

1 Mont Vernon Village School

2 Thursday, December 10th, 2020

3 Meeting Minutes- Approved 01 14 2021

4 Attendees:

5 Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant
6 Superintendent, Meg Beauchamp- Director of Student Services, Michele Croteau- SAU #39
7 Business Administrator, and Kim Sarfte - Principal MVVS.

8 Mont Vernon Village School Board: Chair- Sarah Lawrence, Vice Chair- Peter Eckhoff,
9 Secretary- Scott St. Denis, Stephen O’Keefe and Jessica Hinckley.

10 Board Minutes: Danae A. Marotta

11 Public: Mont Vernon Community Members

12 I. Call to Order

13 **Chair of the Mont Vernon School Board, Ms. Sarah Lawrence, called the meeting to order**
14 **at 6:03 PM.**

15 Today, we will be conducting a school board meeting of the Mont Vernon School Board.

16 Before we get started, I’ll read through a checklist to ensure that the meeting that we are holding
17 is in compliance with the Right-to-Know Law.

18 As chairperson of the Mont Vernon School Board, I find that due to the state of emergency
19 declared by the Governor as a result of the Covid-19 pandemic, and in accordance with the
20 Governor’s Emergency Order Number #12, pursuant to Executive Order 2020-04 and its
21 extensions, this public body is authorized to meet electronically. Please note that there is no
22 physical location to observe and listen contemporaneously to this meeting which was authorized
23 pursuant to the Governor’s Emergency Order.

24 In accordance with the Emergency Order, I am confirming that:

- 25 1. We are providing public access to the meeting by telephone, with additional access
26 possible by video and other electronic means. We are utilizing Zoom for this electronic
27 meeting. All members of the committee and selected legislative staff have the ability to
28 communicate contemporaneously in this meeting through this platform. And the public
29 has access to contemporaneously watch and or listen to the meeting on Zoom and via
30 phone by following the directions and links provided on our website: www.sau39.org.
- 31 2. We have provided public notice of the necessary information for accessing the meeting.
- 32 3. We are providing a mechanism for the public to alert the public body during the meeting
33 if there are problems with access. If anyone has a problem, please email
34 awallace@sau39.org.

35 4. In the event the public is unable to access the meeting will be adjourned and
36 rescheduled.

37 5. Please note that all votes taken during this meeting shall be done by roll call vote.

38 6. Finally, let's start the meeting by taking a roll call attendance. When each member states
39 their presence please also state where they are and if anyone else is in the room with you
40 during this meeting, which is required under the Right-to-Know Law.

41 She called the Roll Call: Eckhoff- home and alone, St. Denis- home and alone, O'Keefe- home
42 and alone, Hinckley- home and alone and Lawrence- home and alone.

43 I. Public Comment I of II

44 No Public Comment

45 Ms. Lawrence noted that there will be a second Public Comment time.

46 II. Consent Agenda

47 Mr. O'Keefe noted that he has a few questions on the School Calendar and got a few questions
48 from the public inquiring what the delayed opening will look like.

49 Superintendent, Mr. Adam Steel, added that the Principals will be providing an update on the
50 Late Start time. They will have a presentation in February.

51 Mr. O'Keefe inquired about the Principal's Report and if they are at capacity.

52 Dr. Kim Sarfde, Principal of the MVVS, explained that there were some students that had to be
53 quarantined. They did have discussion and they had a new paraprofessional that they have
54 designated for remote learning.

55 Mr. O'Keefe questioned if there was a timeline for potentially moving in person instructors to
56 remote.

57 Principal Sarfde replied that they are ready to go and have already planned for that. After having
58 discussions, they have realized that the 2nd grade is the highest grade for remote instruction.
59 Those teachers have asked for extra support. It depends on the parent selection after the winter
60 break, however, if the numbers continue to be inflated, they will figure out a teacher to stay
61 remote.

62 Mr. O'Keefe asked about the delivery method of the Specials.

63 Principal Sarfde replied that the Specialists want to be engaged. Right now, their remote learners
64 are getting access to the Library Media Specialist lessons and can access some other things
65 asynchronously. When the whole school is remote, it will be much more intentional and well
66 planned.

- 67 Mr. O’Keefe asked Principal Sarfde to check in with Superintendent Steel to come up with a
68 game plan to come up with supervision for all content areas. He is asking for consistency with
69 the delivery of the programs, should they extend remote learning beyond the January date.
- 70 Principal Sarfde added that they have mirrored their schedule with CW and share Specialists.
71 They are familiar and have gotten skilled.
- 72 Mr. St. Denis questioned about the modification to the schedule where there is a lot of
73 independent learning time.
- 74 Principal Sarfde replied that for the students that are currently remote, their schedule will change
75 a little bit. She does not want to cause significant disruption for the students that are already
76 remote. Their Specials will be at a different time, but they will make sure that they have access to
77 all of the Specialists.
- 78 Mr. St. Denis asked if it will be more structured.
- 79 Principal Sarfde explained that the Specialists work either three or two days. The Specialists are
80 responsible for all of the grade levels.
- 81 Ms. Lawrence asked the Board if there were further questions.
- 82 Ms. Lawrence thanked Principal Sarfde and the staff for their hard work and the report.
- 83 Ms. Eckhoff inquired about a district wide handout for parents to be more effective teachers in
84 the home setting.
- 85 Principal Sarfde replied that they had discussed having a Distance Learning Handbook. The
86 teachers are accessible to parents and students during the entire school day. They are not
87 expecting for the parents to be teaching their children, but to support them with a quiet place to
88 study. The paraprofessionals have been amazing support.
- 89 Mr. Eckhoff commented that his question was for an outreach for the parent community, it was
90 not a connectivity. He added that the teachers and staff are amazing.
- 91 Assistant Superintendent, Ms. Christine Landwehrle, added that they will definitely be planning
92 on a parent session with helpful tips.
- 93 Mr. St. Denis suggested a one sheet handout for the grandparents while they are helping out their
94 grandchildren.
- 95 Ms. Lawrence asked Principal Sarfde if there was any support that she needed from the Board.
- 96 Principal Sarfde replied that things are going well. An additional teacher for help with the remote
97 learners would alleviate stress. She thanked the PTA and for their generous gift of poinsettias.
98 Their support has been great.
- 99 Ms. Lawrence added she had a question about the Facilities Update, specifically the Boiler.

100 Mr. Steel replied that he does not know the specifics. He has worked with Mr. Preston for many
101 years and is confident that it is being taken care of.

102 Ms. Lawrence thanked Mr. Preston for all of his work.

103 She asked if there were other comments,

104 Mr. O’Keefe inquired about the Tax Rate Form and there is a \$1.9m listed on the last page.

105 Superintendent Steel replied that it is called “Retainage”, Unassigned Fund Balance from
106 previous years that the Town has set aside.

107 Mr. O’Keefe asked for clarification on the amount.

108 Mr. Steel replied that although the NHDOE sets a guideline, there is no statutory limit that he is
109 aware of.

110 SAU #39 Business Administrator, Ms. Michele Croteau, replied that this document is a
111 culmination of the school and Town.

112 Mr. Steel noted that this does not show the revenues.

113 Ms. Lawrence asked about the final overlay.

114 Ms. Croteau replied that it was related to the Town.

115 **Mr. O’Keefe motioned to accept the Consent Agenda items 1. Draft Minutes Nov 12th,**
116 **2020, 2. Draft Minutes Nov 19th , 2020, 3. FY’ 22 School Calendar, 4. Dec. 2020 Principal’s**
117 **Report, 5. MVVS Facilities Update, and 6. MV FY’21 Tax Rate. Ms. Hinckley seconded the**
118 **motion. The vote was unanimous, motion passed.**

119 **Ms. Lawrence called a roll call: Lawrence- Yes, O’Keefe-Yes, Hinckley-Yes and St. Denis-**
120 **Yes.**

121 III. FY’ 22 Budget- Default and Warrant Articles

122 Ms. Croteau replied that the with the changes (increase of \$22k) the proposed budget would be
123 \$5,821,589 or 5.6% increase in total. The default budget is a 5.5% increase of the previous year.
124 She had submitted a draft document for the presentation for the public hearing and they would
125 have to change that due to the adopted bus contract.

126 Ms. Lawrence asked for questions.

127 Mr. O’Keefe asked for the final budget number.

128 Ms. Croteau replied that the presentation does not show the increased amount which is
129 \$5,821,589.

130 Mr. O’Keefe inquired about the increase over the default.

131 Ms. Croteau replied, that it is \$4,922.

- 132 Mr. O’Keefe suggested that they articulate that for the taxpayers.
- 133 Ms. Croteau thanked the Budget Committee for working with them to review and analyze the
134 budget.
- 135 Mr. O’Keefe inquired about the Food Service position.
- 136 Ms. Croteau replied that at one point the Kitchen Manager position was exempt then it was
137 determined that it could not be exempt and became a salaried position. It is not a cut in the time
138 that this person is working.
- 139 Mr. O’Keefe asked if they are compensated as other districts.
- 140 Ms. Lawrence added that she does not believe that that they are being paid significantly less than
141 others in the surrounding areas. She will have to review her notes from the meetings and feels
142 like they should revisit that.
- 143 Mr. Steel asked if they can meet before the public hearing to finalize the amounts.
- 144 Ms. Croteau mentioned that she will be happy to get the final numbers for the budget.
- 145 Ms. Lawrence added that it is not a huge amount and want to retain people that do a wonderful
146 job.
- 147 Ms. Lawrence asked about the roof estimate.
- 148 Mr. Steel replied that they have not gotten the bids back yet.
- 149 Ms. Croteau asked if they wanted to keep in slide #12- Items for Board Discussion.
- 150 Ms. Lawrence replied, yes, they are big ticket items and should keep the community informed.
- 151 The Board agreed.
- 152 Mr. Eckhoff asked if they can ask for community volunteers.
- 153 Ms. Lawrence noted some trust funding that they can apply for but would not be enough. She has
154 never applied for anything through the Town and people would be aware of what is available.
155 She added that tuition agreement, bus contact and MVEA CBA should be shared with the
156 community.
- 157 Mr. O’Keefe added that the tax impact slide should be added.
- 158 Ms. Croteau replied that she will add that.
- 159 Ms. Lawrence asked the Board to email her for their thoughts if they think of anything.
- 160 Mr. Steel gave his support for the presentation that Ms. Croteau has created.
- 161 Ms. Croteau mentioned that she will check with the Budget Committee for their thoughts.
- 162 Mr. Eckhoff suggested a budget composition with bullet points.

163 IV. Public Comment II of II

164 Ms. Lawrence added that the public can use the “raise your hand” feature on Zoom, or there is a
165 Q and A.

166 No Public Comment

167 V. Non-Public Session

168 **Mr. O’Keefe motioned to enter into Non-Public Session RSA 91 A:3 II (a), (c) and (k) at**
169 **7:02 PM. Mr. Eckhoff seconded the motion. The vote was unanimous, motion passed.**

170 **Ms. Lawrence called a roll call: Lawrence- Yes, O’Keefe-Yes, Hinckley-Yes, Eckhoff- Yes,**
171 **and St. Denis- Yes.**

172 Other persons present during non-public session: Mr. Steel, Ms. Croteau, Ms. Landwehrle,
173 Principal Sarfde, and Ms. Beauchamp.

174 Descriptions of Matters discussed and final decisions made: negotiations, administrative
175 procedures and concern, conversation of tuition policy, future voting/meetings in midst of
176 pandemic.

177 VI. Public Session

178 **Mr. O’Keefe motioned to exit Non-Public Session at 7:25 PM. Mr. Eckhoff seconded the**
179 **motion. The vote was unanimous, motion passed.**

180 **Ms. Lawrence called a roll call: Lawrence- Yes, O’Keefe-Yes, Hinckley-Yes, Eckhoff- Yes,**
181 **and St. Denis- Yes.**

182 **Mr. O’Keefe motioned to seal the minutes. Ms. Hinckley seconded the motion. The vote**
183 **was unanimous, motion passed.**

184 **Ms. Lawrence called a roll call: Lawrence- Yes, O’Keefe-Yes, Hinckley-Yes, Eckhoff- Yes,**
185 **and St. Denis- Yes.**

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