

1 Mont Vernon School Board

2 Thursday, April 12<sup>th</sup>, 2018

3 Meeting Minutes

4 Attendees:

5 Administrative Team: Peter Warburton- Superintendent of Schools, John Schuttinger-Principal  
6 MVVS, Christine Landwehrle- Director of Curriculum & Professional Development, and  
7 Stephanie Grund- Business Department.

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

10 Minute Taker: Danae Marotta

11 Public: None

12 I. CALL TO ORDER – Chair Thomas Driscoll

13 **Mr. Thomas Driscoll called the Meeting to order at 6:03PM**

14 II. ANNOUNCEMENTS

15 A. Principal’s Report

16 Principal Mr. John Schuttinger added that there was a mistake on the Principal’s Report and  
17 there were 15 informal observations that were already completed and 4 left.

18 He added that he is excited to have the Senior connection with SHS.

19 Principal Schuttinger asked the Board if they had any questions for him.

20 He added that there are good things everywhere.

21 Mr. Driscoll asked about the Absence Report.

22 Principal Schuttinger discussed that the PD time also includes PACE work and work that is  
23 internal and external. They are doing things with Late Starts and their own PD at the beginning  
24 and end of the year. He noted that he uses PD Express, which is a system that lets him know  
25 what teachers are taking.

26 Ms. Christine Landwehrle, Director of Curriculum and Professional Development, added that  
27 they typically do a variety of ways to get Professional Development. Some teachers are doing  
28 webinars, and with art and music that can be on a weekend.

29 Principal Schuttinger added that today there were 8 people out with PD and they found subs and  
30 had a great day.

31 Ms. Landwehrle added that there were about 20 teachers there from the whole SAU at a PD  
32 session.

33 Principal Schuttinger added that sometimes there is no lapse of missing anything, and all of the  
34 subs go through training. He noted that he took things off his schedule so he could fill in with a  
35 sub till 1:30. Subs are also coming in with greater knowledge.

36 Ms. Roberge added that more than two weeks missing is a lot.

37 Principal Schuttinger replied that he understands.

38 Mr. Driscoll asked if these are half day increments.

39 Principal Schuttinger explained how he broke them out and that all of them are in the half  
40 increments.

41 Mr. O'Keefe asked if he ever puts a limit on the amount of PD days. He added in looking at the  
42 chart, number 13 is at 7 days.

43 Principal Schuttinger replied, number 13 could be one of their leads. He hasn't set a number but  
44 he can see where Mr. O'Keefe is coming from.

45 Mr. Driscoll asked about the reviews and informal observations, we are looking at what they  
46 have taken a day for. And some have taken advantage of outside the school day.

47 He then asked what are they budgeted for.

48 Ms. Landwehrle added that she is not sure but they have never gone over the amount budgeted.

49 Principal Schuttinger noted that he and Ms. Katie Hannan, Director of Finance SAU, have been  
50 meeting once a month to discuss which has been helpful. He added that sometimes there are  
51 unexpected costs.

52 Mr. O'Keefe asked about homeschool situation

53 Principal Schuttinger added that he has wondered that he might be pushing them away and does  
54 not to create more of a divide.

55 Mr. O'Keefe asked if it can be sort of an outreach, and they have a good story to share. And that  
56 it is a part of the initiative, but there are awesome things that are going on there.

57 Superintendent Mr. Peter Warburton discussed that in the past he was a Homeschool Coordinator  
58 and understands the Law with information shared. He added that a lot of homeschool parents are  
59 perfectly happy with their homeschooling. The State had given him some information in that  
60 they know that enrollment is dropping and they are looking at calling the parents of  
61 homeschoolers but have advised against it. He then added that it is just something to think about.

62 Mr. Driscoll commented in that case, positive publishing is helpful.

63 B. Correspondence

64 Principal Schuttinger added that there is a Resignation Letter from Ms. Lesha Colhart, MVVS  
65 Music Teacher.

66 **Ms. Kim Roberge motioned to accept the Resignation Letter from Ms. Lesha Colthart. Ms.**  
 67 **Sarah Lawrence seconded the Motion. The vote was unanimous. Motion passed.**

68 *“Dear John*

69 *It is after considerable reflection and contemplation I write to inform you that I will not be*  
 70 *returning as Music Teacher for the 2018-2019 school Year. I find that it is time to formally retire*  
 71 *as a music teacher.*

72 *It has been a pleasure to bring and share my knowledge as joy of music with the students of the*  
 73 *MVVS,*

74 *My time with the MVVS student has been filled with many wonderful moments that I will cherish.*  
 75 *I have had a wonderful experience working with all the students and staff for these two school*  
 76 *years.*

77 *I thank you for the support and encouragement given to me by you, the staff and the children for*  
 78 *the activities and programs we have shared and especially for the opportunity of being part of*  
 79 *the MVVS.*

80 *Sincerely,*

81 *Lesha Colthart”*

82 C. Committee Reports

83 Ms. Lawrence added that they are pushing forward with policies in the Policy Committee.

84 Mr. Driscoll thanked Ms. Lawrence for all of her work.

85 III. PUBLIC TIME

86 No Public Comment

87 IV. CONSENT AGENDA

88 A. Minutes

89 1. March 22, 2018

90 B. Unanticipated Revenue

91 1. \$145.00 of unanticipated revenue from Thomas and Nora Driscoll to be used to  
 92 purchase a New Hampshire State Flag. (Student Activities Fund)

93 2. \$75.00 of unanticipated revenue from Kathryn Brasil to be used to purchase a  
 94 New Hampshire State Flag. (Student Activity Fund)

95 **Ms. Kim Roberge motioned to accept the Consent Agenda items A. Minutes 1. March 22,**  
 96 **2018 B. Unanticipated Revenue, 1. \$145.00 of unanticipated revenue from Thomas and**  
 97 **Nora Driscoll to be used to purchase a New Hampshire State Flag. (Student Activities**  
 98 **Fund), 2. \$75.00 of unanticipated revenue from Kathryn Brasil to be used to purchase a**

99 **New Hampshire State Flag. (Student Activity Fund). Ms. Sarah Lawrence seconded. The**  
100 **vote was unanimous, Motion passed.**

101 Mr. O’Keefe thanked the donors for their generosity.

102 V. SHORT RECESS TO VIEW STUDENT ARTWORK

103 VI. PRESENTATIONS

104 A. NWEA 7th and 8th Grade Information

105 Ms. Christine Landwehrle, Director of Curriculum and Professional Development, discussed that  
106 the 7<sup>th</sup> and 8<sup>th</sup> grade scores are added on. The seventh grade scores are very strong but the  
107 reading had changed from fall to winter. They were at the 96 percent and dropped to 86 percent.  
108 MV is a small group and she can reach out to the teachers for more information.

109 When she pulled the data for K-6<sup>th</sup> last time, some numbers were a little off and median these are  
110 the correct numbers 2<sup>nd</sup> grade and she looked at the wrong column twice when she transferred  
111 the data over. The second grade, she will meet with Principal Schuttinger to dig in deeper to the  
112 scores.

113 Ms. Roberge asked what is the problem with 7<sup>th</sup> grade, is it transition or difficulty.

114 Ms. Landwehrle replied that they did not see that with math and not an overall trend. She was  
115 surprised too.

116 Ms. Roberge asked do you make sure that is flagged so that you know. They would like to know  
117 where they are from an 8<sup>th</sup> grade standpoint.

118 Ms. Landwehrle added that she can also look more deeply. She added that she has all the data  
119 and can look at past information.

120 Ms. Roberge added that she would like to know what is causing it.

121 Ms. Landwehrle commented that she can also look to the specific students as well and because it  
122 is such as small sample size.

123 The Board thanked Ms. Landwehrle.

124 Mr. Driscoll commented on the great K and 1<sup>st</sup> grade scores.

125 Ms. Landwehrle replied that the K and 1<sup>st</sup> grade teachers are skilled and unbelievable.

126 Superintendent Warburton noted Ms. Landwehrle’s excellent work.

127 VII. DISCUSSION

128 A. Budget – Q3

129 Ms. Stephanie Grund, Business Department added that she and Finance Director, Ms. Katie  
130 Hannan, had reviewed the finances and they are in good shape. They also will have about \$8,000  
131 from the Caring Hands issue.

132 Ms. Roberge added that there are 6 new home permits that she knows about.

133 B. Facilities – Q3

134 Ms. Grund commented that she is not sure why this is on the agenda packet.

135 Superintendent Warburton asked the Board if they want Mr. John Robichaud, Director of  
136 Buildings and Grounds to come and speak to the Board in May.

137 Mr. Driscoll remarked that he liked the Memos.

138 Ms. Roberge asked for information on pending projects.

139 Mr. Driscoll added that they just want to see that regular memos.

140 C. 2018-2019 Budget Process Review

141 Mr. Driscoll noted that he got feedback from MVVS AFC Chair Mr. Sam Hinckley. He added  
142 that if the Board could lay out a time line for them. He added that Business Administrator, Ms.  
143 Betty Shankel, had a list and where they are expecting to be at what times during budget season.

144 Ms. Grund added if the Board could get the names of the AFC members then they can get things  
145 started immediately.

146 Superintendent Warburton added that Ms. Shankel, put together an amazing handbook from start  
147 to finish, with Ms. Peg Bennett and had presented it to the SAU Board. He added that he can  
148 look it up the them.

149 Mr. Driscoll noted that the AFC Committee had challenges with picking meeting dates and were  
150 meeting on Saturdays towards the end.

151 Superintendent Warburton added that he will bring the handbook to the next Board meeting.

152 Ms. Roberge added that they have to have a better way to explain the tax impact as a lot of  
153 people are misinformed.

154 Mr. Grund remarked that the ASB also reached out to her.

155 Ms. Roberge added that people do not know how the tax rate is set.

156 Mr. Driscoll asked if there was any other feedback on the budget process.

157 D. May 10th- Mini MVSB meeting

158 VIII. INFORMATIONAL

159 A. June meeting and goal setting

160 Ms. Roberge added that they will bring it up at the May meeting.

161 Ms. Roberge suggested publishing their awesome scores.

162 She asked if are discussing expending the trust fund.

- 163 Ms. Lawrence replied that the warrant passed.
- 164 Mr. Driscoll then noted that they are going back to II. ANNOUNCEMENTS > B.  
165 Correspondence for Ms. Colthart's Resignation letter. They can talk about it again in June.
- 166 Ms. Roberge asked about the school counselor position.
- 167 Principal Schuttinger replied that the position is being fine-tuned and looking at specialty  
168 counselors, part-time.
- 169 Ms. Landwehrle added that throughout the SAU they are replacing retiring school counselors  
170 with social workers. You can get clinical social workers and then help them to get school  
171 counselor certification though and Alt plan.
- 172 They have seen children with more and more challenging behaviors that require a social worker.
- 173 She met with Principal Schuttinger and Ms. Meg Beauchamp, Director of Student Services and  
174 that is a good route to go with people that can serve both roles.
- 175 The Board discussed voting ratification.
- 176 **The Board recessed at 7:05 PM.**
- 177 **The Board reconvened at 7:36 PM**
- 178 IX. ACTION ITEMS
- 179 X. NON-PUBLIC SESSION – RSA 91-A:3 II. (a) (b) (c)
- 180 A. Personnel
- 181 **A motion was made by Kim Roberge to enter a Non-Public session per RSA 91A:3 II (a) (b) (c).**  
182 **Sarah Lawrence seconded the motion.**
- 183 By roll call vote, Roberge – yes, Driscoll-yes, Lawrence-yes, O'Keefe – yes and Eckhoff – not  
184 present.
- 185 **The board voted unanimously to enter Non-Public session at 7:37 pm.**
- 186 **Other persons present during Non-Public Session:** Peter Warburton and John Schuttinger
- 187 The board discussed the principal's evaluation and contract.
- 188 **A motion was made by Kim Roberge to exit Non-Public session. Sarah Lawrence seconded the**  
189 **motion.**
- 190 By roll call vote, Roberge – yes, Driscoll-yes, Lawrence-yes, O'Keefe – yes and Eckhoff – not  
191 present.
- 192 **The board voted unanimously to exit Non-Public session at 8:21 pm.**

193 **In Public Session, a motion was made by Kim Roberge to authorize the superintendent to**  
194 **offer a three-year contract to Principal John Schuttinger with a 2.5% salary increase in**  
195 **year one and a 3% increase in years two and three. Sarah Lawrence seconded the motion.**  
196 **All board members voted in favor of the motion and the motion passed unanimously. (4-0-**  
197 **0)**

198 XI. REVIEW OF MEETING/FUTURE AGENDA ITEMS

199 Mr. Thomas Driscoll noted the following Future Agenda Items:

- 200 • June Meeting and Goal setting
- 201 • Q3 Facilities report at May meeting
- 202 • Board Goals for 2018/2019

203

204 XII. ADJOURN

205 **A motion was made by Kim Roberge to adjourn the meeting. Sarah Lawrence seconded**  
206 **the motion. All board members voted in favor of the motion and the motion passed**  
207 **unanimously. (4-0-0) The meeting ended approximately 8:35pm**