

1 Mont Vernon School Board

2 Thursday, December 12<sup>th</sup>, 2019

3 Meeting Minutes- Approved 01 09 2020

4 Attendees:

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

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

9 Board Minutes: Danae A. Marotta

10 Public: Kim Roberge, MVSD AFC and Nicole Donnell, MV PTA President, 79 Old Milford  
11 Road

12 I. Call to Order

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

14 II. Public Comment I of II

15 Ms. Kim Roberge, MV AFC Member mentioned that she is here to listen to the budget  
16 discussion later on.

17 She then asked if the Board would be interested in a collaboration or engagement. The Selectman  
18 have newly hired a construction company to renovate the Town Hall/Meeting House. There is  
19 such history in it and Mr. Tim Barry is very involved as well. She then suggested that they get  
20 the kids involved but it might take some time.

21 Ms. Lawrence added that they will certainly think about it.

22 Principal of the MVVS, Mr. John Schuttinger, asked when will they start the project.

23 Ms. Roberge noted that they do not have actual dates just yet but it will be soon.

24 Ms. Nicole Donnell, MVVS PTA President then gave her support for the Board.

25 The Board thanked Ms. Roberge and Ms. Donnell.

26 III. Superintendent's Report

27 Joint Facilities Meeting Update

28 Assistant Superintendent, Ms. Christine Landwehrle, added that a week ago they had a Joint  
29 Facilities Meeting with the ASB, SCSB, Amherst Selectmen, SAFC, and the ASD Ways and  
30 Means Committee. Amherst is needing some facilities work and Souhegan is needing updates in  
31 with their Science Labs.

32 At that meeting, Superintendent Steel used the MVVS as a model. The MVSB had followed a  
33 capital maintenance plan and were great about that.

34 Mr. O'Keefe suggested that they make announcements at AMS about the MV Shuttle Bus.

35 Principal of the MVVS, Mr. John Schuttinger mentioned that he got all of the emails for the  
36 students that live in MV and will send them a reminder about the Shuttle Bus tomorrow. He then  
37 added that he also wants to send out a short survey.

38 Mr. O'Keefe added that he was talking to a parent at the tree lighting and they did not even know  
39 that it existed.

40 The Board thanked Ms. Landwehrle.

41 IV. Principal's Reports

42 Principal Schuttinger added that they are up to 202 for enrollment.

43 He then thanked Ms. Charline Brown for her work creating and executing a STEAM challenge  
44 for all students. On Tuesday, November 12<sup>th</sup> following their All School Meeting, Ms. Brown  
45 shared a STEAM challenge and organized students within the new 'house system' to work in  
46 grade bands (K-2, 3-4, 5-6) across the school. All students and Staff took part in the activity and  
47 enjoyed the process. They are looking forward to more house challenges this year.

48 He then thanked Ms. Sharon Colburn and Ms. Dawn Mallows for inviting their Kindergarten  
49 families to lunch in November. They look forward to having each grade level enjoy a special  
50 lunch with their family every month as they continue their year.

51 He also thanked Ms. Dawn Garneau for organizing and executing their Veteran's Day assembly.  
52 This year they had a greater attendance of Veteran's and families join them for the morning  
53 presentation.

54 He then asked for questions.

55 Mr. O'Keefe asked about the next exam for students.

56 Ms. Landwehrle replied that NWEA testing is in the last week of January. They have used a lot  
57 of the OGAP training and that has made a huge difference. She would be surprised if there is not  
58 a significant amount of growth. They can update in February but it will be preliminary.

59 Mr. O'Keefe asked about the 5<sup>th</sup> grade and 4<sup>th</sup> grade as well.

60 Principal Schuttinger replied, yes. He then shared the observations to date. He added that there is  
61 some really great stuff.

62 Ms. Lawrence asked if is getting better feedback from the teachers.

63 Principal Schuttinger added that he has realized that formal observations have to happen before  
64 the holidays.

65 Mr. O'Keefe asked about the PE.

- 66 Principal Schuttinger noted that they have sent out a survey and that has worked really well.
- 67 Mr. Driscoll asked what are the kids doing.
- 68 Principal Schuttinger added that 3, 4 and 5 and 6 are doing flag football. With the Kindergarten  
69 students they are doing the climbing wall from 3:30- 5 M/W and F.
- 70 Mr. O’Keefe asked about a grant.
- 71 Ms. Landwehrle added that she is not sure that a Title IV will cover that. She will double check.
- 72 Principal Schuttinger noted that he has three activity proposals for the Board K-2 Activity,  
73 Coding Club and Comic Drawing Club.
- 74 Ms. Lawrence added that they could use high school students, drawing club and coding club. She  
75 then asked how many stipends do they have left.
- 76 Principal Schuttinger replied that they have 9 left.
- 77 Ms. Lawrence asked if it is a safety issue.
- 78 Mr. Schuttinger replied yes, because the students are young.
- 79 Mr. Driscoll gave his support noting that the idea is to get more and more kids engaged.
- 80 **Mr. O’Keefe motioned to accept the three activity proposals as presented and funding it**  
81 **with stipends. Mr. Driscoll seconded the motion. The vote was unanimous, motion passed.**
- 82 Principal Schuttinger then noted that he has included teachers sick time, PD and personal time.  
83 This is from the first day of school to the beginning of Thanksgiving break.
- 84 Ms. Lawrence asked about class with the teacher that had extended sick time.
- 85 Principal Schuttinger replied that the class is doing well.
- 86 Ms. Landwehrle explained that they are staying on top of it.
- 87 Ms. Lawrence added that there was an email from Mr. Brown regarding some concerns from the  
88 bus drivers.
- 89 Principal Schuttinger replied that he is meeting with Ms. Croteau and Butler Bus Company. He  
90 will keep the Board updated. He noted that he has spoken with the Chief and has not seen or  
91 heard of any other issues.
- 92 Mr. O’Keefe asked if there was a big increase in walkers.
- 93 Principal Schuttinger explained the process for walkers.
- 94 Ms. Lawrence asked if it would be too much to have an extra person at the gate.
- 95 Principal Schuttinger added that he can look at the schedule again.
- 96 Ms. Hinckley suggested that they add a sign as a reminder.

- 97 Principal Schuttinger remarked that it is the after crossing, there is snow and cars.
- 98 Ms. Hinckley asked if they can put No Parking signs.
- 99 Ms. Roberge added that they (the MV Town Selectmen) are also looking at removing the snow.  
100 The high amount impedes parking.
- 101 Ms. Lawrence asked Principal Schuttinger to CC her on the email with Butler Bus Company.  
102 He then noted that he will.
- 103 The Board thanked Principal Schuttinger.
- 104 V. Committee Updates
- 105 None at this time.
- 106 VI. Consent Agenda
- 107 **Mr. Tom Driscoll motioned to approve the Consent Agenda items 1. 11 07 19 Draft**  
108 **Minutes, 2. Budget Transfer 2020 002, 3. Unanticipated Revenue \$75 and 4. Policy BEDG**  
109 **from 11 07 19. Ms. Jessica Hinckley seconded the motion. The vote was unanimous, motion**  
110 **passed.**
- 111 VII. First Reading- JIH
- 112 Ms. Lawrence added that this was at the last SAU Meeting.
- 113 Mr. Driscoll asked if this was in place.
- 114 Ms. Landwehrle added that this was not in place.
- 115 Mr. Driscoll remarked that he knows that this is in the SHS Student Handbook. He then asked  
116 what takes precedence the Student Handbook or the Policy.
- 117 Ms. Landwehrle replied policy.
- 118 Ms. Roberge added that they have to sign Handbook as an acknowledgement.
- 119 Ms. Lawrence added that she was watching the ASB meeting and there were some questions  
120 about the first paragraph.
- 121 **Ms. Jessica Hinckley motioned to approve Policy JIH as presented. Mr. Driscoll seconded**  
122 **the motion. The vote was unanimous, motion passed.**
- 123 VIII. FY' 21 Budget Discussion
- 124 Ms. Croteau added that they are still working on nailing the Budget Committee date down. She  
125 added that they can also do a Zoom meeting and people can call in.
- 126 Discussion ensued about meeting dates/times.
- 127 Ms. Roberge asked about meeting on January 2<sup>nd</sup>.

- 128 Ms. Landwehrle added that the ASB has a meeting on that day to prep for their Public Hearing.
- 129 Mr. Driscoll commented that there are some questions that were not answered. He added that the  
130 detail in not in the Google Docs as it used to be.
- 131 Ms. Lawrence added that she thought that tonight's meeting was a Working Session.
- 132 Mr. Driscoll added that he has questions about the 0.8 PE position and if they can use him as a  
133 sub for streamlining purposes. He added that at 0.8 he is a full- time employee. He added that the  
134 gym teacher position was the one thing that came up.
- 135 Mr. O'Keefe remarked that at the middle school some of their afterschool programming is no  
136 cost. As long as it is manageable and he does not support a fee for the families.
- 137 Mr. Driscoll added that he agrees that they should not charge but some people might have an  
138 issue.
- 139 Ms. Lawrence noted that she is in support but believes that someone will bring it up.
- 140 Mr. Driscoll added that a lot of it depends on the success of it.
- 141 Ms. Lawrence added that she was thinking that tonight's meeting was going to be a working  
142 session.
- 143 Mr. Driscoll asked if the budget was finalized.
- 144 Ms. Croteau added that there are some questions that Principal Schuttinger was waiting on.
- 145 Principal Schuttinger added that some of that was taken care of from last year's surplus.
- 146 Ms. Lawrence noted that there is a tab for "Board Consideration" it is after sheet 44 and that is  
147 blank.
- 148 Ms. Croteau noted that she can put that in. The SAU budget went up a little bit.
- 149 Ms. Landwehrle added that the numbers were from a year ago and
- 150 Principal Schuttinger mentioned that there were some of the items that were already completed.
- 151 Ms. Landwehrle asked about replacing exterior metal doors is that \$4,000 per door.
- 152 Mr. Driscoll added that it is probably \$1,000 per door. He then added that he would like to see  
153 more detail about that.
- 154 Ms. Lawrence asked about the bathroom remodel.
- 155 Mr. Driscoll remarked that he would like to see more detail.
- 156 Ms. Croteau added that she misunderstood and thought that the projects were considered at year  
157 end.
- 158 Mr. Driscoll added that it is a mix. Last month, they did a deep dive and in past years they put  
159 stuff in.

- 160 Mr. Driscoll added that they are also transitioning in the Technology Department.
- 161 Ms. Landwehrle added that Mr. Alex Stone, just started and they would want that input from  
162 him. She is meeting with him on Monday.
- 163 Ms. Lawrence added that she would like to know if it is a priority. If they looked that the  
164 \$25,000 for the Bathrooms and the Retaining Wall by the Basketball Court that is a big amount.
- 165 Principal Schuttinger remarked that the Retaining Wall is decaying.
- 166 Mr. Driscoll asked about the using funds from the Trust.
- 167 Ms. Lawrence added that she can ask. She then asked if they have an estimate and if it was bid  
168 out.
- 169 Principal Schuttinger replied that he will look into it.
- 170 Ms. Lawrence asked for other questions.
- 171 Mr. Driscoll replied, no.
- 172 Ms. Landwehrle added that the answer regarding the curriculum is in line 12. She then explained  
173 with the Curriculum that it was more of a cleanup with and putting things in the right categories.  
174 She added that she put the question and answer in the worksheet.
- 175 Mr. Driscoll commented that in the past, the “Detailed Budget” tab (after sheet 44) was different.  
176 He added that they could then easily see the changes. He then noted that was part of the  
177 misalignment.
- 178 Discussion ensued.
- 179 Ms. Lawrence added that they cannot have a discussion on this now.
- 180 Ms. Croteau asked if any of the wage related costs, salaries, in last year’s sheet. The way the  
181 document is designed she is guessing that the account numbers didn’t even exist in this sheet last  
182 year. She then referenced line 417.
- 183 There is another document here that has a sort code and she is guessing that the salary accounts  
184 do not have a sort code attached to them at all. It lives in a personnel sheet.
- 185 Mr. Driscoll replied that answers some of the questions.
- 186 Ms. Landwehrle added that she is on line 800.82 she added that there are a bunch of items.
- 187 Mr. O’Keefe remarked that it is disappointing that they cannot talk about this tonight. He then  
188 asked how do they move forward.
- 189 Ms. Lawrence agreed. She then asked Mr. Driscoll if this has ever happened.
- 190 Mr. Driscoll added that they could certainly get the budget committee involved. They have not  
191 even gone through a deck and he thought that tonight they would be making the final  
192 adjustments.

- 193 Ms. Landwehrle reviewed some items that they had questions on.
- 194 Mr. Driscoll asked about having the detailed budget fixed. He then noted that staffing should  
195 reflect actual. They need to make sure that it is accurate.
- 196 Mr. O’Keefe suggested not having a budget meeting until this was all fixed.
- 197 Ms. Croteau mentioned that it will be fixed tonight.
- 198 Ms. Lawrence asked about the general day that the budget committee members are available.
- 199 Mr. Driscoll added that it is narrowed down due to everyone’s schedules.
- 200 Ms. Landwehrle mentioned that the Amherst Board Meeting is on the 2<sup>nd</sup> and they might be able  
201 to get creative. She will talk to Superintendent Steel and does not want to rush the Budget  
202 Committee.
- 203 Mr. Driscoll asked about the non-union salary pool in other districts.
- 204 Ms. Landwehrle replied that it is all unionized for support staff.
- 205 She added that Human Resources Director, Ms. Carrie James, can put together some information  
206 for the Board.
- 207 She then reviewed the list of action items.
- 208 • Detailed budget references that are missing and issues that need to be resolved
  - 209 • Need to review Nov. presentation for staffing to reflect what was budgeted not actuals.
  - 210 • Budget Committee meeting they need to plan a date with Abby as the highest prior
  - 211 • Speak with Superintendent Steel on a Working Session- possibly Jan 2<sup>nd</sup>.
  - 212 • Cost items for facilities and technology priority, Ms. Croteau will put it in the Google  
213 Docs.
  - 214 • Ms. James to get information for non-union increases with comparisons and cost of  
215 living.
- 216 Mr. Driscoll asked for the presentation to be sent out.
- 217 Ms. Croteau replied, yes, she will do that.
- 218 Ms. Landwehrle asked if there were any other questions.
- 219 The Board thanked Ms. Landwehrle and Ms. Croteau.
- 220 IX. Public Comment II of II
- 221 No Public Comment
- 222 X. Non-Public Session
- 223 None
- 224 XI. Meeting Adjourned

225 **Ms. Jessica Hinckley motioned to adjourn the meeting at 7:50 PM. Mr. Thomas Driscoll**  
226 **seconded the motion. The vote was unanimous, motion passed.**