation as to where the budget came in lower than anticipated. The handout showed savings occurred in the 1100 Series – Tuition to the Middle School, 1200 Series – Out of District Placement; 2300 Series – School Board Expenses; 2400 Series – Administrative Salaries; 2600 Series – Custodial Salaries and Property and Liability Insurance; 2800 – Wide Area Network; and 2900 Series – Health Insurance.

Leo White and Peter King both agreed they liked the new format of the report.

- C. MVVS NECAP Results – Nicole said at the last SAU Board meeting she provided an overview of the District results and at this meeting, she would present an overview of the Mont Vernon results.

Nicole emphasized to members of the board they have two years worth of data results and they should really look at three years worth of data to analyze for trends. Nicole said they should be able to make more solid curriculum and instruction decisions next year.

Nicole showed how teachers would be able to use the data. Nicole said they would use the data as a gateway

for determining their weaknesses.

Nicole presented a slide, which detailed the Mont Vernon 2005-2006 Comparison by Cohort Showing Statistical Significance in Reading and Math.

Nicole provided examples of results for the Mont Vernon students in Mathematics in Grades 2 and Grade 3 when the test was administered in the Fall of 2005 and in the Fall of 2006.

Nicole provided an example of the Item Analysis Report for the Mont Vernon students in Grade 4, which was administered in the Fall of 2006.

A slide was presented detailing the Mont Vernon and State 2006 NECAP results. In Reading, Mont Vernon was at 79% Proficient or Above, the state was at 71% in Math, Mont Vernon was at 66% Proficient or Above, the state was at 65%; in Writing, Mont Vernon was at 30% Proficient or Above, the state was at 46%.

Nicole said the administration is most concerned with Mont Vernon's Writing scores as they performed below the state average.

A comparison of the Mont Vernon NECAP Results for 2005-2006 was provided. In Reading, Mont Vernon was at 74% Proficient or Above in 2005 and in 2006, Mont Vernon was at 79% Proficient or Above. In Math, Mont Vernon was at 68% Proficient or Above in 2005 and in 2006, Mont Vernon was at 66% Proficient or Above. In Writing, Mont Vernon was at 59% Proficient or Above in 2005 and in 2006, Mont Vernon was at 30% Proficient or Above. Mont Vernon students saw the most significant decline based on the two-year comparison in Writing.

Nicole provided a comparison of the 2005 and 2006 Writing Results by Gender. In 2005, 35% of the males scored Proficient or Above as compared to 80% of the females. In 2006, 19% of the males scored Proficient or Above as compared to 44% of the females scoring

Proficient or Above. Nicole said as they compared the Writing Results, they learned males and females across the state perform vastly different on the writing portion of the test.

Nicole provided the state Writing Results by Gender for Grades 5 and 8 for 2006. For 5<sup>th</sup> grade males, 41% scored Proficient or Above as compared to 60% of the females scoring Proficient or Above. In 8<sup>th</sup> grade, 30% of the males scored Proficient or Above as compared to the Females 56% scoring Proficient or Above.

Nicole also provided a 2006 State Comparison of Writing Results by Special Education Identification. Of the students with an IEP in 5<sup>th</sup> Grade, 13% scored Proficient or Above, for the students coded as Other 57% scored Proficient or Above. For the students in 8<sup>th</sup> Grade with an IEP, 9% scored Proficient or Above and the students coded as Other scored 49% Proficient or Above.

Nicole said she feels strongly schools across the state need to target Literacy.

Nicole presented the Beginning of Grade 5 NECAP Results in Writing for the Grade 4 Students in 2005-2006. Nicole said the students were weakest in the Short Responses and the Extended Response questions.

Nicole provided an example of a Released Item in Writing explaining the question was worth 12 points and the question type was an Extended Response.

Peter King asked if the students knew how to answer this type of question. Meredith said students tended to respond in short answers so they have begun to work with kids about the amount of information they are to provide when presented an Extended Response question.

Board members were given a copy of the Rubric the State uses to score the Students for Grade 5 Writing.

Board members were given examples of student's

responses with the score they received. The scores ranged from the lowest possible points available, 1 point to the highest, 6.

Nicole concluded her presentation by presenting her Implications and Recommendations for Creating a More Data-driven School Culture.

- Best Practices for Using Data Strategically.  
Nicole said they will present the data to the faculty to see what they will do with the data that will impact the performance of the students.
- Use a Data-based Inquiry Process for Decision-Making.
  - Set a Vision, Collect and Analyze Data, Identify Challenge Areas, Create a plan, Assess.
- Collect and Analyze Data from a Variety of Sources.
  - Triangulate between NWEA, NECAP and District/School-level assessments. Nicole said this is vitally important as we look at the results.
- Make it user-friendly.
  - Create a high ROI for teachers. (time/impact)
  - Put in place structures to create alignment and efficiency
- Provide the necessary support and coaching to teachers.

John Schwoppe comment that Mont Vernon's NECAP results are generally lower than Amherst, and he asked if we should expect this.

Nicole said if you look at the Mont Vernon results this year, they had gains and Amherst did not. Nicole said Mont Vernon is at a disadvantage because of the size of the school and the class size.

- D. Language Arts Curriculum – Meredith presented the Curriculum Coordinators Report dated March 8, 2007. Meredith told members of the board Ann Alwarden was out ill or she would have been at the board meeting to present this information.

Meredith said District Wide, they had a Vertical Literacy Team Meeting in the Summer of 2006. Meredith said Nicole Heimarck spearheaded the Vertical Literacy Team and all members of the SAU district represented the team. The Literacy Team worked on the following:

- Developing a philosophy for a model literacy program.
- Defining literacy outcomes/exit skills at grade levels.
- Exploring ideas for further professional development.
- Brainstorming possible action steps.

Meredith said the Language Arts Curriculum Coordinator's Meeting was held in December of 2006 and they continue to meet on a regular basis.

Meredith explained the current Building Level Work as follows:

- Identified Writing as an area of high need.
- Developed specific action steps to address need.
- Established writing prompts school wide – Fall, Winter and Spring. Meredith said they are being implemented this year.
- Provided time and support for teachers to score students writing prompts using Six Traits + 1 rubric.
- Recorded and analyzed students' writing development (Fall to Winter)
- Looked at different sources of data (Triangulation of Data – NWEA, NCAPS & Writing Prompts)
- Filled out Personalized Instruction Sheets for every student – Meredith explained this is their opportunity to triangulate the data.
- Ongoing focus:
  - Collect data systematically K-6 – particularly in writing.
  - Analyze data to better meet the individual

needs of every learner.

- Identify patterns revealed through data to better focus instruction within and across grade level to more effectively build on a student's learning as he or she moves from grade to grade.

A. March 16<sup>th</sup> District Meeting – Board members were asked if they wanted to revise any portion of their presentation for the March 16<sup>th</sup> District Meeting. Betty asked board members what handouts the administration needed to provide at the meeting. Board members agreed they wanted to follow the same format they used at the Public Hearing for the Budget.

## DISCUSSION ITEMS

B. Student Assemblies – Howard Brown told board members he asked for this item to be placed on the Agenda. Howard said it came to his attention when one of his children received an award at a recent student assembly however, he was not aware they were going to receive an award.

Meredith said in the future, parents will be notified if their child is going to receive an award at a student assembly. Meredith said they will be discussing this issue at their staff meeting next week.

C. Update on Bus Issue – Dr. Jennings told board members the aid of the student on Lovells Way is driving the student to school. Dr. Jennings said the issue has been solved to everyone's satisfaction.

Dr. Jennings said they still have the issue of the students walking on a blind curve to their bus stop. Dr. Jennings said John Schwope suggested his driveway be the solution however, it was determined John would open himself up to a liability, therefore, the insurance company would not extend coverage to private property.

John Schwope asked what they could do to eliminate the blind corner. John said they are going to have the

highway department look at cutting down the branches once they determine whose trees and brush it is.

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A motion was made by Howard Brown and seconded by Jayson Darula to enter into Non-Public Session per RSA 91 A:3 II (a). By roll call vote, Darula-yes; Brown-yes; Schwope-yes; White-yes; and King-yes. Members of the board entered into Non-Public Session at 8:25 p.m.

**NON-PUBLIC SESSION: RSA  
91 A:3 II (a) and (c)**

A motion was made by Peter King and seconded by John Schwope to come out of Non-Public Session at 8:40 p.m. By roll call vote, Darula-yes; Brown-yes; Schwope-yes; White-yes; and King-yes.

A motion was made by Peter King and seconded by John Schwope to adjourn the meeting. seconded the motion. All board members voted in favor of the motion. The meeting adjourned at 8:40 p.m.

**ADJOURNMENT**