

1 Mont Vernon School Board

2 Monday June 1<sup>st</sup>, 2020 Meeting

3 Minutes- Approved 08 17 2020

4

5 Attendees:

6 Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant  
7 Superintendent, John Schuttinger-Principal MVVS and Meg Beauchamp- Director of Student  
8 Services.

9 Mont Vernon School Board: Sarah Lawrence- Chair, Peter Eckhoff- Vice Chair, Scott St. Denis-  
10 Secretary, Stephen O’Keefe and Jessica Hinckley.

11 Board Minutes: Danae A. Marotta

12 Public: None

13 I. Call to Order

14 **Chair of the Mont Vernon School Board, Ms. Sarah Lawrence, called the meeting to order**  
15 **at 8:16PM.**

16 II. Superintendent’s Report

17 Roofing and Maintenance

18 Superintendent, Mr. Adam Steel, discussed that he has a few items for Mont Vernon.

19 First, they had roofing issues above the 6<sup>th</sup> grade wing, unique projects that Custodians could be  
20 doing during this downtime, any hit list for summer projects and lastly, the summer plan for staff  
21 professional development.

22 SAU #39 Business Administrator, Ms. Michele Croteau, discussed that they do have someone  
23 going out and giving a quote on the roof. It was primarily shingles that needed to be replaced.  
24 Custodians are working on the room cleaning. They are disinfecting the rooms as people go in  
25 and out of them. As they complete that process, there is outside work to spruce up and painting  
26 that can be completed.

27 Finally, she wanted to let the Board know that the larger scale project of the retaining wall was  
28 not in next year’s budget. It also has not been contemplated out of this year’s budget either.

29 Ms. Lawrence remarked that there may be funds, just under \$2k, from the Trust Fund. She can  
30 get her more information.

31 Ms. Croteau replied that the rough estimate for the retaining wall was approximately \$20k.

32 Ms. Lawrence inquired if they are getting quotes for the roof replacement slated for 2021.

33 Mr. Steel replied, not yet, they are not having leaks and they do have a community police officer  
34 checking on it on a regular basis.

35 The Board thanked Ms. Croteau.

36 Summer Professional Development

37 Assistant Superintendent, Ms. Christine Landwehrle, discussed that they have a variety of  
38 professional development planned this summer for teachers. All of it they are planning on doing  
39 it in person, remote or hybrid.

40 First, the 5<sup>th</sup> and 6<sup>th</sup> grade teachers will be working with their AMS counterparts making sure  
41 their assessment maps are up to date. They will be looking at their assessments to ensure that  
42 they reach that level four, that they have rigor and opportunity for students to do that. They are  
43 also going to revisit their competencies. They do have Title II A grant funds for this. They are  
44 also holding a literacy institute. They are bringing in teachers college reading writing project and  
45 they are going to have to be remote. They were able to be onsite in February for training for K-2  
46 teachers. They are holding that training again for K-2 teachers and providing a training for  
47 teachers grades 3-5. It will be two days for teachers. The last piece is the New Teacher Institute  
48 that they started last year and was really successful. They have so much curriculum instruction  
49 and assessment work and the new teachers need to be able to hit the ground running. In addition,  
50 to their SAU Orientation Day they have three full days for teachers (two are for curriculum  
51 instruction and assessment work and one day for the mentor program). That was a really  
52 successful model, with great feedback so they are continuing with that model. They are able to  
53 access grant funds and are encouraged to do so.

54 Ms. Lawrence asked Superintendent Steel if there were other updates.

55 Mr. Steel replied, no.

56 Mr. Eckhoff asked about the UFB (Unreserved Fund Balance) and if they should use it for the  
57 retaining wall.

58 Ms. Croteau explained that not much has changed from the beginning of May. When you take  
59 the unexpended appropriations back out, (the \$50k that needs to go to the Capital Reserve and  
60 then they had projected \$84k to go toward offsetting the tax rate) that would leave \$27k. At the  
61 last meeting, it was her understanding that the Board has decided not to utilize the UFB.

62 Mr. Eckhoff suggested that they explore using solar energy. He knows someone in the industry  
63 and would be willing to help setting that presentation up.

64 Mr. O'Keefe asked if they have seen a significant drop in their power bill.

65 Ms. Croteau replied that there has been a drop in the bill.

66 Mr. O'Keefe added that he would hope so because the building is not in use.

67 Ms. Lawrence echoed Mr. O'Keefe.

68 Mr. O’Keefe mentioned that going through the grading software different times can be  
69 frustrating. He hopes that the committee is looking at leveraging the current software to do what  
70 they want it to do in the most efficient way without them trying to retrain the community and all  
71 of them on a new program.

72 Ms. Landwehrle added that they need to look at whether it is enough to be the best software.

73 Mr. Eckhoff asked about interest for more Amherst students to come to the MVVS.

74 Principal Schuttinger replied, yes, with siblings. They will now have 5 students from the 3  
75 original families.

76 Mr. O’Keefe asked if the ASB was still interested in this agreement.

77 Mr. Steel replied that he believes so but; he will verify.

78 III. Public Comment I of II

79 No Public Comment

80 IV. Principals Report

81 Principal of the MVVS, Mr. John Schuttinger, remarked that things are running very smoothly  
82 since March 17<sup>th</sup>. The students enjoyed the Talent Show on Friday, cheering on their friends. It is  
83 a testament to the wonderful community spirit. They have had some enrollment increases and are  
84 probably over 200 for the school. He emphasized his sentiments in the recent SAU #39 Board  
85 Meeting that he greatly enjoyed his time at the MVVS and working with the School Board. He  
86 has had lots of great communication with incoming MVVS Principal Dr. Kim Sarfte.

87 Ms. Lawrence replied that they have appreciated everything he has done for the MVVS and will  
88 be greatly missed.

89 Mr. O’Keefe asked about the attendance with the remote learning. He questioned if they noticed  
90 a significant drop off in the last couple of weeks.

91 Principal Schuttinger replied that they did not necessarily record every minute of every day. It  
92 was also a challenge with technology for students. It is his belief that the fatigue was there.

93 Mr. O’Keefe inquired about snow days in the future. He mentioned that they can be eliminated.

94 Superintendent Steel replied that the first thought is yes, they will not have the need to extend the  
95 school year. He does still think that there is community value in snow days and suggested that  
96 they have a balance. They now have more flexibility in unique occurrences and can look at  
97 remote learning now as more of a backup for when they feel its appropriate to not have school in  
98 person on given days. There is great value in the childhood wonder of a snow day happening and  
99 agrees that they should not extend their school year any longer.

100 Mr. O’Keefe suggested that they have a virtual meet and greet with the new Principal.

101 Mr. Steel replied that Dr. Sarfte would enjoy meeting the students.

102 Ms. Lawrence questioned about the 6<sup>th</sup> grade graduation plans.

103 Principal Schuttinger replied that they were looking at the date of June 17<sup>th</sup> at Souhegan.

104 Ms. Lawrence replied that she has heard feedback that people would prefer to have it at the  
105 MVVS.

106 Mr. Schuttinger mentioned that there are some concerns among the town with that many people  
107 gathering onsite. There might be a way to maneuver, he will discuss with the families and then  
108 he can reach out to the town.

109 Ms. Hinckley added that the room parents had discussed options. It is not going to be safe or  
110 advisable at this point.

111 The Board thanked Principal Schuttinger.

112 V. Consent Agenda

113 **Mr. O’Keefe motioned to approve the Consent Agenda items 1. Draft Minutes May 11th,**  
114 **2020, 2. Unanticipated Revenue \$87.10, 3. Policies DAF, IJL/KEC and JICI- From 05 11**  
115 **2020 MVSB Meeting and 4. NH DOE General Assurances. Ms. Hinckley seconded the**  
116 **motion. The vote was unanimous, motion passed.**

117 **Ms. Lawrence called a roll call: Lawrence-Yes, Eckhoff-Yes, St. Denis- Yes, Hinckley-Yes**  
118 **and O’Keefe- Yes.**

119 VI. JLCJ- Concussions and Head Injuries- First Reading

120 Ms. Lawrence noted that this Policy has been around for some time.

121 Mr. O’Keefe mentioned that he would be very comfortable approving this policy tonight.

122 Ms. Lawrence echoed Mr. O’Keefe.

123 The Board agreed.

124 **Mr. O’Keefe motioned to approve Policy JLCJ- Concussions and Head Injuries as written.**  
125 **Ms. Hinckley seconded the motion. The vote was unanimous, motion passed.**

126 **Ms. Lawrence called a roll call: Lawrence-Yes, Eckhoff-Yes, St. Denis- Yes, Hinckley-Yes**  
127 **and O’Keefe- Yes.**

128 VII. Public Comment II of II

129 No Public Comment

130 Mr. O’Keefe inquired if there are board meetings over the summer.

131 Superintendent Steel replied that they have one scheduled for late August but there may be a  
132 need for one sooner.

133 VIII. Nominations

134 Mr. Steel noted that he has 5 nominations to bring forward. He added that they can discuss in  
135 public or if the board has questions, they can enter non-public session.

136 **Ashley O’Keefe, Guidance Counselor MVVS MA+30 Step 4 \$54,017 FTE 1.0, Sarah Knickle**  
137 **Physical Education Teacher MVVS BA+30/MA Step 5 \$31,328 FTE 0.6, Lauren Ricci, School**  
138 **Psychologist MVVS MA+30 Step 15 \$29,550 FTE 0.4, Rebecca Carle, Music Teacher MVVS**  
139 **BA+30/MA Step 2 \$18,719 FTE 0.4 and Christie Valihura, Art Teacher MVVS BA+30/MA Step 11**  
140 **\$25,218 FTE 0.4**

141 He then commended Principal Schuttinger for finding these candidates.

142 IX. Non-Public Session

143 **Mr. Eckhoff motioned to enter into Non-Public Session RSA 91 A:3 II (a) and (c) at**  
144 **8:55PM. Mr. O’Keefe seconded the motion. The vote was unanimous, motion passed.**

145 **Ms. Lawrence called a roll call: Lawrence-Yes, Eckhoff-Yes, St. Denis- Yes, Hinckley-Yes**  
146 **and O’Keefe- Yes.**

147 Other persons present during nonpublic session: Superintendent Steel, Assistant Superintendent  
148 Landwehrle and SAU #39 Business Administrator, Michele Croteau.

149 Description of matters discussed, and final decisions made: Conversation about background of a  
150 hire, opened discussion about JFAB, discussion about past experiences and future affects.

151 X. Public Session

152 **Mr. O’Keefe motioned to exit Non-Public Session at 9:20PM. Mr. St. Denis seconded the**  
153 **motion. The vote was unanimous, motion passed.**

154 **Ms. Lawrence called a roll call: Lawrence-Yes, Eckhoff-Yes, St. Denis- Yes, Hinckley-Yes**  
155 **and O’Keefe- Yes.**

156 **Ms. Hinckley motioned to elect the nominations made by Superintendent. Mr. Adam Steel.**  
157 **Mr. O’Keefe seconded the motion. The vote was unanimous, motion passed.**

158 **Ms. Lawrence called a roll call: Lawrence-Yes, Eckhoff-Yes, St. Denis- Yes, Hinckley-Yes**  
159 **and O’Keefe- Yes.**

160 Mr. Eckhoff complimented Principal Schuttinger for the candidates that he has found.

161 Principal Schuttinger added that they are excited to have them.

162 Mr. Steel commented that they are accepting a resignation from Ms. Melissa Zupkosky. Principal  
163 Schuttinger has her position already posted.

164 Ms. Lawrence added that she will be greatly missed.

165 XI. Meeting Adjourned

166 **Ms. Lawrence adjourned the meeting at 9:29PM.**

# SCHOOL ADMINISTRATIVE UNIT THIRTY-NINE

Amherst, Mont Vernon, and Souhegan Cooperative School Districts

ADAM A. STEEL

*Superintendent of Schools*

CHRISTINE M. LANDWEHRLE

*Assistant Superintendent*

MARGARET A. BEAUCHAMP

*Director of Student Services*

MICHELE M. CROTEAU

*Business Administrator*



To: Adam Steel, Superintendent of Schools

From: Christine Landwehrle, Assistant Superintendent

RE: NHDOE General Assurances

May 26, 2020

## **Executive Summary**

Each year, the New Hampshire Department of Education (NHDOE) develops "*General Assurances, Requirements and Definitions for Participation in Federal Programs*" document that must be signed by all agencies and organizations that receive federal funds through the NHDOE. Federally funded programs, which flow money through the NHDOE, require each applicant to file certain assurances. Some of these assurances apply to all programs and are therefore, considered "general assurances."

The NHDOE requests an annual submission of the *General Assurances* from all School Districts and School Administrative Units. Both the Superintendent and the local School Board Chairperson are required to complete the certifications at the end of the *General Assurance* document and initial each page. No payment for project/grant awards will be made by the NHDOE without a fully executed copy of the *General Assurances, Requirements and Definitions for Participation in Federal Programs* on file.

## **Participation in Federal Programs for FY21**

The Mont Vernon School District will be participating in Federal Programs including the Every Student Succeeds Act (Title I, Title II, and Title IV) and the Individuals with Disabilities Education Act and will be receiving federal funds from the NHDOE through these programs. School Board members should review the terms and conditions of the [\*General Assurances, Requirements and Definitions for Participation in Federal Programs\*](#) in order to authorize the School Board Chairperson to sign the General Assurances on behalf of the School Board. The School Board should also understand their obligations (*including those enumerated in RSA 189:1-a*) pursuant to the School Board's oversight of federal funds.

## **Requested Board Action**

1. Motion to authorize the School Board Chairperson to sign the General Assurances on behalf of the School Board with the understanding of the School Board's obligations, including those enumerated in RSA 189:1-a, and pursuant to the School Board's oversight of federal funds.