

1 Mont Vernon School Board

2 Thursday, November 9th, 2017

3 Meeting Minutes

4 Attendees:

5 Administrative Team: Peter Warburton- Superintendent of Schools, Adam Steel– Business  
6 Administrator, John Schuttinger-Principal, Christine Landwehrle- Director of Curriculum &  
7 Professional Development, Mrs. Maura Zaccaria Art Teacher MVVS, and Ms. Sara Millias- 5<sup>th</sup>  
8 Grade Teacher MVVS

9 Mont Vernon School Board: Thomas Driscoll- Chair, Sarah Lawrence- Vice Chair, Jason  
10 Chavez- Secretary, Stephen O’Keefe, and Kim Roberge

11 Minute Taker: Danae Marotta

12 Public: 5<sup>th</sup> Grade MVVS Students, Sam Hinkley- Budget Advisory Committee, and Community  
13 Members.

14 I. CALL TO ORDER

15 **Mr. Thomas Driscoll called the Meeting to order at 6:00PM.**

16 He then thanked the public for attending. He added that they will begin right away with the  
17 Principal’s Report.

18 II. ANNOUNCEMENTS

19 A. Principal’s Report

20 Principal Mr. John Schuttinger discussed the November Principal’s Report.

21 He noted that the annual Yard Sale fundraising event this year was geared toward new structures  
22 for the playground. Ms. Anita Carroll and Ms. Bethany Howe spear-headed the event  
23 coordinating volunteers, items for donation, publicizing the event and manning the entire event.

24 He added that thanks to their hard work and experience, they raised over \$2,000.00 so far. They  
25 will now place several items that did not sell, yet worthy of consignment, in a local consignment  
26 shop and hope to add more to that total.

27 He then thanked Mrs. Carroll and Mrs. Howe.

28 Mr. Thomas Driscoll then asked about the enrollment.

29 Mr. Schuttinger noted that the first grade is up one. He then reviewed the amount in each grade.

30 Mr. Driscoll added that it was over what was projected and that it is a good thing.

31 Principal Schuttinger remarked that some 5<sup>th</sup> grade students are here to talk about Veterans Day  
32 activities and artwork.

33 The Board thanked Principal Schuttinger.

34 □ 5th Grade Presentation

35 Several 5<sup>th</sup> grade students then discussed artwork and poems they have written.

36 They then discussed today's assembly, noting that they had a student presentation of TAPS.

37 Mr. Driscoll asked if any of the students were in the chorus.

38 The Board thanked the students and added that they did a wonderful job.

39 Mr. Schuttinger then asked one of the students what they had enjoyed the most. Students had  
40 noted, carrying the flag, helping write letters, and other various activities.

41 He then noted that the kids did a great job.

42 □ Title I Survey Results

43 Principal Schuttinger then reviewed the results from the recent Title I survey, adding that he got  
44 28 responses out of 37 total surveyed. He added that there were some personal responses, such  
45 as regrouping as a family.

46 He then reviewed the answers to "What can we do to make Title 1 services more accessible to  
47 your family?" He noted that someone had requested transportation. He noted that 3 responded  
48 that everything was fine.

49 He added that someone had asked for the time from when camp ends and then school begins.

50 Ms. Christine Landwehrle, Director of Curriculum and Professional Development, added that  
51 often teachers are working on curriculum and they have to be careful with certain weeks. She  
52 noted that is one challenge with august.

53 She added that they worry that they are not catching students fast enough with the summer.

54 Mr. Driscoll suggested letting parents know sooner what their child needs extra help with,  
55 emphasizing that they could do that for all students.

56 Mr. Schuttinger replied that families have been responsive, some have found their own, and then  
57 they also have Dreambox and Khan Academy.

58 Mr. Driscoll asked about personalization with Khan Academy.

59 Ms. Landwehrle remarked that teachers can customize Khan Academy through the teacher, but  
60 not with Dreambox. She added that they could also do a drop in program with Dreambox and  
61 they can look at all different types of programming.

62 Mr. Driscoll added that if they do it again, they will probably get the same answers. He added  
63 that they need to be creative and think a little more outside of the box. He then gave an example  
64 of his own son, noting that even in college they have beginning of the school year refreshers.

65 Mr. Schuttinger added that he understands the challenge that parents face.

66 Ms. Landwehrle mentioned that the funding is also challenging with grant approval.

67 Mr. Driscoll commented that he would like to hear a proposal, next month, on what they can do  
68 differently.

69 Ms. Landwehrle added that Ms. Charline Brown, Title I Coordinator, will be here at the next  
70 meeting as well.

71 Mr. Driscoll then asked Ms. Landwehrle to see NWEA test data.

72 Ms. Landwehrle replied, yes, absolutely.

73 The Board thanked Principal Schuttinger and Ms. Landwehrle.

74 B. Correspondence

75 None

76 C. Committee Reports

77 Ms. Lawrence remarked that the Policy Committee has been working hard reviewing policies.

78 Mr. O'Keefe added that he is a part of the Professional Development Committee and that they  
79 are going to have a really beneficial and fun day planned for Monday, November 13, 2017.

80 III. PUBLIC TIME

81 Mr. Sam Hinkley, remarked that he is Chair of the MVVS Budget Committee.

82 Mr. Driscoll thanked Mr. Hinkley for his time and effort.

83 IV. CONSENT AGENDA

84 A. Minutes

85 1. October 12, 2017

86 B. Unanticipated Revenue

87 1. \$264.00 donation from Jack and Autumn Grdina to be used for student  
88 activities. (Student Activity Fund)

89 2. \$264.00 donation from Fidelity Foundation matching Gifts to Education  
90 Program to be used for student activities. (Student Activity Fund)

91 **Ms. Kim Roberge motioned to accept Consent Agenda items A. Minutes, 1. October 12,**  
92 **2017 and B. Unanticipated Revenue 1. \$264.00 donation from Jack and Autumn Grdina to**  
93 **be used for student activities. (Student Activity Fund) and 2. \$264.00 donation from**  
94 **Fidelity Foundation matching Gifts to Education Program to be used for student activities.**  
95 **(Student Activity Fund). Ms. Sarah Lawrence seconded the motion. The vote was**  
96 **unanimous, motion passed.**

97 Mr. Driscoll thanked the generous donors.

## 98 V. PRESENTATIONS

### 99 A. NWEA Assessment

100 Ms. Christine Landwehrle, Director of Curriculum and Professional Development, then  
101 discussed that the NWEA K-6<sup>th</sup> grade is a computer adaptive test for a very wide range. She  
102 added that these are the Fall 2107 results. She added that the score is continuous and can be  
103 compared over time. Also, it gives the teacher instructional information for the teacher to make  
104 learning more personalized.

105 Mr. Driscoll asked if it is something that they can they put into progress reports.

106 He added that he was at Open House and what he heard parents asking for is real time  
107 information.

108 Ms. Landwehrle added that the assessments are at a deeper level now and are improving at  
109 instructional practices. The curriculum has changes, and the assessments have changed. She  
110 added that she hopes that it is better alignment to standards.

111 She mentioned that they are at the point in that they are making enhancements not big changes,  
112 refinements. They have enhanced a lot of the non-fiction.

113 She then reviewed the Growth Summary Fall 2016-Fall 2017 NWEA. She explained that the dot  
114 is the school norm for growth. She added that the bar graph shows what the students actually did.

115 Ms. Landwehrle discussed that in looking at this, they are doing really well for growth. She  
116 remarked that 4<sup>th</sup> grade made the most significant change to the curriculum. She added that it  
117 was a pretty challenging resource and was most likely an implementation dip. She remarked that  
118 they will be closely monitoring their progress.

119 Ms. Roberge commented that she is surprised as they are looking at the same group of kids with  
120 a ratio of 1 to 12.

121 Ms. Landwehrle then explained the individual growth and target growth. She then noted that  
122 50% of students met their target growth.

123 Ms. Roberge suggested seeing math and reading scores on the same graph.

124 Ms. Roberge commented on the 3<sup>rd</sup> grade growth summary in math. She added that meeting  
125 target growth is important.

126 Ms. Landwehrle added that they can look at target growth at each grade level.

127 Mr. Driscoll suggested that they should do that for the 5<sup>th</sup> grade.

128 Ms. Roberge noted that it is still individualized and is concerned with leaving students behind.

129 Principal Schuttinger then commented that the change would be for next year's data already.

- 130 Mr. Chavez added that the growth is what people look for.
- 131 Mr. O’Keefe asked Ms. Landwehrle what she believes is the reason behind the dip in reading  
132 scores.
- 133 Ms. Landwehrle replied that she believes that it is an implementation dip. She added that she will  
134 look further into it and then report back to the Board.
- 135 Mr. Driscoll asked if they can put some information about testing on One School Street.
- 136 Ms. Landwehrle noted that they can do that. She suggested just putting the mean scores up or in  
137 a table format.
- 138 Mr. O’Keefe agreed.
- 139 Ms. Landwehrle added that their norming population was huge.
- 140 Superintendent Warburton suggested that an introduction would be good as well.
- 141 Mr. O’Keefe asked if they are getting a lot of hits to the website, [www.OneSchoolStreet.org](http://www.OneSchoolStreet.org)
- 142 Superintendent Warburton replied that he has heard great things from the public so far.
- 143 Mr. O’Keefe suggested Principal Schuttinger’s weekly reports to go to One School Street.
- 144 Superintendent Warburton then pulled up [www.OneSchoolStreet.org](http://www.OneSchoolStreet.org) for the Board. He added  
145 that in creating it they wanted a dashboard with content such as Principal’s Reports, etc. He  
146 added that he would like to highlight more student success. He then noted that the Board can see  
147 other Principals Reports.
- 148 Mr. O’Keefe asked if the survey for consolidation was complete yet.
- 149 Superintendent Warburton replied, not at this time.
- 150 Ms. Landwehrle then discussed the Math Mean RIT Scores.
- 151 She explained the chart noting the K grew really well with 21 RIT points. She reviewed the  
152 grade level growth.
- 153 Mr. O’Keefe asked about the 7<sup>th</sup> grade. He added that he wants to know the success of the 6<sup>th</sup>  
154 grade.
- 155 Ms. Landwehrle noted that she can add 7<sup>th</sup> grade on to it. She added that she will have to see the  
156 school norms.
- 157 Discussion ensued.
- 158 Ms. Landwehrle then added the next steps as, meet with teachers to review student level results  
159 and compare with SBAC, discuss goals or targets for students for future NWEA assessments and  
160 examine growth information (fall to winter growth).
- 161 The Board thanked Ms. Landwehrle.

162 B. MVSD Budget Committee Recommendations

163 Business Administrator, Mr. Adam Steel, noted that the budget is up more than last time. He  
164 added that out of district AMS tuition costs has gone up, noting that it was more than one  
165 student.

166 He added that there are a number of comments from the Budget Committee. He added that the  
167 Budget is up 13% with mostly special education.

168 Mr. Steel then asked Mr. Hinkley for the Budget Committee's thoughts.

169 Mr. Hinkley noted that the Budget Committee met twice, and Mr. Driscoll has met them as well.

170 He added that they are not complete with their evaluation. He added that at this time they will  
171 probably only recommend one teacher, no dental for paraprofessionals and then adjustments to  
172 the technology budget. He added that there are minor things that they still need to assess.

173 Mr. Driscoll asked Mr. Steel to clarify the Budget timeline.

174 Mr. Steel discussed that a perfect scenario is that the Board be complete in December as it sets  
175 them up for the public hearing in January. He added that technically they can make changes up  
176 until the right before the public hearing.

177 Ideally, tonight if the Board had already made a decision about the number of teachers to  
178 include and the dental, that would help guide their work forward. He added that the two factors  
179 that are outstanding are the Amherst tuition to be updated, and the SAU budget.

180 He added that it is too early to predict unassigned fund balance because of special education  
181 issues. He added that they will find out about Adequacy Aid by Nov 15<sup>th</sup>.

182 Mr. O'Keefe asked about executive summary page, the default budget and the proposed budget.

183 Mr. O'Keefe added that his suggestion is to move forward with one teacher, try to be as close as  
184 possible to the default budget. He noted that he is taking Mr. Steel's previous advice against  
185 putting in a warrant article for three teachers.

186 Mr. Driscoll asked him about his thoughts on the dental for paraprofessionals.

187 He added that it seems very expensive. He then suggested an increase in raise as an alternative.

188 Ms. Lawrence and Mr. Chavez agreed with Mr. O'Keefe with proposing one teacher.

189 Ms. Roberge noted that she looks at a budget differently building it up from zero. She added her  
190 concern with a 13% increase. She then discussed the wants vs. the needs. She then asked for  
191 greater clarification from Mr. Bruce Chakrin, Director of Technology.

192 Mr. Driscoll that is the 1:1 initiative.

193 Mr. Hinkley commented that they (Budget Advisory Committee) had also questioned the needs  
194 vs. the wants.

- 195 Ms. Roberge then asked about the replacement of the FM systems. She then asked for more  
196 clarification from Ms. Meg Beauchamp, Director of Student Services.
- 197 Mr. O’Keefe noted that they should be looking at Chromebooks that work better and are faster.
- 198 Mr. Driscoll suggested that he would like to see two lists in the future, a list of wants and then  
199 needs. He mentioned that the town budget is up and added that he cannot justify the amount of  
200 \$2,500 for a new television monitor.
- 201 Ms. Roberge then asked about the support staff PD at \$175.
- 202 Ms. Landwehrle, replied that it is not contractual and added that the Board can adjust that.
- 203 Ms. Roberge asked about the \$2,000 for a professional library.
- 204 Principal Schuttinger remarked that the amount of \$175.00 is low from a professional standpoint.
- 205 Ms. Roberge discussed that there is a lot that they do not have control over. She added that they  
206 used to give money back to the taxpayers. She added that she does not want to get to the point of  
207 where they freeze the budget.
- 208 Principal Schuttinger added that the concern or caution is that they are looking to offer that  
209 makes them one more step ahead than other schools.
- 210 Mr. Driscoll commented that they need to figure out what is really necessary. He added that it  
211 makes you look closer at the budget. He then asked about the FM replacement.
- 212 Principal Schuttinger then asked what happens if they needed it next year.
- 213 Mr. Hinkley commented about what portion is really choice and added that they are looking for  
214 more definition on certain topics.
- 215 Mr. Steel commented on the budget as a whole.
- 216 Mr. O’Keefe asked if there a demand for paraprofessional dental.
- 217 Mr. Driscoll added that it is an equity piece.
- 218 Ms. Landwehrle added that it has come up during budgeting, for the past few years.
- 219 Mr. Driscoll suggested they give them a stipend for dental.
- 220 Mr. Steel corrected his previous amount noting that it would be \$9,400 for 6 people.
- 221 Mr. O’Keefe suggested they give them a \$500 stipend until next year.
- 222 Ms. Landwehrle added that she is not sure if they could put it in a flexible spending account.
- 223 Discussion ensued.
- 224 Superintendent Warburton noted that three or four years ago it was a question, noting that they  
225 need to talk to them further.

- 226 Principal Schuttinger added that he will ask them.
- 227 Ms. Roberge asked for the budget to be formatted differently.
- 228 Mr. Steel replied, absolutely, anyway you would like.
- 229 Ms. Roberge thanked Mr. Steel.
- 230 Mr. Driscoll added that he likes the amount of the \$500 dental FSA.
- 231 Ms. Roberge disagreed.
- 232 Mr. Driscoll mentioned that he agrees with the amount of \$500 for dental FSA, one teacher  
233 increase, more detail on technology costs and added that in December Ms. Meg Beauchamp,  
234 Director of Student Services, can come talk to the board.
- 235 He added that if you have more questions to put it in the Google Docs. He then noted his support  
236 for the process.
- 237 Mr. O’Keefe noted that he appreciates the Google Docs, adding that it shows greater  
238 transparency.
- 239 He then thanked Mr. Hinkley and the Budget Committee for their work.
- 240 C. 2018-2019 MVSD Budget
- 241 *See above*
- 242 VI. DISCUSSION
- 243 A. Consolidation Forum
- 244 Mr. O’Keefe commented that he believes that this issue affects more of MV and that the bigger  
245 conversation will come up at the next session. He added that he believes that it is going to be  
246 expensive for the residents of MV people paying for C/W for renovations and repairs.
- 247 Superintendent Warburton added that it is a work in progress. They will do a presentation and  
248 hopefully it will be clear. He added that the public had a lot to say and it was great conversation  
249 for the community.
- 250 Mr. O’Keefe added that the common issues are extracurricular activities and opportunities, yet  
251 were concerned with control in voting.
- 252 Superintendent Warburton added that it will be the Board decision to put it on the Warrant.
- 253 Mr. Driscoll asked about the warrant process.
- 254 Mr. Steel replied, late January, if there is no financial impact.
- 255 Ms. Lawrence added that she was pleased to see the forum well attended with different  
256 perspectives.
- 257 Mr. Chavez added that he understands that people want a close proximity for their children.



258 Ms. Roberge noted her concern with not guaranteeing closing the MVVS, she added that she  
259 does not see equity with the voting.

260 Mr. Driscoll added that they don't have equity with the SAU budget with Maintenance.

261 Ms. Roberge remarked that they will have deeper conversations. She noted her concern for the  
262 residents of MV.

263 Superintendent Warburton remarked that he is hearing mixed reviews from the Board about their  
264 views.

265 Ms. Roberge mentioned her concerns and discussed extra-curricular activities/opportunities.

266 Superintendent Warburton added that with the Strategic Plan, the Streamline Pillar is about  
267 making things more efficient and effective. He added that they had asked the residents and will  
268 look for more feedback.

269 Mr. Driscoll asked if they could do a poll.

270 Discussion ensued.

271 Mr. O'Keefe remarked that they can ask for thoughts.

272 Mr. Driscoll finalized by stating that they got some good feedback as a Board.

273 B. Three-year terms for Clerk, Treasurer and Moderator

274 Mr. Steel remarked that if the Board wanted to do so they could put it on a warrant article to  
275 change it from one year to three year terms.

276 He added that they did not get the Moderator position filled.

277 Mr. O'Keefe asked why not.

278 Mr. Driscoll remarked that they published it, put it in FB, it is not that hard. He commented that  
279 the Moderator is not a hard position to do, adding that there are a few things that you do  
280 throughout the year.

281 Ms. Roberge added that it is tough to get people to do it for one year and if they enjoy it they can  
282 do it again the following year.

283 C. Moving February 8th Board meeting to February 7th after Deliberative Session

284 Mr. Steel discussed that they should probably have the February Board meeting after the  
285 Deliberative Session on February 7<sup>th</sup>.

286 Mr. Driscoll added that they can talk about it in the agenda meeting.

287 VII. INFORMATIONAL

288 A. NHSBA –Effective School Board Meetings

289 Mr. Driscoll discussed that the NHSBA –Effective School Board Meetings was at the SAU  
290 Board meeting, noting that there is a lot of good information in there.

291 VIII. ACTION ITEMS

292 A. Science Curriculum

293 **Ms. Kim Roberge motioned to approve the Science Curriculum. Ms. Sarah Lawrence**  
294 **seconded the Motion. The vote was unanimous, Motion passed.**

295 B. Memorandum of Understanding (MVPD& MVSD) & Form Ed317 – 2nd Reading

296  Motion for Superintendent to sign MOU on the Board’s behalf

297 Superintendent Warburton mentioned that he would like to withdraw this as an action item  
298 noting that he would like to discuss this further with the MVPD.

299 C. Policies – 2nd Readings

300 1. BEDH – Public Participation at School Board Meetings

301 2. DA – Fiscal Management Policy

302 3. DB – Annual Budget

303 4. DBC – Budget Preparation

304 5. DBI – Budget Implementation

305 6. DBJ – Transfer of Appropriations

306 7. DD – Funding Proposals and Applications

307 8. DEA – Revenues from Local Tax Sources

308 9. DFA – Investment Policy

309 10. DFEB – Admission Fees and Donations for Programs

310 11. DG – Depository of Funds

311 12. DGA – Authorized Signatures

312 13. DI – Fiscal Accounting and Reporting

313 14. DIAM – Board Review and Signing of Manifests

314 15. DID – Fixed Assets & Durable Goods Inventories

315 16. DIE – Audits

316 17. DIH – Fraud Prevention and Fiscal Management

317 18. DJB – Purchasing Procedures

- 318 19. DJE – Bidding Requirements  
 319 20. DJF – Local Purchasing  
 320 21. DJGA – Sales Calls and Demonstrations  
 321 22. DK – Payment Procedures: Board Review and Signing of Manifests  
 322 23. DKA – Payroll Procedures  
 323 24. DKC – Expense Reimbursements  
 324 25. DLB – Salary Deduction – Tax Sheltered Annuity  
 325 26. DM – Cash in School Buildings  
 326 27. DN – School District Properties Disposal  
 327 28. EEAA – Video Surveillance on School Property  
 328 29. JICG – Tobacco Products Ban

329 Ms. Roberge asked if there were any major changes.

330 Ms. Lawrence replied, not really, however there is a document that tracks the changes.

331 She noted that they were really thoroughly done.

332 Mr. Driscoll suggested having quotes as a part of the bidding requirements. He added that it cuts  
 333 down on the back and forth.

334 Mr. O’Keefe commented about the video surveillance policy, adding that he wants office staff to  
 335 pick up on things that are out of the norm.

336 Ms. Lawrence discussed when they looked at it a lot it seems that they need another line with  
 337 circumstances. She added that they need further discussion.

338 She added that she wants to hear input from the principal and other individuals

339 Mr. O’Keefe remarked that the recent lock down was well executed.

340 Discussion ensued.

341 Mr. Driscoll discussed that policy EEAA – Video Surveillance on School Property should go  
 342 back to the Policy Committee for further review.

343 Ms. Lawrence added that it can then come back to the MV Board rather than the SAU Board.

344 Mr. O’Keefe noted that the wording in policy JICG – Tobacco Products Ban has to be adjusted  
 345 to reflect to MVVS.

346 **Ms. Kim Roberge motioned to approve policies 1. BEDH – Public Participation at School**  
 347 **Board Meetings, 2. DA – Fiscal Management Policy, 3. DB – Annual Budget, 4. DBC –**  
 348 **Budget Preparation, 5. DBI – Budget Implementation, 6. DBJ – Transfer of**

349 **Appropriations, 7. DD – Funding Proposals and Applications, 8. DEA – Revenues from**  
 350 **Local Tax Sources, 9. DFA – Investment Policy, 10. DFEB – Admission Fees and Donations**  
 351 **for Programs, 11. DG – Depository of Funds, 12. DGA – Authorized Signatures, 13. DI –**  
 352 **Fiscal Accounting and Reporting, 14. DIAM – Board Review and Signing of Manifests, 15.**  
 353 **DID – Fixed Assets & Durable Goods Inventories, 16. DIE – Audits, 17. DIH – Fraud**  
 354 **Prevention and Fiscal Management, 18. DJB – Purchasing Procedures, 19. DJE – Bidding**  
 355 **Requirements, 20. DJF – Local Purchasing, 21. DJGA – Sales Calls and Demonstrations,**  
 356 **22. DK – Payment Procedures: Board Review and Signing of Manifests, 23. DKA – Payroll**  
 357 **Procedures, 24. DKC – Expense Reimbursements, 25. DLB – Salary Deduction – Tax**  
 358 **Sheltered Annuity, and 26. DM – Cash in School Buildings. Ms. Sarah Lawrence seconded**  
 359 **the Motion. The vote was unanimous. Motion passed.**

360 **Ms. Kim Roberge motioned to approve 29. JICG – Tobacco Products Ban, as amended,**  
 361 **“Amherst to Mont Vernon”. Ms. Sarah Lawrence seconded the Motion. The vote was**  
 362 **unanimous, Motion passed.**

363 IX. NON-PUBLIC SESSION – RSA 91-A:3 II. (a) (b) (c)

364 X. REVIEW OF MEETING/FUTURE AGENDA ITEMS

365 Chari Mr. Thomas Driscoll noted the following future agenda items:

- 366 • 5<sup>th</sup> grade NWEA data
- 367 • Ms. Meg Beauchamp, Director of Student Services, cost of Special Ed.
- 368 • Title I recommendations
- 369 • Students at Board Meeting

370 Mr. O’Keefe suggested having grades 4, 5 and 6 at a day time Board meeting. He added that it  
 371 would be a great and fun way for the students to understand what the Board does.

372 XI. ADJOURN

373 **Ms. Kim Roberge motioned to adjourn at 8:26pm. Ms. Sarah Lawrence seconded the**  
 374 **Motion. The vote was unanimous, Motion passed.**