

MINUTES
MONT VERNON SCHOOL BOARD MEETING MINUTES
June 10, 2010
MONT VERNON VILLAGE SCHOOL LIBRARY

Kim Roberge called the board meeting to order at 6:05 p.m.

I. CALL TO ORDER

Present:

ATTENDANCE

Mont Vernon School Board: Trevor Girard, Janet Gramatges, John Quinlan, Kim Roberge, and Bruce Schmidt

Administrative Team: Sue Blair, Nicole Heimarck, Dr. Mary Jennings, Betty Shankel, and Renea Sparks

Staff: Charline Brown, Tom Campbell, Melanie Jones, Jan Mattie, Kim Tighe, and Amy White

Minutes Recorder: Lyn Jennings

- A. Principal's Report – Board members received a copy of the Principals Report in their board packets dated June 10, 2010.

II. ANNOUNCEMENTS

Sue Blair told board members as of June 7, 2010, there were 247 students at the Village School. Sue provided board members with the number of students by grade.

Sue said to date they have 26 students registered for Kindergarten.

Sue said 100% of the students at the Village School had taken NWEA in grades 2-6. The results will be available next week.

Sue provided a list of upcoming events at the Village School. The kids' last day of school is June 21, 2010.

Kim Roberge asked if there were any comments from the public however none were forthcoming.

III. PUBLIC TIME

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The A. Minutes 1. May 13, 2010, were pulled from the Consent Agenda.

The D. Nominations were pulled from the Consent Agenda.

The F. Donations were pulled from the Consent Agenda.

IV. CONSENT AGENDA

A motion was made by Bruce Schmidt to approve Consent Agenda Items B. Treasurer's Report 1. February 2010, C. Manifest. E. Bid Approval: Special Ed Services 1. ABA Therapy Services 2. OT Services. Trevor Girard seconded the motion. All board members voted in favor of the motion and the motion passed unanimously. (5-0-0)

A motion was made by Bruce Schmidt to approve Consent Agenda Item F. Donations – Stop and Shop \$124.82 and from Gail Westergren's husband a Granite Bench in honor of our past principal. John Quinlan seconded the motion. The motion passed unanimously. (5-0-0)

Bruce Schmidt questioned the process for hiring the 6th grade teacher.

Dr. Jennings explained the process they go through when hiring a teacher. Dr. Jennings explained the same process is used in all the schools at this time.

Sue said she believes the candidate she chose is a stellar candidate and he believes in collaborative teaching. Sue said the teachers that interviewed him also believed he was the best candidate for the job and they sat through all six interviews with the other candidates.

It was agreed in the future, the administration would provide a one page summary of the candidate as to why they want to hire someone.

A motion was made by Trevor Girard to approve Consent Agenda Item D. Nominations 1. Reading

Specialist 2. 6th Grade Teacher as amended. Bruce Schmidt seconded the motion. The motion passed unanimously. (5-0-0)

A. Room Renovations and Assignments – Board members received revised handouts on the proposed room renovations. Sue Blair told board members she revised the plans based on feedback she received from the board.

V. PRESENTATIONS

Sue said she was not sure why they built the Computer Lab so big, based on present numbers, the class sizes over time have been reduced.

Sue said the computer access for grades 4-6 is unlimited however, the younger students only have computer time when the teachers have computer time.

Sue said she believes even with the reduction in size of the computer lab, they will still have over 24 laptops available as well as the laptop cart that holds 24 laptops.

Kim Roberge asked if we had to do anything special with regards to air conditioning in the lab, and Jim Miner said no, nothing needed to be done.

Tom Campbell said the computer lab is 10 years old.

Both Tom Campbell and Amy White spoke in support of the proposed building changes.

Amy White told board members with regards to automating the library they were 90% done and as of June 30th, they will be 100% done! Amy said they have completed the task utilizing between 70-85 hours of voluntary work. Amy said people have worked very hard. Amy said classes are already using the new system and everyone is pleased with it.

Amy said having the Computer Lab and Technology

together is a natural extension, one room working as one. Amy said she is very pleased the renovations are moving forward. She said with these changes, they would be able to integrate Computer and Library together and in the classrooms too.

Bruce Schmidt said he has a 4th grader and attended a recent event that integrated Library and Technology in the classroom very well.

- B. Summer Building Projects – Board members received a handout in their board packets entitled MVVS Summer Projects.

Kim said she had requested a list of planned projects be provided to the board.

The summer projects include:

- MPR Floor Replacement - \$30,000-\$40,000
- Painting – all classrooms, main hallways – the Hillsborough inmates will do this, cost won't exceed \$1,500.
- MPR – clean acoustical wall panels
- Playground – supplement bedding \$1,420 80 yds.
- Special Services Room #7 – replace vinyl flooring - \$700

Bruce asked Jim to look at the exterior trim on the building, as it is rotting on the cafeteria/MPR side.

It was agreed, Jim would look at all the base trim around the building. The board asked Jim to report back his findings at the August board meeting.

- C. Entry Plan – Dr. Jennings told board members she asks all the new administrators to create an Entry Plan using the Planned Approach.

Sue Blair provided board members with a handout in their

board packets entitled Principal Mont Vernon Village School, Entry Plan: July 2010-June 2011. Also provided was an article entitled *The Entry Plan Approach, How to Begin a Leadership Position Successfully* by Barry Jentz with Joan Wofford.

Sue said she was honored and delighted to be selected as the new Principal of the Mont Vernon Village School. Sue said she hopes the work of this school year will serve as the foundational work of years to come.

Sue said her ultimate goal is to continue to build trust, gain credibility and support staff as they position themselves as a school, to recognize the importance of tapping into the strengths of all staff through a collaborative inquiry model which will ultimately improve student confidence and student performance/outcomes.

Sue presented her goals to the board.

Sue provided some additional components/goals.

Sue presented the anticipated process/schedule.

Sue explained a letter and the interview questions will be sent out prior to all interviews. Included with the letter will be a statement concerning confidentiality.

Sue presented the list of Interview Questions for Faculty and Staff.

Sue said there were some additional questions, which would be adjusted as appropriate to the audience.

Kim Roberge said she read Sue's Entry Plan and thought it was very ambitious, but terrific.

Kim said they used to send home surveys for the parents to complete. Also, they would have staff members complete a survey, which went through the school board.

Board members agreed the following parties should be surveyed: SAU Staff and School Staff (being done now) the parents should be surveyed at the beginning and end of the year, teachers and the school board.

Trevor agreed to put together some questions for a survey. This will be on the August Agenda for discussion.

- D. Pre-School Planning – FY12 – Board members received a handout regarding Preschool Planning – FY12 dated June 10, 2010, addressed to the Mont Vernon School Board from Renea Sparks, Director of Special Instructional Services.

Renea explained to the board on June 3, 2010, she presented information to the Amherst School Board seeking their support to conduct additional research in preparation for implementing a public preschool program during the 2012 school year.

Renea said she thinks it's important they continue to talk about the need for a public preschool program from two important standpoints. The first is consistency of curriculum and instruction, and the second is to be in control of expenses for preschool students with disabilities.

Renea said she is asking Mont Vernon to join this initiative for similar reasons.

Renea explained as both the Amherst and Mont Vernon elementary schools continue their implementation of the Scott Foresman Reading Street curriculum, and the Math Review Committee continues to build K-12 alignment, it is feasible for them to project that students in all three of our districts will soon be having more similar curriculum experiences and they want to extend this to the preschool population.

Renea explained Mont Vernon is in a different position

than Amherst given if approved; the program would be housed at the Clark School and will be an Amherst School District program.

Renea said the Mont Vernon School Board needs to determine if they are willing to enter into a tuition agreement with the Amherst School District for Special Education preschool students.

Renea told board members the preliminary projection for preschool Special Education students is approximately \$32,718 per student for Amherst preschool students. The cost for Out of District Facility for moderate to severe disabilities is in the range of \$30,000 to \$70,000 per student.

Renea told board members in FY12 they anticipate they will need two classrooms of four year olds, an a.m. and a p.m. session, therefore needing one room.

In FY 14 they would like to offer preschool for 3 and 4 year olds.

Kim Roberge asked what the Amherst Boards feeling was with regards to her presentation.

Renea said the Amherst Board didn't really react at all and didn't have any questions with regards to her presentation.

- A. FY10 Budget Surplus – Board members received a handout in their board packets entitled Mont Vernon School District, FY10 Budget Surplus – June 10, 2010.

VII. ACTION ITEMS

The estimated surplus amount is \$148,000

Proposed Expenditures included:

- Tech Room Improvement #1 – \$3,980
- Tech Room Improvement #2 - \$2,413
- Heating Systems Controls \$9,500

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- Snap Health Office Software - \$1,255

Board members discussed whether or not the Heating Systems Controls should be taken out of the surplus.

John Quinlan said ethically, you shouldn't take the funds for the Heating System Controls out of surplus you should follow the warrant.

A motion was made by Bruce Schmidt to approve the proposed expenditure of Snap Health Office Software for \$1,255 from the FY10 Budget surplus. Kim Roberge seconded the motion. Three board members voted in favor of the motion, Janet Gramatges, Kim Roberge and Bruce Schmidt. Two board members were opposed, Trevor Girard and John Quinlan. The motion passed. (3-2-0)

A motion was made by Bruce Schmidt to approve the proposed expenditure for Tech Room Improvement #2 for \$4,826 for double doors. John Quinlan seconded the motion. Four board members voted in favor of the motion, Trevor Girard, Janet Gramatges, John Quinlan, and Bruce Schmidt. One board members was opposed, Kim Roberge. The motion passed. (4-1-0)

The design is going to the Fire Department for their approval.

A motion was made by Bruce Schmidt to take the Heating System Controls at a cost of \$9,500 out of the FY10 Budget Surplus. Kim Roberge seconded the motion. All board members voted against the motion and the motion failed. (0-5-0)

- B. Policy JICK – 2nd Reading – **A motion was made by Bruce Schmidt to accept Policy JICK as written. Janet Gramatges seconded the motion. All board members voted in favor of the motion and the motion passed unanimously. (5-0-0)**

- A. Custodian Job Descriptions – Board members received copies of the job descriptions for Facilities Manager and Custodian in their board packets.

VIII. DISCUSSION ITEM

Board members reviewed the job descriptions and made many changes.

In the 5th paragraph change the Amherst School District to the Mont Vernon School District.

Under Duties and Responsibilities remove the fourth task from the list.

Change supervisor to Director in the fifth duty.

Bruce said there should be an emphasis on student safety.

Bruce said they need to say somewhere in the document that the facilities manager has the overall responsibility for maintaining the school grounds.

Also, the facilities manager should set a high level of work ethic and standards.

Add under Duties and Responsibilities – Provide recommendations on how to improve the facilities, grounds and safety.

Bruce said the Facilities Manager should be proactive.

Board members discussed the Custodians job description.

Bruce said he thought the Custodian should report to the Principal. Dr. Jennings said it is not done this way in any of the three districts.

Board members agreed the Custodian should get their daily direction/tasking from the Facilities Manager.

Under Duties and Responsibilities, change Head Custodian in #1 to Facilities Manager.

#7 – Add the words “if not performed by the students” after Raise and lower the American Flag, if not performed by the students.

#12 Change the words “Help with” to Perform.

Bruce suggested they add a #16. Perform any recommendations to Facilities Manager regarding the building, grounds, etc.

It was agreed, the document would be brought back for further discussion at the August Board meeting.

- B. SB2 Budget Process - Board members received a copy of the SAU 39 Amherst, Mont Vernon and Souhegan FY12 Budget Schedules Draft in their board packets.

Dr. Jennings told board members with SB2, the budget process would begin a month earlier, January 13, 2012.

Kim told board members she received a phone call from a Cemetery Trustee indicating citizens in town had complained that some kids from the track team were swinging on the gates at the cemetery and they thought it was disrespectful. Kim said the Cemetery Trustees received e-mails from parents requesting that the kids be allowed to continue to run through the cemetery until the end of the year.

IX. OTHER

Kim said she spoke with Sue and she said if the Cemetery Trustees decided the kids would not be allowed to run through the cemetery then she would support their decision.

Kim said she thought this issue should be brought before the rest of the board. Sue said the issue has not resolved

itself with some parents in the community. Sue said she had to respond to a parent e-mail regarding this issue over the weekend.

The board said they were supporting the Cemetery Trustees decision, not allowing the kids to run through the cemetery during track.

A motion was made by John Quinlan to support Sue Blair's decision to support the Cemetery Trustees decision to not allow the kids in track to run through the cemetery during track. Janet Gramatges seconded the motion. All board members voted in favor of the motion and the motion passed unanimously. (5-0-0)

A motion was made by Bruce Schmidt to adjourn the meeting. John Quinlan seconded the motion. All board members voted in favor of the motion and the motion passed unanimously. The meeting adjourned at 9:02 p.m. (5-0-0)

**X. REVIEW OF
MEETING/ADJOURN**