

1 Mont Vernon School Board

2 Thursday, November 7th, 2019

3 Meeting Minutes- Approved 12 12 19

4 Attendees:

5 Administrative Team: Adam Steel-Superintendent, Christine Landwehrle- Assistant
6 Superintendent, John Schuttinger-Principal MVVS, Michele Croteau- SAU #39 Business
7 Administrator, Meg Beauchamp- Director of Student Services, and John Robichaud - Director of
8 Facilities.

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

11 Board Minutes: Danae A. Marotta

12 Public: Kim Roberge- MVVS Budget Committee Member and Carl Edin, EMC.

13 I. Call to Order

14 **Chair of the MVSB, Ms. Sarah Lawrence called the meeting to order at 6:01PM**

15 II. Public Input I of II

16 Ms. Kim Roberge, MVVS Budget Committee Member remarked that she is here for the FY' 21
17 Budget discussion.

18 III. Superintendent's Report

19 Superintendent, Mr. Adam Steel, remarked that Director of Facilities, Mr. John Robichaud, will
20 be giving an update on lighting and electricity usage and Principal Schuttinger will be discussing
21 Halloween festivities with the Ethics Forum. He does not have anything of note.

22 IV. Principals Reports

23 Principal of the MVVS, Mr. John Schuttinger, thanked MVVS Music Teacher, Ms. Julie
24 Sullivan, and the students and staff for another successful Grandparent's Day event. The October
25 11th event was a big hit once again for all in attendance. The children sang a selection of songs
26 and then invited all guests to join them in their classrooms immediately following the
27 performance portion of the day.

28 The MVPTA took on a new event this year with a special Halloween celebration on October 31st.
29 This event followed the half-day of school for Parent/Teacher Conferences. The PTA had over
30 20 volunteers and nearly 100 students sign up to attend the afternoon event. They are very
31 thankful to have such a responsive and dedicated PTA.

32 Principal Schuttinger thanked the Souhegan HS Ethics Forum for another great event this year.
33 The Ethics Forum joined them for the morning on October 31st for their annual visit. This

34 included a performance, spending time with their students and giving each student a hand-
35 painted pumpkin. SHS also donated a tree to mark the 10th Anniversary of coming to MVVS.

36 Ms. Lawrence asked about the day off after Halloween.

37 Principal Schuttinger replied that no one had shared anything negative. On November 1st, the
38 MVVS Staff had their Professional Development Day usually occurring at the close of the school
39 year. The focus for the day was Empower work, Data Digs by grade level teams and Literacy
40 work for K-2 staff. It was a lot of diverse work and a great day overall.

41 Ms. Lawrence asked the Board for further questions or comments.

42 The Board had no further questions or comments and thanked Principal Schuttinger.

43 V. Committee Updates

44 Mr. O'Keefe commented that he has reached out to the Town Budget Committee and they have
45 not started meeting yet. He was added to their email list and will be able to update the Board
46 once he has more information.

47 Mr. Driscoll noted that they have organized the first Budget Committee meeting and they are
48 meeting again December 3rd, tentatively. Committee members are here to listen in tonight. They
49 will have a Non-Public Session regarding the Special Ed Budget and he is not sure how much
50 they can share in public.

51 Ms. Lawrence added that the Policy Committee had met yesterday (11/06/19) and they will be
52 seeing more policies coming through the SAU.

53 Ms. Lawrence asked if there was any further questions or comments.

54 The Board had no further questions or comments

55 VI. Consent Agenda

56 Mr. O'Keefe asked if they were going to review the NWEA Results.

57 Ms. Lawrence remarked, yes, they can certainly discuss the results.

58 Mr. Driscoll commented that he feels like it should have been a separate agenda item.

59 Ms. Lawrence agreed.

60 Ms. Landwehrle replied, that she will be happy to speak to the results. She explained that these
61 are the Fall NWEA results, and provides another snapshot. It feels like they have already
62 reviewed this information in a sense. Looking at Reading, the Kindergarten percentile, that is a
63 baseline of where they are. They often have very strong Kindergarten scores in the 90%
64 percentiles.

65 Mr. Driscoll asked if that is consistent with prior years.

66 Ms. Landwehrle replied, yes, they are usually in the 60-70% and then end in the 90% percentile.

67 In looking at the percentiles, other than K, they are all within the 88th and 90th percentiles. That is
68 the top chart. The graph is showing the growth.

69 Every grade level, except for 5th grade, has met or exceeded their growth projections. These
70 were consistent results with C/W and they are in the they are looking at the resources for
71 instruction in the 4th grade. They are looking for more continuity between the 3rd and 5th grades.
72 That is big for them to look at.

73 Mr. O'Keefe asked if this is a cohort issue or curriculum/resources issue.

74 Ms. Landwehrle replied that she believes that it is both. The materials support whole group
75 instruction and some students may not be working on grade level. They are looking on how to
76 modify those resources.

77 With Math, you can see really strong growth in the lower grades. She then explained that they
78 are they are focusing on the 2nd grade so that they can transfer and apply when they get to the 3rd
79 grade.

80 They are concerned with the 5th grade math and the results this year have confirmed that. A good
81 portion of this is the cohort and they are looking at supports to help the students. They are also
82 looking at using grant funds for at a fun after skill activity that revolves around math. They are in
83 the brainstorming stages at this point.

84 Mr. O' Keefe asked about the Title IV funds.

85 Ms. Landwehrle replied they also have REAP Funds, they got a huge allocation, \$17K to use
86 within 26 months. They were thinking of using the REAP funding and then use the Title IV
87 funding for some of the same programming.

88 Mr. O'Keefe asked if they can bring in someone on a temporary basis and where could they have
89 solved this issue. He emphasized that it is something that they need to address

90 Ms. Landwehrle responded that it is challenging to find quality staff for that that limited amount
91 of time. They were thinking of a before or after school program might be beneficial, with a
92 stipend position. She added that they did have a few new students in the 4th grade and changed
93 the makeup of the cohort.

94 Mr. O'Keefe respectfully disagreed, with 18% it is not a cohort issue.

95 Ms. Landwehrle added that they have found a way to give extra support in the morning for the
96 students with the most need. The entire group does need additional support. They do not want
97 this to get too far down the road, and do not want to pull them from the specials that they really
98 love and excel in.

99 Mr. O'Keefe asked about the benchmark.

100 Ms. Landwehrle replied Winter NWEA will be really critical to see how they are doing.
101 Additionally, MVVS 5th Grade Teacher, Ms. Sarah Millas is very experienced in 5th Grade Math.

102 They are looking at everything they can to make sure that the students have the growth that they
103 need.

104 Mr. O’Keefe asked for Principal Schuttinger to stay on top of this and check in with Ms. Millas.
105 He is thinking that it is a multi-layer issue.

106 Ms. Landwehrle added that they are also looking at Empower and they can see every single
107 student and that is an important piece.

108 Ms. Lawrence asked if Principal Schuttinger is looking at Empower data part of the evaluations.

109 Principal Schuttinger replied that it is not the only thing that he is looking at but is something
110 that he is reviewing.

111 Ms. Roberge asked if they were being taught in one single group or two groups.

112 Ms. Landwehrle replied, they are being broken out in two groups.

113 Ms. Roberge asked when will the Winter NWEA scores come out.

114 Ms. Landwehrle replied, they test the last week in January and first week in February.

115 Ms. Roberge added that there is not that much time and from a teaching and growth standpoint.

116 Ms. Lawrence asked for other Board questions or comments.

117 Ms. Lawrence suggested that NWEA scores should not be placed in the Consent Agenda.

118 Mr. Driscoll agreed with Ms. Lawrence.

119 Ms. Lawrence commented that the consent agenda should be regular business items.

120 **Mr. O’Keefe motioned to approve the items in the Consent Agenda 1. Draft Minutes**
121 **October 10th 2019 2. July 2019 Treasurer’s Report and 3. NWEA Fall 2019 Summary. Ms.**
122 **Hinckley seconded the motion. The vote was unanimous, motion passed.**

123 VII. Update on Lighting and Electricity Usage

124 Mr. John Robichaud, Director of Facilities for SAU #39, remarked that he met with Mr. Carl
125 Edin from EMC and Mark Toussaint from Eversource, and they both pledged to figure this out.

126 Mr. Robichaud explained that they did change occupancy settings and are trending in the right
127 direction. He then introduced Mr. Carl Edin from EMC.

128 Mr. Edin then discussed that they did the installation late November to December of last year.
129 They projected 5,000 kWh saved per month or 60,000 kWh for the year. As soon as they heard
130 that the MVVS is not seeing the savings they put in data loggers, to track occupancy and lights
131 for three weeks, and did not see anything out of the norm. Everything came out really well.

132 They did note that the gym had higher usage since 2018, and there are more events. The exterior
133 lighting had higher run hours after the audit. They also asked about other equipment but nothing
134 that stood out. They tried to be proactive, and brought the minimum setting to 5 min. They also

135 sensed the hallways. They are as proactive as they can but the good thing is that they are
136 seeing a reduction.

137 He added that in Sept/Oct 2018 to the prior years, their bill had gone up quite a bit. They do not
138 know why. They have seen two solid months of savings. They do everything they can to see
139 those savings.

140 Mr. O’Keefe commented that he has had teachers that told him that the sensors shut off too
141 quickly.

142 Mr. Edin noted that they can come back in and adjust the settings and they were trying to get
143 ahead of the curve. They were anticipating 5,000 kWh and last month had seen 6,520 kWh.
144 There may be trouble cases and will treat it on a case by case basis.

145 Mr. Robichaud noted that they can adjust where the sensors are also.

146 Mr. Edin remarked that going with a “wide view” gives them a broader view of a room.

147 Ms. Jan Mattie added that she had tried using an oscillating fan.

148 Mr. O’Keefe asked about the kWh savings.

149 Mr. Edin added that since July they have seen that consistent 20% reduction and it might not be
150 the same every month. They will not walk away from this, and want to get it right. They will
151 continue to support the MVVS.

152 Mr. O’Keefe asked about the recent power outage.

153 Mr. Robichaud explained that the generator has to be manually started and there are two
154 switches. To make sure that it doesn’t happen again he has made a laminated sign.

155 Mr. O’Keefe added that they spent a lot of money on the infrastructure to use it and want to be
156 able to. He then added that everyone should be trained on how to turn it on.

157 Principal Schuttinger noted that the power was out for about 55 minutes and the students went to
158 lunch/recess early.

159 The Board thanked Mr. Robichaud and Mr. Edin.

160 VIII. Policy First Reading- From 10/22/19 SAU Meeting

161 Ms. Lawrence added that they have a first reading of Policy BEDG- Minutes.

162 She then asked the Board for any questions.

163 There were no further questions or comments.

164 IX. FY’ 21 Budget

165 Ms. Croteau noted that there are some changes in email addresses and they might have to request
166 access. She is happy to go through and respond to questions as they come in.

167 They have received the GMR (Guaranteed Maximum Rate) for health insurance and that is 2.8%.
168 She has put in a sheet in the document and is named “Proposed Changes after the 10 10 19
169 Presentation”. She then explained that there is a decrease of Health Insurance of \$22K, and
170 Dental increase of under \$1K, and then an IDEA position that is a reduction from the general
171 fund.

172 Mr. Driscoll asked for clarification on the IDEA position.

173 Ms. Croteau explained that this position was budgeted under the general fund and can be
174 supported by a grant, providing that they do have the grant funding. There is no tax impact but it
175 is in the budget.

176 Mr. Driscoll asked which of the special education teaching positions.

177 Director of Student Services, Ms. Meg Beauchamp, replied, one of the three positions.

178 Ms. Croteau added that all of these items will be listed in that new sheet.

179 Mr. Driscoll asked about the budget timeline, tonight they will do a deeper dive on the Special
180 Education Budget.

181 Ms. Croteau replied that the original timeline was to adopt the budget by Thursday, Dec 12th.

182 Mr. Driscoll then noted that there is a separate sheet called “Answers to Questions”.

183 Ms. Roberge asked if the Board is going through the budget tonight line by line tonight or is the
184 intent to go through the entire budget, on the 12th, line by line and then adopt it.

185 Ms. Lawrence replied that they will go through it on their own, asking questions and then discuss
186 on the 12th.

187 Ms. Roberge remarked that they have marked things on a percentage basis. She added that there
188 are discrepancies and no explanations for some items. There are also drops on the middle school
189 bus transportation. She is looking for supporting documentation and has gone through all of the
190 tabs. She added that Mr. Driscoll had printed it out for them.

191 Ms. Croteau replied that she is happy to meet with Ms. Roberge. What is in the Google Docs is
192 the live document.

193 Mr. Driscoll asked for clarification on Google Docs.

194 Mr. Steel remarked that that they also need to sync up with Ms. Croteau at the next Budget
195 Committee meeting.

196 Ms. Croteau then encouraged her to use the form for questions.

197 Ms. Roberge mentioned that she is also looking for the Board to weigh in and is looking for
198 supporting documentation for the changes.

199 Mr. Driscoll commented that he will review the budget again.

- 200 Ms. Croteau replied that if there were any budget transfers from the adopted budget the account
201 that is here is the adopted budget. She then commented that she will be happy to meet with
202 people or have conference calls, anything that works best.
- 203 Ms. Roberge remarked that she has a lot of things highlighted here. She is hoping that someone
204 will give greater detail.
- 205 Ms. Croteau added that she can add additional notes.
- 206 Mr. Driscoll noted that there were additional buckets created.
- 207 Ms. Landwehrle added that they had Mentors and Curriculum Coordinators in one line and have
208 since changed that.
- 209 Mr. Driscoll added that the bottom line is that they need to put their questions in the Google Doc.
- 210 Ms. Landwehrle noted that she will be happy to write her responses in there as well.
- 211 Mr. O’Keefe asked Ms. Roberge how many line items does she have questions on.
- 212 Ms. Roberge replied a lot, she then commented on the columns.
- 213 Ms. Croteau noted that she has changed the Account Analysis tab.
- 214 Discussion ensued.
- 215 Ms. Roberge asked if the Board will make the Budget discussion, at their December meeting, for
216 a certain time so they know when to be present.
- 217 Ms. Lawrence replied, yes.
- 218 Mr. Steel noted that it can be a Budget workshop meeting.
- 219 Ms. Lawrence asked for further questions and thanked the members of the budget committee for
220 their attendance.
- 221 Mr. Driscoll commented that the Special Ed Budget was up very high. He asked if there was a
222 way to explain that without going in to Non-Public Session.
- 223 Ms. Beauchamp noted that \$66K is Paraprofessional support out of district, to AMS.
- 224 Superintendent Steel remarked there are times that where students go out of district, it could be
225 \$200K or \$500k for one student with transportation. The Amherst Middle School has special
226 programs and MV is able to access them and then often they require additional supports. It is still
227 very cost effective. Over the last 3 years, SAU #39 has saved approx. \$6.1M.
- 228 Ms. Beauchamp added with Local Education Agencies, Amherst falls into that categories.
- 229 Ms. Roberge asked about the cost for Special Ed Substitutes.
- 230 Superintendent Steel replied that he believes that it was carried forward.
- 231 Ms. Lawrence asked for further discussion.

232 The Board had no further comments or questions.

233 X. Public Input II of II

234 No Public Comment

235 XI. Non-Public Session

236 **Mr. O'Keefe motioned to enter into Non-Public Session RSA 91 A:3 II (Special Education**
237 **Budget) at 7:28 PM. Mr. Driscoll seconded the motion. The vote was unanimous, motion**
238 **passed.**

239 Ms. Lawrence called a Roll Call: Roll call, Driscoll- Yes, O'Keefe -Yes, Hinckley- Yes, and
240 Lawrence- Yes

241 Also present: Mr. John Schuttinger, Ms. Meg Beauchamp, Mr. Adam Steel and Michelle Croteau

242 The Special Education budget was discussed.

243 **Mr. O'Keefe motioned to exit Non-Public Session at 8:11PM. Mr. Driscoll seconded the**
244 **motion. The vote was unanimous, motion passed.**

245 Ms. Lawrence called a Roll Call to exit: Driscoll- Yes, O'Keefe- Yes, Hinckley- Yes, Lawrence
246 Yes

247 The Board had no further business to discuss.

248 XII. Meeting Adjourned

249 **Mr. O'Keefe motioned to adjourn the meeting at 8:12 PM. Mr. Driscoll seconded the**
250 **motion. The vote was unanimous, motion passed.**

251