

MINUTES
MONT VERNON SCHOOL BOARD MEETING MINUTES
December 9, 2010
MONT VERNON VILLAGE SCHOOL LIBRARY

Kim Roberge called the board meeting to order at 6:03 p.m.

I. CALL TO ORDER

Present:

ATTENDANCE

Mont Vernon School Board: Trevor Girard, Janet Gramatges (left at 8:00 pm.), Kim Roberge, John Quinlan, and Bruce Schmidt

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

Budget Committee: Bill Archibald

Minutes Recorder: Lyn Jennings

- A. Principal's Report – Board members received a copy of the Principals Report in their board packets dated December 9, 2010.

II. ANNOUNCEMENTS

Sue Blair told board members as of December 9, 2010, they have 238 students at the Village School.

Sue provided board members with a copy of the survey given to last year's MVVS 6th graders who are current 7th graders at AMS.

Sue said they hoped the survey would help them to determine how well they prepared the students for the transition to AMS.

Sue told board members Barbara Belak would come before the board once budget season was over to present their findings.

Sue said they hope to provide this information year after year.

Sue told board members the students were given the FINAL Minutes of December 9, 2010, Mont Vernon School Board Meeting

survey to take the day before Thanksgiving break. A 7th grade guidance counselor at AMS and Mrs. Belak assisted the former MVVS students in taking the survey.

Kim asked if there were any comments from the public.

III. PUBLIC TIME

Bill Archibault, Budget Committee Chair provided board members with a handout entitled Projection of Your New Potential Tax Bill for 2011. The handout detailed potential increases for Board members, Budget Committee Members, etcetera.

The A. Minutes 1. November 10, 2010, were pulled from the Consent Agenda.

IV. CONSENT AGENDA

The B. Donation was pulled from the Consent Agenda.

A motion was made by Bruce Schmidt to approve Consent Agenda A. Minutes 1. November 10, 2010 as amended. John Quinlan seconded the motion. The motion passed unanimously. (5-0-0)

- A. Auditor's Report – Vachon, Clukay & Co – Board members each received a copy of the Mont Vernon, New Hampshire School District Financial Statements dated June 30, 2010 and the Independent Auditor's Report.

V. PRESENTATIONS/REPORTS

Bob Vachon and Jarrod Vartunian were at the board meeting.

Jarrod told board members the audit was very clean. There were no significant adjusting entries.

Jarrod said management at the SAU Office was extremely cooperative during the audit process.

Jarrod reviewed some of the key figures in the Financial Statements with the board.

- B. FY12 Budget 2nd Draft- Board members received several handouts in their board packets relating to FINAL Minutes of December 9, 2010, Mont Vernon School Board Meeting

Draft #2 of the Budget. The first handout was entitled MVSD FY11 Budget Changes for Draft #2 dated 12/9/10. Also provided was the Mont Vernon Proposed Budget FY12 Summary dated 12/9/10, Impact of FY12 Tax Rate Changes for the School Districts of SAU 39, Mont Vernon School District Fy12 Draft Revenue Summary, Mont Vernon School District annual Meeting Warrant dated February 7, 2011 and March 8, 2011, Mont Vernon, NH, and the Mont Vernon Village School FY12 Proposed Budget Draft #2 – 12/9/10 Budget Line item detail.

Trevor Girard provided board members as well as meeting attendees a handout he prepared entitled Overall Budget.

Trevor explained he wanted to understand where the overall increase in the budget was coming from as presented by the administration.

\$145,069 Trevor said this was the increase in general spending from FY11 to FY12.

\$ 7,786 – less General State Aid
 \$157,544 – less surplus end of FY11 to offset 2012
 Budget
 \$ 19,023 – less State Property Tax Revenue
 \$148,313 – less Adequate Education Aid

\$477,735

\$-18,405 Increase in Federal Aid

\$459,330 Trevor said this is the approximate Total Dollar increase needed to raise from the Mont Vernon Taxpayers. This represents a 14.5% tax increase.

Trevor provided some possible options to decrease the tax increase:

- 1) Decrease general spending – (a) explain the increase – due to healthcare, retirement, tuition to the Middle School and salaries.

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- b) Spending decreases – no aid for regular education, use Sue Blair’s recommendations, teacher education funding.
- 2) Is surplus accurate? Review the quarterly projections.
 - a. Could it increase – proof of accuracy
 - b. Implement cost savings now in FY2011
- 3) Is the reduction in State Aid accurate?
- 4) If we budget for a smaller surplus at the end of 2012, only pushing the problem forward to FY13.

Board members also received a handout from Nicole Heimarck entitled November 23, 2010, Response to MVVS Finance Committee Questions regarding Substitute Teacher Costs.

Nicole told board members the MVVS had 3 long-term substitute teachers during the 2009-2010 instructional year. A long-term sub is defined as coverage for 20 consecutive days or more.

Long Term A - \$29,112.29

Long Term B – \$7,658

Long Term C - \$7,474.70

During 2009-2010 a total of \$44,235.00 was spent on long-term sub expenses. This leaves a balance of \$17,777.01 spent on substitute coverage based on the \$65 daily rate.

A chart was provided detailing the Leave Type, Days Missed and # of times a Sub was Used.

For example:

Bereavement – 13 days missed 9 Subs Used

Personal – 117 days missed 70 Subs Used

Professional Development – 195 days missed 136 Subs Used

Nicole told board members of the total number of Professional Development days, 49 days were used by

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staff members per the CBA Agreement, 35 days were recommended or directed by the curriculum office and 110 Professional Development days were by certified staff which required substitutes.

Nicole also provided the detail for Instructional Materials in the budget. Nicole explained this purchase aligns with the current and future professional development offered by Mahesh Sharma and targets student skills in number sense. Categories of materials include – Math Manipulatives - \$3,110, Science Inquiry Manipulatives \$1,070, and Writing Books/Writing Materials/Spelling - \$2,696.

Betty explained the changes she made to the budget for Draft 2.

She reduced the CFG Coaches by 1 to 4, for FY12.

SAU Management Services were increased due to the revised SAU Budget.

Health and Dental Insurance was adjusted to the final Guaranteed Maximum Rate.

Substitute Teachers were re-calculated using the substitute cost for FY10 reduced by LT subs.

Tuition to the Middle School was re-calculated based on FY12 estimated Amherst Budget vs. PY Actuals.

Estimated health and dental was adjusted for the new position requested for FY12.

Increases to Draft 2 of the Budget totaled \$20,177 and Decreases to Draft 2 were (\$49,710).

Draft 1 of the Proposed Budget totaled \$4,648,702 and Draft 2 of the Proposed Budget totaled \$4,619,169.

The Proposed FY12 Percentage Increase is 3.12%.

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Dr. Jennings told board members she would like to know what they think is a fair budget to put out to the public.

Board members discussed Draft 2 of the budget.

Janet Gramatges suggested the administration prioritize items. Also she suggested Sue Blair identifies wants, but could put item(s) off for a year.

John Quinlan and Kim Roberge suggested they direct the administration to bring a budget back with a 0% increase, other than contractual obligations. (no new things)

Also, have the administration identify the most difficult items they would have to cut and identify what they want the school to look like moving forward.

Bruce Schmidt requested Jim Miner look at the contingencies built into the Maintenance Budget to make sure they are appropriate. Trevor had requested this be done at the last board meeting as well.

Sue Blair told board members all Smartboards are up and running!

Sue told board members there is a Tech Lead at every grade level at the Village School. Sue said every Monday during lunch a group of at least 10 teachers get together and discuss how to be better at Smartboards, Blog, better in classrooms, etcetera. Sue said teachers are doing this on their own time.

Bruce Schmidt asked how we improve our procurement process?

Sue said we have a pretty good plan in place and they are making sure their ordering and summer work is done prior to their break. Sue said they are not going to put this work on Bruce Chakrin's shoulders this year.

Bruce said he was glad to hear Sue was working on improving this process.

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Karen Taylor, Director of Finance told board members they make every attempt to get the approved budget loaded into the software system so staff can start getting bids before they leave for summer break. Karen said the Purchase Orders cannot go into the system until July 1st.

Bruce Schmidt said he thinks the Regular Education Aid is a good idea however he doesn't think we can do it this year. Bruce also questioned the Transfer to Food Service of \$5,000. Betty Shankel said she would be taking this request out of the budget.

Kim Roberge said she would like the budget to come in at a 2% increase.

The Board directed the Administration to come in with a 2% increase overall. (Total budget all funds)

Betty Shankel told board members they would provide the board with a list of budgetary items they took out in order to get to the 2% increase overall.

- A. Policy JKAA – Restraint – 1st Reading – Board members received a copy of Policy JKAA in their board packets.

VI. DISCUSSION

Bruce Schmidt suggesting in the fourth paragraph of the Introduction they remove the words Special Education Administrator, Principal, and Director. Bruce said this was a lot of authorized persons and suggested they leave it as Superintendent, or his/her designee.

Under V. Transportation 1. Remove the word Amherst and replace it with Mont Vernon.

Under V. Transportation 2. Replace the word director with the word principal.

Under VIII. Annual Review Process - Replace the word Amherst with the words Mont Vernon.

- A. Policies – JICK – Bullying – 2nd Reading

VII. ACTION ITEMS

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JH – Truancy – 2nd Reading
 FAB – Admission of Tuition and Non-Resident
 Students – 2nd Reading

Bruce Schmidt requested a link be put on the Mont Vernon website so their policies can be accessed by the public.

A motion was made by John Quinlan to approve policies JICK – Bullying, JH – Truancy, and FAB – Admission of Tuition and Non-Resident Students as amended. All board members voted in favor of the motion and the motion passed unanimously. (5-0-0)

A motion was made by John Quinlan to enter into Non-Public Session per RSA 91 – A:3 II (a) for the purpose of discussing a personnel issue. Bruce Schmidt seconded the motion. By roll call vote, Schmidt – yes, Quinlan – yes, Roberge – yes, and Girard – yes. The board entered into Non-Public session at 8:20 pm. (4-0-0)

**VIII. NON-PUBLIC SESSION
 RSA 91-A:3 II (a) (c)**

A motion was made by John Quinlan to come out of Non-Public session. Bruce Schmidt seconded the motion. By roll call vote, Schmidt – yes, Quinlan – yes, Roberge – yes, and Girard – yes. The board voted unanimously to exit Non-Public Session at 8:40 p.m. (4-0-0)

A motion was made by Bruce Schmidt to adjourn the meeting. Trevor Girard seconded the motion. All board members voted in favor of the motion and the motion passed unanimously. The meeting adjourned at 8:41 p.m. (4-0-0)

**IX. REVIEW OF
 MEETING/ADJOURN**