

**MONT VERNON SCHOOL BOARD MEETING MINUTES**  
**January 18, 2007**  
**MONT VERNON VILLAGE SCHOOL LIBRARY**

**Page 1305**

Leo White called the meeting to order at 6:04 p.m.

**CALL TO ORDER**

Present:

**ATTENDANCE**

Mont Vernon School Board: Howard Brown, Jayson Darula, Peter King (left at 8:07 p.m.), John Schwope, and Leo White.

Administrative Team: Dr. Mary Jennings, Lisa Ambrosio, Meredith Nadeau, Elizabeth Shankel and Kathy Skoglund

Minutes Recorder: Lyn Jennings

Dr. Jennings said they had a very successful In-service Day. The In-service day training included NWEA data analysis training for all staff in grades 2-6, and integrated arts curriculum work for K-12.

**ANNOUNCEMENTS**

Board members received a copy of the Principal's Report dated 1/18/07.

Meredith said the Professional Learning Community meeting in January would focus on collective scoring of their 2<sup>nd</sup> writing prompt. Meredith said they meet every third Wednesday of each month.

Meredith congratulated the Geography Bee contestants: Sydney Coldwell, Renee Hadley, Jessica Roberge, Chandler MacKenzie, Nick Chouramanis, Elizabeth White (3<sup>rd</sup> place), Matthew Hubbard (2<sup>nd</sup> place), and Liam Brown (1<sup>st</sup> place).

A. Concern about Bus Route – Patrick Deshazo of 7 Lovells Way spoke about the concern he and several other parents have regarding the bus route picking up students on Mason Road and Spring Hill Road. He said they brought their concern to the town and school board over a year ago and to date, it is still unresolved.

**PUBLIC TIME**

Patrick said the intersection of Mason and Spring Hill

Final Minutes of January 18, 2007 Mont Vernon School Board Meeting

Road is very well traveled and very dark. Patrick said because the road is so dark, you can't see the children waiting for their bus, which makes for an extremely dangerous situation.

Patrick said the best option discussed was using a turnaround however, the homeowner it would impact; did not go along with this request.

Patrick said other options discussed included using a smaller bus and slowing the traffic down on Mason Road. Another option was to use the Special Education bus, which goes down Mason Road.

Patrick said Kathy Skoglund deferred this request to members of the school board. Kathy said putting other students on the Special Education bus could become an issue if additional special education children require the use of the bus. Kathy said they might be able to solve the problem for one to two students but not six students.

John Schwope agreed the best option was the turnaround however; the homeowner didn't go along with it.

Dr. Jennings said the town and school board should proceed together on this issue to come to a resolution.

Betty Shankel agreed to look into the cost of getting a smaller bus to accommodate the students affected by this bus route.

Jennifer Bertrand suggested looking into a short-term van solution.

Jennifer Bertrand said she had no problem with letting the students in the Spring Hill Lane and Mason Road area ride with the Special Education students. She believes this would help to make the experience for the Special Education students feel like part of the general student population.

Leo White plans to go to the Selectmen's meeting on February 5, 2007 to discuss this issue. Leo requested he receive the information from the Administration on the

two van options prior to the Selectmen's meeting on February 5, 2007.

## CONSENT AGENDA

A motion was made by Jayson Darula and seconded by Peter King to approve the Consent Agenda items A. Accept Resignation of Library/Media Specialist B. Minutes December 14, 2006 C. Treasurer's Report – December 2006 D. Budget Transfers E. Manifest and E. Acceptance of Gift for Spotlight Program  
All members of the board voted in favor of the motion and the Consent Agenda passed.

## PRESENTATIONS/DISCUSSION

A. Safety and Security Plan – Leo White explained one of the board's goals was to provide a safe and secure environment at the Village School.

Board members received handouts in their board packets regarding the Mont Vernon Village School Safety and Security Plan. Information included in the handouts was the 1. Emergency Management Drill Schedule for 2006-2007; 2. Emergency Management Backpack Inventory Checklist; 3. MVVS Management Committee; and 4. Emergency Procedures.

Meredith provided board members with a copy of the Mont Vernon Village School Teacher's Emergency Response Flip Chart. The chart explained the procedures for a Lockdown, Evacuation, Reverse Evacuation, Drop and Cover, Shelter in Place, Fire Drill, First Aid and Teacher Responsibility.

Two students from the Village School, Jasper Jones and Sami Beaudry assisted Meredith in demonstrating several of the procedures.

Meredith said the Flip Charts are available in all the classrooms.

Meredith said they have had several drills throughout the year practicing each of the specific types of Emergency Drills.

Sami Beaudry explained the Village School's Fire Drill procedure.

Jasper Jones explained what is done during Drop and Cover.

Sami explained what is done during a Lockdown.

Jasper explained what is done during a Reverse Evacuation.

Meredith told members of the board each classroom along with the library, and art/music room is equipped with an emergency backpack. Meredith showed board members what was kept in the emergency backpack.

Meredith explained what was in the Emergency Go Kit. The contents of the Go Kit were shown to members of the board.

John Schwope asked what type of communication system was available should an emergency arise. Meredith said she has a cell phone and so does Dennis.

Howard Brown asked what type of kit the nurse had. Meredith said she has a Go Kit with similar items as well as some additional items specific to her needs.

Meredith said she along with Gerry St. Amand, Principal of Clark/Wilkins have worked on a training program for substitute teachers.

Meredith explained the existing security measures at the MVVS.

Meredith said the Emergency Management Committee meets monthly.

Peter said often times, there is a problem determining who is in charge, and he asked Meredith if they had designated who was in charge during a crisis. Meredith said she's in charge but the Fire Department is who she would take command from should there be an emergency.

Leo White asked board members if they felt comfortable that they met their goal of providing a safe and secure environment for students and faculty. Board members agreed this goal was being met.

A. Vote Wellness Policy – Board members received a copy of the Wellness Policy and were asked if they had any changes to the policy or were they willing to adopt the policy as presented. Peter King asked if they had a title for the policy and it was agreed the title would read Mont Vernon Wellness Policy.

#### **ACTION ITEMS**

A motion was made by Jayson Darula and seconded by John Schwope to accept the Mont Vernon Wellness Policy JLCF. All members of the board voted in favor of the motion and the motion passed.

John Schwope asked what was the effective date of the policy. Dr. Jennings said the effective date was the date the policy was adopted, in this case January 18, 2007.

A. FY08 Budget – Leo White suggested members of the board review the budget by function.

#### **DISCUSSION ITEMS**

Dr. Jennings explained the FY07-08 budget has a 2.10% increase overall.

Board members received a copy of the MVVS Budget Preamble for 2007-2008. Also provided was a copy of the MVVS Proposed Budget detail dated 12/22/2006.

Board members received a copy of the annotated budget line items for special education accounts for the proposed 2007-2008 budget from Kathy Skoglund.

Peter asked how many students were included in the line for the Tuition to the Middle School. Betty said she included 72 students. Betty said they currently have 70 students.

Peter asked how the Amherst Teachers agreement would impact the tuition to the middle school. Lisa and Betty

explained they included an estimated 5% increase and it should be under 5%.

Board members discussed fluctuations in enrollment. It was agreed, overall, the student population is projected to increase and then level off through 2011.

Meredith said she looks at the staff as being flexible. She said there is a myriad of using staff personnel without letting someone go.

Jayson Darula asked if there was any way to quantify keeping someone on staff rather than adjusting for a temporary decrease in enrollment.

It was agreed; the board supports Meredith for keeping a teacher.

Board members as well as the administration discussed the line item details of the proposed budget.

Meredith explained they would not be purchasing any textbooks for the 2007-2008 budget year. She explained this year the focus would be on technology.

Meredith explained in this year's budget they are requesting the Guidance Counselor's position be increased from .857 to .93.

Meredith provided a handout created by Barbara Belack, the Guidance Counselor at the Village School. The handout detailed the services provided by Barbara at the Village School. Also provided was the Comprehensive Guidance Program Elements at the Elementary, Middle and High School grade levels. Barbara is involved with Curriculum Content, Individual Planning and Responsive Services and System Support.

Barbara also provided a handout entitled "A Week in the Life", which describes what she does during a typical week at work.

Meredith explained nothing was budgeted for the Math Consultant because they plan to cover the position

through Title IIA funds.

Leo White asked if Curriculum Revision was different from what the Curriculum Coordinators do. Meredith said yes, it is different. She said Curriculum Revision involves grades K-12 and is extremely beneficial for the teachers.

Meredith said Nicole Heimarck provided a justification memo for adding this line item to the budget for 2007-2008. Meredith explained Amherst and Souhegan currently fund curriculum revision within their operating budgets. In establishing this line item in the Mont Vernon Budget, greater cross district collaboration will occur. The proposed budget is for 3 teachers at \$175 per day for 5 days, totaling \$2,625.

John Schwope asked what the detail was for the budgeted Repairs/Maintenance for the MVVS. Board members received the detail for 10.2620.430.10 Repairs and Maintenance and 10.4600.450.10 Remodeling Building and Grounds. The handout was entitled Project Detail 10/19/06.

Discussion amongst board members followed regarding the costs associated with each repair and their need.

Maria Edvalson, a member of the budget committee said the committee met with Jim Miner and discussed the repair and maintenance estimates for the Conference Room Carpet replacement and the Title I Room VCT Installation. Maria Edvalson said the carpet was originally estimated to cost \$1,000 but Jim believes it will cost about \$450.

Maria Edvalson said the Title I Room VCT Installation was originally estimated to cost \$450 but Jim believes it will cost about \$550.

Jayson Darula said he has heard that many of the Mont Vernon citizens believe stage lighting is viewed as an extravagance. Jayson said if they have to give up something, maybe this expense item could be deferred.

Howard Brown said he has heard many people feel the

same way about the bus loop paving.

Board members discussed the need for paving the bus loop.

Board members agreed to remove the cost of the bus loop paving from the budget and hold off on this expense until the parking lot is paved.

The board then discussed the need for upgrading the stage lighting.

John Schwope said last year at the 6<sup>th</sup> graduation, it was a sad moment for him, because the students were sitting on the stage in the dark. John said he didn't feel good as a school board member or parent. John said he believes this is a small amount of money to use towards improving the arts and it will be a benefit for many years. John said it was their opportunity to shine, and they couldn't even be seen, this is why it prompted him to suggest upgrading the Stage Lighting.

Howard Brown said he supports the Stage Lighting.

Jayson said he would endorse including the Stage Lighting in the proposed 2007-2008 budget however, he thinks it's going to be a tough sell.

Board members received a copy of the Mont Vernon School District FY07 Revenue Summary.

- a. Report from Budget Committee – There was no report available from the Budget Committee.

- B. Warrant Articles - Board members received a copy of the Mont Vernon School District Draft 2007 Warrant Articles.

Board members reviewed each of the Warrant Articles.

Article 2 – To see if the school board will vote to raise and appropriate the sum of \$4,422,004 for the support of schools, for the salaries of school district officials, and

agents, and for the payment of statutory obligations of said district. This article does not include appropriations voted in other warrant articles. The school board supports this article. Majority vote required to pass.

Based on the recommendations of the school board, the dollar value in Article 2 will need to be adjusted. It was agreed; Lisa Ambrosio would make sure the draft financials bottom line equals the number on draft warrant article #2.

Article 3 – To see if the school district will vote to raise and appropriate the sum of \$xx,xxx to be added to the MV School Maintenance Trust Fund established March 1997 with up to \$xx,xxx to be funded from the year-end undesignated fund balance (surplus) if available on July 1, 2007; and \$xx,xxx to be raised by taxation. The school board supports this article. Majority vote required to pass.

Discussion amongst board members followed regarding the need for this article.

Leo White said he is confident if there is an emergency, the town would support the need for funds.

John Schwope said by including this article on the warrant, the fund could be used for emergencies or for saving towards the expense of future large maintenance items.

Howard Brown said when Jim Miner does his preventative maintenance schedule; he should have an idea of what his future needs are.

The Board agreed they wanted to include \$10,000 in the warrant article.

They asked the administration to remove the section of the line which read – “and \$xx,xxx to be raised by taxation.

Article 3 will now read as follows:

To see if the school district will vote to raise and appropriate the sum of \$10,000 to be added to the Mont Vernon School Maintenance Trust Fund established March 1997 with up to \$10,000 to be funded from the year-end undesignated fund balance (surplus) if available on July 1, 2007. The school board supports this article. Majority vote required to pass.

Article 4 – To see if the school district will vote to create a capital reserve fund under the provisions of RSA 35:1-b, to be known as the fund for educating educationally disabled children, for the purpose of educating educationally disabled children. Furthermore, to raise and appropriate \$xx,xxx toward this purpose and to name the school board as agents to expend from this fund. The school board supports this article. Majority vote required to pass.

Board members discussed whether or not they wanted to include this on the Warrant Article.

Dr. Jennings said the Special Education budget is tight and there is no cushion should a child move into Mont Vernon with Special Education needs.

Kathy Skoglund said this fund would be used for things we don't expect or anticipate, not for current situations. She said they are good at anticipating their current needs however, they can't predict the unknown.

Kathy said it is difficult to defend the need for the fund since it has not been an issue for Mont Vernon in the past; however, many of the schools in New Hampshire have this capital reserve fund.

Jayson Darula said he believes it's simply prudent to have this type of fund set up in case it's needed.

John Schwope asked what would be done now if they had someone come into town that was unexpected.

Kathy Skoglund said you are allowed to go into a deficit in the 1200 series for Special Education; however, Betty Shankel said the shortfall must be addressed

immediately to get the deficit amount funded.

Leo White said he would rather wait until they need the funds rather than plan ahead for the need. Leo said he didn't think it was practical.

Board members agreed to remove this article from the Warrant.

Article 5 – To see if the school district will vote to create an expendable trust fund under the provisions of RSA 198:20-c, to be known as the fund for unfunded liabilities for retiring employees, for the purpose of payment of retirement benefits currently accruing. Furthermore, to raise and appropriate \$xx,xxx toward this purpose and to name the school board as agents to expend from this fund. The school board supports this article. Majority vote required to pass.

Dr. Jennings explained to members of the board if a lot of teachers choose to retire in one year, it would create a budget problem. Dr. Jennings said it appears 3-4 teachers will retire in the next five years, and a large sum of money is paid out upon teacher retirement.

Dr. Jennings explained teachers do not have a deadline in which they need to notify the administration about their intent to retire. This makes it difficult to plan in the budget for teacher retirement.

Dr. Jennings suggested in the future, they negotiate in the teacher contract a notification deadline date for a teachers intent to retire.

Board members agreed they should include this article on the Warrant and suggested putting a figure of \$30,000 in the article.

Article 5 will read as follows:

To see if the school district will vote to create an expendable trust fund under the provisions of RSA 198:20-c, to be known as the fund for unfunded liabilities for retiring employees, for the purpose of

payment of retirement benefits currently accruing. Furthermore, to raise and appropriate \$30,000 toward this purpose and to name the school board as agents to expend from this fund. The school board supports this article. Majority vote required to pass.

C. Presentations of FY08 Budget – Assignment of Responsibilities – Dr. Jennings suggested the board be the lead off on the Budget this year at the Public Hearing.

John Schwope agreed this was a good idea. John agreed to present the overview of the budget. Betty and the SAU Administration will provide the budget detail.

Leo White said if John needed any help, he would be happy to assist.

Board members were assigned sections of the budget they would be responsible for at the Public Hearing should any questions arise. The assignments were as follows:

Peter – 1100 - Regular Education  
Leo - 1400 - Other Instructional Programs  
Jayson – 2100 - Support Services - Students  
Leo - 2200 - Support Services - Instructional  
Howard - 2300 - Support Services - General Admin.  
Howard - 2400 - Support Services School Admin.  
John Schwope - SAU Line Item, Support Services School Admin.  
John - 2600 - Plant Operation/Maintenance  
Howard - 2700 Support Services – Central  
Jayson - 2900 - Support Services - Other  
John - 4600 - Remodeling Buildings and Grounds  
Leo - 5100 Debt Service  
Leo - 5200 Fund Transfers

Peter/Leo Special Education 1210, 1220, 1230, 2700

Peter - Food Service Fund 21 and Grant Fund 22

Warrants - Maintenance Trust - John  
Retirement Trust - Leo

D. Public Forum January 30, 2007 – Tuition Agreement – Board members discussed the format for the Public Forum on January 30, 2007.

Board members received a handout from Betty Shankel regarding Anthem's HMO Insurance Coverage for Paraprofessionals.

**OTHER**

A motion was made by Jayson Darula and seconded by John Schwope to accept the administrations recommendation to offer full time paraprofessionals Single Coverage HMO at the District Share of 75% and Employee Share at 25% or a buyout of \$1,000 for people who do not want to elect coverage starting in Fiscal Year 2008. All board members voted in favor of the motion and the motion passed.

A motion was made by John Schwope to adjourn the meeting. Jayson Darula seconded the motion. All board members voted in favor of the motion. The meeting adjourned at 9:45 p.m.

**ADJOURNMENT**