

1 Mont Vernon School Board

2 Thursday, March 22nd, 2018

3 Meeting Minutes

4 Attendees:

5 Administrative Team: Adam Steel- Business Administrator, John Schuttinger-
6 Principal MVVS, Christine Landwehrle- Director of Curriculum & Professional
7 Development, Stephanie Grund- Finance Department, John Robichaud- Director of
8 Building and Grounds, Meg Beauchamp- Director of Student Services and Mel Jones-
9 3rd Grade Teacher MVVS.

10 Mont Vernon School Board: Thomas Driscoll- Chair, Sarah Lawrence- Vice Chair,
11 Peter Eckhoff- Secretary, Stephen O'Keefe, Kim Roberge

12 Minute Taker: Danae Marotta

13 Public: None

14 ORGANIZATIONAL MEETING

15 I. CALL TO ORDER – Associate Superintendent Adam Steel

16 Associate Superintendent Mr. Adam Steel called the Organizational Meeting to order at
17 5:30 PM.

18 **Mr. Stephen O'Keefe motioned to go into to go into Non-Public Session RSA 91-A:3 II. (c)**
19 **at 5:30 PM. Mr. Thomas Driscoll seconded the Motion. The vote was unanimous, Motion**
20 **passed.**

21 Mr. Steel noted a Roll Call vote: Driscoll- Yes, Lawrence-Yes, Eckhoff-Yes, O'Keefe- Yes
22 and Roberge- Yes.

23 The Board resumed the Organizational Meeting at 5:54PM.

24 II. ELECTION OF SCHOOL BOARD OFFICERS

25 A. Chairman

26 Associate Superintendent, Mr. Adam Steel, commented that going forward, he, Ms. Meg
27 Beauchamp, Director of Student Services, and Ms. Christine Landwehrle, Director of
28 Curriculum and Professional Development, will be meeting once a month at each school instead
29 of the Brick School. During this time, they will set the agenda, have time with building
30 leadership and then spend time in the classrooms.

31 He added that they would like to have the year planned out, through next March. They have
 32 certain things at certain times, such as budgeting in the fall, but he would like to have things
 33 planned out so that he knows what the Board is expecting.

34 Mr. Steel then noted that he will take nominations for MVVS Board Chair.

35 **Mr. Stephen O’Keefe nominated Mr. Thomas Driscoll for MVVS Board Chair. 4-0-1. Mr.**
 36 **Driscoll accepted Mr. O’Keefe’s nomination.**

37 Mr. Steel then turned the meeting over to Mr. Driscoll.

38 B. Vice- Chairman

39 Mr. Driscoll then took nominations for MVVS Board Vice-Chair.

40 **Mr. Stephen O’Keefe motioned to nominate Ms. Sarah Lawrence as MVVS Board Vice-**
 41 **Chair. Ms. Kim Roberge seconded the motion. 4-0-1. Motion passed.**

42 C. Secretary

43 Mr. Driscoll then took nominations for MVVS Board Secretary.

44 **Mr. Thomas Driscoll motioned to nominate Mr. Peter Eckhoff as MVVS Board Secretary.**
 45 **The vote was unanimous. Motion passed.**

46 III. NON-PUBLIC SESSION- RSA 91-A:3 II. (a) (b) (c)

47 A. Student Matters

48 B. Transportation

49 *See Line 17.*

50 IV. COMMITTEE ASSIGNMENTS

51 Chair Mr. Thomas Driscoll then discussed the Committee Assignment descriptions.

52 Discussion ensued over committee assignments.

53 **Mont Vernon School Board Officers and Committee Assignments**

54 **2018-2019**

55 Chairman-Thomas Driscoll

56 Vice-Chair- Sarah Lawrence

57 Secretary-Peter Eckhoff

58 **Committee Members**

59 Budget Committee Liaison-Town-Kim Roberge

60 Budget Committee Liaison-School-Thomas Driscoll

- 61 Manifest- Kim Roberge/Sarah Lawrence
 62 Policy-Sarah Lawrence
 63 PD Committee (2-year assignment)-Stephen O'Keefe
 64 Transportation-Thomas Driscoll
 65 RSEC-Stephen O'Keefe
 66 Brick School- Stephen O'Keefe
 67 NHSBA-Peter Eckhoff

68 **REGULAR MEETING**

69 I. CALL TO ORDER

70 **Chair Mr. Thomas Driscoll called the Regular Meeting to order at 6:15 PM**

71 II. ANNOUNCEMENTS

72 A. Principal's Report

73 Principal Mr. John Schuttinger discussed his recent Principal's Report.

74 He discussed the recent Start With Hello week and Read Across America program. They had a
 75 great week thanks to their Student Council. The week's events were very fun and interactive.
 76 Students were all anonymously assigned a 'buddy' for the week, even mixing grades. Each
 77 student received a message from their buddy twice that week without revealing who they were. It
 78 was a mystery until the end of the week when they met their buddy and had lunch and recess
 79 together. Thank you to the Student Council and their advisors, Mrs. Barbara Belak and Mrs. Lori
 80 Meader for their organization and hard work during this fun week.

81 The second annual Sweetheart Dance was another successful event thanks to their dedicated
 82 PTA. On Friday, February 16 the students and their families enjoyed a fun evening of food,
 83 music and dancing. A great night for all.

84 Thank you to many people who made this year's Read Across America event such a success.
 85 The Student Council organized a great week of fun themes for each day challenging us to dress
 86 up. Thank you to Ms. Emma Farris, current 8th grader, who challenged us to memorize our
 87 favorite poem to share with the school for the entire week. This was part of a larger project for
 88 Ms. Farris as she completes an award for her Girl Scout membership. The PTA graciously
 89 supported her by donating books that were used as prizes for the week and given to students who
 90 were randomly chosen to share their poem with the school. We are very thankful for the many
 91 readers who volunteered their time on Friday morning of that week to read to our students.

92 And, last but not least, thank you to Mrs. Melanie Jones and her efforts to organize and challenge
 93 us all to decorate for the weeklong celebration. We are very grateful to all who supported this
 94 event and shared in the fun.

95 Mr. Schuttinger then read the resignation letter of Ms. Barbara Belak, MVVS School Counselor.

96 He noted that she was great and will be greatly missed.

97 Mr. O'Keefe asked about the drop in student enrollment, and asked if they (2) were kids that
98 moved out of the district.

99 Principal Schuttinger replied, yes, they did move out of the district.

100 Mr. O'Keefe asked about reaching out to the homeschool families, emphasizing the quality
101 education and wonderful staff. He noted that he wants to be proactive with the outreach.

102 Principal Schuttinger replied that he would love to and the challenge is the registration process.
103 He added that he is well known in the community and noted that it is a great idea. He then added
104 that he would like to know what was the decision or issue was to leave the MVVS.

105 Mr. Driscoll noted that there is a high number of homeschool students and he was surprised.

106 Ms. Christine Landwehrle, Director of Curriculum and Professional Development, remarked that
107 homeschoolers had to previously submit portfolios and that a teacher had to sign off. At this
108 time, they are not required to do that anymore and it is difficult to track.

109 Principal Schuttinger added that the family that she had been speaking of are now here at the
110 MVVS and realized that they are very accommodating.

111 Mr. O'Keefe mentioned that the school has evolved and they do have an awesome place here.

112 Ms. Lawrence added that some proactive promotion through Facebook and the Transfer Station
113 would also help.

114 Mr. Steel remarked that the very high RIT scores with Kindergarteners and first graders can be
115 very attractive.

116 Ms. Landwehrle added if they gave them the option of using Dreambox accounts as a resource,
117 and then every year they would have to come back for an info session it might be a great option.

118 Mr. Steel noted if SB 193 passes then they might get an influx of homeschool students due to a
119 stipend issue.

120 Mr. O'Keefe noted that Peabody Mills Environmental Center in Amherst, also helps out with the
121 homeschool program.

122 Principal Schuttinger then asked if anyone wanted to join the dunk tank with him. The Board
123 mentioned that they would think about it.

124 Discussion ensued.

125 B. Correspondence

126 Mr. Driscoll added there is no correspondence.

127 Principal Schuttinger added except for the resignation letter from Ms. Barbara Belak, MVVS
128 School Counselor.

129 C. Committee Reports

130 Mr. O’Keefe discussed that the Professional Development committee met and he was able to join
131 by phone. He then discussed the recent PD survey and noted that they had 18 teachers reply from
132 the MVVS. He then added that he was concerned with an anonymous comment about the SAU
133 goals not in alignment with theirs.

134 He finalized by adding that he would like to be on the same page with the faculty and involve
135 them in every step of the way.

136 Ms. Roberge agreed that they would like to have everyone on board.

137 Ms. Landwehrle added that she is thinking that the comment was around the strategic planning
138 work and that comment may have been made before Mr. Steel had put together a Strategic
139 Planning group including teachers. The intent is to involve teachers and added that she hopes that
140 it gets resolved. She then noted that she can reach out to PD members.

141 Mr. O’Keefe remarked that he doesn’t want to single anyone out but would like everyone on the
142 same page.

143 Principal Schuttinger added that he read that comment that Mr. O’Keefe was speaking about and
144 no one had ever come to him. There could be a reason, and it is certainly worth a discussion.

145 Mr. O’Keefe asked if they reach out to teachers in an anonymous feedback source.

146 Principal Schuttinger replied that he has discussed that with Superintendent Mr. Peter Warburton
147 and it will be coming out soon (about 20 questions).

148 Mr. O’Keefe added that the committee is doing an incredible job with great focus on
149 development and where they want to be.

150 Mr. Driscoll commented that in his experience, when they do surveys that upper management is
151 responsive.

152 Ms. Landwehrle mentioned that with this survey they had 100 responses within a couple of hours
153 and that was positive.

154 Ms. Roberge asked Ms. Landwehrle if she would briefly discuss her position and the new and
155 exciting things with curriculum, for new board member Mr. Peter Eckhoff.

156 Ms. Landwehrle discussed that she oversees Curriculum Instruction, Assessment and
157 Professional Development for SAU #39. She then noted that they develop their own curriculum
158 here and their professional development funds that are contractual and can do that individually.
159 They also provide a lot of Professional Development for staff and faculty.

160 The past few years they have been focusing deeply on the alignment of standards. They have
161 State standards and they have been involved with the PACE project, which is reduces the amount

162 of standardized testing and replaces that with performance based assessments, moving towards
163 deeper learning. They will be measuring application and ultimately towards more individualized
164 learning.

165 Mr. Steel added they, at the SAU #39, believe in this work and they have 175 school days to
166 work with and ultimately, they will have to make structural changes but that will take some time.

167 The Board thanked Ms. Landwehrle.

168 Ms. Lawrence added that Policy Committee has focused on a proposal that came out of the
169 Community Council about transgender restrooms at Souhegan HS. If anything is modified, it is
170 supported by policy. It would be a change to policy AC-Non- Discrimination policy to include
171 gender identity.

172 She noted that there will probably be State legislation to further support that policy.

173 She added that there were three other policies that will be coming to the SAU Board for further
174 review and discussion.

175 She then encouraged Mr. Eckoff to read the SAU Agenda Packet carefully as the Policies for
176 discussion are included.

177 The Board thanked Ms. Lawrence.

178 D. Budget Committee Rep. – FY 2019 Process

179 Mr. Driscoll commented that the process overall worked well. He then added that he will move
180 that to the next meeting.

181 Mr. Steel to ask Mr. Peter King, MVVS Moderator, to appoint Budget Committee Members
182 sooner rather than later.

183 Ms. Roberge mentioned that through social media, people had been erroneously discussing the
184 costs of the total warrant articles.

185 Mr. Steel added that there is no perfect way to explain it.

186 Ms. Roberge noted that it is hard and asked if they can come up with a way to give the public
187 information. They have to be able to explain it and be a little more creative with their
188 explanation.

189 Principal Schuttinger commented that they should start with social media with their explanations.

190 Discussion ensued.

191 Ms. Roberge commented that last year they gave back taxpayers \$354,000 and it is not apples for
192 apples.

193 Mr. Driscoll added that it was a point well taken and in the past they wrote editorials.

194 Ms. Roberge remarked that they need to do that in a way that people can understand.

195 III. PUBLIC TIME

196 No Public Comment

197 IV. CONSENT AGENDA

198 A. Minutes

199 1. February 8, 2018

200 **Ms. Kim Roberge motioned to accept the Consent Agenda item A. Minutes 1. February 8,**
201 **2018, as amended, Ms. Sarah Lawrence seconded the Motion. The vote was unanimous.**
202 **Motion passed.**

203 Mr. Driscoll then noted some voting circumstances for new Board Member Mr. Peter Eckhoff.

204 V. PRESENTATIONS

205 A. Literacy Curriculum Update

206 Ms. Landwehrle then introduced Ms. Mel Jones as MVVS 3rd Grade teacher and Literacy
207 Curriculum Coordinator, she then noted that she will update the Board on what Literacy looks
208 like at the MVVS.

209 She first discussed teaching reading, typical skill progression, fluency, vocabulary, and
210 comprehension.

211 She then reviewed the reading strategies.

212 She explained the student reading activities, with fun ways to engage students. She noted that
213 they use Foundations.

214 Ms. Jones noted that in grades 3 and 4 they use a program called Words their Way, more of a
215 vocabulary spelling piece in 3rd grade, and include reading aloud. The kids also have their own
216 books as well.

217 In grades 5 and 6, they are reading the book *Lost*, which is a non-fiction book. She added that
218 there is a real push for literacy and social studies curriculum together. It is the hierarchy of
219 reading skills that is important.

220 She then discussed that literacy is everywhere.

221 She then discussed the Read Across America program (with pictures) and that it was wonderful
222 and everyone did a fantastic job. The students loved it.

223 Ms. Jones then discussed the importance of building reading stamina, noting that there is a lot of
224 distractions today. She emphasized the impact of practicing reading strategies and skills, from K
225 to 6. They are saying that they are more concerned with aliteracy vs literacy.

226 Ms. Landwehrle noted that the Title 1 summer program for K has been really successful. She
227 noted that they set the Kindergarteners off to a great start. They are really happy to have a full
228 time interventionist. She added that they can give further details at a later date.

229 Ms. Roberge noted that 38 needed support and asked about the students that need enrichment.

230 Ms. Landwehrle replied that there are 2 students that she is providing enrichment and they are
231 looking at what her schedule can handle.

232 Mr. Driscoll asked if the Library Media Specialist could possibly provide enrichment.

233 Principal Schuttinger replied, that she also provides the part-time tech and part-time media
234 support, but it can be something that they can look at.

235 Ms. Roberge added if they could provide ongoing enrichment that would be great.

236 Mr. Driscoll asked if they are seeing a change with full day K.

237 Ms. Landwehrle added that not only is the reading improving but the writing as well.

238 The Board thanked Ms. Jones and Ms. Landwehrle.

239 VI. DISCUSSION

240 A. Consolidation Update- What are the non-negotiables?

241 Mr. Driscoll noted that he did not put this on the agenda.

242 Mr. Steel replied that the plan is that he would meet and ask the Board about their thoughts and
243 now they are looking at start times.

244 Mr. Driscoll added that has a list at home, with one non-negotiable of with the building remain
245 open forever.

246 Ms. Landwehrle added that they were waiting for new board members.

247 Mr. Steel noted that they will not recommending the late start time to begin this fall.

248 Ms. Roberge asked that she would like to know what the positives and negatives are in terms of
249 consolidation. She added that she wished that they had more discussion.

250 The Board thanked Mr. Steel.

251 B. Lighting Upgrade & Quarterly Facility Update

252 Mr. Driscoll noted that as a part of his work he had looked at replacing lighting in the facility and
253 had met with Energy Management Consultants. Inc. and they work with Eversource Co. to
254 replace the building lighting and save money. The representative then told him that a lot of
255 schools are changing their lighting and the money is available through the State. He then noted
256 that they gave him an example of a school for him to bring to the Board.

257 He finalized by adding that he would mention it to the Board. It costs them nothing to do an audit
258 and might be desirable to improve their lighting.

259 Mr. Robichaud noted that he is also working with another company and they have completed an
260 audit already. He noted that the hallway lights are cracked and the retro fit can be challenging to
261 replace.

262 Mr. Driscoll explained that they do not have this style but they then get rid of the retro fit. He
263 added that he brought his work proposal to give the Board greater detail.

264 Mr. Robichaud if he could report out in either May or June.

265 Mr. Robichaud replied, yes, he can do that.

266 Mr. Driscoll noted that he looked back at the most recent minutes and wanted to know if there
267 was any mold.

268 Mr. Robichaud discussed that there are no active leaks in the building and they were stained
269 ceiling tiles that are dry. There is no mold issue and there really wasn't in the first place.

270 He then noted that recent pipe burst was a really lucky situation in that it was hot water that set
271 off the fire alarm and was able to be cleaned up easily.

272 Mr. O'Keefe commented that the AV equipment in the gymnasium had not been working well
273 during the deliberative hearing. He asked if it was in his purview.

274 Principal Schuttinger replied that he wants Mr. Martinez, technology department, to look at that
275 this summer.

276 Mr. Robichaud mentioned that the snow blower has a cracked frame and the repair is \$700. And
277 he is thinking that if they have any funds left over that he would like to get a new one.

278 Mr. Steel added that there will probably not be anything left over.

279 Mr. O'Keefe noted that sometimes people post free things on social media.

280 The Board thanked Mr. Robichaud.

281 VII. INFORMATIONAL

282 A. NWEA Winter Update

283 Ms. Christine Landwehrle, Director of Curriculum and Professional Development, discussed
284 they just completed the Winter NWEA with strong fantastic results with K-2.

285 She then discussed that the K are in the top three, internationally. It is really exciting and they
286 have high achievement and high growth. Anything above 50% is average and with 77% they
287 almost never see that.

288 She added that the Fall NWEA has no growth.

289 She reviewed the 4th grade and it is average growth, as well as 5th grade.

290 She added that second grade really stands out and they need to dig deeply with the math. Ms.
291 Charline Brown. Math Coordinator, has been in the class and it is a large group and can be a
292 challenging group.

293 Ms. Roberge asked when can they report back.

294 Ms. Landwehrle replied, yes, in June, she can report back.

295 Ms. Roberge noted that she was concerned with the 37% as well.

296 Ms. Landwehrle added maybe it is because it is a larger class, and she is wondering as well. The
297 two lowest numbers are with the larger class sizes.

298 Mr. Eckhoff asked if they can see the exact questions.

299 Ms. Landwehrle replied that they can see the goal area in terms of strength and weaknesses.

300 Mr. Steel is a computer adaptive test as well, so it will trend up or down depending on how you
301 answer.

302 Mr. Driscoll asked about the alignment issues and the test.

303 Ms. Landwehrle replied, overall no, it is aligned to standards and she is happy to bring back
304 additional information.

305 Mr. O'Keefe asked for 7th and 8th grades and he wants to make sure that they are providing what
306 they need to succeed.

307 Ms. Landwehrle replied, yes, she can do that.

308 The Board thanked Ms. Landwehrle.

309 B. Amherst School Board Meeting – April 19

310 Principal Schuttinger noted that ASD Board Chair, Ms. Galen Tremblay, noted that she would
311 like to have a meeting here at the MVVS.

312 C. One School Street

313 Principal Schuttinger then pulled up www.oneschoolstreet.org,

314 Ms. Landwehrle noted that through the Mastery Based Learning forums they had learned that
315 parents wanted more information, there is a glossary of educational terms, information on topics,
316 books and some are articles.

317 Mr. Eckhoff asked if there was a link from the Town website to this site.

318 The Board noted that this can be accessed through the SAU 39 website.

319 D. Policy Development

320 Mr. Driscoll added that he is not sure why this is listed on the agenda.

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VIII. ACTION ITEMS

A. Mini-Board Meeting at MVVS – Set a date

Principal Schuttinger noted that depending on a topic, they can set a date.
Mr. O’Keefe they do a school gift, but that would be in May or June. He was thinking of them having lunch with the kids and ways to make it special for them.
Mr. Driscoll commented that they could meet with the student council.
Ms. Roberge suggested May 10th at 11:55am.
Mr. Driscoll asked Mr. O’Keefe about his thoughts on meeting format.
Mr. O’Keefe discussed several ways to engage students.
Mr. Driscoll noted they could incorporate a lot of public time and maybe an interesting policy.
Ms. Lawrence added that there are lots of interesting policies that they can look at.
Mr. O’Keefe suggested pizza with Student Council and to make it fun.
Mr. Steel added that there is an April meeting as well.
The Board decided on May 10th at 11:55am.

B. IGE – Parent(s)/ Guardian(s) Request for Exception to Specific Curriculum Material(s)

Ms. Sarah Lawrence noted that this is a change in the title to align with the Policy. There is no other change.
Mr. Stephen O’Keefe motioned to accept policy IGE – Parent(s)/ Guardian(s) Request for Exception to Specific Curriculum Material(s) as amended. Ms. Sarah Lawrence seconded the motion. Mr. Peter Eckhoff abstained. 4 in favor motion passed.
Mr. O’Keefe noted that when they were reviewing the surveillance policy and wondered if it was possible that dispatch has access to that live feed.
Principal Schuttinger replied, yes, that is the direction that they are going in. The first concern is that it being hackable.
Mr. O’Keefe remarked that he has been concerned with the recent tragic events at schools.
Ms. Lawrence added the intent for the policy is that is not supposed to be a live feed all the time. And if we were going to change that then it should be discussed.
Mr. O’Keefe remarked that was not his intent to have it be watched 24/7. It can be a tool that can be utilized in an emergency. It doesn’t exist today. There are safeguards that can be put into place.

353 Mr. Driscoll commented that they would then have to amend the MOU.

354 Mr. Steel commented on the system.

355 Ms. Roberge asked if the NWEA scores can be highlighted in the Amherst Citizen.

356 Principal Schuttinger replied, yes.

357 Mr. Steel added his suggestion for RIT score and grade level.

358 Mr. Driscoll mentioned that the reading has been a solid program and with math, is there a
359 correlation.

360 C. Professional Nominations

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

362 **A. Personnel**

363 **Ms. Kim Roberge motioned to enter into Non-Public Session RSA 91-A:3 II. (a) at 8:12pm.**

364 **Ms. Sarah Lawrence seconded the Motion.**

365 Mr. Tom Driscoll called a Roll Call: O’Keefe-yes, Roberge-yes, Lawrence-yes, Eckhoff-yes, and
366 Driscoll-yes

367 **Entered non-public session at 8:15 p.m.**

368 Minute Taker- Tom Driscoll

369 Discussion: Personnel

370 **Ms. Kim Roberge motioned to exit Non-Public Session RSA 91-A:3 II. (a) . Ms. Sarah**
371 **Lawrence seconded the Motion.**

372 Mr. Tom Driscoll called a Roll Call: O’Keefe-yes, Roberge-yes, Lawrence-yes, Eckhoff-yes, and
373 Driscoll-yes

374 **At 8:45 p.m. the Board resumed public session.**

375 **In Public Session, Ms. Kim Roberge Motioned to accept the 2018-2019 professional**
376 **nominations as presented by Associate Superintendent Adam Steel. Ms. Sarah Lawrence**
377 **seconded the Motion. The Motion passed unanimously.**

378 **Ms. Kim Roberge Motioned to accept with regret the resignation of Barbara Belak. Ms.**
379 **Sarah Lawrence seconded the Motion. The Motion passed unanimously.**

380 X. REVIEW OF MEETING/FUTURE AGENDA ITEMS

381 XI. ADJOURN

382 **At 8:55 p.m., Ms. Kim Roberge Motioned to adjourn the meeting. Ms. Sarah Lawrence**
383 **seconded the Motion. The Motion passed unanimously.**