

1 Mont Vernon School Board

2 Thursday, October 10, 2019

3 Meeting Minutes- Approved 11 07 19

4 Attendees:

5 Administrative Team: Adam Steel-Superintendent, Christine Landwehrle- Assistant
6 Superintendent, John Schuttinger-Principal MVVS, and Michele Croteau- SAU #39 Business
7 Administrator.

8 Mont Vernon School Board: Sarah Lawrence- Chair, Peter Eckhoff- Vice Chair, Jessica
9 Hinckley- Secretary, Thomas Driscoll and Stephen O'Keefe.

10 Board Minutes: Danae Marotta

11 Public: Peter King, Moderator MVSD

12 I. Call to Order

13 **Chair of the MVSB, Ms. Sarah Lawrence, called the meeting to order at 6:00PM.**

14 Ms. Hinckley then presented Principal Schuttinger a special gift from the students for his 5th
15 Anniversary at the MVVS.

16 II. Public Input I of II

17 No Public Comment

18 III. Superintendent's Report

19 Budget Committee Update

20 Mr. Peter King, Moderator of the MVSD, noted that they have a full budget committee.

21 The Board thanked Mr. King for all of his work.

22 Lighting Update

23 He then noted that they talked to an engineering firm and they said that there are several things
24 that happens when savings does not show up. First, schedule changes, second, old light fixtures
25 with new lighting and not much difference in wattage.

26 They dug a little deeper and reached out the company that installed the lights. First all of the
27 lights are working as they should. Second, they are using less electricity for a longer period of
28 time. The exterior lights, police had asked for them to be on longer.

29 Mr. O'Keefe mentioned that a previous Board Member had noticed that the lights were out after
30 a Town Meeting.

31 Mr. Steel remarked that additionally, the multipurpose room is being used more.

32 They have reprogrammed the classroom sensors down to 5 minutes from 10, and want to see
33 more bills come back.

34 Long story short, there is a combination is that there are old and new fixtures and they are not
35 done on it yet. The good thing is that the light fixtures are working as they should.

36 Mr. Driscoll asked when are the exterior lights going off.

37 Mr. Steel replied that it says that they are staying on all night.

38 Principal Schuttinger noted that the lights are coming on for 5:15AM for the morning they
39 usually shut them off around 11PM.

40 Mr. O Keefe asked about the type of lights.

41 Mr. Steel remarked that there could add occupancy sensors for outside. They are still working on
42 some things.

43 He then added that he will keep reporting back to the Board on this topic.

44 Math Update

45 They did NWEA testing this fall and have noticed areas of concern for two grade levels. It
46 showed poor growth scores in math and it is significant enough in that they have intervened.
47 Principal Schuttinger has created a comprehensive plan for what they will do for the rest of the
48 year. Given the small size of the school, he would prefer the grade levels to be ambiguous. There
49 will be extra math instruction this year and even some re-teaching of last year's work.

50 He wants the Board to be aware that they have caught it and will be happy to share the plan.

51 Ms. Lawrence asked about additional support for the staff.

52 Mr. Steel replied, yes.

53 He then commended SAU # 39 Business Administrator, Ms. Michele Croteau, for excelling in
54 getting up to speed with the budget process.

55 The Board thanked Superintendent Steel.

56 IV. Principal's Report

57 Principal Schuttinger thanked Mr. Michael Jolin, Mr. Timothy Camitta, and Mr. Wasson for their
58 time and efforts in completing their Gaga Pit project. They now have a completed structure for
59 the students to use on our playground thanks to the fundraising efforts of alum, Nicholas
60 Wyman.

61 He then asked the Board if there were any questions.

62 Mr. O'Keefe asked about bus dismissal.

63 Principal Schuttinger replied that it is going well and they revamped the process. What is
64 happening now is that the walkers are being called down just after the pick-up students. As
65 busses are being called down they have already dismissed walkers and it is more efficient.

66 Mr. O'Keefe asked if there was an increase in walkers.

67 Principal Schuttinger replied, no, numbers have stayed steady and pick up is still pretty heavily
68 loaded.

69 Mr. O'Keefe asked for an update on the transition of the 6th to 7th graders. It is important to him
70 as a parent and Board Member.

71 Mr. Steel replied that he will ask Dr. Bethany Bernasconi, Principal of AMS, to do that.

72 Mr. Eckhoff asked about the shuttle bus participation

73 Principal Schuttinger responded that ridership bumped up for a bit (10 or 12) but then went back
74 down (5 or 6).

75 Mr. Eckhoff asked how long do they commit to it and what are the related costs.

76 Superintendent Steel explained that it is about \$10,000 for the year and he believes that it is
77 coming out of the Middle School and High School Budgets. It is for the transportation of MV
78 and Souhegan students and comes back through the tuition and Cooperative budgets.

79 Ms. Lawrence then added that her son had a good experience at Ecology Camp.

80 V. Committee Updates

81 Ms. Hinckley noted that they discussed Superintendent Steel's review at the Policy Committee
82 meeting.

83 Ms. Lawrence mentioned that the Reconfiguration Subcommittee had another great meeting
84 today (today was the last meeting). She has uploaded the proposal to the Trello Board and will
85 be presenting their findings and recommendation to the SAU Board, next Tuesday, October 22nd.

86 VI. Consent Agenda

87 **Mr. Driscoll motioned to approve the Consent Agenda Item 1. Draft Minutes September 12th**
88 **2019. Ms. Hinckley seconded the motion. The vote was unanimous, motion passed.**

89 VII. FY 21 Budget

90 SAU #39 Business Administrator, Ms. Michele Croteau, remarked that there is a printed
91 document of the budget.

92 Mr. King asked if she can email that to him so he can forward it to the Budget Committee.

93 Ms. Croteau then noted that this is the first draft and the work begins here.

94 In looking at the Executive Summary, FY'21 Default is a 3.34% increase \$172,507, from FY 20.
95 The FY'21 Proposed is a 3.81% increase, \$196,577, over FY' 20. The difference between the
96 default and the proposed is \$24,070.

97 She noted that it this is excluding any special warrant articles.

98 The next slide is a graph showing that the FY 21 Default of \$5,333,064 and the proposed of \$5,
99 357, 134 with the total increase of 3.81%.

100 The Appropriation Comparison shows the budget with the special warrant article.

101 In terms of the default calculation, you start with the current year's budget, there is a formula
102 from the State and it seems that each year it becomes more refined and defined. You then justify
103 changes, such as an increase in special education (\$168, 228), Tuition is going down (-\$61,000),
104 CBA Wages and Benefits (\$74, 460), Transportation (-\$12,058) and everything else (\$2,877) for
105 a total of \$172, 507.

106 Mr. Steel noted that health insurance came back as 2.8%.

107 Mr. Driscoll asked about the tuition offset of the couple of ASD Kindergarten students here.

108 Discussion ensued.

109 Ms. Croteau noted that she will look into it and get back to the Board.

110 Mr. Steel remarked that they could go back to Amherst as well.

111 She then reviewed that the Proposed Budget Calculation starting with the default.

112 She then reviewed the visual representation with the largest being in salaries. She did break out
113 food service and grants and that they are in different funds.

114 For the projected staffing levels, they will keep the same staffing that they have this year.

115 Ms. Croteau reviewed the Certified Staffing.

116 Mr. Driscoll asked if that affects the default budget.

117 Ms. Croteau replied, yes.

118 Mr. Driscoll then asked about the 0.8 PE position.

119 Mr. Steel mentioned that the 0.2 would be in the proposed not the default. They had increased it
120 from a 0.6 to a 0.8.

121 She then reviewed the non-certified staffing and the Roof Replacement Plan

122 She then noted that there were some items for Board discussion and did not want them to fall off
123 the radar. These include the retaining wall by the basketball court \$20,000, repairs to the building
124 (\$5,000), repairs to the bathrooms across from the Library (\$25,000), Server Replacement-
125 enterprise portion (\$1,900), Server Replacement, domain controller/filer server for MVVS local
126 (\$7,000) and Firewall (\$2,300).

- 127 Superintendent Steel noted that they have continued with the past practice of having these things
128 listed separately.
- 129 Mr. Driscoll noted that there is a lot of rot by the kitchen door.
- 130 Principal Schuttinger mentioned that he and Buildings and Grounds Director, Mr. John
131 Robichaud, have gone through and made a list. He will bring it to the next meeting.
- 132 Mr. Driscoll noted with excess funds they might be able to complete some projects.
- 133 Ms. Croteau then discussed the SAU #39 Budget is still being developed, health insurance is
134 listed as a 10% increase and dental did go up slightly. The Bus Transportation contract expires in
135 June of 2020 and they need to have a discussion regarding the special warrant article.
- 136 Mr. Steel remarked that he has a meeting with them tomorrow.
- 137 Mr. Driscoll asked when does the AMS Tuition Agreement expire.
- 138 Superintendent Steel replied, this budget year, it goes through June 30th 2021. Negotiations
139 should take place before the budget season next year.
- 140 Mr. Driscoll asked if they were going to use Google Docs.
- 141 Mr. Steel replied, yes.
- 142 Ms. Lawrence asked the Board for questions.
- 143 Mr. O’Keefe asked about keeping a level budget or with adding in other positions was it left out
144 intentionally.
- 145 Mr. Steel noted that they felt like it was more discussion for the Board.
- 146 Mr. O’Keefe asked if he thought there was a need from an instructional standpoint for making
147 those positions greater.
- 148 Mr. Steel replied that he would put world language first and music second. He then gave the
149 reasoning.
- 150 Mr. O’Keefe added that they have had great support from the community last year. They are
151 finally up to two teachers per grade. There are a lot of houses going up and they will soon have
152 to look at staffing and space.
- 153 Mr. Steel remarked that regarding the State Budget this year, the MVSD will be receiving an
154 extra \$330,000 in State Revenue. This is additional revenue that will go to offset the tax rate.
- 155 Ms. Croteau mentioned that it would show up on the revenue side.
- 156 Mr. Driscoll added that they need to find a creative way for a band experience that they could
157 continue in the middle school.
- 158 Mr. Schuttinger noted that Band and Chorus will be back.

159 Mr. Driscoll asked if the person doing band is the current music teacher.

160 Principal Schuttinger replied, yes.

161 Ms. Lawrence added that she would love to see a full time language position, however, they are
162 waiting to hear more back from Spanish Teacher, Ms. Danielle Guarrera.

163 Mr. King remarked that there is money available for bus companies. One is for the Diesel
164 Emissions Reduction Act (DERA) and the other is for electric school busses. The difficulty is
165 that most schools contract with bus companies. He then asked Superintendent Steel to look into it
166 since he has a meeting with the Bus Company tomorrow.

167 Ms. Lawrence asked for other questions or comments on the budget.

168 There were no further comments and the Board thanked Ms. Croteau.

169 VIII. Board Goals Update

170 Principal Schuttinger reviewed the objective of: Providing quality physical activity programming
171 for students after school beginning October 2019.

172 He then remarked that they continue to meet each week. Mr. Buckholz has created three surveys
173 for students, met with Ms. Heather Kennedy of MV Recreation Dept. and reached out to Mr. Dan
174 Wyborney, Athletic Director of SHS. Surveys will be completed by students in the second week
175 of October. Surveys will be completed by students in the second week of October.

176 He then reviewed a sample of the set days, meeting times and age/grade level distinction for after
177 school meeting days. (e.g. Monday = K-2, Wednesday = 3 & 4, Thursday = 5 & 6)

178 He then reviewed the objective of: Grades 3-6 will achieve 60% proficiency on the NHSAS 2020

179 He explained that grade level meetings have been established and began the week of September
180 30. During these meetings they have been reviewing the beginning NWEA Data and NHSAS
181 scores from last year. They have not created OKR's for all grade levels in the first meeting.

182 Additionally, goal setting documents were not used for the fall assessment. They will be using
183 them for the subsequent NWEA assessments this year.

184 Ms. Charline Brown has begun her work in the classrooms. She has also presented twice to
185 classroom teachers for the year, once during the September Late Start and once at the October
186 Staff Meeting on math instructional methods she learned at O-Gap training this past summer.
187 These trainings will continue through the year.

188 He then reviewed the objective of: Design a Multi-Tiered System of Support(MTSS) that meets
189 the needs of all learners by January 2020.

190 Grade level meeting days and times were established and began the week of September 30th.
191 Teacher concerns have been shared and next steps are being discussed. The MVVS RTI process
192 is being reviewed at a meeting on October 3rd with Ms. Meg Beauchamp, Mr. Kurt Gergler

193 (School Psychologist), Ms. Valerie Robinson, Ms. Charline Brown, Ms. Maggie Holm, Ms. Lori
194 Meader, and himself.

195 Ms. Brown has begun sharing her training from O-Gap PD she received this summer along with
196 two other staff. These will continue at staff meetings through the school year. Case Managers
197 have begun using Do the Math with students who have identified gaps in their math
198 understanding. Training for this program was delivered to staff during the summer MVEA PD
199 Day in June.

200 Principal Schuttinger then reviewed the objective of: Move all staff using Empower to a level of
201 proficiency by December 2019.

202 The handbook review will be shared with staff during an October Staff meeting. A channel on
203 SLACK was established this summer to keep administration and 'leads' with easy access to the
204 group for support or information when using Empower. Assistant Superintendent Landwehrle
205 also had a pilot session with Empower and it was very positive.

206 Ms. Landwehrle discussed that it was very successful. She added that they ran into a few tech
207 glitches abut have been fixed already. They will be sending out a survey for feedback at the end
208 of the week. They found that a concern, for accountability from parents, that does not produce
209 anxiety in children. That was pretty strong feedback and it was more in the messaging and
210 working with their child. Those are the things that they are working on right now.

211 Mr. O'Keefe asked for clarification on the roll out to students.

212 Ms. Landwehrle replied that it is for 5th grade students and up.

213 Ms. Landwehrle noted that teachers are printing their own progress reports. There is a high level
214 of support that is provided now.

215 Mr. Schuttinger remarked that there is a lot of things that they will be front loading.

216 Ms. Landwehrle noted that they do have a teacher report that only admin can run, and can reach
217 out to help that person.

218 Mr. O'Keefe gave his support for helping the teachers.

219 Ms. Landwehrle added that Team Time is so critical and they are constantly supporting teachers.

220 Mr. Eckhoff asked about support for parents, how to get into Empower.

221 Principal Schuttinger noted that there was a guiding document from AMS and they will have that
222 too.

223 Ms. Hinckley asked about other parent supports.

224 Ms. Landwehrle noted that Ms. Galen Tremblay, Data Coordinator at the SAU, will be able to
225 help and maybe the PTA would be a great support as well.

226 The Board thanked Principal Schuttinger.

- 227 IX. Policies First Reading- (From SAU 09 19 19 Meeting)
- 228 Ms. Lawrence noted that this is open for discussion.
- 229 Mr. Driscoll noted that they do not need the policy about students driving.
- 230 Ms. Lawrence asked what about a high school student that comes up for volunteering.
- 231 Superintendent Steel remarked that legally would not apply.
- 232 The Board noted that that they will be removing Policy JIHB. They did review it and it does not
- 233 apply.
- 234 Ms. Landwehrle noted that they can note that in the Trello Board and Amherst might make the
- 235 same decision.
- 236 **Mr. O’Keefe motioned to accept the policies BBAB/BDB, BDC, BDD, BEDA, BEDB, BGA,**
- 237 **BGC, DKC, GBEC/ADB, JI, JICD, JICDD, JICH, and JICK as stated. Mr. Eckhoff**
- 238 **seconded the motion. The vote was unanimous, motion passed.**
- 239 X. Public Comment II of II
- 240 No Public Input
- 241 XI. Non- Public Session
- 242 None
- 243 XII. Meeting Adjourned
- 244 Mr. Driscoll asked for a non-public session with Ms. Meg Beauchamp, Director of Student
- 245 Services, to look at the special education budget. It would be helpful to review their minutes as
- 246 well.
- 247 Mr. O’Keefe then reminded the Board that there is an important SAU meeting coming up on
- 248 Tuesday, October 22nd. He encouraged the Board Members to attend.
- 249 **Ms. Hinckley motioned to adjourn the meeting at 7:17PM. Mr. O’Keefe seconded the**
- 250 **motion. The vote was unanimous, motion passed.**