

**MONT VERNON SCHOOL BOARD MEETING MINUTES**  
**November 9, 2006**  
**MONT VERNON VILLAGE SCHOOL LIBRARY**

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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, John Schwope, and Leo White

Administrative Team: Dr. Mary Jennings, Nicole Heimarck, Meredith Nadeau, Elizabeth Shankel and Kathy Skoglund

Minutes Recorder: Lyn Jennings

Board members received a copy of the Principal's Report titled School Board Update, which was dated 11/9/06 in their board packets.

**ANNOUNCEMENTS**

Board members were asked if they had any questions regarding the Principals School Board Update however, they had none.

The Village School received a donation of twenty laptops from the Mitre Corporation. Meredith Nadeau told board members at least fifteen laptops would be going directly to the faculty.

A motion was made by Jayson Darula and seconded by Howard Brown to accept the donation of twenty laptops from Mitre Corporation with sincere thanks. All members of the board voted in favor of the motion and the motion passed.

Mr. Randy Panzer Asst. Director of the RSEC Academy located in Amherst came before the School Board to ask permission to use the MPR.

**PUBLIC  
TIME/PRESENTATIONS**

Randy was requesting to use the MPR on Tuesday and Thursdays from 3:30 to 5:30 p.m. from December 5, 2006 to March 15, 2007.

Randy said they need a waiver to use the MPR right after school starts and to waive the \$50 fee, which is normally charged each time the MPR, is used. Randy said they are a non-profit organization, and would appreciate the district waiving this fee.

A motion was made by Peter King and seconded by Jayson Darula to approve the RSEC Academy request to use the MPR at the times requested as long as it is acceptable to the administration and to waive the fee.

All members of the board voted in favor of the motion and the

motion passed.

Leo White requested the Minutes of October 12, 2006 and the Budget Transfers be pulled from the Consent Agenda.

A motion was made by Jayson Darula and seconded by John Schwope to approve Consent Agenda items A. Manifest – September 2006 and B. Treasurer’s Report – September 2006. All members of the board voted in favor of the motion and Consent Agenda items A and B passed.

A motion was made by John Schwope and seconded by Howard Brown to approve the minutes as amended. Members of the board voted in favor of the motion and the motion passed with one abstention, Peter King.

A motion was made by Jayson Darula and seconded by Howard Brown to approve Budget Transfer Request #'s 200704-200708 as presented. All members of the board voted in favor of the motion and the motion passed.

Board members received a copy of the Draft Mont Vernon Village School – Technology Plan Development.

**TECHNOLOGY PLAN  
PROPOSAL – VOTE**

John Schwope told board members this is a proposal to create a sub-committee that’s task is to generate a technology plan.

John said the draft would be updated with the following information: Under Section I. it will also include a member from the community.

John said they were also going to include a timeframe on when the plan needed to be completed. Under Section I. #2. It will read – Present a plan to the MV School Board for adoption no later than April 1, 2007.

John said he has been meeting with Bruce Chakrin, Director of Technology in order to develop a three-year plan for the SAU 39. John said the Mont Vernon Plan would be their plan, but a reflection of the SAU plan.

Bruce Chakrin said Souhegan has been working on a Technology Plan for many years. Bruce said they update it every few years. Bruce said he has been participating on the committee for a year and finds it very helpful. Bruce said technology changes quickly, and he said it is good to have a group to oversee the process and make sure the district is moving in the right direction.

A motion was made by Jayson Darula and seconded by Howard Brown to approve the Mont Vernon Village School Technology Plan Development Draft as amended. All members of the board voted in favor of the motion and the motion passed.

John Schwope volunteered to serve as the Mont Vernon School Board member.

Leo White agreed to put an announcement in the newspaper to get a member from the community to serve on the committee.

Meredith Nadeau agreed to get a teacher representative.

Discussion followed regarding having Bruce Chakrin serve as Chair of the committee. It was agreed, once the committee was formed, they could handle the issue of Chair.

A. Wellness Policy – 1<sup>st</sup> Reading – John Schwope asked Nicole if Jeanne Ludt’s recommendations at the SAU 39 meeting were considered.

**DISCUSSION ITEMS**

Nicole said she brought Jeanne’s recommendations back to the Policy Committee and they considered the suggestions but determined they did not want to incorporate them in the policy itself. Nicole said the committee suggested the issue about providing adequate equipment and facilities should be addressed in the policy statements.

Leo informed board members tonight was the first reading of the Wellness Policy therefore no action was to be taken.

B. Mont Vernon Master Plan – Mike Fimble, Chairman of the Board of Selectmen volunteered to come before the school board to discuss the Mont Vernon Village School’s future CIP needs. Mike said the Capital Improvement Plan should be reviewed once a year.

Mike said he received a copy of the NHSBA Report, which provided an assessment of the current facility as well as recommendations for future facility needs. The report also provided enrollment projections.

Mike said when he reviewed the document based on future projections K-6 enrollment would peak between 2011-2013. Mike said if this is true, he believes it would make sense to add portables for the three years necessary to deal with the spike in enrollment.

Leo said Mont Vernon's CIP needs are tied to what Amherst decides to do in regards to their Master Plan. Leo asked Mary if Amherst made a decision at their November 2, 2006, meeting.

Mary said each board member read a prepared statement and stated their opinions however; they put off making a decision until November 21, 2006. Mary said based on the statements made by board members, at this time, three members want to move the process along with a recommendation for the voters to vote on at the March meeting and two board members want to hold off on a recommendation until further research and public relations is conducted. Two board members want to wait until next year for a Master Plan recommendation.

Discussion amongst board members followed.

Leo said at the last meeting, Dwight Brew from the Amherst School Board came before the Mont Vernon board to discuss the Master Plan options and to determine Mont Vernon's future plans.

Leo said he explained the board needed to hold a Public Hearing to go over Mont Vernon's options with the community however, he as well as other members of the board believed it would be best to extend the tuition agreement.

Mike Fimbel asked board members if they looked at other pieces of property in town to build a future site.

Mike suggested a piece of property that was toward New Boston. Mike said it would be a great location for a school, however he has heard it is not always a good idea to have a school at the end of town.

Peter King said one of the goals for the Land Acquisition Committee was to look at all available land in Mont Vernon and determine if anything would be suitable for the purpose of building a school. Peter spoke about the land owned by Dot Smith and the property behind the Post Office as another possibility.

Board members discussed when they wanted to hold the Public Hearing.

Dr. Jennings said she contacted Mark Joyce since board

members wanted to have him facilitate the Public Hearing and he is not available until January 5, 2007.

Kathy Skoglund suggested the administration may want to contact Dennis Pope to see if he would be available to facilitate the Hearing earlier than January 5, 2007.

Discussion followed amongst board members.

John Schwope said they have a lot of information to pull together prior to the Public Hearing.

Dr. Jennings said it was probably more reasonable for the board to wait to hold the Public Hearing until January. Dr. Jennings said based on the SAU workload right now, pulling this information together would be a large undertaking so she would prefer the board wait until January.

Dr. Jennings said they should learn whether or not Amherst will go forward with a Master Plan option on November 21, 2006, and this will determine Mont Vernon’s level of immediacy.

On December 14, 2006, board members will discuss which options will be presented at the Public Hearing.

C. Budget Assumptions FY08 –Dr. Jennings presented the FY08 Budget Assumptions for Mont Vernon. Dr. Jennings said the assumptions were developed with the administration as well as the assistance of Meredith Nadeau and Kim Tighe.

Dr. Jennings presented the Enrollment projections for the MVVS as well as 7<sup>th</sup> and 8<sup>th</sup> grade.

	MVVS	AMS
FY07 Actual -	279	87
FY08 Projected -	260	74

Dr. Jennings said they strive for the following class sizes:

Kindergarten-Grade 1	18:1
Grades 2-3	20:1
Grades 4-5-6	22:1

Grades 7-8 Special Subjects 22-25:1

Staffing needs were presented as follows:

- Administration – Staff & student supervision
- Special Education – Case loads
- Custodial – Facility square footage
- Support staff – Staff support and special education Individualized Education Plans
- Teachers – Class size and special programming

Staffing Benefits will include the following increase assumptions:

- Health Care 8.2% increase
- Dental 1.0% increase
- Other insurances 5% increase

Board members informed the administration the teachers agreed to pay an increased portion of their health insurance costs over the next two years.

Board members also discussed the increased funds they provided to the paraprofessionals towards their health insurance costs.

Staffing:

- Contracts
  - Teachers – 2<sup>nd</sup> year of a 3 year contract
  - Non-union staff: to be decided
- New Hires
  - Teachers at an MA Step 5 rate
- Retirements
  - NH Retirement from 6.81% to 8.74%

Operations:

- Cost of Living Increase 3.6% increase
- Delivery and shipping costs 10% additional cost per order
- Utilities – 6.4% increase in electricity
  - \$2.50/gallon heating oil (same as FY07)

Maintenance and repairs

- Capital Items: Long term capital plan and technology plan
- Replacement needs: Rotational basis
- Repair and Maintenance/Operational – yearly proposals, working towards long term maintenance plan

Dr. Jennings highlighted the assumptions for Operations as follows:

- Transportation – 2<sup>nd</sup> year of 3 year extension
  - Number of buses remain the same
- Food Service is a break-even program except for the cost of the newly purchased kitchen items.

Peter King said he looks at the Food Service program as a service we provide to the kids. He said at the same time we should adhere to providing proper nutrition based on the new Wellness Policy guidelines. Peter commended Franceen for all the work she has done with the food service program.

The following educational initiatives were presented:

- K-12 English/Language Arts
  - Literacy coaches at sites

Dr. Jennings said the Literacy coaches would fit in with what was presented at the SAU Board meeting. Dr. Jennings explained Mont Vernon would see a proposal for a portion of the literacy coach, which would be shared with Clark/Wilkins.

- Special Staffing (from FY07 Requests)
  - Guidance
  - Physical Education
  - Nursing

Educational Initiatives included:

Technology – In lieu of the Social Studies texts purchase being completed this year, the administration wishes to invest in technology.

Math Coaching – Continue in-class support to teachers – Dr. Jennings explained this would be less intensive than this past year.

Professional Development –

- RTI
- Assessments
- Differentiated Instruction

Board members wanted an explanation of RTI. Kathy Skoglund said it was Response to Intervention. Kathy said students are supported within the regular classroom setting. Kathy explained there are three tiers of intervention. During RTI, regular and on-going assessment is performed and feedback is provided to parents. RTI provides support to the child in the classroom and it is an alternative to a Special Education referral.

Kathy explained RTI brings resources to the teacher and student in the classroom.

If a student is not making headway within the three tiers, they are then referred to Special Education.

John Schwope asked if we were putting a lot of pressure on the teachers. He said are we asking them to do too much therefore can they be effective? Kathy said John is right; we need to be careful and not burden the teachers with too much, because they want them to be successful.

Since it is difficult to determine what will be received in Federal and State Grants, the administration will project conservatively.

The administration does not foresee a change in State Aid.

The administration will not know what the district will receive in Catastrophic Aid for Special Education until the end of the year therefore; they will budget conservatively.

Currently, Mont Vernon has a Technology Expendable Trust Fund. The administration is suggesting Mont Vernon have Expendable Trusts for Special Education, Unfunded Benefits, and Capital Improvements.

Peter King said in the past, the voters have not supported a Special Education Expendable Trust. Peter said if there is a deficit in Special Education, the voters have said they would provide the necessary funds needed.

Peter agreed with the administrations suggestion to have an Unfunded Benefits and Capital Improvements Expendable Trust Fund.

Once Dr. Jennings completed her presentation, she asked members of the board for their directives for the FY08 Budget.

Dr. Jennings said as discussed they would plug in the numbers for the Paraprofessionals. She understands the board is funding \$4,500 per person, which is the districts share of an individual plan. She said the administration would also provide the necessary information to see what the jump would be for a full plan.

John Schwope suggested looking into Anthem. John said he received some information from them and would pass it on to Betty.

Peter King said according to past practices and their Technology Plan, they agreed to the replacement of computers every three years.

Board members agreed they would like to see Draft 1 of the budget presented as a base budget and then the cost of the add on's.

Leo White said he would like to see the Administration present the cost of increasing the nurse's time, and the additional funding to increase technology support based on the suggestions at the teacher meeting.

Dr. Jennings highlighted the Mont Vernon Budget Timeline:

November 20, 2006 – The Administration creates Draft 1 using current assumptions.

December 14, 2006 – Draft 1 of Budget.

January 11, 2007 – Draft 2 of Budget

February 15, 2007 – Public Hearing: Budget and warrant articles.

March 1, 2007 – Post election warrant

March 16, 2007 – Annual School District Meeting

Leo White agreed to publish the budget timeline in the paper so the community is aware of the key dates.

Board members asked whether the Finance Budget Committee had been formed yet. Leo White said the board representative to the Finance Budget Committee is Jayson Darula.

Leo White said Barbara Millar is very frustrated because she is having a difficult time finding community members to serve on the committee. Leo said if a board member knows of anyone willing to serve on the committee, please let Barbara know. Kathy Dobbs is the Chair of the Finance Budget Committee.

D. Quarterly Report FY07 Budget – Board members received copies of the FY 06/07 September YTD Q1 Results dated 11/7/06 from Lisa Ambrosio.

The reports included projected revenue, deficit and food service fund reports. Also included was an expenditure report by function, which highlighted expenditures to date and forecasted year-end projections.

A review on the accounts was performed and as the administration starts the year, they see no significant areas of concern in the general fund.

Betty Shankel summarized the reports to date by saying the administration sees a little more revenue than projected and expenses appear to be on track.

Leo White thanked the administration for the budget data. He said the information was very good and on target.

Betty Shankel thanked Lisa Ambrosio for her efforts in getting these reports pulled together.

E. Mont Vernon School Board Goals 2006-2007 – 2<sup>nd</sup> Reading – Leo White said board members met two weeks ago and added the School Board Pursuits to the Mont Vernon Village School Board Goals. Leo said they were not voting on the goals tonight, they just wanted feedback from the Administration to see if what they included is feasible.

The following goals were discussed:

Goal #1 - Improve individual student achievement in reading, writing and math by ensuring that our curriculum is cohesive, challenging and stimulating.

a. Review the currently approved standards in each subject area, along with the school's standards review/update process.

Board members as well as the administration discussed the School Board Pursuits for this goal. It was decided:

- At a future board meeting, the administration will provide an overview of the curriculum revision cycle.

Dr. Jennings said this could be put on a future SAU agenda since everyone could benefit from a presentation on the curriculum revision cycle.

Meredith said she would be happy to pull this information together.

- At future board meetings, the administration will provide a ten-minute presentation on each of the five subject areas detailing - What standards are in place? Where are they in the revision cycle? How is performance against the standards measured?

Nicole said building level curriculum coordinators could let board members know what is happening.

John Schwope asked if the board could get an update on the 6<sup>th</sup> grade Advanced Math program.

c. Ensure that all staff have access to appropriate professional development opportunities, and are encouraged to take advantage of these opportunities.

School board pursuits were discussed.

- Ensure that necessary professional development opportunities are included in the teacher contract and funded.

Goal # 2 – Review and update all School Board policies.

- Contract with the NHSBA for their \$900 service that compares our policies against their model policies.

Dr. Jennings said the school's approval rating expires in June 2007 and a number of policies have to be updated prior to June 2007. Nicole and Meredith have the list of policies, which need to be updated.

Board members agreed by contracting with the NHSBA, they would be able to get in shape for the school approval process.

Goal #6 – Make use of assessment data, such as NWEA results in policy, program and budget development.

a. Ensure all of our assessments are used in conjunction with Goal 1, Student Performance Improvement.

It was agreed, the administration would bring forward a recommendation on how they would like to see the NECAP scores improve over the next three years.

b. Find a way to compile, collate or somehow make sense of all of our assessment data.

- At a future board meeting, the administration will present a comprehensive list of all assessments that are used (note: we need a better definition of assessments, since we do not want to include routine test, quizzes and homework. We do want to include major/yearly assessments), along with the most recent performance results.

John Schwope said they understand a lot of assessing is going on, which takes up a good portion of the child's day therefore, the board would like to get an idea of all the assessments that take place.

The board will vote on the goals at the next board meeting.

A motion was made by Howard Brown and seconded by Jayson Darula to go into Non-Public Session per RSA 91 – A:3 II (a) and RSA 91 – A:3 II (c).

**NON-PUBLIC SESSION**

By roll call vote, King-yes; White-yes; Schwope-yes; Darula-yes; and Brown-yes, the board went into non-public session at 8:50 p.m.

The board discussed contract negotiations as well as personnel matters.

A motion was made by Jayson Darula and seconded by Howard Brown to come out of Non-Public Session per RSA 91- A:3 II (a) and RSA 91 – A:3 II (c).

By roll call vote, King-yes; White-yes; Schwope-yes; Darula-yes; and Brown-yes, the board came out of non-public session at 9:04 p.m.

A motion was made by Peter King to adjourn the meeting. Howard Brown seconded the motion. All board members voted in favor of the motion. The meeting adjourned at 9:04 p.m.

**ADJOURNMENT**