

**MONT VERNON SCHOOL BOARD MEETING MINUTES
NOVEMBER 8, 2007
MONT VERNON VILLAGE SCHOOL**

Leo White called the board meeting to order at 6:02 p.m.

I. CALL TO ORDER

Present:

ATTENDANCE

Mont Vernon School Board: Howard Brown, Jayson Darula, Bruce Schmidt, and Leo White

Administrative team: Nicole Heimarck, Dr. Mary Jennings, Meredith Nadeau, Betty Shankel and Kathy Skoglund

Minutes Taker: Lyn Jennings

- A. **Principal's Report**: – Board members received a copy of the Principals Report for 11/8/07.

II. ANNOUNCEMENTS

Meredith said the HVAC units were installed in the office area and are now functioning in the conference room and in the main office area.

Meredith said next week Ann Allwarden will be sending home some information on a parent training she is planning on hosting.

Meredith said the Mont Vernon Village School lead in the Million Minutes challenge is growing.

Meredith requested the board accept two donations the school had received. The first donation was from Mrs. Elizabeth Bell and it was for the book entitled *How Big is a Million*. The second donation was from Mr. and Mrs. Bruce Schmidt and it was for 43 Eyewitness Books donated to the Village School Library.

A motion was made by Jayson Darula and seconded by Howard Brown to accept the donations as presented in Meredith Nadeau's Principal's Report. All board members voted in favor of the motion with one abstention, Bruce Schmidt. (3-0)

- B. **Update on Literacy Initiative** – Dr. Jennings told board members there would be a parent-training meeting on strategies as presented in Meredith’s Principals Report. There was also a K-12 Day on October 22, 2007, where Literacy Coaches, and Curriculum Coordinators met.
- C. **Budget Committee Members** – Board members received a handout detailing who is on the 2007-2008 Mont Vernon Village School Budget Committee. Present at the meeting were committee members Charlie Dodd and Kim Roberge. Members not at the meeting included Peter King and Randy Panzer. Jayson Darula is the school board representative for the committee and the Board of Selectmen has yet to name their representative.

Betty Shankel told members of the Mont Vernon Village School Budget Committee they could send one member of their committee to the SAU39 Budget Committee, if they choose too. Betty said if they decide to send someone they should do it as soon as possible.

Leo White told Budget Committee Members he is glad they’ve formed their committee so early.

Leo said the board is happy to help the Budget Committee any way they can.

Leo White asked for comments from the public but none were forthcoming.

III. PUBLIC TIME

IV. CONSENT AGENDA

A motion was made by Jayson Darula and seconded by Howard Brown to approve the Consent Agenda as presented. A. Minutes October 11, 2007; B. 1. Treasurer’s Report, 2. Manifest All members of the board voted in favor of the motion and the motion passed unanimously. (4-0)

- A. **Math Curriculum** – Nicole Heimarck explained

V. PRESENTATIONS

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to board members she and Meredith Nadeau would be presenting on this topic.

Nicole provided a handout to Board Members entitled SHS Math Sequence on one side of the handout and SHS Mathematics Core Curriculum 2006-2007 on the other side of the handout.

Nicole explained this is where the administration and faculty focused their work on over the summer months of July and August.

Nicole explained in order to graduate from Souhegan High School a student must take 3 years of Math. All students are strongly encouraged to take 4 years of Math and over 85% of the students do!

Nicole explained the Core Curriculum of Integrated Math 1, Math 2, and Math 3 is equivalent to Algebra I, Geometry and Algebra 2, with additional discrete math topics.

Nicole said the handout entitled SHS Mathematics Core Curriculum 2006-2007 highlights the contents in Math 1, 2, and 3 over the three years.

Nicole explained the K-12 Curriculum Coordinators had a meeting today, November 8, 2007, and discussed a number of issues, one of the key topics was to implement Vertical Acceleration by May.

Nicole said as of June 2006 the grade span expectations were officially finalized and begin in January of 2008.

Meredith provided board members with a handout entitled Mont Vernon Village School Mathematics Update 11/8/07.

Meredith told board members this is the first year of the full K-6 implementation of Everyday Mathematics. This year it began in 5th and 6th grade. Meredith explained grades 4-6 might deviate somewhat from the program in order to fill any gaps in instruction, as students have not participated in the program since 1st

grade.

Meredith told board members Loren Hallet, the Mathematics Coach/Consultant is working .25 FTE to support mathematics instruction.

Meredith explained this year her focus is on supporting teachers new to the Everyday Math program particularly in the 5th and 6th grades and providing enrichment support to teachers for their classrooms.

Meredith said Loren has offered one parent training to date this year and a games night is planned for later in the school year. Meredith said Loren has provided workshop sessions to staff on changes from the 2004 to 2007 edition of the program, and is teaching model lessons and acquiring resources for teachers, and will be providing in-service training to paraprofessional staff during the conference release day next Friday.

Meredith told board members the Alpha Mathematics program began October 1st with six students and there are currently four students participating in the program.

Leo White asked if any students opted for the Advanced Math Program and Meredith said none chose it.

Leo thanked Nicole and Meredith for their presentation.

- B. **FY09 Budget Assumptions** – Dr. Jennings presented the Mont Vernon School District FY09 Budget Assumptions. Board members received a handout, which detailed the Budget Assumptions.

Dr. Jennings told board members the Enrollments are tied to supplies, materials, educational initiatives and staffing.

Dr. Jennings said last year (FY08) they budgeted for 260 students at the Village School and 72 students at the Amherst Middle School. The actual figures for FY08 at the Village School was 255 and at Amherst Middle School 66.

For FY09 they are projecting 278 students at the Village School and 69 students at Amherst Middle School. For Budget purposes they are budgeting for 260 students at the Village School and 69 students at Amherst Middle School.

Dr. Jennings said in the draft budget Meredith will break down the number of students per grade level.

Dr. Jennings presented the Class Size / Student Load:

Dr. Jennings said these numbers are based on the same figures as last year.

- Kindergarten – Grade 1 18:1
- Grades 2-6 20:1 (average class size some may be larger or smaller)
- Middle School Teams 80 student load
- Middle School Specials 20-25

Bruce Schmidt asked what the actual class size is currently. Meredith said in K-1 it is 14-17 and in Grades 2-6 it's pretty close to 20:1.

Dr. Jennings presented the Staffing as follows:

- Administration – Staff and student supervision
- Special Education – Case Loads
- Custodial – Facility Square Footage
- Support Staff – Staff Support and special education Individualized Education Plans
- Teachers – Class size, teacher loads and special programs

Dr. Jennings presented the Staffing Benefits:

- Health Care - Betty said the actual increase would be 5.8%.
- Dental – Betty said the actual increase would be 2.6%.
- Employee Contribution to State Retirement – No increase.

Dr. Jennings said they compared the Districts salaries to the salaries of comparable districts; however, the attachment was not included with the board's handout. Dr. Jennings said the Competitive Salaries comparison would show members of the board where Mont Vernon is as compared to other area towns. Dr. Jennings said currently they are within the range they should be. Dr. Jennings told board members she would provide them with a copy of the comparison.

Dr. Jennings said the MVEA Contract is in its 3rd year of a 3-year contract. The Non-Union Staff received a 3.4% increase in August 2007.

Dr. Jennings said they would like to budget New Hire teachers at a MA Step 5 rate. This is the same as last year, and they believe this will attract quality teachers.

Dr. Jennings presented the following for Operations:

- Delivery and Shipping costs – 10-15% additional cost per order
- Utilities – Increases balanced by District usage practices. Mary said they are not budgeting any increase in Utilities.

Dr. Jennings commended all the schools for their conservation of energy.

Betty said Jim Miner has done a fabulous job getting very low pricing, training employees, and utilizing district controls around the buildings.

Dr. Jennings said they are considering whether to Lease Purchase Copiers and Technology. Dr. Jennings said they are not committed to Lease Purchase but they are exploring the option.

Betty said by Lease Purchasing, they would keep their costs to a more stable level.

Dr. Jennings said for Maintenance and Repairs there is a Long Term Capital plan and a Technology Plan. A couple of the items mentioned for this year were paving

the bus loop and parking lot (cost of \$46,000) and a Laptop Cart.

Replacements will be done on a rotational basis.

Leo said he has no bias either way but he would like to see the rationale for leasing versus purchasing.

Dr. Jennings presented the following for Operations:

- Tuitions 5% increase over FY08 – Mary said this is just a placeholder; the trend seems to be 5% over the previous year.
- Transportation – the district is in its 3rd year of 3-year extension (Bids for 2009-2010 school year will go out in 2008.)
- Food Service is self-supporting except for the cost of the capital equipment.

Dr. Jennings presented the Initiatives Affecting the Budget:

- Year Two of the Strategic Plan – Reading and Writing Across the Curriculum
- Curriculum Review Cycle – Implement Science K-12
- Actuarial Study – GASB45 – new for FY09 – estimated cost for study is \$15,000.

Betty explained all districts are required to perform this audit, and it is an audit of all liabilities

- District Shared Employees – (v. SAU) for Maintenance and Technology. Mary said they are tracking and continue to cost them out to Mont Vernon if needed and they are going to continue this practice.

Dr. Jennings presented the following for Revenues:

- For Federal and State Grants - Title I they are projecting it remain level and for Title V they are projecting a decrease.

- State Aid – they are estimating it to be the same as FY08. \$979,693

- Catastrophic / Medicare AID (Special Education) – isn't determined until later in the year. Mary said they don't find out what they will receive until after the budget has been done. Mary said Kathy Skoglund and Betty Shankel provide the projection for the budget.

Dr. Jennings told board members they currently have the following Expendable Trusts:

- Facility Maintenance – need to get an updated balance since they spent about \$18-\$20k this year.
- Land / Capital Reserve - \$57,354
- Unfunded Liabilities for Retirees - \$30,000
- Special Education – currently don't have an Expendable Trust. Dr. Jennings said it might be something the board wants to consider this year.

Dr. Jennings asked if board members had anything they would want her to cost out for them and bring back and present in Draft 1 of the budget.

Board members didn't have anything but said if they thought of something they would forward it to Dr. Jennings.

Dr. Jennings told board members the administration would be presenting Draft 1 of the budget on December 11, 2007. Draft 2 would be presented on January 10, 2008, and the Public Hearing will be held on February 14, 2008. District Voting will take place on March 14, 2008.

Kim Roberge asked if she could see the last four years worth of data for the budget. Betty said she could provide this information.

A. **Policies – 2nd Reading** –

VI. ACTION ITEMS

CA – Administration Goals – Board members had the first reading of Policy CA, and there were no suggested

amendments.

A motion was made by Jayson Darula and seconded by Bruce Schmidt to adopt Policy CA as presented. All members of the board voted in favor of the motion and the motion passed unanimously. (4-0)

B. Appointment of SAU #39 Budget Advisory Committee member – Leo White said he received no response to the advertisement for an SAU 39 Budget Advisory Committee Member, therefore, they cannot appoint anyone. Leo said if anyone knows of an interested citizen please have them contact him.

A. Tuition Agreement with Amherst Middle School

1. Review of Agreement – Board members received a copy of the Tuition Agreement Between Amherst and Mont Vernon Districts in their board packets.

VII. DISCUSSION ITEMS

Dr. Jennings told board members Amherst would not be going forward with renewing this agreement this year. They are interested in renewing the agreement with Mont Vernon however; they need to concentrate their efforts on getting the Master Plan Renovations passed.

Jayson Darula asked if John Schwope has had any conversations with the Amherst Board about the Tuition Agreement since he is the liaison to the Amherst Board.

Leo White said John has spoken with the Amherst board and they are interested in going forward with the renewal of the agreement next year but not this year. Leo said John said the Amherst board is fully in agreement with extending the agreement they just want to focus their efforts on getting the renovations / Master Plan passed this year.

Dr. Jennings told board members the renovations Amherst needs to do have nothing to do with enrollments. Next year they will need four more classrooms and two more modular buildings. Dr.

Jennings said they have needed more space for the past two to three years, and the space needed is to accommodate the current population.

Kim Roberge said with Amherst not bringing the Agreement forward for renewal until next year we (Mont Vernon) could be in a critical situation next year based on timeframe.

Dr. Jennings suggested they seek counsel on what type of warrant articles could be presented next year. Dr. Jennings said should the renewal not be approved by the voters, maybe a warrant article could seek an extension to the current tuition agreement for one year until an agreement is reached. Dr Jennings said this would have to be reviewed and approved by counsel.

Board members discussed sections of the Tuition Agreement they want clarified:

- Leo asked of there is a way to provide the formula to the cost of In District Special Education Students.

Kathy Skoglund said the number of In District Special Education Students is unpredictable and inconsistent.

- Leo said Section I. Charges for Capital Expenditures needs to be clarified and stated how it will be done.
- Dr. Jennings asked board members to review Section M Mont Vernon School Board Participation in Amherst School Board Activities. Dr. Jennings said board members should decide if they want to hold two joint meetings between Amherst and Mont Vernon in light of the SAU Meeting held every month. Board members agreed, if they want to hold joint meetings with Amherst they will leave the clause in the agreement but if they don't then it will be removed from the agreement.

2. Next Steps – Renewal – Leo suggested

they bring up the Tuition Agreement again in a month or two so they can further review it.

- B. **Enrollment Projections** – Mary told board members she prepared a memo addressed to the chair, which stated Mont Vernon had K-8 projections done in 2006 by the NHSBA. NASDEQ did 7-12 projections in January. Mary said currently they have projections done two different ways K-8 and 7-12.

Dr. Jennings said they belong to NASDEQ and have asked them to do projections in January. Mary said the administration will be asking for this information for Amherst and Mont Vernon for K-12.

Dr. Jennings asked board members if they wanted the NHSBA to do more projections.

Bruce Schmidt said he would like to know how much it would cost for the NHSBA projections.

Dr. Jennings agreed to get a quote from NHSBA before the board makes their final decision.

- C. **Policies – 1st Reading** – Board members had the first reading on Policies EBBC, IMAH, JLCD, EH, EHB, EHB-R and GBCD. There were no comments from board members regarding these policies.

A motion was made by Jayson Darula to adjourn the meeting. Howard Brown seconded the motion. The motion passed unanimously. (4-0) The meeting adjourned at 8:00 p.m.

**IX. REVIEW OF
MEETING/ADJOURN**