

1 Mont Vernon School Board

2 Thursday, February 8, 2018

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, Stephanie Grund- Finance Department, Charline Brown- Math  
8 Interventionist/ Math Curriculum Coordinator and Jan Mattie- 3<sup>rd</sup> Grade Teacher MVVS.

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

11 Minute Taker: Danae Marotta

12 Public: Mike Campo- Lead Auditor, Plodzik & Sanderson, PA: Concord, NH Accounting Firm |  
13 CPA

14 I. CALL TO ORDER

15 **Chair Mr. Thomas Driscoll called the Meeting to order at 5:15 PM.**

16 II. ANNOUNCEMENTS

17 A. Principal’s Report

18 Principal Mr. John Schuttinger highlighted the recent Spelling Bee, adding that they might  
19 change it to daytime as it is a family event. He added that they will save that for next year.

20 Mr. O’Keefe asked about the recent incident, about the burst pipe last weekend.

21 Principal Schuttinger added that it was a fitting that was too tight, there were some carpets that  
22 got wet but it was really minimal.

23 Mr. Driscoll asked the Board if they had any questions on the teacher absentee list.

24 The Board had no questions or comments.

25 The Board thanked Principal Schuttinger.

26 B. Correspondence

27 None

28 C. Committee Reports

29 Ms. Lawrence added that they are still working hard on the Policy Committee. She added that  
30 she wanted to have a third look at some policies from back in April. She wanted to take the  
31 opportunity to adopt them as other boards had already done so.

32 Mr. Driscoll added that they looked fine to him.

33 Mr. O’Keefe added that the Professional Development Committee had sent out a survey.

34 Ms. Christine Landwehrle, Director of Curriculum and Professional Development, discussed that  
35 they had 6 questions with a great, fast response. The survey was about individual professional  
36 development goals. They used Survey Monkey and it was great.

### 37 III. PUBLIC TIME

38 No Public Comment

### 39 IV. CONSENT AGENDA

#### 40 A. Minutes

41 1. December 11, 2017

42 2. January 11, 2018

#### 43 B. Treasurer’s Reports

44 1. September 2017

45 2. October 2017

#### 46 C. Unanticipated Revenue

47 1. \$500.00 of unanticipated revenue from HealthTrust for teacher/staff wellness  
48 programs. (General Fund)

49 2. \$250.00 of unanticipated revenue from Coffee Pond Photography to be used for  
50 Mont Vernon Village School Student Activities. (General Fund)

#### 51 D. Budget Transfer

52 1. MVSD TSFR 2018 005

#### 53 E. Auditor’s Report

54 Mr. Driscoll asked about the recent audit. He added that the Board has a packet of information.

55 Mr. Mike Campo, Lead Auditor, Plodzick & Sanderson, PA: Concord, NH Accounting Firm,  
56 added that they did not have anything that was out of the ordinary.

57 He noted that the Student Activities Fund was managed properly and in those cases it is out of  
58 the usual management and the most vulnerable. They plus the other Districts in the SAU#39 are  
59 also managing them well.

60 He suggested that they continue to review policies as it holds the Board accountable. In general,  
61 policies speak to the control environment, but they are already doing the continuous review  
62 already.

63 Mr. Driscoll asked Mr. Campo if he had any other comments for the Board.

64 Mr. Campo complimented the Finance Department on their great work. He added that he can't  
65 always say that and he wanted to let the Board know what terrific people they have in the  
66 Finance Department.

67 Mr. Adam Steel, Business Administrator, discussed the NH Retirement piece.

68 The Board thanked Mr. Campo.

69 Mr. Driscoll added that there was a significant Budget Transfer related to Special Education  
70 costs.

71 The Board had no further questions.

72 **Ms. Kim Roberge motioned to accept the Consent Agenda items A. Minutes 1. December**  
73 **11, 2017 2. January 11, 2018, B. Treasurer's Reports 1. September 2017, 2. October 2017,**  
74 **C. Unanticipated Revenue, 1. \$500.00 of unanticipated revenue from HealthTrust for**  
75 **teacher/staff wellness programs. (General Fund), 2. \$250.00 of unanticipated revenue from**  
76 **Coffee Pond Photography to be used for Mont Vernon Village School Student Activities.**  
77 **(General Fund), D. Budget Transfer 1. MVSD TSFR 2018 005 and E. Auditor's Report.**  
78 **Ms. Sarah Lawrence seconded the Motion. The vote was unanimous, Motion passed.**

79 Mr. Chavez added that he was not in attendance for one of the meetings and asked if he could  
80 approve the Consent Agenda.

81 Ms. Roberge replied, yes, you can still approve the Consent Agenda.

## 82 V. PRESENTATIONS

### 83 A. Math Update from Curriculum Coordinator

84 Ms. Christine Landwehrle, Director of Curriculum and Professional Development, noted that  
85 Ms. Charline Brown is going to give a presentation on how she is supporting teachers and then  
86 students.

87 Ms. Charline Brown, Math Interventionist/Math Curriculum Coordinator MVVS, discussed math  
88 intervention and a recent math conference that she attended given by Dr. Yeap Ban Har.

89 Dr. Yeap Ban Har is from Singapore, and he gave a tightly structured 60 min presentation about  
90 math modules engaging all learners. It changed what they have long thought about math and fact  
91 fluency. She added that they do not do that in Singapore.

92 When you think of math instruction, it is important to focus on different areas of the brain.

- 93 • The Occipital Lobe is where your mind constructs understanding around anything that is
- 94 abstract. It is the area that is used when visualization is activated. It is the space that can
- 95 see things beyond what the eyes can see. When you consider anything abstract, atoms,
- 96 cells, economics, anything that doesn't exist as a physical tangible thing, you are using
- 97 your occipital lobe.

- 98 • The Temporal Lobe is responsible for memory and recall. This is the part of the brain  
99 activated when a student tries to remember a math fact.
- 100 • The Parietal Lobe is the place in your brain responsible for calculation.
- 101 • The Frontal Lobe is the place responsible for higher thinking, mental flexibility, concept  
102 formation, and problem solving.

103 When we ask a student to recall math facts quickly, through memorization, we are only  
104 concerned with building memory. Knowing a math fact has been proven to have the same  
105 cognitive load as knowing your mother's name. We create struggling learners by making our  
106 math classes about three things: Route Memorization, Route Procedure and Tedious  
107 Computation. We don't value the process; we value the answer. This is what we have been doing  
108 in America.

109 She added that with problem solving, it is better to solve a problem 5 different ways than just one  
110 way.

111 If we focus only on children having the ability to memorize facts and perform computation, we  
112 risk creating students who are like outdated machines.

113 Mathematicians are Problem Solvers. This is about competencies that are uniquely human, not  
114 about calculation.

115 The lesson structure looks like this: exploration-10 min, structured learning-10 min, comparing  
116 methods-10 min, journaling-10 min, guided practice-10 min, and independent practice- 10 min.  
117 The kids need to experience it and explore it for themselves.

118 She then gave the Board a 5<sup>th</sup> grade problem. She then discussed the ways to solve it.

119 Ms. Brown added that students are encouraged to talk to one another, they do not have to work in  
120 silence.

121 She then discussed the answer.

122 Mr. O'Keefe asked how do the teachers communicate this to parents.

123 Ms. Brown noted that a lot of the problems, especially with Math In Focus, are hard. She added  
124 that she would rather have a student ask her for help rather than causing problems at home. In 6<sup>th</sup>  
125 grade there are big word problems.

126 Ms. Brown added that she would never send home a math problem this hard for homework.

127 Ms. Landwehrle added that some of the problems are intended to be a little out of reach.

128 Mr. O'Keefe asked is this how all students are approaching this problem.

129 Ms. Brown replied, yes, and discussed accelerating and enriching content.

130 She also gave an example of an intervention student that was afraid of math and then felt safe,  
131 comfortable and was able to complete the work.

132 She then showed the Board the new lesson structure in 3<sup>rd</sup> grade structured learning.

133 She then reviewed the Next Steps.

- 134 • Many MVVS and SAU 39 representatives attending the same training sessions scheduled
- 135 for April 12th and 13th in Nashua
- 136 • Two month rotations into different MVVS classrooms, directing lesson structure changes
- 137 and modeling of lessons. This benefits ALL students – Tier 1, 2, or 3
- 138 • Ongoing professional development in Concrete-Pictorial-Abstract models and approaches

139 Mr. Driscoll asked about number sense and asked do we build up that first. We would not want  
140 to lose a student that was not confident.

141 Ms. Brown replied that they create struggling learners with rote memorization. She added that  
142 they need to stop passive learners. She then discussed that they provide safety.

143 She remarked, they are not accelerating the content but going deeper.

144 Ms. Jan Mattie, 3rd Grade Teacher MVVS, gave an example of how students are applying math  
145 concepts and solving problems.

146 Ms. Brown added that it has been very successful and how can they invest what they need to  
147 maintain it.

148 Mr. Driscoll asked about the students that needed Intervention.

149 Ms. Brown replied that they believe students are gaining more confidence with their math skills.  
150 She added that she really believes in this way of teaching.

151 Mr. Driscoll asked how does this translate to standardized testing.

152 Ms., Landwehrle added that NWEA starts this week and they are looking forward to seeing the  
153 3<sup>rd</sup> grade growth. Ms. Brown has targeted the first group then she will move on to the second  
154 group. They added that they are looking for a strong math foundation everywhere.

155 Ms. Brown added that there are so many examples that she can give the Board.

156 Ms. Lawrence asked if the Special Ed teachers are using this as well.

157 Ms. Brown replied, yes.

158 Ms. Landwehrle added that a good amount of teachers will be attending the conference by Dr.  
159 Yeap Ban Har.

160 The Board thanked Ms. Brown and Ms. Landwehrle.

161 VI. DISCUSSION

162 A. MVSD Expendable Trust Funds

163 Mr. Driscoll noted that he was looking at the January Minutes and the topic of Special Education  
164 Trust Fund which the voters did not vote to approve to continue adding to last year. He added

165 that they still have quite a bit of year left. Or if they don't expend it this year we should reduce  
166 next year's budget by that amount. He noted that he thought he would bring it up for discussion.  
167 It was his opinion that they would use it when the account got below zero. He added that is why  
168 they haven't used it.

169 Ms. Roberge added that someone from the public will ask why we are not using it.

170 Mr. Steel added that they are projected for a zero balance. There is \$30,000 in the fund for  
171 Students with Disabilities and then \$150,000 for the Building. Those would be our only relief  
172 funds.

173 Mr. Driscoll added that the wording for the Tuition Contingency Fund could cover out of district  
174 special education.

175 Mr. Steel noted that a year ago they had that conversation.

176 Mr. Driscoll added in light of this report for the end of Q2, they need some sort of relief.

177 Ms. Roberge suggested that they leave it for the end of the year and then expend it this year,  
178 against the special education costs.

179 Mr. Steel noted that the \$30,000 will offset the tax rate, there was a big surplus last year and then  
180 none this year.

181 Ms., Roberge added that taxpayers will not understand it until they get their tax bill.

182 Mr. Steel noted that the tax rate will get set in the fall.

183 Mr. Driscoll replied that students with disabilities fund they could use.

184 Discussion ensued over dissolving the Students with Disabilities Fund.

185 Ms. Roberge added that they are going to upset their tax rate.

186 Mr. O'Keefe asked how many years are they looking at the higher cost for the out of district  
187 placement

188 Principal Schuttinger replied a few more years.

189 Mr. O'Keefe asked is there a way that they can reduce spending this year.

190 Mr. Steel added that they are looking at it really closely.

191 Principal Schuttinger added they are not buying anything.

192 Mr. Steel if they start the year with no buffer, they might have to do a Deficit Appropriation  
193 Warrant Article.

194 Ms. Lawrence asked couldn't it be voted down.

195 Mr. Steel replied, yes.

196 Discussion ensued.

197 Mr. Steel added that another strategy that the Board could employ is put a number in the  
198 operating budget as contingency for special education costs, some districts do that. If they don't  
199 spend it then it goes back to the taxpayers. It requires trust.

200 Mr. Driscoll noted that they somehow need a protected law.

201 Mr. O'Keefe asked how much would it reduce the tax rate by.

202 Mr. Driscoll replied \$50,000 reduces the tax rate by \$0.50.

203 Mr. Steel added that the two things are the special education and maintenance items. He added  
204 that there might be \$10,000 somewhere but not a lot.

205 The Board thanked Mr. Steel.

## 206 VII. INFORMATIONAL

### 207 A. Title I Save the Date Announcement to Parents

208 Ms. Brown added that they identified the first tier of students, holding 5 spaces for incoming K  
209 students, and they have 38. They have a second tier ready to go.

210 Mr. Driscoll remarked that he likes the "drop-in", on a separate day, where students that cannot  
211 make it are still able to take advantage of the program. I get there are vacation times and people  
212 are unavailable.

213 Ms. Brown added that this is an important first step.

214 Ms. Landwehrle noted that they could certainly do that for those that cannot attend the program.

215 Ms. Roberge added her support noting that it allows students to still touch base.

216 Ms. Landwehrle added that it will be interesting to see the people that opt-out.

217 The Board thanked Ms. Brown and Ms. Landwehrle.

### 218 B. FY18 MVSD Projection – Qtr. 2

219 *See above A. MVSD Expendable Trust Funds-Line 128*

### 220 C. Facilities Update

221 Mr. Driscoll added that they have a report from Mr. John Robichaud, Director of Buildings and  
222 Grounds.

223 He then added that there were some ceiling tiles that needed to be replaced.

224 He then asked the Board if they had any questions.

225 Ms. Roberge added that she would like to have it up to date, and asked what has happened in  
226 January.

227 Mr. Steel noted that Mr. Robichaud will update the Board further at the next meeting.

228 Mr. Steel noted that if you look at this room, CO2 is always higher in the winter time since the  
 229 air is not circulating properly. When it is the spring time, the windows are open. He added that  
 230 nothing is at the

231 Mr. O’Keefe asked about the mold in the ceiling tiles.

232 Mr. Driscoll commented that he would like to see the status on that.

233 D. SCSB meeting at MVVS on Thursday, March 8th

234 Superintendent Mr. Peter Warburton noted that Souhegan is planning on having their March  
 235 meeting here on Thursday, March 8<sup>th</sup>.

236 He added that Ms. Galen Tremblay, ASB Chair would like to have a meeting here as well.

237 Mr. O’Keefe asked when the SAU meeting will be here.

238 Superintendent Warburton replied, maybe April.

239 The Board thanked Superintendent Warburton.

## 240 VIII. ACTION ITEMS

241 A. Policies – 3rd reading

242 1. BEC- Non-Public Session

243 2. BEDC – Quorum

244 3. BK – School Board Membership

245 4. IGE – Exceptions to Use of Specific Course Material

246 Ms. Lawrence added that with policy BEC-Non-Public Session that the wording was changed to  
 247 make it current. With BEDC- Quorum, she did not have any notes on that one. I believe that it  
 248 was adopted by other boards. Policy BK- School Board Membership, was updated slightly.

249 Superintendent Warburton noted that with BEDC – Quorum they have added “physically  
 250 present”.

251 Mr. Driscoll asked if there are any voting restrictions on attending a meeting via phone.

252 Mr. Steel noted that there has to be a Roll Call vote if you are on the phone, you have to ask  
 253 them if it was not reasonable for them to be present and if they are alone.

254 Ms. Lawrence noted that with policy IEG- Exceptions to Use of Specific Course Material, it will  
 255 go back to the SAU Board as a universal change. That is slated to go back.

256 Mr. O’Keefe mentioned that with the BEC- Non-Public Session, he has never voted it to remain  
 257 sealed.

258 Ms. Roberge added, normally they could do that at the end of the year.



259 Mr. Driscoll added that with the Non-Public Minutes they are not detailed.

260 Mr. Steel added that with real estate transactions the minutes would be sealed.

261 **Mr. Stephen O’Keefe motioned to approve policies 1. BEC- Non-Public Session, 2. BEDC –**  
262 **Quorum, and 3. BK – School Board Membership as presented. Ms. Sarah Lawrence**  
263 **seconded the Motion. The vote was unanimous, Motion passed.**

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

265 X. REVIEW OF MEETING/FUTURE AGENDA ITEMS

266 XI. ADJOURN

267

268 **Mr. Thomas Driscoll noted that they will Recess the Meeting at 6:50 PM**