

1 Mont Vernon School Board

2 Thursday, November 10th 2016

3 Meeting Minutes

4 Attendees:

5 Administrative Team: Peter Warburton- Superintendent, Adam Steel– Business Administrator
6 (presentation by video), John Schuttinger-Principal, Christine Landwehrle- Director of
7 Curriculum & Professional Development, Meg Beauchamp- Director of Student Services, Anne
8 Detwiler- Library/Media Specialist and Charline Brown- 6th Grade Teacher.

9
10 Mont Vernon School Board: Thomas Driscoll- Chair, John Quinlan- Vice Chair, Jason Chavez-
11 Secretary, and Kim Roberge.

12
13 Minute Taker: Danae Marotta

14
15 Public: Earle Rich- Makerspace Volunteer, Mont Vernon, NH, and Community Members

16
17 I. CALL TO ORDER - Chair Thomas Driscoll

18 **Chair Thomas Driscoll called the Meeting to order at 6:05 PM.**

19 II. ANNOUNCEMENTS

20 A. Principal's Report

21 Principal John Schuttinger welcomed the public and then began his November Principal's
22 Report.

23 He first thanked Mrs. JoAnn Kitchel, parent and artist in the community for her direction and
24 work on the entrance mural work. He added that she took time last spring to work with students
25 and Staff to create one mural of a tree and leaves. He added that the summer brought her back
26 with her daughter, Lily, to complete the second wall of mural work. He then remarked that it is
27 now housing the lost and found along with a clothesline and wicker basket.

28 He then thanked Mr. Earle Rich for his dedication of time and materials to assist in starting their
29 recess offering of basic engineering work. He added that students have eagerly and excitedly
30 signed up each week to participate with him or Mrs. Anne Detwiler to work with technology in a
31 different way. He discussed that they are taking apart printers, directing robots and
32 experimenting. He mentioned that it has been a welcome addition to the school day. He noted
33 that they look forward to more activities along with more donations

34 He then thanked sixth graders, Annie, Charlotte, Jarren and Parker along with Mrs. Dawn
35 Garneau and Mr. Peter Denio for their presentation at the October MVSB meeting. He added that
36 they shared their depiction of camp and along with a video.

37 He then thanked Mrs. Lisa Melvin, she along with many volunteers and students organized and
38 executed another successful Yard Sale fundraiser for the sixth grade. He then noted her time and
39 dedication to the students.

40 He then discussed that Mrs. Charline Brown is advising the first Mont Vernon Village School
41 Robotics Team. He added that this team of five students representing fifth and sixth grade has
42 begun their work in completing challenges each week through December. He then thanked Mrs.
43 Brown for bringing this opportunity to the students and looks forward to hearing about their
44 progress.

45 He added that they are here at tonight's meeting to give a demonstration of their work.

46 He then thanked the students, families and staff for another successful Halloween event. He
47 noted that they celebrated Halloween on Friday, October 28 this year along with the Souhegan
48 Ethics Forum students who joined them for most of the day bringing painted pumpkins to the
49 students and performing a short skit. He remarked that this tradition is over 5 years old and
50 continues to be a highlight of the day.

51 Principal Schuttinger then thanked the SHS Ethics Forum for continuing this tradition and
52 connecting with the MVVS students. He discussed that Mrs. Lesha Colthart, MVVS Music
53 Teacher, will begin with students on Monday's from 3:15 to 4:15 PM open to students in grade
54 4, 5, and 6. He noted that the date of the winter presentation will be announced soon. He added
55 that the first rehearsal will be held on Monday, October 24.

56 He then remarked that they welcomed Mr. Chris Brunelle as the Band Director for the MVVS.
57 He added that Mr. Brunelle is recently retired from the Amherst Middle School from over 20
58 years of teaching general music and band. He mentioned that they are very excited to have him
59 join them and work with the band students.

60 He then discussed that the PTA has launched their math enrichment program on Tuesday,
61 November 1st for 1st- 6th grade. He added that students will receive weekly assignments to be
62 completed during the week and turned in on Fridays. He remarked that this is an optional
63 program open to all students and kindergarteners will start the program later in the school year.
64 He then thanked the PTA Enrichment organizers Ms. Kristen Scully and Ms. Marlene Santiago
65 for all their work.

66 He then noted that the 6th grade Robotics Team is here to give a presentation.

67 Ms. Charline Brown, 6th grade teacher, introduced herself and several 5th and 6th grade students.
68 She discussed that they are working with Code.org and learning robotics. She mentioned that
69 although it does not look very complicated there is a lot of coding involved.

70 A student then demonstrated Dash, the robot.

71 Ms. Brown noted that the robot is programmed to the student's voice. She added that it creates a
72 Wonder Key and relates to code.

73 Another 6th grade student noted that she loves coding and then demonstrated sequence. Ms.
74 Brown added that the students can add their own voice.

75 Several students then demonstrated their work with coding and the robot.

76 Mr. Driscoll asked about the difficulty.

77 The students then remarked that they really loved learning about coding.

78 Mr. Driscoll then asked about the competition.

79 Ms. Brown then showed the Board the other robot named Dot, she then discussed a Robotics
80 Competition. She added that the submission deadline is December 15th 2016.

81 Ms. Brown noted that the students worked really hard and she is really proud of them.

82 The Board thanked the students and noted that they did really well.

83 Mr. Schuttigner then introduced Ms. Anne Detwiler, Library/Media Specialist and Mr. Earle
84 Rich, Makerspace Volunteer, and noted that they had a video for the Board.

85 Ms. Detwiler noted that Mr. Rich has an engineering background and comes to the Makerspace
86 on Tuesdays and Thursdays to work with students with various projects. She added that the
87 students range from K-6th grade.

88 She then played the video for the Board and explained the various projects.

89 She then discussed the various donations and projects that are projected.

90 Mr. Rich then discussed that their first project was deconstructing printers. He added that they
91 learned to use tools and the differences between them. He then noted that it would be helpful to
92 have more simple books and magazines. He added that he usually goes to Florida for the summer
93 but has enjoyed his time with the MVVS students. He mentioned that he is happy helping out.

94 Ms. Detwiler thanked Mr. Rich for his time and efforts.

95 She then showed a short clip of what they do in the library on Tuesdays and Thursdays. She
96 noted that there were so many kids interested.

97 The Board thanked Mr. Rich for his time volunteering.

98 B. Correspondence

99 None

100 III. PUBLIC TIME

101 No Public Comment

102 IV. CONSENT AGENDA

103 A. Minutes

104 A. October 13, 2016

105 B. Budget Transfer

106 Mr. Thomas Driscoll then noted that he wanted to pull the October 13th Minutes from the
107 Consent Agenda due to corrections.

108 He then noted the following corrections:

109 Line 154- *the High School is already combined so there are no savings.*

110 Line 317- *remove line.*

111 **Mr. John Quinlan made a Motion to accept the Consent Agenda item 1. Minutes A.**
112 **October 13th 2016 as amended. Ms. Kim Roberge seconded the Motion. The vote was**
113 **unanimous, Motion passed.**

114 **Chair Thomas Driscoll noted that the Motion to accept Consent Agenda Item B. Budget**
115 **Transfer is withdrawn, issue to be discussed at a later date.**

116 V. PRESENTATIONS

117 A. FY'17 1ST Quarter Report

118 Mr. Driscoll then went over Mr. Steel's MVSD 1st Quarter Report (Agenda Packet 11 10 16
119 pg.17)

120 He noted that as of September 30th, 2016, there is no surplus or deficit projected for the FY'17
121 Budget in Mont Vernon School District. He then added that the first detailed projection of
122 surplus will be highlighted in the Q2 report in February.

123 He then discussed that the factors that could impact this projection as the year continues include:

- 124 • Average daily membership for 7th & 8th graders attending AMS
- 125 • Staff changes
- 126 • Health and dental insurance qualifying events
- 127 • Special Education changes in enrollment or need
- 128 • Winter snow conditions (plowing)

129 B. MVSD FY'18 Budget- Draft 1

130 Superintendent Warburton then discussed that Mr. Adam Steel could not be in attendance due to
131 medical reasons. He added that he has created a video for the Board about the FY' 18 Budget
132 Draft 1.

133 Mr. Steel, through video, noted that the proposed budget is essentially flat (total decrease of
134 \$447). He added while costs for health insurance, NHRS, teacher step increases, and the addition
135 of interventionist positions has added to the budget, savings are realized as a result of staff
136 reductions, legal fees, tuition to Amherst, and technology.

137 He then discussed the topic of Special Education. He added that The State of NH DOE informed
138 the State Directors at a meeting this fall that all special education approved out of district, private
139 providers (out of district placements) will have a 10% increase in tuition beginning July 1, 2017.
140 This significantly impacts the out of district tuition costs for all districts and is indicated in the
141 proposed Mont Vernon budget.

142 He then discussed the Budget Composition. He noted that the budget is comprised primarily of
143 salaries and benefits (51%), tuition (28%), and contracted services (8%).

144 Mr. Steel then discussed enrollment projections. He remarked that enrollment is projected to be
145 167 students in FY'18, a decline of 11 students from FY'17 enrollment.

146 He then discussed that Staff salaries and benefits accounts for roughly 51% of the entire budget.
147 He added that there are 35.44 FTE's (full-time equivalencies) in the proposed budget which is a
148 reduction of 1.0 FTE's from FY'17. One teaching position is budgeted to be reduced along with
149 one paraprofessional position. Additionally, the math and reading interventionist positions are
150 budgeted to be increased from 0.5 FTE each to 1.0 FTE.

151 He then noted that the facilities budget includes funds for basic repairs. In addition, for Board
152 consideration, the following projects deserve consideration for inclusion in the budget: 1.
153 Window program \$8000 (continue replacing windows) 2. Re-key entire building \$6500 3. Card
154 access on front entry doors \$4000 4. Start program to upgrade lighting to LED \$10,000 5.
155 Insulation in attic space (Price quote pending).

156 Mr. Steel then discussed that health insurance costs are the largest single driver of the proposed
157 budget representing a \$17,246 increase. He remarked that this increase is driven by rate increases
158 of 16.7% while offset by teacher buy downs.

159 He then discussed Transportation and the NH Retirement System.

160 He noted that over the next several meetings that they can discuss any questions that the Board
161 may have.

162 Ms. Landwehrle then explained what was in the Budget Transfer.

163 Ms. Roberge then commented on the Budget Transfer she added that she has more questions.
164 She then discussed that there are things in the Budget that are non-negotiable.

165 She then asked if they have a trust for NH Retirement that they do not draw off of.

166 Superintendent Warburton noted that he will look in to that.

167 Ms. Roberge then asked about the roof repair/replacement and cost/benefit/savings.

168 Mr. Chavez also asked about the roof and LED lighting project.

169 Discussion ensued.

170 Mr. Chavez then asked about the other Budget increases.

171 Ms. Roberge then asked about per pupil cost and noted its importance.
172 She then asked about the number of students this year and projected enrollment for next year.
173 Mr. Schuttinger then replied, 177 this year and then 10 less for next year.
174 Discussion ensued over enrollment/staffing.
175 Ms. Roberge then discussed that she is concerned for enrollment.
176 Mr. Schuttinger then suggested that they keep 2 teachers for 5th grade.
177 Discussion ensued over staffing.
178 Mr. Driscoll noted that they discuss staffing further at a later date.
179 Ms. Landwehrle then discussed the current students needing support. She added that it is not
180 broken down by grade level due to privacy reasons. She then discussed the Title 1 Funding and
181 Program Offerings by year.
182 She then discussed that it is difficult to get students support during the summer due to parents
183 working and are unable to bring them to school or families going away for the summer.
184 She then remarked about the Reading Support Needs and Math Support Needs.
185 Ms. Roberge then commented about student support.
186 Mr. Chavez then asked about the Reading Support Needs.
187 Ms. Beauchamp replied that early intervention is best and to work in smaller groups, in
188 particular, on student skill deficits.
189 Mr. Driscoll then asked about Math Support Needs.
190 Ms. Landwehrle then explained Math Support.
191 Mr. Chavez then asked about the students that are pulled from class for support.
192 Mr. Driscoll asked the Board if they wanted to discuss Facility Projects.
193 Ms. Roberge asked to see what are in the Trusts.
194 Discussion ensued.
195 Mr. Driscoll then added that Principal Schuttinger did a great job keeping the Budget low.
196 Mr. Schuttinger then discussed the need for a new telephone system and the need for a lock
197 system.
198 Mr. Quinlan asked about the keys.
199 Ms. Roberge then asked about the Trusts and noted that there are a few.
200 Mr. Driscoll asked the Board if there were any other questions.

201 Ms. Roberge then asked about the cost for keeping the school open and the breaking point.

202 Mr. Quinlan then commented on the consolidation.

203 Discussion ensued over the consolidation.

204 Mr. Driscoll then asked about the threshold.

205 Mr. Warburton then remarked that he will ask Mr. Steel about that question.

206 Mr. Driscoll then added that he believes that they should have a community forum on
207 consolidation.

208 He then discussed declining enrollment.

209 Superintendent Warburton noted that there will be a forum about consolidation in January and
210 that they need more information.

211 C. Summer Literacy Institute for Curriculum Development

212 Ms. Christine Landwehrle, Director of Curriculum and Professional Development, then
213 discussed the Summer Literacy Institute for Curriculum Development from June 2016.

214 She then reviewed the Goals.

215 She then explained their work on day 1.

216 She then discussed the SAU 39 Literacy Curriculum Framework along with the Unit Plan
217 Checklist.

218 Ms. Landwehrle then discussed their work on days 2-4.

219 She then explained the use of One Note, an electronic notebook that is fully collaborative.

220 She then reviewed the reflections and what teachers liked about the program.

221 She then discussed the SAU 39 Literacy Curriculum document for grades 1-6.

222 Mr. Driscoll then asked about the amount of revision time that will be needed in the future.

223 Ms. Landwehrle noted that they will not need as much work as the beginning and small changes
224 will probably need to be made.

225 Ms. Roberge then asked about the assessment data and the current students that are needing
226 support and curriculum alignment.

227 Ms. Landwehrle explained that there is no gap in the curriculum.

228 She then explained the Mont Vernon Policy of School Board approval.

229 She then asked for Literacy Curriculum approval. She noted that the Board can look over the
230 document and then they will ask the Board for approval next month.

231 She then discussed the difference between curriculum and having a program.

232 Ms. Roberge then asked what they will work on this summer.

233 Ms. Landwehrle replied, reading, math and then a majority of time for science.

234 The Board thanked Ms. Landwehrle.

235 VI. DISCUSSION

236 VII. INFORMATION

237 A. Literacy Curriculum

238 (See above discussion)

239 B. Assessment Inventory

240 Ms. Landwehrle then discussed the MVVS Assessment Inventory for the 2016-2017 School
241 Year.

242 Ms. Landwehrle then explained the different types of assessments, including the following:

243 NWEA MAP and MAP for Primary, NWEA Skills Navigator, Reading Benchmark (TC),
244 Spelling Inventory, BIMAS, Math End of Year Assessment, Smarter Balanced, and the Science
245 NECAP.

246 Mr. Driscoll then asked for the MVVS results.

247 Ms. Landwehrle noted that she can get those results for the Board.

248 The Board thanked Ms. Landwehrle.

249 C. Facilities Quarterly Update

250 Mr. Driscoll noted that the Facilities Quarterly Update is on Agenda Packet pg. 93

251 D. School District Consolidation Update

252 Superintendent Warburton noted that he understood the importance for keeping the MVVS open.
253 He added that they will discuss this further at Tuesday's SAU 39 Board Meeting.

254 VIII. ACTION

255 A. Approval of MVEA Amendments to Contract

256 Mr. Warburton then handed the Board the document of the MVSAB's Proposed Amendments to
257 the Board.

258 **Mr. John Quinlan made a Motion to approve the Mont Vernon School Board's Proposed**
259 **Amendments to the Contract with the Mont Vernon Education Association. Mr. Thomas**
260 **Driscoll seconded the Motion. The vote was unanimous, Motion passed.**

261 X. REVIEW OF MEETING/FUTURE AGENDA ITEMS

262

263 Assessment Results with Ms. Christine Landwehrle

264 Approval of Literacy Curriculum

265 Digital Magazine

266 Superintendent Warburton noted that the digital magazine is coming along well and that there is
267 a lot of work going into it. He added that the format is looking good and added that he will
268 discuss it more at Tuesday's SAU 39 Board Meeting.

269 XI. ADJOURN

270

271 **Mr. John Quinlan made a Motion to adjourn the Meeting at 8:35 pm. Mr. Thomas Driscoll**
272 **seconded the Motion. The vote was unanimous. Motion passed.**