

1 Mont Vernon Village School

2 Thursday, April 11th, 2019

3 Meeting Minutes- Approved 05 06 19

4 Attendees:

5 Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant
6 Superintendent, John Schuttinger- Principal MVVS, Dawn Garneau- 6th Grade Teacher MVVS,
7 Sarah Millas, 5th Grade Teacher MVVS, and Mel Jones- 4th Grade Teacher MVVS.

8 Mont Vernon Village School Board: Chair- Sarah Lawrence, Vice Chair- Peter Eckhoff,
9 Secretary- Jessica Hinckley, Thomas Driscoll and Stephen O'Keefe.

10 Public: MV Community Members

11 Board Minutes: Danae Marotta

12 I. Organizational Meeting- Call to Order

13 **Superintendent, Mr. Adam Steel, called the meeting to order at 6:00PM.**

14 He then discussed that Mr. Wes Sonner had withdrawn his application for MV School Board
15 Member. Mr. Thomas Driscoll has also applied to serve for the one-year seat until the next
16 election cycle. and it is up to the Board if they want to go into non- public session for further
17 discussion.

18 II. Non-Public Session

19 *Not Needed*

20 III. Board Member Appointment

21 **Mr. Stephen O'Keefe motioned to nominate Mr. Thomas Driscoll to the unexpired 1-year**
22 **MV School Board seat till the next election cycle. Ms. Sarah Lawrence seconded the**
23 **motion. The vote was (4-0). Motion passed.**

24 Mr. Driscoll then took the Oath of Office.

25 IV. Board Organization

26 Mr. Steel added that he will now take nominations for Chair of the MVSBS.

27 **Mr. Peter Eckhoff nominated Ms. Sarah Lawrence as Chair of the MVVSB. Mr. Stephen**
28 **O'Keefe seconded the nomination.**

29 There were no other nominations.

30 The vote was (4-0-1) with Ms. Lawrence abstaining.

31 **Ms. Sarah Lawrence was elected as MVSBS Chair.**

32 Ms. Lawrence then took nominations for Vice-Chair of the MVSB.

33 **Mr. Thomas Driscoll nominated Mr. Peter Eckhoff as Vice-Chair of the MVSB. Ms. Jessica**
34 **Hinckley seconded the nomination.**

35 There were no other nominations.

36 Ms. Lawrence called for a vote, and the vote was unanimous.

37 **Mr. Peter Eckhoff was elected Vice-Chair of the MVSB.**

38 Ms. Lawrence then took nominations for Secretary of the MVSB.

39 **Mr. Stephen O’Keefe nominated Ms. Jessica Hinckley as MVSB Secretary. Mr. Peter**
40 **Eckhoff seconded the nomination.**

41 The Board then reviewed Committee Assignments.

42 V. Appointment of School District Clerk

43 Superintendent Steel noted that Ms. Sue Leger was elected through a write in vote and has
44 declined the position. He added that Ms. Autumn Grdina has applied for the 1-year position of
45 School District Clerk. The Board will need to make a motion to appoint Ms. Grdina as School
46 District Clerk.

47 Ms. Grdina then took the Oath of Office.

48 **Ms. Jessica Hinckley motioned to appoint Ms. Autumn Grdina as MV School District**
49 **Clerk. Mr. Tom Driscoll seconded the motion. The vote was unanimous, motion passed.**

50 VI. Regular Meeting- Call to Order

51 **Ms. Sarah Lawrence called the regular meeting to order at 6:20PM.**

52 VII. Public Input

53 No Public Comment or Correspondence.

54 VIII. Superintendent’s Report

55 ASD Students at the MVVS

56 Superintendent Steel discussed that the ASB (Amherst School Board) approved the continuance
57 for the three current Kindergarten students to stay for first grade and would like to debate and
58 discuss the possibility of other students attending as well. He is remaining neutral and suggested
59 that they keep in mind the long term. The Amherst taxpayers voted down the warrant article to
60 reduce class size and for them to reduce class size in a way that costs tax payers’ money might
61 create an issue. Amherst would also be responsible for covering the costs for students with an
62 IEP, per statute.

63 He then remarked that the ASB would like to have a meeting to further this discussion.

64 Ms. Lawrence asked do they know about their conditions regarding class sizes, 16 or under by
65 May 1st.

66 Mr. Steel replied, yes, they know that it is contingent on those conditions and already took a
67 motion based on that.

68 Mr. Steel replied they are ok at this time.

69 Mr. Eckhoff remarked about established children that are from the ASD. At some point they
70 need to establish a policy on class sizes.

71 Mr. Steel replied that they are making a de facto commitment and does not see three students
72 being a problem.

73 Ms. Lawrence agreed.

74 He then highlighted the proposal from MVVS Principal Mr. John Schuttinger implementing an
75 after school athletic program.

76 Next, they are seeing savings in regards to Special Education tuition and the tuition agreement
77 that they have with Amherst. It is projected to be a surplus at the end of the year partly due to the
78 three kindergarten students. He then noted that an agenda item at the end is to discuss some
79 facilities items as they have the funds to do so.

80 Last, the NHSBA (New Hampshire School Board Association) New Board Member Orientation
81 is scheduled for May 9th which conflicts with the scheduled May meeting. If anyone will be
82 attending the NHSBA meeting, they can certainly reschedule the regular board meeting.

83 Ms. Lawrence asked if there were other NHSBA new member orientation dates.

84 Mr. Steel replied yes, there are other new member orientation dates but it is a longer distance to
85 travel and the session for Board Chairs is only on May 9th.

86 Discussion ensued about dates.

87 The Board decided to reschedule the regular board meeting for May 6th.

88 The Board thanked Superintendent Steel.

89 IX. Principal's Report

90 Principal Schuttinger congratulated their Destination Imagination Teams who competed last
91 month. One team will continue the next level of competition, DR. STRANGERS, in Nashua for
92 the State Tournament on Saturday, March 30. Thank you to all the teams who worked over the
93 past several months and the coaches who volunteered their time. Special thank you to the PTA
94 who brought DI to the school these past two years.

95 They are proud to share the success of their third annual Students Vs Staff Basketball game. This
96 year MVVS alum Finley Irvine and Owen Stein ran the event. All proceeds were donated to the

- 97 IRON GIRAFFE project bringing fresh water to South Sudan. Thank you to the parents and staff
98 for volunteering their time and making this a success
- 99 Mr. Driscoll asked who puts information in the paper.
- 100 Principal Schuttinger added that he thinks that it was a miscommunication.
- 101 Mr. Steel added that he will congratulate the team in his video update.
- 102 Principal Schuttinger added that he does have releases already for students,
- 103 Mr. Driscoll asked about the policy about school district.
- 104 Discussion ensued for the release form.
- 105 Mr. O’Keefe asked about the breakfast, fruit idea.
- 106 Principal Schuttinger replied that he spoke to SAU #39 Food Service Director, Mr. John Lash,
107 and he is not opposed to it. The challenge is that to qualify for the grant you have to be at 50%
108 free or reduced lunch, they are around 9%. He added that the cost will be about \$50.00 per day.
- 109 Mr. O’Keefe asked about the breakfast program now.
- 110 Principal Schuttinger replied that the kids let the staff know they would like to have breakfast.
111 The staff then radio to the office know and they have a staff member stay in the breakfast line.
112 The students can eat in the multi-purpose room or go outside when the weather gets nicer. Some
113 students even save their breakfast for later on.
- 114 He added that it would be about \$250 a week, for 200 apples it would depend on the fruit. The
115 Breakfast Program is averaging 24 students a day.
- 116 Mr. O’Keefe noted that he would like to pilot a fruit a day for the students.
- 117 The Board agreed for the rest of the school year.
- 118 Principal Schuttinger replied, yes, and will give the board feedback when they start it.
- 119 He then noted that he met with Chief Furlong and they went over the details of the original
120 meeting when they had a bus driver attend a recent board meeting. He also met with each of the
121 bus drivers.
- 122 When the Chief met with him, he then noted that they could do two things. First, install a gate
123 near the stop sign with an automatic closure to go through the crosswalk. He hasn’t seen a
124 change in the number of walkers. A majority of students are still going home by Bus, second,
125 Pick-Up and last, Walker. Second, they could station someone down there as a duty, monitoring
126 the students and hold them as the busses pass. Those are his two recommendations.
- 127 Mr. Driscoll asked if the current situation is working and everyone is happy.
- 128 Principal Schuttinger replied that one bus driver is very happy. He has heard through other
129 avenues that people are not happy about the walking children being released last.

130 They also created a Pick-Up system with cones and it is more efficient. It is better than it was
131 before.

132 Ms. Lawrence asked if they need to revisit that shift.

133 Principal Schuttinger noted that he can take more time to look at it. It will improve their pick up
134 system, although, there is still an issue with the crosswalk. He emphasized that he appreciates
135 what bus drivers do every day.

136 Mr. O'Keefe recommended that they do not change it, and keep the walkers until after the 4th
137 bus.

138 Principal Schuttinger then thanked the Board for that great discussion.

139 He then reviewed the memo that is in the agenda packet.

140 Based on the recent student survey results, students are interested in physical and art activities
141 after school. This memo proposes consistent activity during the school year to address student
142 requests.

143 They continue to struggle with filling their part-time positions with professionals who are willing
144 and able to stay longer than a few years. Their desire is often a full-time salary and benefits.
145 Added to this challenge is the request to have after-school activities that meet the wants of all
146 their students throughout the year.

147 Currently, their PE Teacher is at a .6 (three days a week, \$33,248. Budgeted) staffing. If they
148 were to increase this position to a .8 FTE (\$30,444. current level of applicants) it would make
149 this position more enticing to a professional looking for a full-time position and wanting to stay
150 in a school for a longer period of his/her career. This added .2 would allow them to have this
151 professional one full day translating to three 2-hour extensions to the current three-day schedule.
152 These added hours would allow the professional to run after school physical activities during the
153 school year.

154 With Art, the position is .4(two days a week) FTE (\$24,248.) Adding .2 (\$12,124.) to this post
155 would increase the professional one added day or three afternoons for two hours. This increase
156 would add the responsibility of having Art offerings for students throughout the school year. He
157 had a request to think about more art during the day.

158 The benefit of increasing these two positions is attracting and keeping quality professionals
159 while offering consistent after school activities.

160 Mr. O'Keefe asked at what point do they have to provide benefits.

161 Superintendent Steel replied, 32 hours a week.

162 Discussion ensued about the position.

163 Ms. Lawrence asked about the .8.

164 Mr. Steel responded that they will stay within the budget.

165 Mr. O’Keefe gave his support for the after school athletic program, he then asked about the art
166 teacher.

167 Principal Schuttinger that is based on the current person’s FTE.

168 Superintendent Steel noted that the PE is a priority now as they can fund it.

169 Mr. Driscoll commented that he would also be in support.

170 Ms. Lawrence added that she appreciates the creative thinking.

171 Principal Schuttinger then reviewed that by using Tuesday, Wednesday and Thursday they can
172 get all MVVS students.

173 Mr. Steel remarked that no motion is needed and will make it work.

174 Mr. Eckhoff asked that they can also find out if the person has ideas about how to run an after
175 school program.

176 X. Consent Agenda

177 Mr. Driscoll commented that he was concerned that the led lighting usage is up.

178 Superintendent Steel noted that he was not aware of this issue and will look into it.

179 Mr. Driscoll asked about School Conference Day, November 1st.

180 Discussion ensued about the day after Halloween.

181 Mr. Driscoll noted that he would rather have school the day after Halloween, with regular
182 instruction. He then noted that November has a lot of days off.

183 Mr. Steel added that they did make some changes regarding November and the day after
184 Halloween is not an effective day for learning.

185 Ms. Hinckley echoed Superintendent Steel.

186 Mr. O’Keefe asked about the work order summary list, with the amount of time the Work Orders
187 have been open.

188 Principal Schuttinger replied that he has talked with the Head Custodian, Mr. Eric Bouldin, and
189 the work orders are getting completed. The new program is not as user friendly as they had
190 originally thought.

191 Mr. O’Keefe added that he just wanted to make sure that things are getting fixed.

192 **Mr. Stephen O’Keefe motioned to accept the Consent Agenda items 1. Approve Minutes**
193 **March 14, 2019, 2. Approve Treasurer’s Report, 3. Accept Unanticipated Revenue, 4.**
194 **Review Q3 Facilities Report, 5. Review Q3 Sub Report and 6. Approve FY 20 School**
195 **Calendar. Mr. Thomas Driscoll seconded the motion. The vote was unanimous, motion**
196 **passed.**

197 XI. Curriculum Update- All 4 Major Content Areas

198 Assistant Superintendent, Ms. Christine Landwehrle discussed that there are three Curriculum
199 Coordinators here and this presentation is not in the agenda packet. The meetings were off sync
200 and Math Interventionist, Ms. Charline Brown, could not make it tonight.

201 1. Social Studies

202 Sixth Grade MVVS Teacher, Ms. Dawn Garneau, discussed, Special Programming- Living
203 Voices for 4th -6th and then 1st to 3rd grades for another program.

204 Ms. Landwehrle noted that they are saving money because they are partnering with AMS and
205 they are using grant funding to pay for the programming.

206 Mr. Eckhoff asked if it can be taped.

207 Ms. Landwehrle replied that she will check the contract.

208 Ms. Garneau then discussed the Learning Target and Rubric Development.

209 Ms. Landwehrle replied, that videotaping is prohibited, it's the first item on the contract. It
210 would need to have a written request. She added that this is K-12 work, she added that they it is
211 helping them to look critically.

212 The Board thanked Ms. Garneau.

213 2. Science

214 Ms. Sarah Millas, MVVS 5th Grade Teacher, discussed the new activities they have done with
215 STEAM, and Mystery Science. It is a great resource and the kids are really into it.

216 Ms. Landwehrle added that it is a district wide.

217 Ms. Millas added that they started budgeting for consumables.

218 Ms. Landwehrle explained that they plan on allocating even more for next year.

219 Ms. Millas remarked that they also have an exciting visit from people from Montshire Science
220 Museum. It's like a museum on wheels, and they will take pictures for the Board.

221 Mr. O'Keefe asked if they had looked at donations from Wal-Mart, he then suggested that they
222 call the manager.

223 Ms. Landwehrle added that in the grant she included 4 Museum of Science Kits, which are meant
224 for use after school.

225 Discussion ensued.

226 The Board thanked Ms. Millas.

227 3. English Language Arts

228 Ms. Mel Jones, 4th Grade Teacher MVVS, reviewed some ELA updates.

229 Ms. Landwehrle commented that the teachers felt that it was too history focused and not broad
230 enough. They are still working on the curriculum and hope to bring it to the Board in the Fall.

231 Mr. Driscoll asked about grade 5.

232 Ms. Landwehrle replied, that they want to make sure that they have different genres. They
233 needed to revamp a little bit. The standards that they are teaching to are the same and they have
234 an emphasis on different genres.

235 Ms. Jones discussed that they use an Anchor Chart, Just Right Books, using a reader's notebook,
236 and Read Across America.

237 Ms. Landwehrle added that, Ms. Charline Brown, will be happy to attend another meeting.

238 The Board thanked Ms. Jones.

239 Ms. Lawrence suggested that they take a look at the Board Goals and come prepared to discuss
240 next time.

241 The Board agreed.

242 XII. Year End Expenditures

243 Superintendent Steel discussed that they are projecting a surplus of \$566,000 with \$240,000
244 coming from AMS tuition savings and \$290,000 is coming out of Special Ed. The Board
245 developed a long term facilities plan and then there is this list that they need to take a look at. He
246 then reviewed what they had in the plan and Buildings and Grounds Director, Mr. John
247 Robichaud had also added some items. What is not listed is the MPR sound system upgrade.

248 Discussion ensued over the sound system.

249 Mr. Steel added that he is looking for two things, first, a number the Board is comfortable
250 spending at year end, and second, which of these projects they feel comfortable completing.

251 Discussion ensued over the items on the list.

252 Principal Schuttinger noted that he would like to add 2 water fountains, \$3,500 total for both
253 with install.

254 Mr. O'Keefe noted that he would like flexibility in next year's budget. The goal for next year is
255 to keep a level budget. He then asked about technology.

256 Superintendent Steel added that their auditors look for spring purchases. They will then take it
257 out and charge it for next year.

258 Ms. Lawrence added with the risers, and computers they are at \$55,000 to \$60,000.

259 Principal Schuttinger added that they are looking at a mat.

260 Mr. O'Keefe noted that he does not see that being a good use of tax payer dollars.

261 Ms. Lawrence asked if it needs to be replaced.

262 Principal Schuttinger replied, yes, they are all worn down and not working effectively.

263 Mr. Eckhoff asked about the basketball hoop safety straps.

264 Principal Schuttinger explained the use for the straps.

265 **Mr. Thomas Driscoll motioned to authorize spending for miscellaneous capital**
 266 **improvement items as recommended by the Superintendent, not to exceed \$60,000, from**
 267 **the Unreserved Fund Balance. Ms. Sarah Lawrence seconded the motion. The vote was**
 268 **unanimous. Motion passed.**

- 269 • Lobby Bathrooms (\$20,170)
- 270 • 4 Exterior doors (\$1,250 per)
- 271 • Basketball Hoop Safety Straps (\$1,500)
- 272 • Room C-9 Window Replacement (\$500)
- 273 • Entry Mats (about \$2,000 total, NO LOGO MAT)
- 274 • Nurses Office (\$5,000)
- 275 • Cabinets in old computer lab (\$1,500)
- 276 • Water Fountain Bottle Fillers (\$3,500 total for 2)
- 277 • Risers that are budgeted for next year (\$11,000)
- 278 • Computer Technology (\$7,500)
- 279 • MPR Sound Stuff (\$3,000)
- 280

281 XIII. NWEA- Longitudinal Report and Growth for Lowest Quartile

282 *Tabled for next meeting*

283 Mr. O'Keefe asked about a reference made about lower test scores at one of the meetings.

284 Assistant Superintendent Landwehrle replied, that was in reference to NHSAS. She added that
 285 they used to have Smarter Balanced and now have NHSAS. The DOE determines the
 286 assessment. She then discussed the two issues, reading and writing sections were separated and
 287 then brought together and two, confusion about testing dates.

288 Superintendent Steel added that was from Niche, where people submit their own reviews.

289 Discussion ensued.

290 Ms. Landwehrle added that she can bring back the scores for further discussion.

291 The Board thanked Assistant Superintendent Landwehrle.

292 XIV. Meeting Adjourned

293 **Ms. Sarah Lawrence adjourned the meeting at 8:15PM.**