

1 Mont Vernon Village School

2 Monday, August 19<sup>th</sup>, 2019

3 Meeting Minutes- Approved 09 12 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 Village School Board: Chair- Sarah Lawrence, Vice Chair- Peter Eckhoff, and  
9 Stephen O'Keefe.

10 Public: None

11 Board Minutes: Danae Marotta

12 I. Call to Order

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

14 II. Public Input

15 No Public Comment

16 III. Principal's Report

17 Principal of the MVVS, Mr. John Schuttinger, noted that enrollment is looking good and they are  
18 putting the finishing touches on the building. The MPR is the last room to be finished. There are  
19 some really exciting stuff and they are ready for the first day of school.

20 Mr. O'Keefe asked about the population count. He then noted that more people moved into town  
21 and asked about new enrollment.

22 Principal Schuttinger replied that there are some families that are looking at the school, although  
23 no Kindergarteners. The concern is that some of the new houses have not yet reported their  
24 students. Sometimes they have students that will enroll on the first day of school.

25 Superintendent Steel asked about Homeschool students.

26 Mr. O'Keefe replied that he knows of family of 5 that Homeschool each of their children.

27 Assistant Superintendent, Ms. Christine Landwehrle, added they have talked previously about  
28 reaching out to families.

29 Principal Schuttinger added that they have homeschool students will still access the MVVS for  
30 Art, Music and Spanish.

31 Mr. O'Keefe asked about including the homeschool students in population count from a taxpayer  
32 standpoint.

- 33 Principal Schuttinger remarked that he can add it in a separate section for students less than full-  
34 time.
- 35 Mr. O’Keefe mentioned that the roof shingles above the back entrance to gymnasium are in  
36 disrepair. He then asked if someone from the Maintenance Department could take a look at it.
- 37 Principal Schuttinger replied, yes, he will have someone take a look at them.
- 38 Mr. O’Keefe then asked if the plantings in the exterior of the parking lot could be shaped up  
39 before the first day of school.
- 40 Principal Schuttinger replied, yes, he will make sure that it is ready for the first day.
- 41 Mr. O’Keefe asked about the grant funding for the recent Robotics program.
- 42 Ms. Landwehrle explained that it was made possible through Title IV funding. They still have  
43 additional funds and are looking at doing a February Robotics/STEM camp. Camps have been  
44 popular for the week long breaks.
- 45 Mr. O’Keefe remarked that they did not give parents enough notice and they knew about the  
46 funding much sooner.
- 47 Ms. Lawrence asked how many kids applied.
- 48 Principal Schuttinger replied that they capped it at 16, because of materials and supplies. There  
49 were 16 more on a waiting list.
- 50 Ms. Landwehrle noted that teachers were really excited to get it in this summer despite some  
51 small challenges.
- 52 Ms. Lawrence asked if they can highlight that in their local media.
- 53 Principal Schuttinger replied, yes, they have already started.
- 54 Mr. Eckhoff asked if they can accommodate for more students or is it limited to 16.
- 55 Principal Schuttinger noted that with the robots they want to keep it small. They will have to wait  
56 to see.
- 57 Ms. Landwehrle explained that when kids are doing deep work that is hands on, they felt  
58 comfortable with keeping the class size smaller. They were excited about the interest and will be  
59 able to roll something out sooner.
- 60 Mr. Eckhoff asked about the PE Teacher search.
- 61 Principal Schuttinger responded that it is completed as of today.
- 62 Superintendent Steel remarked that later tonight you will hear about the nomination. He briefly  
63 reviewed that this person will be 0.6 for the MVVS (three days a week) and 1 day for Clark in  
64 Amherst. He is interested in being full time.
- 65 Discussion ensued about the PE Teacher’s availability.

66 He then asked for Board feedback.

67 Superintendent Steel remarked that a lot of kids are still doing outdoor activities in the Fall.

68 Mr. O’Keefe mentioned that in order to go from a 0.8 position to a 1.0 position, maybe they can  
69 potentially leverage the Town Rec. Dept. in a conversation to get that up to a full time position  
70 with some assistance to after school programming that is open to the public.

71 Principal Schuttinger discussed that there are two staff members, a teacher and a  
72 paraprofessional, that are ready to run an afterschool activities program. starting in October.  
73 There would be a maximum of 30 students between grades 1-5.

74 Mr. O’Keefe commented that he would like to get something in place as the Board has been  
75 talking about this for some time now. He then asked about staffing.

76 Superintendent Steel noted that he will amend that 0.6 PE Teacher to a 0.8 position in his  
77 nominations later on tonight.

78 Principal Schuttinger asked for Board questions.

79 Mr. O’Keefe asked if the Board can meet the new hires.

80 Principal Schuttinger replied that they will be at the next meeting.

81 Mr. O’Keefe asked about the Formal Observations for recent hires.

82 Principal Schuttinger explained that there are 12 that are new to the MVVS in the past two years.

83 Ms. Landwehrle then clarified that they can swap one formal observation for an informal  
84 observation.

85 Ms. Landwehrle noted that they are discussing changing the evaluation cycle from March to  
86 March SAU wide. A lot of districts have moved to that and it gives you a better perspective. She  
87 is meeting with Teacher Leader Effectiveness Committee on Friday to present some options.

88 Mr. O’Keefe asked about the allocation of grant funds for the Empower Lead.

89 Ms. Landwehrle replied that it is Title IV grant funding. Ms. Dawn Garneau applied and they did  
90 give her that stipend position. They did have one other person that was interested however they  
91 are new and did not feel quite ready. They did SAU Wide training for Empower Leads this  
92 summer.

93 Mr. O’Keefe asked about the Empower structure.

94 Ms. Landwehrle remarked that they have a pretty detailed plan and she will do a deeper dive on  
95 at the SAU Meeting. With K-4, there is not much use for Empower as they are so young. They  
96 are excited to roll out the student use in 5<sup>th</sup> and 6<sup>th</sup> grade right away in September. Principal  
97 Bernasconi, Principal of AMS, is rolling it out on Friday, September the 13th. Ms. Garneau will  
98 go to AMS to learn that roll out and then they will have that same roll out here at the MVVS.

99 With the parent roll out, they will dedicate some time during the Open House. They will offer  
100 parents training and then roll it out full scale around Parent Teacher Conference time. They still  
101 have a few details to work out but are excited.

102 Principal Schuttinger noted that Open House is Tuesday, September 17<sup>th</sup> 2019.

103 Ms. Lawrence mentioned that the School Board Schedule is not updated on the MV school  
104 website.

105 Mr. Eckhoff asked what do they do to welcome new students.

106 Principal Schuttinger replied that they have a New Student Lunch and the counselors connect  
107 them individually and as a group. They have a Scavenger Hunt, and other activities, the  
108 Kindergarten also has a Meet and Greet that is consistent.

#### 109 IV. Superintendent's Report

110 Superintendent, Mr. Adam Steel, noted that they already covered the Empower Lead position and  
111 hiring for the 2019-2020 school year and are in good shape.

112 He then pulled up the SAU Overview on the Trello Board. He discussed that he is trying to get  
113 all information in one spot. He wanted to highlight that for the Board.

114 Next Tuesday, August 27<sup>th</sup>, is Welcome Back for Teachers at 8:00 AM. He then encouraged the  
115 Board to attend.

116 Ms. Lawrence added that she will pass that on to Mr. Driscoll and Ms. Hinckley.

117 Superintendent Steel noted that they have already started planning for the next Budget Process.  
118 He remarked that he feels comfortable with the staffing and the Capital Maintenance Plan. He  
119 does not foresee any major cost items.

120 Mr. Steel then asked the Board what they wanted to work on for the next calendar year.

121 Mr. O'Keefe asked about hiring a full-time Art, Music or PE Teacher. He noted that he would  
122 like to focus on one of the three categories.

123 Superintendent Steel mentioned that next year's ballot could include a teacher contract. That  
124 would be for FY 21-22, noting that it is a Board decision.

125 Mr. Eckhoff remarked that it is part of the long term goal planning, and asked how do they bring  
126 it to the public.

127 Superintendent Steel remarked that Mr. Eckhoff has a great idea. The increase of the PE position  
128 going from a 0.6 to 0.8 budget will prepare the public. He then noted that they will support the  
129 Board with their decision.

130 Superintendent Steel then discussed Budget Committee recruitment and asked for Board  
131 feedback.

132 Mr. O’Keefe suggested that each Board Member find one person. He added that they have to  
133 work with the Moderator.

134 Ms. Lawrence asked about the process.

135 Mr. Steel replied, technically it is MVSD Moderator, Mr. Peter King, that appoints.

136 Mr. O’Keefe asked about hosting a Meet and Greet event for Community Outreach with the  
137 Superintendent and office hours with the Board at the Town Library.

138 Mr. Steel remarked that he will be happy to help.

139 Mr. O’Keefe suggested Lamson Farm Day on Saturday, September 28<sup>th</sup> 2019 as a day for  
140 Superintendent Steel and the Board to meet families.

141 The Board thanked Superintendent Steel.

142 V. Committee Updates

143 Ms. Lawrence noted that the Policy Committee met all day during the summer and a lot will be  
144 going forward to the SAU.

145 She then asked about the policies that are on the MVVS website noting that they should reflect  
146 that they are up to date.

147 Ms. Landwehrle responded that she will send a note to Ms. Wallace, Executive Assistant to the  
148 Superintendent and Assistant Superintendent.

149 The Board thanked Ms. Lawrence.

150 VI. Consent Agenda

151 **Mr. O’Keefe motioned to accept the Consent Agenda items 1. Draft Minutes of June 13th**  
152 **2019, 2. March 2019 Treasurer’s Report, 3. April 2019 Treasurer’s Report and 4. Policies**  
153 **from the 05/23/19 SAU Board Meeting- DBF, DBI, DBJ, EHB, EHB-R and KE/KEB.**

154 VII. Policy EEAA

155 Ms. Lawrence noted that they made a minor change to be consistent across districts. First, the  
156 Header was changed and a minor change with a “Minimum of 30 days” added.

157 **Mr. O’Keefe motioned to accept Policy EEAA as amended. Mr. Eckhoff seconded the**  
158 **motion. The vote was unanimous, motion passed.**

159 VIII. DOE25/MS25

160 SAU #39 Business Administrator, Ms. Michele Croteau, explained the DOE 25 and MS 25 and  
161 noted that they are due Sept 1<sup>st</sup>. The total Unreserved Fund Balance is \$513,820.

162 Mr. O’Keefe noted the large amount.

163 Ms. Croteau clarified that there are significant restrictions about how it can be used. She then  
164 asked for questions.

165 Ms. Lawrence asked if all Board members should sign it.

166 Ms. Croteau noted that she wants to submit it by Monday.

167 The Board thanked Ms. Croteau.

168 IX. Low Cost/ Subsidized/ Sponsored Internet Access and Computers

169 Ms. Lawrence noted that she confirmed the program through Comcast and Neighbor to Neighbor  
170 are open to it. She then asked Principal Schuttinger how could they get information out to  
171 families.

172 Principal Schuttinger replied they can broadcast that through the newsletter and at the Library.

173 Mr. Eckhoff suggested a sign during Open House.

174 Ms. Landwehrle added that it does tie in with the Parent Portal with Empower.

175 Ms. Lawrence noted that she will give some more information to Principal Schuttinger.

176 The Board thanked Ms. Lawrence.

177 X. New Curriculum

178 Ms. Landwehrle explained that they have three different content areas that they have been  
179 working on K Literacy, Science for grades 5-8 and Math K-4. She did not include 7<sup>th</sup> and 8<sup>th</sup>  
180 grade but will be happy to send it out.

181 With K-4 Math, they have older textbooks and have looked and looked at different text book  
182 options. This summer they reexamined the textbooks, and the teachers wanted Math in Focus  
183 online access. Teachers had looked at the anchor problems and after a year of grading against the  
184 standards and use the text book they currently have then pull from other places. They started  
185 doing work on 5<sup>th</sup> grade Math and there are not major changes. She hopes to have that for the  
186 Sept. meeting for 5<sup>th</sup> grade math.

187 Ms. Landwehrle asked for questions and explained that they use One Note.

188 Mr. O'Keefe asked about using other resources, but site visits possibly in November. He then  
189 asked about the cost of the bussing.

190 Principal Schuttinger remarked that it depends on the location.

191 Discussion ensued.

192 Mr. O'Keefe asked Ms. Landwehrle if she wanted approval tonight.

193 Ms. Landwehrle added that they can certainly wait until September for approval.

194 Mr. O'Keefe added that he would like to see a deeper dive with Math.

195 Ms. Lawrence asked if there was a way to link a resource to a standard, teachers, parents and  
196 students.

197 Ms. Landwehrle replied that they built out a ton of resources on the AMS page and they do have  
198 a link to Khan Academy and you can look at the grade level, and measurement and data. That  
199 might be helpful. She can pull one together for MV that is elementary specific.

200 **Mr. O’Keefe motioned to accept the Science Curriculum as written. Mr. Eckhoff seconded**  
201 **the motion. The vote was unanimous, motion passed.**

202 **Mr. O’Keefe motioned to accept the Kindergarten Literacy as written. Mr. Eckhoff**  
203 **seconded the motion. The vote was unanimous, motion passed.**

204 Mr. Eckhoff mentioned that he wanted to discuss math a bit more.

205 Ms. Landwehrle added that Math Curriculum Coordinator, Ms. Charline Brown, will be happy to  
206 share out as well.

207 Mr. O’Keefe emphasized that they are focusing on Math.

208 XI. Update of Summer Training

209 Ms. Landwehrle added that the calendars are in the packet. She then reviewed the different PD  
210 days for the Board.

211 This week, they have a New Teacher Institute, and they are holding that K-12 at AMS. Today  
212 was deep work and SAU wide. Tomorrow will be work around the work study practices and they  
213 will be with mentors. They have heard positive feedback already. Teachers that came from other  
214 districts have also been very supportive of the onboarding.

215 Mr. O’Keefe asked where are the meetings held.

216 Ms. Landwehrle replied that a lot of it is at AMS. She is mindful of the air conditioning in the  
217 summer months.

218 The Board thanked Ms. Landwehrle.

219 XII. Nominations for New Hires

220 Superintendent Steel reviewed the 5 nominations.

221 Principal Schuttinger asked the Board for questions.

222 Mr. O’Keefe asked about eligibility.

223 Ms. Landwehrle added that they do work closely with the DOE, if they are eligible.

224 Superintendent Steel explained the alternative ways to get certified.

225 **Mr. O’Keefe motioned to approve the following nominations:**

226 **1. Julie Sullivan- Music Teacher- BA+30/MA Step 15 \$27,025.60 FTE 0.4**

227 **2. Jennifer Coletti- Art Teacher- BA Step 0 \$15,222 FTE 0.4**

228 **3. Melanie Mondor- Special Education- BA +30/MA Step 2 \$44,997 FTE 1.0**

229 **4. Leslie Hall- Kindergarten- BA +30/MA Step 2 \$44,997 FTE 1.0**

230 **5. Arthur Buckholtz- Physical Education- BA Step 0, \$30,444, modified from 0.6 to 0.8.**

231 **Mr. Peter Eckhoff seconded the motion. The vote was unanimous, motion passed.**

232 Ms. Croteau asked if that was for the entire duration.

233 Mr. O'Keefe replied that he is comfortable with the entire duration as long as he is utilized for  
234 legitimate purposes, not to cover a class.

235 Discussion ensued.

236 Principal Schuttinger agreed, adding that as long as time is made up through November-June.

237 Mr. Eckhoff asked for plans for activities sooner rather than later.

238 Principal Schuttinger noted that he will ask the new PE Teacher to come to a meeting.

239 XIII. Public Comment

240 Mr. O'Keefe noted that the MVPD will be holding kick off for the first day of school, with town  
241 employees, MVFD, DPW and Library employees, lining the hall cheering on the students. He  
242 then encouraged the Board to bring encouraging signs for the students.

243 The Board thanked Mr. O'Keefe.

244 XIV. Non-Public Session

245 None

246 XV. Meeting Adjourned

247 **Mr. O'Keefe motioned to adjourn the meeting at 7:35 PM. Mr. Eckhoff seconded the**  
248 **motion. The vote was unanimous, motion passed.**