

1 Mont Vernon School Board

2 Thursday, August 24, 2017

3 Meeting Minutes

4 Attendees:

5 Administrative Team: Adam Steel– Business Administrator, John Schuttinger-Principal,
6 Christine Landwehrle- Director of Curriculum & Professional Development, Meg Beauchamp-
7 Director of Student Services, Barbara Belak- MVVS Guidance and Kim Tighe- 3rd Grade
8 Teacher MVVS.

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

11 Minute Taker: Danae Marotta

12 Public: Community Members

13 I. CALL TO ORDER

14 **Chair Mr. Thomas Driscoll called the Meeting to order at 6:05pm.**

15 II. ANNOUNCEMENTS

16 A. Principal’s Report

17 Principal Mr. John Schuttinger noted that there are some changes in enrollment. He added that
18 most families that moved out had already let them know.

19 Mr. Driscoll asked about the move outs.

20 Mr. Schuttinger noted that he believes that there is one in first grade and one in fourth grade.

21 Mr. Schuttinger discussed that Monday is tech support day in all of the schools, and that families
22 could come to the school to use the computers if needed. He noted that new families are already
23 registered.

24 He then discussed the enrollment for the grades and noted a typo.

25 Ms. Roberge asked what documents are needed to register.

26 Mr. Schuttinger discussed the 3 documents, original birth certificate, immunization from their
27 doctor and then proof of residency from the Town.

28 Ms. Roberge thanked Mr. Schuttinger.

29 Mr. Schuttinger then discussed that this summer has been busy at school and around the SAU.

30 He added that teachers have participated in the following activities throughout the summer:

31

32 Ms. Amy Lavoie, Ms. Jan Mattie, Ms. Alma Garcia and Mr. Brian Donohue all attended the
33 Responsive Classroom training in June. This training was brought to SAU #39 for Amherst and
34 Mont Vernon staff to attend. The four-day program presented is evidence-based approach to
35 teaching. The models presented and practiced involved best practices in classroom management,
36 engaging academics, climate and culture and an awareness of developmental milestones.

37 Ms. Karin Alger, Mr. Peter Denio, Ms. Sara Millas, Ms. Melanie Jones and Ms. Jan Mattie
38 joined colleagues across the SAU to review the Next Generation Science Standards (grades K-4)
39 and review of new science curriculum (grades 5-8).

40 Mr. Peter Denio and Ms. Lori Meader worked with the Professional Development Committee to
41 review work from the 2016-2017 school year and set goals for the upcoming August in-service
42 day for staff.

43 Mr. Peter Denio, Ms. Shakeh Dagdigian, Melanie Jones, Jan Mattie, Karin Alger, Sara Millas
44 and Charline Brown also worked with colleagues from across the SAU on Math curriculum. This
45 work continues as they review their work each year.

46 Ms. Kim Tighe and Ms. Barbara Belak reviewed the Mentor program with staff from across the
47 SAU to reflect on the program, collecting survey data and setting goals for the upcoming school
48 year.

49 He then discussed that he had met with Ms. Dawn Garneau, and Ms. Sara Millas after reading,
50 *Charting a Course to Standards Based Grading*, as part of the larger Assessment, Grading and
51 Reporting Committee work SAU-wide. They have started planning out the year of topics to
52 present to MVVS staff and support them in their move to competency based grading and
53 reporting.

54 Ms. Dawn Garneau, Ms. Sara Millas and Ms. Jan Mattie worked on Literacy Curriculum with
55 colleagues across the SAU this summer. Each grade level continues to look at the work
56 accomplished and make refinements where necessary.

57 He last discussed that the interior of the building was ready to go a week earlier than expected
58 this year thanks to Mr. Eric Bouldin, Mr. Brian Mackey and Mr. Bruce Wasson. He added that
59 their efforts now focus on the outdoors and some exterior building work.

60 He noted that they welcomed 20 students back to school for Title I programming in Math and
61 Literacy. Ms. Charline Brown, Ms. Kim Tighe, Ms. Jan Mattie, Ms. Mary Hemenway and Ms.
62 Dawn Garneau were the staff who worked with our students.

63 He added that Peabody Mills Environmental Center (PMEC) came to Mont Vernon for two
64 weeks of summer Science programming again this year. The camp was another success this year
65 with each day filled with science, play and activities. The weeks were both well attended by 20
66 to 25 students each day.

67 He added that the other work completed this summer:

- 68 • New phone system installed.

- 69 • Sidewalk removed and replaced.
- 70 • Four classrooms and four office spaces had replacement windows installed.
- 71 Mr. Driscoll asked for Mr. John Robichaud, Director of Buildings and Grounds, Report.
- 72 Mr. Schuttinger noted that Mr. Robichaud did not know if he should add the technology
73 component in.
- 74 He added that he attached a separate document with links to the great work with Assessment
75 Grading and Reporting. He noted that he is excited about that work.
- 76 Mr. Driscoll asked if there was a presentation about Vision of a Graduate.
- 77 Ms. Christine Landwehrle, Director of Curriculum and Professional Development, replied that
78 they will have that soon for the Board and that it was similar to what they had seen in a previous
79 SAU presentation.
- 80 Ms. Roberge added that it would be very helpful and enlightening.
- 81 Ms. Landwehrle discussed that they are still adding pieces together and will have it soon. She
82 noted that she can keep each of the schools separate for the Board.
- 83 Mr. Driscoll asked about the summer work and if the goals for the upcoming year are published
84 anywhere.
- 85 Ms. Landwehrle replied that she can present on that. She added that they have school goals and
86 that it is important as well.
- 87 Mr. Schuttinger added that he can discuss that in the September meeting.
- 88 Mr. Driscoll asked about the outside responsibility of the building.
- 89 Mr. Schuttinger replied that in the past there was some confusion with the town but it has been
90 cleared up.
- 91 Ms. Roberge commented on the planters and if they are not being used to remove them.
- 92 She further noted her concern for beautification. She added that people that are interested in
93 moving to Mont Vernon do drive past the school. It is the one thing that they come to do.
- 94 Discussion ensued.
- 95 Ms. Roberge emphasized that she just wants things that are already there to be maintained.
- 96 Mr. Driscoll commented that the playground wood chips needs redistributing. He added that it is
97 a safety issue.
- 98 Ms. Roberge asked about the phone system and 911.
- 99 Mr. Schuttinger discussed that what comes up on their screen is Souhegan HS and the physical
100 address. He added that it is a bigger issue and that it has not been corrected at this time. He gave

101 them the letterhead that they asked for and they are working on it. He added that Fairpoint is
102 aware.

103 Mr. Driscoll asked who is on the Assessment Grading and Reporting Committee from Mont
104 Vernon.

105 Ms. Landwehrle listed the people on the Committee.

106 Mr. O’Keefe asked about the cost of the Title 1 Program. He then suggested the students come
107 in early before the bell rings. He added that they need to think of a better strategy with higher
108 attendance.

109 Ms. Landwehrle discussed that they have allocated, for the year, \$20,000 for Title 1. She added
110 that they have not yet fully budgeted for the program. She discussed that it is a fairly expensive
111 classroom with small class sizes. Most of the money goes to the teachers and paraprofessionals.
112 She added that it is difficult to pull in a teacher since they are so busy during the school year. She
113 noted that the timing of inviting students early can be an issue as they might not need it by the
114 time summer comes.

115 Mr. Driscoll asked how they increase participation, and suggested they do a survey.

116 Ms. Landwehrle noted that summer regression can be measured in months and is significant.

117 She added that they can also do an online survey as well for those that did not participate.

118 Ms. Roberge noted that what they can ask parents what would work best.

119 Mr. Driscoll added that he would like to discuss this topic further.

120 He then asked Ms. Landwehrle if before class would work.

121 Mr. O’Keefe asked about how many kids are here early for Late Start days.

122 Mr. Schuttigner replied, 25.

123 Mr. O’Keefe added that he would like to target more students in an effective beneficial way.

124 The Board thanked Ms. Landwehrle.

125 B. Correspondence

126 None

127 C. Committee Reports

128 Mr. Stephen O’Keefe noted that he is on the Professional Development committee.

129 Ms. Landwehrle discussed that there are committee goals on how to support teachers with their
130 individual goals and find resources to help them meet their individual PD goals.

131 Ms. Roberge asked about those goals.

132 Ms. Landwehrle replied, yes, to recertify, you have to have 30 hours in your content area and 45
133 hours outside of your content area. She added that technology is often used for the hours outside
134 of their content area.

135 She added that she does come up to Mont Vernon to discuss and help teachers with their
136 technology PD goals.

137 Ms. Roberge noted that she wanted to make sure that they are supporting the technology.

138 Ms. Landwehrle discussed a recent Late Start PD session on technology.

139 Mr. Chavez noted that he is on the Strategic Planning Committee and discussed that they are
140 revamping information.

141 Mr. Driscoll noted that Ms. Lawrence is on the Policy Committee.

142 Mr. Adam Steel remarked if they have audio on the busses, it requires a public hearing.

143 Discussion ensued.

144 Mr. O’Keefe asked about the audio and video.

145 Principal Schuttinger remarked that they can capture and save video in the building, adding that
146 it is recording in live segments only.

147 Mr. Driscoll asked about the Superintendent Search Committee.

148 Discussion ensued

149 He noted that Ms. Lawrence is a member of the Superintendent Search Committee.

150 III. PUBLIC TIME

151 No Public Comment

152 IV. CONSENT AGENDA

153 A. Minutes

154 1. June 8, 2017

155 2. July 6, 2017

156 B. Treasurer’s Report

157 1. March 2017

158 2. April 2017

159 C. Unanticipated Revenue-Student Activity Fund

160 1. \$6.80 from The Kula Foundation to be used for student activities.

161 D. Resignation Letters

162 **Business Administrator, Mr. Adam Steel noted that they do have resignation letters from**
 163 **Ms. Anne Detwiler and Mr. Peter Denio.**

164 **Ms. Kim Roberge made a motion to accept the Consent Agenda items A. Minutes 1. June 8,**
 165 **2017, 2. July 6, 2017, B. Treasurer's Report 1. March 2017, 2. April 2017, C. Unanticipated**
 166 **Revenue-Student Activity Fund, 1. \$6.80 from The Kula Foundation to be used for student**
 167 **activities and D. Resignation Letters. Mr. Stephen O'Keefe seconded the Motion. The vote**
 168 **was unanimous, Motion passed.**

169 The Board noted that Ms. Detwiler and Mr. Denio will be missed.

170 V. PRESENTATIONS

171 A. Mentor Program

172 Ms. Landwehrle introduced Ms. Barbara Belak, MVVS Guidance Teacher, to the Board noting
 173 that she served as one of the facilitators for the Mentoring Program as well as Ms. Kim Tighe, 3rd
 174 Grade Teacher. She added that they are here to update the Board and discuss upcoming plans.

175 Ms. Landwehrle noted that they did have high participation.

176 She discussed the following topics:

- 177 • Participation – Teachers new to the district
- 178 • Funding- Stipends
- 179 • Formal Meetings-1 times per month (1 hour)
- 180 • Informal Meetings-Mentors and Mentees will meet on a routine basis as needed

181 Ms. Belak discussed that the Mentees became developmental within themselves.

182 Ms. Landwehrle added that they are a K-8 mentoring program right now.

183 Mr. Driscoll asked about the mix of questions that the teachers have.

184 Ms. Belak replied that the majority of the questions are how to get things done here in Mont
 185 Vernon and the atmosphere.

186 Ms. Landwehrle noted that it also depended on if it was a brand new teacher or a more
 187 experienced teacher.

188 Mr. O'Keefe asked about the frequency of one-on ones with Principal Schuttinger.

189 Mr. Schuttinger discussed that he does check in with the teachers but would like to do it more
 190 regularly.

191 Ms. Belak noted that they do have a SAU Orientation.

192 Ms. Landwehrle discussed what the role of the Mentor is, and that you have to be able to be
 193 observed. She noted that it is an essential part of the program.

194 Mr. Driscoll asked about the Mentor being observed by the Mentee.

195 Ms. Belak emphasized that when the mentors were being observed that it did not involve
196 Principal Schuttinger.

197 She added that the mentee picked to observe what they needed help on and that it was
198 collaborative.

199 Ms. Roberge added her support noting that it was more of an approach.

200 Ms. Landwehrle then reviewed the Mentor Program Feedback.

201 She added that there is one teacher that was hesitant to serve as a mentor because in the past
202 there was not a lot support. She added that in the end it worked for her this year.

203 She then reviewed the questions and responses for *“What was most effective and should
204 remain?”* and *“What changes would most improve it?”*

205 Ms. Landwehrle also evaluated the results from *“How has the mentor program impacted student
206 learning?”*

207 She discussed that a lot of the great feedback was centered on the great culture of the MVVS.
208 She added that it says a lot and is important for the Board to see.

209 Mr. Steel also noted that the culture is wonderful at the MVVS and you don’t get that at larger
210 schools.

211 The Board thanked Ms. Belak and Ms. Landwehrle.

212 B. Annual Agenda Discussion

213 Mr. Thomas Driscoll then began the discussion on the Mont Vernon School Board FY17/18
214 Annual Board Calendar.

215 He noted that in the past few years he has been doing some work on the agenda. He added that
216 there are a lot of things that pop up.

217 He added that the Board looks forward to seeing the Quarterly Facilities Reports.

218 He then asked about the technology portion.

219 Mr. Steel remarked that technology is not as separate as most people think. He added that the
220 critical things are curriculum and instruction. He then used the software Dreambox as an
221 example.

222 Mr. Driscoll noted that there is an infrastructure piece to it, reminding the Board that Souhegan is
223 doing a 1:1 Initiative. He then commented on classroom technology, with Smart Boards and
224 posed the question what would a Lab look like.

225 Ms. Roberge mentioned that the SAU has always made it a priority and the MVVS should be no
226 different.

227 Mr. Steel added that it is a great discussion to have.

228 Mr. Driscoll added that they should have that discussion before budget season and what will be
229 the most effective.

230 Ms. Landwehrle reviewed what AMS is doing for computing.

231 Mr. Schuttinger discussed computing at MVVS.

232 Discussion ensued over technology and goals within the MVVS.

233 Mr. Driscoll asked when a good time to discuss Principal's Goals is.

234 Mr. Steel remarked that in the future, August is probably best.

235 Mr. Driscoll noted that June is a good time to review the school year.

236 Mr. Driscoll then reviewed January. He asked Principal Schuttinger about his teacher
237 evaluations. He added that he just wants to know that they are occurring and if he needs more
238 support.

239 Principal Schuttinger noted that he can put that information in the Principals Report like the
240 enrollment.

241 Ms. Landwehrle then reviewed the number of observations needed for tenured and non-tenured
242 staff for the year.

243 Mr. Driscoll then went over the need for Teacher Classroom Time Data.

244 Mr. Steel suggested that it be part of the Principal's Report as an addendum.

245 He mentioned that he does not want Teacher Classroom Time Data as an agenda item.

246 Ms. Roberge noted that a teacher could be out of the classroom due to a medical leave.

247 Discussion ensued about setting the agenda for the year.

248 Mr. Driscoll noted that in the past they had done it at the 4 Chairs Meeting.

249 Ms. Roberge asked about the Principal's Evaluation. She added that she does not know if it has
250 occurred and what it entails.

251 Mr. Steel discussed that it is a good question for Superintendent Candidates.

252 Discussion ensued over evaluations.

253 Mr. Driscoll reviewed April's agenda items.

254 Mr. Steel noted that some could be done in March.

255 Ms. Roberge commented that she is interested in the Late Start PD days.

256 Ms. Landwehrle replied that she can bring that information for the Board for the next meeting.
257 She then discussed curriculum work.

- 258 Ms. Roberge suggested spacing out the overview of curriculum.
- 259 Ms. Landwehrle noted that she could break it down for the Board, Science in Oct. Math in Nov.
260 and Literacy in December and Social Studies in March.
- 261 She then discussed the end of the year assessments and that they are different this year.
- 262 Ms. Roberge asked what is showing that the math program is working.
- 263 Ms. Landwehrle noted that they need to look at the performance assessments. She added that she
264 could present to the Board what a performance assessment is and what the teachers are doing.
- 265 Mr. Driscoll mentioned that it takes a lot of time to evaluate the effectiveness of it.
- 266 Ms. Landwehrle discussed that you need to track students and look at growth, it is a pretty
267 challenging process and a deep analysis. She added that they can do a learning block with
268 research based expectations.
- 269 Ms. Roberge asked about cost.
- 270 Ms. Landwehrle replied that the ASD math study cost \$20,000. She then discussed that they
271 could look at that report.
- 272 Mr. Driscoll then discussed that the Board wants to set high expectations.
- 273 Ms. Roberge remarked that she would like to see something from a MVVS standpoint.
- 274 Mr. Driscoll added that goals should be attainable.
- 275 Mr. Steel discussed that parents are going to look at it from an individual standpoint.
- 276 Mr. O’Keefe added that there should be something for the taxpayers that do not have children in
277 the MVVS.
- 278 Mr. Driscoll asked Ms. Meg Beauchamp, Director of Student Services, how they can support
279 her.
- 280 Mr. Driscoll emphasized that the Board wants to help. He added that they could do a Public and
281 then a Non-Public Session if need be.
- 282 The Board thanked Ms. Landwehrle and Ms. Beauchamp.
- 283 VI. DISCUSSION
- 284 A. Board Goals
- 285 Mr. Driscoll handed the Board a policy for the board to review. He asked the board to think
286 about what is important for goals and to email him their thoughts.
- 287 B. Afterschool Programming
- 288 Mr. Driscoll discussed that the Board had been talking about afterschool accelerated
289 programming for some time.

290
291 Ms. Landwehrle remarked that they need to be servicing all levels of students. She noted that it is
292 an equity issue and that they are not servicing the more advanced students. They have had
293 enrichment clubs before.

294 Mr. Driscoll then asked about the budget piece and if they could fund an outside position.

295 Principal Schuttinger discussed previous math enrichment.

296 Mr. Driscoll noted that they have talked about it a lot and would like to do something about it.

297 Ms. Roberge suggested a 6th grade parent survey, giving them time options. She added that they
298 are moving toward enrichment. She suggested that they have a plan and then have possible
299 interested students and time.

300 Mr. Driscoll suggested asking the parents if they would be willing to pay for it.

301 Ms. Landwehrle asked if they are providing tutoring services or enrichment.

302 Mr. O’Keefe mentioned that students are leaving to go to schools in Nashua and to address the
303 more advanced students.

304 Mr. Schuttinger suggested hiring a part time math enrichment person and that it is just a thought.

305 VII. INFORMATIONAL

306 A. Indoor Air Quality and Radon Testing Report- May 2017

307 Mr. Steel noted that the report is in the agenda packet and that air quality is in good shape.

308 B. MVVS Quarterly Facilities Update – 2/1/17-6/30/17

309 He added that Buildings and Grounds Director, Mr. John Robichaud’s report is in the agenda
310 packet.

311 He added that this should be a 4th quarter report.

312 The Board thanked Mr. Steel.

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

314 A. Personnel

315 **Ms. Kim Roberge motioned to enter into Non-Public Session – RSA 91-A: 3 II. (a) And (c)**
316 **at 9:00 PM. Mr. Stephen O’Keefe seconded the Motion.**

317 Roll call : T.Driscoll, K.Roberge, J.Chavez, S. O’Keefe – all in favor.

318 Non-Public session was entered at 9:02 p.m.

319 Non-public minutes taken by Jason Chavez

320 Other people present: A. Steel

321 The board then discussed personnel matters.

322

323 **Motion to exit nonpublic session by Kim Roberge. Steve O’Keefe seconded the motion.**

324

325 Roll call -- T.Driscoll, K. Roberge, J. Chavez, S. O’Keefe – all in favor.

326

327 Exited Non-public session at 9:07 p.m.

328

329 **In public session, Motion made by Kim Roberge to accept the professional nominations,**
330 **Patricia Garrity as the library specialist and Laura Graham as the classroom teacher, as**
331 **presented to the Board. Mr. Stephen O’Keefe seconded the Motion. The vote was**
332 **unanimous, Motion passed.**

333

334 Mr. O’Keefe asked about the consolidation and that they have agreed to have the public meetings
335 but is unsure about what is going to be said.

336 Ms. Roberge added that as a resident, her concern is the weight vote. She added that this is the
337 community building.

338 Mr. O’Keefe commented that there are things that they can do but he is not comfortable with
339 consolidation and is hesitant about holding a fall forum.

340 Mr. Steel added that they looked at consolidation and from a financial standpoint. Mr. Frank
341 Brown recommended that it is on the best interest of the students. He then gave the example of
342 streamlining maintenance. He suggested that the MVVS School remain open, and that with
343 Amherst students attending, it changes the perspective.

344 He then suggested that the SAU Board ask the Superintendent and Administration to come up
345 with a plan and then come back to the Board. He added that declining enrollment is a challenge.

346 Mr. Driscoll noted that with smaller class sizes it is a benefit.

347 Discussion ensued over consolidation.

348 Mr. Schuttinger commented that 5th and 6th grade need athletics. He then gave the example of
349 MV students not being able to compete in other towns due to the bylaws. He added that they are
350 able to practice though.

351 Mr. Schuttinger commented that there are a lot of possibilities with consolidation. He added that
352 he is excited to be here.

353 Mr. O’Keefe commented that signing the Manifest is an archaic process and suggested more
354 efficient ways to get it done.

355 Mr. Steel noted that it is something that he is working on.

356 Mr. Driscoll asked if ASD Chair Ms. Galen Tremblay is using her own Google Doc form.

357 He then discussed that they do a lot of notes and is interested in creating a form.

358 IX. ACTION ITEMS

359 A. DOE/MS25

360 B. Professional Nominations

361 C. Future Agenda Items- Create a Google Doc

362 X. REVIEW OF MEETING/FUTURE AGENDA ITEMS

363 Chair Mr. Thomas Driscoll noted the following future agenda items:

364 1. Follow-up on Title1 participation during summer. How do we increase participation?

365 2. Board Goals Discussion

366 IX. ADJOURN

367

368 **A motion was made by Kim Roberge to adjourn the meeting. Steve O'Keefe seconded the**369 **motion. All board members voted in favor of the motion and the motion passed**370 **unanimously. The meeting adjourned at 9:30 p.m.**

371