

1 Mont Vernon School Board

2 Thursday, September 14, 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, Meg Beauchamp- Director of Student Services, and Kim Tighe- 4th  
8 Grade Teacher MVVS.

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

10 Minute Taker: Danae Marotta

11 Public: John Quinlan- Chair of the Selectmen Committee Mont Vernon, NH.

12 I. CALL TO ORDER

13 **Chair Mr. Thomas Driscoll called the Meeting to order at 6:07 PM**

14 II. ANNOUNCEMENTS

15 A. Principal’s Report

16 Principal Mr. John Schuttinger discussed that enrollment is at 184 and then the teacher  
17 breakdown by grade. He noted that the numbers at AMS have changed slightly.

18 He then noted that there was a lot of great work that has been done this summer. This year, he  
19 worked with Mr. Gerry St.Amand, Ms. Nicola Fraley, Janet Davis and Kathleen Murphy at the  
20 SAU Leadership Retreat to create building level goals.

21 He added that they quickly realized from their work over the past few years they continue to  
22 collaborate more as they Engage, Challenge and Support all learners.

23 *Goal 1: Develop and implement high quality curriculum, assessment and instructional practices*  
24 *to support personalized student learning.*

25 *Goal 2: Establish a community, classroom and school-wide, that fosters and ensures the social*  
26 *emotional development and growth of all*

27 Mr. Driscoll asked about the goals and how they plan on measuring them.

28 Mr. Schuttinger replied on what is in place, discussing performance assessments, and measuring  
29 growth. He then discussed the graph in creating goals.

30 Mr. Driscoll then asked about project based learning in terms of measurement and learning. He  
31 added that he believes that it is almost a vision statement. He added that personalized learning is  
32 great.

- 33 Ms. Roberge remarked that there has to be a unit of measurement.
- 34 Mr. Driscoll added that it is missing pieces.
- 35 Ms. Landweherle noted that teachers have to develop three performance tasks.
- 36 Discussion ensued
- 37 Mr. Driscoll noted that it all has to work and be realistic. At the end of year, evaluate what didn't  
38 work and what to focus on.
- 39 Ms. Landwehrle noted that the goals can be flushed out more deeply.
- 40 Ms. Roberge noted that she is glad that the MVVS is working with C/W.
- 41 Mr. Driscoll asked about class sizes. He noted that for the younger grades that they want to keep  
42 the small class sizes, 15 but no more than 20. He asked Principal Schuttinger if he was  
43 concerned.
- 44 Principal Schuttinger replied, yes, of course. He then discussed that grade 1 and 2 yes.
- 45 Ms. Roberge asked about the makeup of the classes.
- 46 Mr. Schuttinger noted that he knows that a family is moving in with a 1<sup>st</sup> grader and they will  
47 soon be up to 24.
- 48 Mr. Driscoll noted his concern for the small class sizes here, and that they are above the state  
49 average. He added that they freed up financial resources and asked what they could do with  
50 additional resources.
- 51 Principal Schuttinger replied, yes, he would love to have that conversation. He then noted that he  
52 is not sure what the path is that MVVS will take in the future with the fluctuation of enrollments.
- 53 Mr. Driscoll added his concern with the large class sizes with younger children.
- 54 Ms. Roberge added that they do not know the makeup.
- 55 Mr. O'Keefe asked how many paras are in the room.
- 56 Principal Schuttinger noted that it varies and that they are in the beginning of the school year. He  
57 added that they are flexible and only 8 days into the school year.
- 58 Mr. Steel noted that there are some financial constraints to be discussed in Non-Public Session.
- 59 Mr. O'Keefe added that it does look like a vision statement and agreed with Mr. Driscoll. He  
60 added that he is looking for more concrete goals and achievable benchmarks.
- 61 He then added that he would like to see more parent notification from the administration. He  
62 added that they can incorporate that with the PTA and the parents.
- 63 Ms. Roberge suggested they involve the parents as well.
- 64 Mr. O'Keefe added that it would be great for those that do not have children in the district too.

65 B. Correspondence

66 Chair Mr. Thomas Driscoll noted that the proposal from the MVEA in the Agenda Packet.

67 C. Committee Reports

68 Mr. Stephen O'Keefe noted that he has an update for the Superintendent Evaluation Committee.  
69 He added that they are meeting Friday nights at 7:30pm. He discussed that they had an in-depth  
70 conversation about what the purpose of the evaluation was. He added that they are going more  
71 towards the development side for the new superintendent. He noted that it would be at the SAU  
72 level.

73 Mr. Driscoll added that with development in terms of feedback, sometimes you forget the good  
74 points that are working.

75 Ms. Roberge agreed that positive feedback is helpful.

76 The Board thanked Mr. O'Keefe.

77 III. PUBLIC TIME

78 Mr. John Quinlan, Chair of the Selectmen's Board, noted that they are doing a lot of work on the  
79 public buildings in town. He added that he does not want beautification to be ignored. He added  
80 that in walking his dog that the grounds have looked particularly bad. He noted that with the  
81 concentration on education the outside is not looking good. He added that it is something that  
82 needed to address. He added that the appearance better grounds keeping and wants to explore.  
83 He added that it is something that they should do. A lot of what they do depends on what people  
84 see.

85 Ms. Roberge and Mr. Driscoll agreed with Mr. Quinlan.

86 Mr. Quinlan noted that on the weekends that there are a lot of people that use the school. He then  
87 suggested a collaborative effort.

88 Mr. Schuttinger added that the general maintenance is focused on more, but agreed with Mr.  
89 Quinlan.

90 Mr. Quinlan added that no one was ever really dedicated to it and it needs to change.

91 Ms. Roberge added that the Beautification Committee meets the last Thursday in September. She  
92 added that with a small group might be easier.

93 Mr. Driscoll noted that the SAU hires high school students in the summer, and that could be a  
94 possibility.

95 Ms. Roberge supported Mr. Quinlan's idea.

96 The Board thanked Mr. Quinlan.

97 IV. CONSENT AGENDA

98 A. Minutes

99 1. August 24, 2017

100 **Ms. Kim Roberge motioned to accept the Consent Agenda item A. Minutes 1. August 24<sup>th</sup>**  
101 **2017. Mr. Stephen O’Keefe seconded the Motion. The vote was unanimous, Motion passed.**

102 Business Administrator, Mr. Adam Steel remarked that back in April the MS22 that the Board  
103 signed was in draft form but this is the final copy.

104 The Board thanked Mr. Steel.

105 V. PRESENTATIONS

106 A. Grade 4 Grading and Reporting

107 Ms. Christine Landweherle, Director of Curriculum and Professional Development, discussed  
108 that with the individualized learning they are having a disconnect with the report card and the  
109 work that they are doing. She added that it is more pronounced in the 4<sup>th</sup> grade.

110 Ms. Landweherle then played the video of Ms. Kim Tighe and Ms. Karin Alger- 4<sup>th</sup> Grade  
111 Teachers, MVVS. She added that they can answer questions after for greater clarification.

112 She added that with the alignment to more rigorous standards they had to reexamine their  
113 grading processes. She then discussed the change to a 4 point system.

114 She then introduced Ms. Kim Tighe and Ms. Karin Alger (via video).

115 Ms. Alger discussed both ways of grading and the current report card on a 4 point scale. She  
116 added that it is based on standards on those two are not matching up.

117 Ms. Tighe made the analogy of that it is like two worlds and then lose the qualifiers.

118 Ms. Alger noted that if they lost the letter grades and then graded on the standards that would  
119 give them a clearer picture. She added that it is a continuation of what they received in the lower  
120 grades. She noted that often the parents look at the letter grade because that is what is familiar  
121 and then ignore the feedback.

122 Ms. Tighe discussed that they would talk about it with parents at the Open House.

123 Ms. Alger added that she hopes that the parents are in support of dropping the letter grade.

124 Mr. O’Keefe added that he does fall into the trap of looking at the letter grade. He then suggested  
125 a letter home to the parents explaining the change to a four point scale.

126 Ms. Roberge added that parents need a detailed explanation. It would help the parents better help  
127 their child.

128 Mr. Driscoll noted that he looks at the grade first as well. He then asked about the high school  
129 assessments.

130 Ms. Landweherle replied that they are on a 4 point scale. She added that they are working hard  
131 on getting the whole SAU on the same grading scale. She then remarked that they get that  
132 through the trimester, and then at the end it is converted.

133 Ms. Roberge then commented on the scaling.

134 Mr. Driscoll asked about the term “regularly demonstrates” and what that language means.

135 Ms. Landweherle replied that it is not that refined yet and more in general terms. This is meant to  
136 be a transitional piece in their SAU grading scale.

137 Ms. Roberge noted that she is hearing that it will be easier for teachers. She added that parents  
138 need to know the reasons for the change in a positive manner.

139 Mr. Driscoll noted his support for the change.

140 Superintendent Warburton suggested sending the link to the video to the parents for better  
141 explanation.

142 The Board agreed.

143 The Board thanked Ms. Landweherle, Ms. Tighe and Ms. Alger.

144 VI. DISCUSSION

145 A. Bus Routes

146 Mr. Adam Steel discussed that they went from 4 busses to 3 and have been tracking them very  
147 closely with the bus company.

148 He added that they had received reports that it was over crowded. In looking at the bus videos, he  
149 did not see that. In one case, a girl did sit in the aisle because she did not want to sit next to  
150 someone. He added that it was a driver issue and was taken care of.

151 He mentioned that they did get the larger 71 passenger busses and that should help as well.

152 He added that the positives were that the busses are being used to near capacity, the parents have  
153 reached out to him, and that the bus company is very responsive.

154 The bad news is that it is the high school issue.

155 Mr. Driscoll then asked for clarification on reducing busses.

156 Mr. Steel replied that Amherst reduced 2 busses, MV 1 so, three in total.

157 He added that in the beginning, ridership is the highest then gets lowered as some students get  
158 their licenses. He remarked that at this time, it is manageable and it is ok.

159 Superintendent Mr. Peter Warburton asked about the bus times.

160 Mr. Steel added his 5 children leave at 6:20 am and that is too early.

161 Mr. Quinlan noted that his child has to get on the bus at 6:09 am and that it is too early as well.  
162 He added that it is unworkable for them and he will drive her.

163 Mr. Steel agreed.

164 Mr. Quinlan noted that he has heard that there are three children to a seat. He then questioned if it  
165 was legal. He added that he has heard that there are assigned seats.

166 Mr. Steel replied that the busses are for children and adults. He added that the regulation is to see  
167 out of the back of the bus.

168 He remarked that it is not something that they require but sometimes helpful for order.

169 Ms. Tighe noted that she does bus duty and often they are assigned in the beginning so the  
170 drivers know the children.

171 Mr. Steel noted that he suggests not to make decisions early in the school year. It is the end of  
172 the second week.

173 Mr. O'Keefe added that there is a bus driver that brings their child and the car seat takes up  
174 space. He added that his son gets picked up at 6:02am and it is dark right now. He added it is a  
175 legitimate concern.

176 Ms. Roberge asked about street lights.

177 Principal Schuttinger added that he has heard from parents and just based on the paper on how  
178 long the ride will be, they have notified him that their children will not be taking the bus.

179 Mr. O'Keefe remarked that his 7<sup>th</sup> grader says he is sitting 4 to a seat.

180 Mr. Steel added that in the video he saw, they were only sitting two to a seat.

181 Mr. O'Keefe then noted his concern with the late bus.

182 Discussion ensued.

183 B. Board Goals

184 Mr. Driscoll noted that he looked at it a couple of ways and that he is trying to do more personal  
185 goals. He added that he is trying to engage more with the parents and the teachers.

186 Ms. Roberge added that she would like for the children to know what the Board does, since they  
187 do presentations sometimes.

188 Mr. Driscoll added that he hears it time and again how they are being compared to surrounding  
189 towns. He posed the question to the Board "what does a successful 6<sup>th</sup> grader look like". He then  
190 added that he would like to work on enrichment, with teacher stipends.

191 Ms. Roberge remarked that they are still seeing growth with building permits and housing  
192 turnover and is not as concerned with declining enrollment.

193 Ms. Roberge added that there should be guidelines for numbers. She added that it is a work in  
194 progress.

195 Mr. Driscoll added that if they do see a trend and then lay the ground work they can have a plan  
196 in place.

197 Superintendent Warburton added that in Chichester they had two teachers in every classroom. He  
198 added that he does not want to lose good teachers as well.

199 He added that it will be challenge.

200 Mr. Steel added that perhaps they can have a built in process for October 1<sup>st</sup>.

201 Mr. Schuttinger noted his concern that they still do have the current enrollment.

202 Mr. Warburton added that the fluctuating enrollment is challenging to staff.

203 Ms. Roberge remarked that they are in the top 5 town with high tax rates.

204 Mr. O’Keefe asked Mr. Schuttinger what he believes the optimal staff numbers are given quality  
205 of education.

206 Mr. Schuttinger replied, two per grade level, hands down.

207 He then added that there are a lot more expectations now.

208 Mr. O’Keefe noted that this takes priority over consolidation. He then suggested that the  
209 Administration and the Board should meet the public and families. He noted that they would get  
210 good feedback. He added that they should lay the ground work for the school and the district. He  
211 added that it is a lot easier with more input.

212 Mr. Driscoll noted that it is what they hear during budget season is that they are boxed in.

213 He added that with more information he and people would be more likely to check the ballot box  
214 for the budget.

215 Mr. O’Keefe agreed that people would be more likely to buy in with a legitimate message.

216 Superintendent Warburton agreed with Mr. O’Keefe that they should get out to the public more  
217 rather than expecting that the public will come and see us. He suggested two or three events.

218 Ms. Roberge noted that she does have a Meet the Coach with her soccer team. She added that  
219 way parents are there and more agreeable to meet her.

220 Mr. O’Keefe added that he is supportive of Mr. Driscoll’s ideas. He then suggested Mr.  
221 Warburton participate with

222 Mr. Warburton agreed and supported Mr. O’Keefe’s idea.

223 Mr. Warburton noted that they do need to have the conversation piece and suggested having  
224 food.

225 Mr. O’Keefe asked Principal Schuttinger if he could narrow down a day.

226 Mr. Schuttigner replied, yes. He then discussed three different days.

227 Mr. O’Keefe noted that they have to go in with an agenda.

228 Mr. O’Keefe added that getting public feedback to define what benchmarks should be would be  
229 greatly helpful.

230 Mr. Driscoll agreed to get more community feedback

231 Mr. Warburton added that he could get something out next week with an agenda. He then added  
232 that Lamson Farm Day would be good to advertise the day.

233 Discussion ensued.

234 Mr. Schuttinger suggested starting with talking points and essential questions.

235 Mr. Driscoll added that they have a good plan.

## 236 VII. INFORMATIONAL

### 237 A. Building/Facilities Review

238 Mr. Driscoll remarked that this was completed and that Mr. Steel got a lot of pictures.

239 The Board thanked Mr. Steel.

### 240 B. Professional Development Overview

241 Ms. Landwehrle gave the Board an overview of Late Start Professional Development schedule.

242 She then discussed that they are working with Clark/Wilkins and that it is really up to the grade  
243 level and that can expand on the summer work.

244 She added that the MVVS and the CW teachers work really well together.

245 Ms. Landwehrle gave an example how the sessions would work. She added that this is the first  
246 year for performance tasks.

247 Mr. Driscoll asked about the CFG Meetings.

248 Ms. Landwehrle replied, yes, that it is Critical Friends Meetings. She then discussed that Ms.  
249 Tighe is one of the CFG coaches.

250 Ms. Tighe noted that Tuesday was their first CFG meeting and that PACE work was their focus.  
251 She added that there are 3 groups of 9 teachers. She added that it is organic to them and fits their  
252 need.

253 Ms. Landwehrle noted that she is excited about the next in-service day in November for  
254 Competency Education. She then discussed that there will be key note speakers and board  
255 members are welcome to join in.



256 The Board thanked Ms. Landwehrle.

257 C. 2018-19 Budget Process Update

258 Mr. Steel discussed that on Sept 29th they will receive the budget to review electronically. On  
259 Oct. 12<sup>th</sup> there will be a preview of it at a board meeting and to answer additional questions. He  
260 added that after that it goes to the Budget Committee. He added that at this time there is no  
261 Budget Committee. He then asked the Board if they had any people in mind.

262 Mr. Steel added that the work for the Budget Committee can be one meeting.

263 He then added that on Nov 10<sup>th</sup> they hope to have a report back from the Budget Committee and  
264 then on Dec. 14<sup>th</sup> they can finalize the Budget.

265 Mr. Driscoll asked if Mr. Schuttigner will advertise for it.

266 Mr. Schuttinger replied, absolutely.

267 Mr. O'Keefe asked if he will put in for another full time teacher next year

268 Principal Schuttinger replied, possibly, he is considering it.

269 The Board thanked Mr. Steel.

270 D. Student Outcomes - Goals

271 Ms. Landwehrle discussed goals for student data and is looking for input. The challenge at the  
272 MVVS is that the test scores are volatile, she added that it is hard to track cohorts and that they  
273 change.

274 She suggested to look at student progress individually and look at it in growth, and what are the  
275 expectations. She discussed also possibly looking at NWEA.

276 Mr. Driscoll asked about a level of competency.

277 Ms. Landwehrle noted that added that next year they can look at mastery of the standards and  
278 that it will be more accurate. She added that they can look at the new statewide assessment, not  
279 Smarter Balanced, and that it might be more valuable on looking at the NWEA. She added that  
280 the State changed the Smarter Balanced assessment.

281 Mr. Driscoll added that there might be something other to look at to measure student growth.

282 The Board added their support for Ms. Landwehrle's suggestion.

283 IX. ACTION ITEMS

284 A. MVEA Mentor and Facilitator Proposed Amendment

285 **Mr. Stephen O'Keefe motioned to ratify the amendment as stated. Ms. Kim Roberge**  
286 **seconded the Motion. The vote was unanimous, Motion passed.**

287 Ms. Roberge added that she does not like motions without discussion. She added that she would  
288 have liked to have seen it sooner.

289 Mr. Driscoll added that it might take longer though.

290 Mr. O'Keefe added that he understands Ms. Roberge's point.

291 Mr. O'Keefe asked about the Girls on the Run Program and what if boys wanted to participate.  
292 He then asked if there are their plans to give a stipend to coaches or could they generate a stipend  
293 for coaches.

294 Principal Schuttinger replied that Girls on the Run is a national track and field program. He  
295 added that it is a great idea and he can talk to the physical education teacher. He added that he is  
296 a part time and probably would be willing to help out.

297 Discussion ensued about athletics.

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

299 **Ms. Kim Roberge motioned to enter into Non-Public Session RSA 91-A: 3 II. (c) at 8:18**  
300 **PM. Mr. Stephen O'Keefe seconded the Motion.**

301 **Mr. Driscoll called a Roll Call: Driscoll-Yes, O'Keefe-Yes and Roberge-Yes**

302 Discussion: Student Matter

303 **Ms. Kim Roberge motioned to exit Non-Public Session RSA 91-A: 3 II. (c) at 8:37 PM. Mr.**  
304 **Stephen O'Keefe seconded the Motion.**

305 **Mr. Driscoll called a Roll Call: Driscoll-Yes, O'Keefe-Yes and Roberge-Yes**

306 X. REVIEW OF MEETING/FUTURE AGENDA ITEMS

307 XI. ADJOURN

308 **At 8:38 PM Ms. Kim Roberge motioned to adjourn seconded by Mr. Tom Driscoll. The**  
309 **vote was unanimous, Motion passed.**

310