

**MINUTES**  
**MONT VERNON SCHOOL BOARD MEETING MINUTES**  
**January 21, 2010**  
**MONT VERNON VILLAGE SCHOOL LIBRARY**

Present:

**ATTENDANCE**

Mont Vernon School Board: Jayson Darula, Trevor Girard, Kim Roberge, Bruce Schmidt, and Leo White  
Administrative Team: Sue Blair, Bruce Chakrin, Nicole Heimarck, Dr. Mary Jennings, Jim Miner, Betty Shankel, Renea Sparks and Karen Taylor  
Faculty: Alma Garcia  
Budget Committee: Joe Fleurette  
Public: Bob Lunberg  
Minutes Recorder: Lyn Jennings

Kim Roberge called the Public Hearing to order at 6:04 p.m.

**I. PUBLIC HEARING**

The purpose for the Public Hearing was to accept the donations for the Library Automation project.

Amy White, Librarian at the Village School told board members she had requested a \$5,000 donation from the Walker Fund however, they were denied. Amy said the Walker Fund was only funding schools that had 70% or more of their students on assisted or free lunch.

Amy said she contacted the Geisinger Family to see if they were willing to donate to the Library Automation project and they very generously donated \$5,000 from the McKayla Geisinger Fund.

The other \$5,000 donation was from an anonymous donor however, Dr. Jennings told board members the donation no longer needed to remain anonymous.

Dr. Jennings told board members the \$5,000 donation was in memory of Mary Margaret Long, John Schwope's Great

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Aunt “Marge.” In a letter from John Schwope, he said his aunt a former Librarian, would be very pleased in knowing some of her estate funds went towards a library project that would benefit the kids at the Village School.

Amy White told board members Kim Tighe donated her husband’s services to build a round circular desk for the library.

Kim Roberge asked if there were any comments or questions from the Public regarding the donations.

There were no comments by the Public.

Dr. Jennings thanked Amy White for all she did; she said she had been instrumental in pulling together the donations for the Library Automation project. Dr. Jennings said it took a lot of action on her part.

**A motion was made by Bruce Schmidt to close the Public Hearing. Jayson Darula seconded the motion. All Board Members voted in favor of the motion and the motion passed unanimously. The Public Hearing was closed at 6:09 p.m. (5-0-0)**

Chairman Leo White called the board meeting to order at 6:09 p.m.

## **I. CALL TO ORDER**

- A. Principal’s Report** – Board members received the Principal’s Report dated January 21, 2010, in their board packets.

## **II. ANNOUNCEMENTS**

Sue Blair told board members as of January 19, 2010, the student population is 245.

Susan Blair told board members the Geography Bee was held on January 13, 2010. Susan thanked Kim Tighe and Karin Alger for all they did with the students who participated in this group. Susan said Maria Young came in first place and Samantha Schmidt came in second place.

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Susan said medals were awarded today, January 21, 2010.

Susan told board members NECAP Results would be issued on January 27, 2010.

Susan told board members the Spelling Bee would be held on January 27, 2010, at 4 p.m. and board members are welcome to attend.

Susan said the Winter Concerts are scheduled and the K-3 Concert is on January 28, 2010, at 6 p.m.

The Band/Chorus Concert is on February 4, 2010, at 7 pm.

Susan said the Lego Club is scheduled to meet again on January 25, 2010. Susan told board members they had their first Lego Club meeting in December. The meetings are held in the Library and Amy White is the lead on this after school activity.

Susan asked Amy White to comment on this club. Amy said studies have shown that boys in grades 1-3 lag behind in reading. Amy thought this group would be a good way to get kids involved in reading.

Amy told board members there were 36 kids at the meeting in December and 10 parents. Amy said the kids were thrilled and so proud of what they created. She said they told her they couldn't wait to do it again.

Susan told board members the students in the 4<sup>th</sup> grade are selling healthy snacks to purchase jump ropes for the school, which are to be used during outdoor recess time.

Susan told board members at the February Board Meeting Melanie Jones would be doing a presentation on Responsive Classroom.

Leo White asked if there were any comments from the Public however, there were none.

### **III. PUBLIC TIME**

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The A. Minutes 1. December 10, 2009, were pulled from the Consent Agenda.

#### IV. CONSENT AGENDA

The B. Transfers were pulled from the Consent Agenda.

**A motion was made by Jayson Darula to accept Consent Agenda Items B. Treasurer's Report, C. Donations to Activity Fund, and E. Retirements. 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 A. Minutes 1. December 10, 2009, as amended. Kim Roberge 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 D. Transfer as presented. Kim Roberge seconded the motion. All board members voted in favor of the motion and the motion passed unanimously. (5-0-0)**

- A. FY10 2<sup>nd</sup> Quarter Report – Board members received a copy of the Mont Vernon School District Quarterly Financial Report for the Fiscal Year 2009-2010 dated July 1, 2009 – December 31, 2009.

#### V. PRESENTATIONS / DISCUSSION ITEMS

Betty Shankel told board members the Actual Local Interest Income is lower than projected.

Betty said the State and Federal Revenue is on track.

Betty told board members the Tuition to the Middle School is less than projected based on FY09 actual expenses and a decrease in anticipated enrollment.

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Betty said in Instructional Support Services, there is a savings due to new hire rates.

Betty said there is a savings in School Board/SAU Services due to the Actuarial Study being less than anticipated.

There is a savings in the Office of the Principal due to the Principal's late hire date.

Betty said the Cost of Benefits was lower than projected.

The cost of the Bus Contract was lower than projected since there was a reduction of one bus.

Betty said the actual Interest on the Bond was lower than projected.

Betty said if all goes as projected, they are anticipating a surplus of \$155,342 in expenses.

Betty said the figures as presented do not include the \$6,000 the board approved to spend at the last meeting to fix the water issue. Therefore, she is projecting a surplus of approximately \$154,000 at year-end.

- B. FY 11 Budget – Draft 2 – Board members received a copy of the Mont Vernon Budget Summary for FY11, Draft 2, which was revised on December 10, 2009, in their board packets. The budget as presented in Draft 2 represents a 3.26% increase.

Also provided in board member packets was a handout of the Draft Warrant Articles.

- C. Administrative Recommendations - Susan Blair presented the School Budget Priorities for Fiscal Year 2011.

Susan told board members she was repeating the following slide from the last board meeting, as it should be the FINAL Minutes of January 21, 2010 Mont Vernon School Board Meeting

primary focus when looking at the budget. Susan presented the FY11 Educational Programming as follows:

- Continues support of SAU #39 5-year literacy goal.
- Addition of .5 FTE Reading Specialist
- Commitment to early literacy intervention with adoption and implementation in all grade levels of Scott Foresman Reading Program.
- Supports SINI/DINI Plan
- Continues to provide for the needs of students through the Early Intervention and Special Education. Susan explained early intervention really starts at age 3.
- Includes a focus on integration of technology into the everyday learning and practices of teacher/student.

Susan explained three Areas of Priority have been identified:

- Continued support of literacy instruction.
- A focus on DINI designation
- Continued support of technology integration.

Susan provided a 2-Year Budget-to-Budget Comparison for the Literacy Priority.

For the proposed .5 Reading Specialist in 2011 they are anticipating a cost of \$27,500, and the benefits at a cost of \$4,600. Difference from the FY10 Budget is \$32,100.

Proposed in FY11, the Scott Foresman Reading Program at a cost of \$11,655 a difference and a reduction from FY10 of \$7,967.

In support of the Scott Foresman Implementation, Professional Development Susan said they are proposing to

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spend \$2,100 in FY11. A difference from the FY10 Budget of \$2,100.

They are also proposing to spend \$732 on Handwriting Support Materials in FY11 a difference of \$732 from the FY10 Budget.

Susan highlighted the 2 Year Budget to Budget Comparison for the SINI/DINI Designation Priority.

Proposed in FY11 was Responsive Classroom for \$1,000, a difference from the FY10 Budget of \$1,000.

Also proposed was spending \$1,050 in Curriculum Review: Mathematics, a difference of \$1,050 from the FY10 Budget.

Instructional Materials were being proposed for FY11 at a cost of \$4,861, a reduction of \$6,139 as compared to FY10.

Workbooks were also being proposed in FY11 at a projected cost of \$4,622 with a reduction of \$878 as compared to FY10.

Susan presented the 2 Year Budget-to-Budget Comparison for the Technology Integration Priority.

For FY11, they are proposing spending \$6,770 on Software a \$2,410 increase as compared to FY10.

Proposed in FY11 is New Equipment at a cost of \$8,720, as compared to 0 last year as it was cut from the budget entirely.

Susan explained they are proposing Replacement Equipment in FY11 at a cost of \$15,600 as compared to 0 last year as it was cut from the budget.

Susan presented a slide, which detailed the MVVS 4-year Comparison for Reading. The data was for 2005-2009 and

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highlighted % Proficient and % Proficient with Distinction.

Also presented was a slide, which highlighted the MVVS 4-year Comparison in Math. The data was for 2005-2009 and highlighted % Proficient and % Proficient with Distinction.

Susan presented a slide, which showed the MVVS 2008 and 2009 Grade 4 Science NECAP Results.

Susan told board members based on the information she presented, the overall budget impact represented an increase of \$48,728 due to the Administrative Priorities.

Dr. Jennings told board members at the last board meeting the board asked for some additional considerations.

The first was to provide a Two Year Budget to Budget Comparison with regards to Class Size.

Dr. Jennings said in FY10 they had a 1:17 ratio and in FY11 they are projecting a 1:15 ratio.

Dr. Jennings said if enrollment declines, the following ratios are recommended – 20/1 requires 10.8 FTE, 18/1 requires 12 FTE and 15/1 requires 13.8 FTE.

Dr. Jennings said currently they are operating under the 15/1, which requires 13.8 FTE.

The board also requested they consider the Expansion of Spanish Instruction.

Dr. Jennings said should the Spanish Program be extended from a .6 position back to a 1.0 position, Professional Development would be necessary so they could integrate Spanish into the classroom.

Dr. Jennings said should the position go from a .6 to 1.0 the FY11 Budget Impact would be \$61,610 as compared to a .6

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position cost of \$34,944 a difference of \$26,666.

Dr. Jennings said not included in the FY11 Budget Impact would be the cost for Professional Development to integrate Spanish into the classroom.

Alma Garcia questioned the figures as presented. Alma said she did not make the amount as presented. Betty Shankel said the figures were not just salary, but salary and benefits. Betty offered to sit down with Alma to go over the numbers so she could understand where they came up with the numbers.

Dr. Jennings provided board members with a slide, which detailed the Mont Vernon School District Variance in Budgeted Tuition for FY05-FY10. Dr. Jennings said as recommended in the past, she is suggesting they create a Tuition Expendable Trust Fund.

Dr. Jennings explained the Mont Vernon budget goes up and down every year based on the number of students going to the Middle School.

Dr. Jennings said over the past 5 years, the budget has fluctuated by an average of \$156,000 due to tuition.

Discussion followed and it was decided a warrant article would be created.

Susan Blair summarized the budget for the board as follows:

- Decrease of two para-educators at MVVS.
- Addresses normal increases in cost of living, utilities, fixed costs.
- Provides for continued educational improvements with a focus on literacy, math and technology.
- Supports District and SAU goals – Literacy Initiative and SINI/DINI plan.

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- Overall increase of 3.42% in Fund 10, a 3.26% increase in all Funds.

#### D. Budget Review –

- General Overview – Revenues/Adjustments A handout was provided detailing the Mont Vernon School District Revenue Summary for FY11 – Draft 2 dated January 21, 2010.

Betty Shankel told board members this sheet had been updated since the last board meeting.

In Draft 2, the Budgeted Expenditures for all funds had a proposed increase of \$145,068 in 2010-2011 as compared to 2009-2010.

The Estimated Tax Impact for the MVVS Tax Rate (Local & State) is .78 per \$1,000. On a \$400,000 home the tax impact would be \$312.

- Information Technology – Bruce Chakrin provided board members with a few handouts for his Technology presentation.

Board members received a copy of the Mont Vernon Village School Budget Committee Meeting on January 14, 2010 with Bruce Chakrin regarding the Technology Budget.

Board members received a copy of the Mont Vernon Technology Budget Proposed for 2010-2011 by item with narrative.

Bruce Chakrin said the goal is to have a Digital Camera in each classroom.

Bruce emphasized that both the desktop and laptop computers were cut out of last years budget.

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Kim Roberge asked if the Smartboards were being signed out regularly.

Sue Blair said the staff is utilizing them regularly.

Also provided was the Mont Vernon Computer Inventory as of December 2009.

Kim Roberge asked if there was anything they could forgo this year if they had to.

Joe said the Budget Committee asked the following:

What would they give up if they had to give something up?

What does he perceive as deficit?

Where are we going and what do we need to support it?

Bruce Chakrin explained the goal is to be able to eliminate the P to P T1, the high speed connection, which is currently costing \$7,100 per year. Bruce said they would like to try the Comcast Service, which is being offered for free, that way they can see what works and what doesn't before they decide if they can use it.

Bruce said eventually he wants to replace the T1 Security with VPN Security.

Bruce said if they choose to use the Comcast Business Class Service the cost would be \$2,800 per year.

Bruce Schmidt asked if it was a state mandate to have Digital Portfolio.

Dr. Jennings said yes, it is a state mandate to have it for grades K-12.

- Building / Maintenance – Board members received a handout entitled MVVS Potential Capital Funding Issues dated 1/21/10 from Jim Miner as FINAL Minutes of January 21, 2010 Mont Vernon School Board Meeting

well as a handout entitled Mont Vernon School District Proposed 2011 Budget Account Comments.

Jim said the biggest capital funding issue in his mind is the MPR Floor Replacement. The estimated cost for this project is \$30,000-\$40,000.

Other projects highlighted were the Upgrade of the DDC Control System, Asbestos Floor Abatement, Well Water Supply Failure, Windows-Doors-Trim Repair, and the HVAC Unit Failure Replacement.

Joe Fluette said the Budget Committee questioned the feasibility of some of the line items, however he commented, some of the facility upgrades would provide long-term operational savings.

Board members asked Jim Miner for his opinion as to how much should be in the Maintenance Expendable Trust Fund and what would be a good number for this year's Warrant Article.

- Food Service – Betty asked board members if they had any additional questions with regards to the Food Service Budget.

Betty said Food Service is breaking even and they have seen a 50% increase in how many kids buy lunch.

Betty also told board members the Capital Equipment is paid for in full.

- Special Education – Renea Sparks explained the \$15,641 increase in the Special Education budget.

Renea said three students are coming from preschool programs. Also, the increase is attributed to the increase in health insurance and retirement.

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- Regular Education – Nicole Heimarck explained the textbooks needed are for the Scott Foresman Reading Program in Grades 3, 4 and 6. (\$11,655)

Kim Roberge questioned if they could purchase these materials through a budget transfer by the end of this year.

Nicole said this could be a possibility.

Nicole Heimarck spoke about the request for funds under Curriculum Revision. Nicoel said they are requesting money during the summer in order to do their curriculum work related to the Mathematics Program Review as well as Scott Foresman Preparation.

Nicole said they are also doing Science Curriculum work but that is being funded through Grant money. Nicole said it is really important their work be funded and to fund it through the operating budget.

Nicole said Scott Foresman provides Professional Development for free by a Scott Foresman professional.

Nicole said the administration is making an effort for ongoing professional development and they want to continue with those teachers. Nicole said funding these items is very important.

Nicole emphasized the need for the .5 Reading Specialist. Nicole said next year they must obtain minimum school approval. They must fill out a checklist and they either meet, don't meet or meet with alternative means certain criteria. Nicole said right now, they don't meet the standard for having a Reading Specialist.

Nicole said they could be conditionally approved and given an action plan that would require them to find a Reading Specialist or they could not be approved.

Nicole said she believes a Reading Specialist is needed and aids them in addressing different student needs.

Dr. Jennings said they do need a part-time Reading Specialist/Coach. She pointed out that in the charts presented earlier in the evening, the scores had gone up in Reading when they did have a Reading Specialist.

Dr. Jennings told board members when Nicole started in the district, they received entitlement money through five entitlement grants, now, they receive no money from these grants.

Kim Roberge suggested the Title I tutors combine with the Reading Specialist. Kim asked if the two Title I tutors were still needed.

The administration said they were looking at reducing the number of Title I tutors and adding in the Reading Specialist.

Kim questioned the optimum class size and wondered if they should consolidate the 1<sup>st</sup> and 2<sup>nd</sup> grade classes, which could offer potential savings and reduce the number of staff.

Dr. Jennings said in a study sent out, regarding class size below 15 in grades K-3 is considered optimal. Dr. Jennings said with this class size they make great strides with students, even though they could possibly combine, she wouldn't recommend it.

It was suggested they take a look at the class size for the 1<sup>st</sup> and 2<sup>nd</sup> graders when they hit the 4<sup>th</sup> grade.

Bruce Schmidt said if they did review it in the 4<sup>th</sup> grade, the numbers would have to be at a constant sustained lower student population.

Susan Blair said they did talk about combining grades 4-5

and 5-6 into teams. Susan said they looked at having ½ the 4<sup>th</sup> and ½ the 5<sup>th</sup> grades together.

Kim Roberge said they have extremely low class sizes in the upper grades going forward.

Susan said it is not always about the numbers; it is also about the makeup of the class.

Trevor Girard said this could be a future discussion when the 1<sup>st</sup> graders get to the 4<sup>th</sup> grade if the student population remains at the current level, until then, it is too early for this discussion.

**A motion was made by Bruce Schmidt to increase the Spanish position from a .6 position to a full time 1.0 position. Jayson Darula seconded the motion.**

Discussion followed.

Kim did not agree with increasing the position from a .6 to a 1.0 full time position. She said AMS only has Spanish in the 6<sup>th</sup> grade and we are still giving our kids a foreign language at a young age.

Jayson Darula said he agreed with Bruce and wanted to have Spanish back at a full time position. Jayson said we are not going to dictate what AMS does and it is not a consistent argument. Jayson said he believes Spanish is an invaluable part of the curriculum.

Dr. Jennings said there is more opportunity for scheduling Spanish as a .6 position. Dr. Jennings said they can integrate it into the everyday curriculum and if they want to make it a special they can do that as well. Dr. Jennings said as there is a decline in enrollment there is more time to go into the classroom with Spanish being a special.

The board voted on the following motion.

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**A motion was made by Bruce Schmidt to increase the Spanish position from a .6 position to a full time 1.0 position. Jayson Darula seconded the motion. Two board members voted in favor of the motion, Bruce Schmidt and Jayson Darula. Three board members were opposed, Leo White, Trevor Girard and Kim Roberge. The motion was defeated. (2-3-0)**

**A motion was made by Trevor Girard to reduce/cut one Title I Aid (.7 FTE) to help fund the .5 Reading Specialist. Bruce Schmidt seconded the motion.**

Susan Blair said the Reading Specialist is a need by our students. She said by intervening early, our students will be better readers and stronger learners. Susan said by having a Reading Specialist, they will probably reduce the number of students that need Special Education Services in the future.

Board members voted on the following motion:

**A motion was made by Trevor Girard to reduce/cut one Title I Aid (.7 FTE) to help fund the .5 Reading Specialist. Bruce Schmidt seconded the motion. All board members voted in favor of the motion and the motion passed unanimously. (5-0-0)**

Dr. Jennings encouraged board members to put aside money this year in a Tuition Expendable Trust.

Betty Shankel suggested maybe the board put a warrant article forward this year and then fund it next year.

**A motion was made by Jayson Darula to draw up a warrant article to create a Trust for the Tuition to the Middle School for the purpose of balancing the cost fluctuations. Bruce Schmidt seconded the motion. Three board members voted in favor of the motion, Jayson Darula, Trevor Girard and Bruce Schmidt. Two board members voted against the motion, Kim**

**Roberge and Leo White. The motion passed. (3-2-0)**

- A. Acceptance of Donations: Library Automation – **A motion was made by Jayson Darula to accept the Friends of the Library Donation of \$250, PTA donation of \$750, McKayla Geisinger Fund Donation of \$5,000, from John Schwope in memory of Mary Margaret Long \$5,000 and from the Milford Rotary a \$1,000. Trevor Girard seconded the motion. Four board members voted in favor of the motion with one abstention, Leo White. The motion passed. (4-0-1)**

## **VI. ACTION ITEMS**

Bruce Schmidt asked if they now had enough money to fully fund the Library Automation project. They have \$12,000 in donations and an additional \$5,000 from the MVVS Budget totaling \$17,000. Bruce Chakrin said he believes they have enough to fund the project.

**A motion was made by Trevor Girard to enter into Non-Public Session per RSA 91-A:3 II (a). Kim Roberge seconded the motion. By roll call, Schmidt-yes; Roberge-yes; Darula-yes; White-yes and Girard-yes. The board entered into Non-Public Session at 9:50 p.m.**

## **VII. NON-PUBLIC SESSION**

The board discussed the proposed Principal's Salary and a number of different employee pay increase scenarios.

**A motion was made by Bruce Schmidt to come out of Non-Public Session per RSA 91-A:3 II (1). Trevor Girard seconded the motion. By roll call, Schmidt-yes; Roberge-yes; Darula-yes; White-yes and Girard-yes. The board came out of Non-Public Session at 10:10 p.m.**

**A motion was made by Bruce Schmidt to offer a contract of \$86,000 and the current benefit package to our interim Principal, Susan Blair for the 2010-2011 School Year. Trevor Girard seconded the motion. All board members voted in favor of the motion and the**

## **VIII. NOMINATION OF PRINCIPAL – FY11**

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**motion passed unanimously. (5-0-0)**

Board members agreed to have another budget meeting on February 3, 2010, at 6 p.m.

**IX. DISCUSSION  
ITEMS/OTHER**

Leo White told board members John Quinlan, a Mont Vernon Selectman sent a letter indicating the Selectman are seriously considering moving their Town Meeting to Saturday next year and wondering if the School Board would do the same.

Leo White said he thought next years board should consider this request, and suggested they table this until April. Board members agreed with Leo.

**A motion was made by Bruce Schmidt to adjourn the meeting. Kim Roberge seconded the motion. The motion passed unanimously. (5-0-0) The meeting adjourned at 10:15 p.m.**

**X. ADJOURN**