

**MONT VERNON SCHOOL BOARD
MEETING MINUTES
August 25, 2011
MONT VERNON VILLAGE SCHOOL LIBRARY**

Bruce Schmidt called the board meeting to order at 6:05 p.m.

I. CALL TO ORDER

Present:

ATTENDANCE

Mont Vernon School Board: Trevor Girard, Kim Roberge (arrived at 6:10 p.m.), John Quinlan, and Bruce Schmidt

Administrative Team: Sue Blair, Betty Shankel, Renea Sparks and Peter Warburton

Faculty/Staff: Karin Alger, Sheila Asselin and Melanie Jones

Budget Committee: Bill Archibald, Paul Liscord, and Scott Williams

Minutes Recorder: Lyn Jennings

A. Introduction of Superintendent Peter Warburton - Bruce Schmidt introduced Superintendent Peter Warburton to meeting attendees and board members and welcomed him to SAU 39.

II. ANNOUNCEMENTS

B. Principal's Report - Board members received a copy of the Principals Report dated August 25, 2011, in their board packets.

Upon Kim Roberge's arrival to the meeting, she took over as Board Chair.

An invitation was extended to board members if they wanted to look/tour the building to see all the summer work that had been completed.

Sue told board members about all the work they have done on behalf of the students over the summer as it related to the school being designated as a SINI/DINI in Mathematics.

Sue said they hosted a Summer Math Club for students

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identified as Students in Need of Improvement by a teacher, or NECAP or NWEA results.

Sue said twenty letters were sent out to parents offering their child a three week Math Camp, with the camp being three days per week, 2 ½ hours per day.

Sue said three teachers taught the camp and they included Karin Alger, Charline Brown and Peter Denio.

Sue told board members Karin Alger was kind enough to join the board at their meeting this evening to discuss the Summer Math Camp.

Karin told board members each week of Camp had a different emphasis and a different lead teacher. The first week was Numbers and Operations and the Teacher was Charline Brown. During this week, 11 students attended the camp. The second week was Geometry and the lead teacher was Karin Alger and ten students attended the camp. The third and final week of camp was Data and Statistics and Peter Denio was the lead teacher and nine students were in attendance.

Karin said the first day of Math Camp many students were petrified to be there however, the staff worked very hard at finding great ways to get the kids involved with Math.

Karin said they hardly ever used paper and a pencil during the entire three weeks of camp!

Karin said they worked every day on counting forwards and backwards and emphasized the importance of daily routines.

Karin told board members they sent kids home with work to do during the month of August.

Each week the students were given a large envelope with tools to use in assisting them with what they had done during that particular week of camp.

Sue Blair included in her Principal's Report all the maintenance/facility work that had been completed over summer break. Also provided was the work still in progress but to be completed in the upcoming week.

Sue highlighted the Preventative Maintenance that was done on the fans in the kitchen. Sue said when the work was done, she was told they had never seen such clean fans and that they were amazed at how clean and well taken care of the kitchen area was.

Sue told board members as of today, August 25, 2011, there were 229 students at the Village School. Sue said it had changed on this day from 231 students. Also provided in the Principal's Report was the break down on the number of students per grade.

Sue said as of Friday, August 19, 2011, all staff had been hired. Sue said the new hires included the School Nurse, Special Education 5-6, Art Teacher, Music Teacher, Par-educator for the Inclusion Program and a 1:1 Para.

Sue told board members all the MVVS new hires attended the SAU Staff Orientation at the high school.

Sue told board members the MVVS Parent-Student Handbook was going to be offered this year in two formats – a hard copy and a DVD.

Sue said in mid September the Village School would be sending out information on Pick-Up Patrol. They plan on implementing Pick-Up Patrol at the end of September. The brochure had been completed and a draft copy was included in board packets.

Sue respectfully requested the board reconsider their decision from last December or January to discontinue the donations they received each year from the student picture company.

Sue explained this money goes into the Principal's

Account and as of September, this account is depleted.

Sue said if we do not accept these funds, we would not be able to offer things that we usually offer and she knows the board would want some of the items still offered.

Other companies, which provide donations are Target and Stop and Shop however, the majority of the money comes from the Student Pictures. Sue said the primary funder is the photographer and without it, they would maybe have \$300 by the end of the year.

Sue provided some examples and they included:

Environmental Camp – for those students who can't afford to attend.

Lunch

Field Trips – 6th grade

Trophies/Awards

Jump Ropes, balls, etc.

Supplies for Assemblies

Earth Day

Sue said if the board did not wish to reconsider their position, then she would request that a transfer be made to support student activities as they arise during the year.

The board discussed the topic and decided to take action on the issue under Action Items.

Sue told the board they received their official approval as a Public School and it will be good until June 30, 2012.

C. MVEA Negotiations Board Representative –

Peter told board members Kim Roberge, and John Quinlan attended an all day conference with regards to negotiations.

Both Kim and John agreed they wanted to serve as the board representatives for the MVEA Negotiations this year.

A motion was made by Bruce Schmidt to nominate Kim Roberge and John Quinlan to assist in the MVEA negotiations. Trevor Girard seconded the motion. All board members voted in favor of the motion and the motion passed unanimously. (4-0-0)

Kim asked if there were any comments from the public.

III. PUBLIC TIME

Bill Archibald told board members the Budget Committee had been appointed. Bill said along with himself, the committee included Jim Brisson, Charles Bunner, Paul Liscord, and Scott Williams.

The Selectmen's Representative on the Budget Committee is John Quinlan.

Trevor Girard and Tom Driscoll are the board liaisons for the Budget Committee.

Betty Shankel told Bill Archibald to post the Budget Committees meetings and to also notify the board of their meeting dates.

Kim Roberge thanked community members for agreeing to serve on the Budget Committee.

The A. Minutes 1. June 9, 2011, were pulled from the Consent Agenda.

IV. CONSENT AGENDA

The C. 457 Plan Amendments were pulled from the Consent Agenda.

The E. Unanticipated Revenue: a. Special Revenue Fund
1. Grant from United Way for Reading Plus Program
\$1500 was pulled from the Consent Agenda.

A motion was made by Bruce Schmidt to approve Consent Agenda Items IV. B. Treasurer's Report 1. May 2011, 2. June 2011, and D. Budget Transfer. John Quinlan seconded the motion. All board members voted in favor of the motion and the motion

passed unanimously. (4-0-0)

A motion was made by Bruce Schmidt to approve Consent Agenda Item IV. A. Minutes – June 9, 2011, as amended. John Quinlan seconded the motion. All board members voted in favor of the motion and the motion passed unanimously. (4-0-0)

Board members had questions on the amendments in the 457 Plan.

Betty Shankel told board members a lot of the changes were made as a formality.

Trevor Girard said he was concerned about the Fourth Purpose – “adding Matching and Nonelective Contributions to the Plan. Trevor asked if this was a change in the plan.

Trevor said he had a lot of questions with the Amendments and didn’t feel comfortable with approving the changes until further information was received.

Peter Warburton agreed the board had raised some important questions. Peter told board members the administration would work with Carrie Morneau, to get clarification and a better understanding on the amendments.

Peter said they would bring the 457 Plan back to the board meeting in September.

Bruce Schmidt requested the board receive a copy of the actual plan.

Bruce Schmidt asked what the district would be doing with the Grant from United Way for Reading Plus Programs \$1,500.

Renea Sparks told board members the Grant was a three-year commitment from United Way. The program is web based and it helps students with fluency. It can also help

students who speak English as their Second Language (ESL) and Response to Intervention (RTI) students.

Renea said the Grant was a great opportunity as the district pays for one year and the United Way pays for three years.

A motion was made by Bruce Schmidt to approve Consent Agenda Item E. Unanticipated Revenue a. Special Revenue Fund 1. Grant from United Way for Reading Plus Program \$1500. Trevor Girard seconded the motion. All board members voted in favor of the motion and the motion passed unanimously. (4-0-0)

A. Legislative Updates – Peter told board members the Legislature was not in session right now. Peter said they would include this topic as an update each month on the board’s agenda.

V. PRESENTATIONS/REPORTS

Peter told board members a lot of organizations put out updates regularly and he can provide those to board members via their board packet.

B. Negotiations Primer – Peter told the board he negotiated six contracts last year and the most important thing to remember is confidentiality.

Peter said a non-meeting/non-public meeting should be confidential on both sides.

Board members do have a venue to see how the negotiations are going.

Peter said they have had their first negotiation session already.

Trevor asked that the negotiations be done as quick, as possible, he wants to be fair and he doesn’t want the morale of the teachers destroyed.

Peter told board members they are looking at November

as the deadline with meetings in between.

Board members asked who represented the MVEA and it includes Karin Alger, Gretchen Dunn and Jan Mattie.

C. Summer Projects Report – Board members discussed this agenda item under Principals Report.

A. Staff Nominations – Sue Blair recommended the board approve the nomination of Kelsey Hamel as a Special Education Teacher/Case Manager for Grades 5 and 6.

VI. ACTION ITEMS

Board members received information about Kelsey and her qualifications in their board packets.

Peter Warburton told board members; Kelsey was a very good candidate for the position.

A motion was made by John Quinlan to accept the principal's nomination to hire Kelsey Hamel as a Special Education Teacher/Case Manager for Grades 5 and 6. Trevor Girard seconded the motion. All board members voted in favor of the motion and the motion passed unanimously. (4-0-0)

B. DOE25/MS25 – Betty told board members the DOE25 is in the format as required by the Department of Education and the MS25 is in the format as required by the Department of Revenue.

Betty said both statements are unaudited and we will not receive the audited statements until December.

Betty told board members \$244,827 would be returned to the town, which is pretty close to what they expected.

A motion was made by Bruce Schmidt to authorize the Board Chair, Superintendent, and Board Members to sign the DOE25/MS25 as presented. John Quinlan seconded the motion. All board members voted in favor of the motion and the motion passed

unanimously. (4-0-0)

Earlier in the meeting under Principal's Report, Sue Blair had requested the board reconsider their decision to reduce the cost of the school picture packages so that the company would no longer send the school a check for their participation in the program, which ultimately went into the Principal's Account, to fund activities and expenses that would arise during the year.

Board members decided to leave the cost of the picture packages the way they were as Sue had told board members they were in the second year of a three-year contract with the vendor.

It was agreed, once the contract had expired, they would look at reducing the cost of the packages so that parents realized the savings rather than the school receiving a "donation."

John Quinlan told board members the police department is looking for some guidance as he was contacted due to kids riding their skateboards in the school parking lot until 10:30-11:00 p.m.

VII. OTHER

Board members questioned whether or not they had a policy that would address this issue, but thought there was none.

Board members agreed they should look at instituting a policy whereas the use of the school playground had a cutoff time.

Bruce Schmidt said he understands this years focus is on Math however, he emphasized they don't want to loose their focus on Literacy as well. Bruce asked what the administration was doing to make sure they were not dropping their gains in Literacy.

Sue Blair told board members they were embracing and implementing Best Practices in each subject area.

Bruce requested they receive regular updates on how Literacy is continuing.

A motion was made by John Quinlan to adjourn the meeting. Bruce Schmidt seconded the motion. All board members voted in favor of the motion and the motion passed unanimously. The meeting adjourned at 7:50 p.m. (4-0-0)

**VIII. REVIEW OF
MEETING/ADJOURN**