

1 Mont Vernon School Board

2 Thursday, December 13, 2018

3 Meeting Minutes- Approved 01 10 19

4 Attendees:

5 Administrative Team: Adam Steel- Superintendent of Schools, Christine Landwehrle- Assistant
6 Superintendent, and John Schuttinger- Principal MVVS.

7 Mont Vernon School Board: Chair- Thomas Driscoll, Vice Chair- Sarah Lawrence, Secretary-
8 Peter Eckhoff, Stephen O'Keefe and Kim Roberge.

9 Minute Taker: Danae Marotta

10 Public: Michael Campo, CPA – Director, Plodzik & Sanderson, P.A. Concord NH.

11 I. Call to Order

12 **Chair Mr. Thomas Driscoll called the meeting to order at 6:01PM.**

13 II. Public Input

14 No Public Comment

15 III. Superintendent's Report

16 Superintendent Mr. Adam Steel noted that AMS Principal, Ms. Bethany Bernasconi will include
17 her Principal's Report will be in the agenda packets from now on.

18 Ms. Roberge thanked Superintendent Steel.

19 Superintendent Steel discussed that Director of Operations SAU #39, Mr. Porter Dodge has been
20 talking to the bus company and to reverse the bus route will not be possible.

21 He then noted that he hired Ms. Cara Prindiville as their Long-Term Substitute Teacher for
22 Grade 1, as Ms. Melissa Zupkosky will be going on Maternity Leave shortly.

23 Principal Mr. John Schuttinger agreed that they are happy to have her.

24 Assistant Superintendent, Ms. Christine Landwehrle, added that she came from previous
25 Superintendent, Mr. Peter Warburton's current district. She comes with a lot of experience and
26 already has Responsible Classroom training.

27 Superintendent Steel noted that Principal Schuttinger and SAU #39 Buildings and Grounds
28 Director, Mr. John Robichaud have mapped out a 5-year facility plan. They will discuss it further
29 next month. They put everything in a spreadsheet, such as doing door frames, bathroom remodel,
30 door hardware, roof, ventilations systems, up to and including a fire sprinkler system for the
31 entire building.

32 He then went through their plan and readjusted the funding to make it look more even. He
33 discussed that there is a balance forward of \$100,000. They would keep the warrant article
34 amount for \$50,000 for this current school year then raise it to \$75,000 for the future.

35 Mr. Steel then discussed the sprinkler systems.

36 Mr. Driscoll noted that he is in support of the idea and would like to do projects if possible with
37 funds left over.

38 Ms. Roberge remarked that \$75,000 might be too high for a warrant article each year.

39 Mr. Driscoll asked about using a bond and then paying it off.

40 Mr. Steel replied that they would then have to pay interest. He will adjust it and then get back to
41 the Board.

42 Mr. Driscoll noted that their meeting wasn't posted.

43 Superintendent Steel gave his apologies.

44 The Board thanked Superintendent Steel for the updates.

45 IV. Principal's Report

46 Principal of the MVVS, Mr. John Schuttinger first thanked Chief Kevin Furlong and Corporal
47 Mark Slavin of the Mont Vernon Police Department for their creation and execution of a table
48 top exercise for their school Emergency Management Team. Their support and guidance are
49 highly valued and appreciated. They hope to have more exercises during the year involving the
50 Emergency Management team and other building staff.

51 As previously mentioned, Ms. Cara Prindiville has been hired as their Long-Term Substitute
52 Teacher for Grade 1. She has joined Ms. Melissa Zupkosky on December 10th for a full week to
53 transition before she leaves on maternity leave. They are very happy to have her join their school
54 community and expect a smooth transition and great year ahead.

55 Mr. Driscoll asked if they gave the parents updates on the transition.

56 Principal Schuttinger added that Ms. Zupkosky uses the Bloomz app and has been
57 communicating that way. He added that he will send something out to the community tomorrow.

58 Ms. Roberge added that it sounds like a good transition.

59 Principal Schuttinger noted that it has been going really well and they are very lucky to have Ms.
60 Prindiville.

61 Mr. Driscoll remarked that the enrollment numbers went down a bit.

62 Principal Schuttinger replied, slightly, they have lost a couple but gained a couple, however, they
63 are up to 19 for K enrollment.

64 Ms. Eckhoff asked if that is a large number for this time.

65 Principal Schuttinger replied yes, he has never had this high of K enrollment for this time.

66 He then mentioned that tomorrow is first grade family lunch.

67 Mr. O’Keefe asked about the Informal Evaluations.

68 Principal Schuttinger explained that with Informal Evaluations, he drops in the classroom
69 unannounced, they then have a dialogue after.

70 Mr. O’Keefe asked how long does it take.

71 Principal Schuttinger replied that it can take 20-30 min.

72 Mr. Driscoll asked about music for the Holidays.

73 Principal Schuttinger replied that they Music Teacher started later in the year and they had been
74 working on Grandparents day. They are looking at doing an Art and Music Night to involve the
75 whole school.

76 The Board thanked Principal Schuttinger.

77 V. Consent Agenda

78 Mr. Driscoll pulled the 1. October 11th 2018 Minutes discussing that there was a portion of the
79 Non-Public Session that was missing.

80 Discussion ensued.

81 He then pulled the 2. November 8th 2018 Minutes with a change to Line 94.

82 From Line 94:

83 *“Mr. Driscoll replied, it might have taken a left turn but they all work really well together. The 4
84 Board Chairs meeting went really well.”*

85 Changed to:

86 *“Mr. Driscoll replied, it might have seemed to have taken a left turn but the Boards are working
87 really well together. The 4 Board Chairs meeting went really well, and they spent considerable
88 time discussing consolidation.”*

89 **Ms. Kim Roberge motioned to accept the Consent Agenda item 2. November 11th 2018**
90 **Minutes, as amended, Mr. Peter Eckhoff seconded the Motion. The vote was unanimous,**
91 **motion passed.**

92 Mr. Driscoll asked about the policies.

93 Discussion ensued.

94 Mr. Driscoll asked if they can remove policy IKFC.

95 Ms. Landwehrle replied that IKFC was not supposed to be included.

96 **Ms. Kim Roberge motioned to approve the policies ACA-Sexual Harassment and Sexual**
97 **Violence Policy, IHBA- Evaluation Requirements for Children with Specific Learning**
98 **Disabilities, IHBG- Home Education Instruction and Access to Curricular and Co-**
99 **Curricular Programs, ILBA- Assessment of Educational Programs, JJJ- Access to Public**
100 **School Programs by Non-Public Charter School and Home Educated Pupils, JLCC-**
101 **Pediculosis Management and JLCF-Wellness Policy. Ms. Sarah Lawrence seconded the**
102 **Motion. The vote was unanimous Motion passed.**

103 VI. FY 18 Audit Presentation

104 Mr. Michael Campo, CPA – Director, Plodzik & Sanderson, P.A., Concord NH noted that he
105 was here to review the audit that was sent by email. He began by discussing that their
106 Unassigned Fund Balance started at approx. \$351,000 and end with \$160,278. He then noted the
107 appropriations.

108 He then reviewed the government wide financial statements. These are the long term assets,
109 (capital assets) and long term liabilities (borrowing, net pension liability and other post-
110 employment benefits).

111 He then reviewed the pension related liability adding that it went down this year.

112 He finalized by adding that he has no comments and his recommendation is to continue
113 reviewing the financial policies on a regular rotation. In being a part of a Cooperative, they just
114 want to make sure that they are still relevant to the district.

115 The Board thanked Mr. Campo.

116 VII. FY 20 Budget Finalization and Public Hearing Planning

117 Superintendent Steel discussed that with all of the warrant articles from last year they are
118 \$44,000 over from what they were last year. This is an overview of what it looks like.

119 They are adding a Case Manager because it is more cost effective and better for the students.
120 Tuition to AMS is lower, because of less students. Multi-year contracts are not allowed to be in
121 the default budget anymore.

122 The major stories are, enrollment shifts have led to increased staffing requirements, shifting
123 special education around (needing a special education teacher) and transportation contract
124 increases are not included in the default.

125 Mr. Driscoll asked about the K enrollment.

126 Discussion ensued.

127 Mr. Steel added that they are budgeting conservatively and spending even more conservatively.

128 Ms. Roberge asked about the 3rd grade.

129 Discussion ensued.

- 130 Principal Schuttinger noted that they have team teaching as well.
- 131 Mr. Steel noted that the three big items are the roof, ventilation and fire alarm system. He then
132 added that he changed the warrant article back to \$50,000.
- 133 Mr. Driscoll asked about the playground.
- 134 Ms. Lawrence noted that it is something to be planned for and people should know how much it
135 costs.
- 136 Principal Schuttinger added that it is a community playground.
- 137 Mr. Eckhoff asked about the ventilation noting that they should do the roof at the same time.
- 138 Mr. Driscoll mentioned that they have a report that he can read.
- 139 Mr. Eckhoff remarked that fundraising shouldn't be out of the picture and gave the Board an
140 example.
- 141 He then asked if the roof should be replaced in 2022.
- 142 Mr. Steel replied, yes.
- 143 Mr. Driscoll added that he would like greater clarification from Director of Student Services, Ms.
144 Meg Beauchamp.
- 145 Mr. Steel explained that there was an amendment to the default budget law.
- 146 Discussion ensued over the new default budget.
- 147 Mr. O'Keefe asked why could they not put it in the default budget.
- 148 Mr. Steel replied that there are conflicting areas of law.
- 149 Mr. O'Keefe suggested that they ask their legal counsel.
- 150 Mr. Driscoll asked about the difference between the default and the proposed.
- 151 Superintendent Steel replied, \$280,000.
- 152 He then explained how default budgets work. The Board has to think about interpretation.
- 153 Mr. O'Keefe commented that they have to provide those services no matter what. If they did
154 outsource it could be an exorbitant amount.
- 155 Mr. Driscoll added that they did not have a budget committee this year and they add a lot of
156 value to the budget process.
- 157 Ms. Lawrence replied that it can be that the community members know that they are doing the
158 very best that they can.

159 Mr. Steel noted that he will send them the link to the budget. He added their next meeting is the
160 Public Hearing. They will have to disclose the operating budget, default budget, and any warrant
161 articles.

162 Mr. Driscoll asked for the link to the default budget law.

163 Mr. Eckhoff asked what was the major cost in the operating budget.

164 Mr. Driscoll replied, the three teachers.

165 Mr. O’Keefe asked Principal Schuttinger if he can reach out to the PTA to gain support.

166 Principal Schuttinger replied, yes, he certainly can next Wednesday.

167 The Board thanked Superintendent Steel.

168 VIII. World Language Update

169 Assistant Superintendent, Ms. Christine Landwehrle, noted that she wanted to give the Board
170 some background on why their students are a little behind AMS students in world language.

171 Mr. Driscoll asked how long has AMS been teaching world language.

172 Discussion ensued.

173 Ms. Landwehrle discussed that she was surprised when she found out that they were having
174 issues in Spanish with frequency of instruction and curriculum.

175 First, they realized that MVVS students (K-6) get, at most, 28 days of 45 minutes of instructional
176 time the entire year. At AMS, in 6th grade, they get three times that amount. The research behind
177 world language shows that students need daily instructional time.

178 Second, in regards to curriculum, they broke up the Spanish I curriculum into three years. This
179 was really helpful for Spanish Teacher, Ms. Danielle Guarrera. She is also working closely with
180 the AMS teachers. They also need to look at French and when students choose it at AMS then
181 they are really behind.

182 Ms. Guarrera is also using different resources, and technology, including Brain Pop. She is open
183 to suggestions and ideas and feels strongly that she can get the students where they need to go.

184 Mr. Driscoll asked about a self-guided French course.

185 Ms. Landwehrle added that they may even be able to do it as a club or activity.

186 Ms. Roberge gave her support for a club, if there is enough interest.

187 Ms. Lawrence asked how long has it been since Spanish was reduced.

188 Discussion ensued.

189 Mr. Driscoll remarked that he would like to hear an update about this.

190 Mr. Steel noted that he will put a note in the February agenda for an update.

191 Ms. Landwehrle remarked that she will meet with Ms. Guarrera and get back to them in
192 February.

193 Mr. Driscoll asked if this can affect next year's budget.

194 Superintendent Steel, replied yes, it has to be disclosed by the Public Hearing.

195 Principal Schuttinger added that he thought about different options for the grade levels.

196 Mr. Driscoll added they would have to have some recommendation by January.

197 Mr. Eckhoff asked what the Amherst students are getting for world language.

198 Ms. Landwehrle replied that it is about 140 hours over seven years.

199 Discussion ensued.

200 Mr. Driscoll commented that it would be interesting to know how many kids are interested in
201 French.

202 The Board thanked Ms. Landwehrle.

203 IX. Non-Public Session

204 None

205 X. Meeting Adjourned

206 **Ms. Sarah Lawrence motioned to adjourn the meeting at 7:40PM. Mr. Peter Eckhoff**
207 **seconded the motion. The vote was unanimous, motion passed.**