

1 Mont Vernon Village School

2 Monday, August 17<sup>th</sup>, 2020

3 Meeting Minutes- Approved 09 14 2020

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, Kim Sarfte - Principal MVVS, and Roger Preston- Director of  
8 Facilities.

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

11 Public: None

12 Board Minutes: Danae A. Marotta

13 I. Call to Order

14 **Chair of the Mont Vernon School Board, Ms. Sarah Lawrence, called the meeting to order**  
15 **at 5:04PM.**

16 II. Public Input I of II

17 No Public Comment

18 Ms. Lawrence noted that there will be another Public Comment at the end of the meeting.

19 III. Consent Agenda

20 Ms. Lawrence asked the Board if there was anything they need to pull from the consent agenda  
21 or wanted more information on.

22 **Mr. O'Keefe motioned to accept Consent Agenda items 1. Draft Minutes 06 01 2020, 2.**  
23 **MVSD Reserve Fund June 2020, 3. Jan 2020 Treasurer's Report, 4. February 2020**  
24 **Treasurer's Report, 5. March 2020 Treasurer's Report, 6. PCard Program Proposal, 7.**  
25 **Emergency Policy on Personal Protective Emergency Policy on Personal Measures- From**  
26 **SAU Meeting 08 10 2020. Ms. Hinckley seconded the motion.**

27 Ms. Lawrence asked for discussion.

28 There was no discussion or comments.

29 **Ms. Lawrence called a Roll Call: O'Keefe-Yes, Lawrence-Yes, Hinckley-Yes, St. Denis-**  
30 **Yes, and Eckhoff- Yes.**

31 IV. Re-Opening Plan Discussion

32 Superintendent, Mr. Adam Steel, thanked the community for their support. He added that at the  
33 MVVS they have had 106 responses. Of those, 81 are in person, 22 remote, 4 are neither (could  
34 be homeschool) and 107 students have not had responses provided yet. He encouraged parents to  
35 respond to the survey and please check their spam/junk folders. Those responses are due on  
36 Tuesday, August 18<sup>th</sup> at 4PM.

37 They are pleased with Principal, Ms. Kim Sarfte, and her team for all of their work. He last  
38 thanked the MVEA for their cooperation and willingness to partner with them.

39 The Board thanked Mr. Steel.

40 Ms. Lawrence mentioned that the Board had provided questions previously and believes that  
41 they have been answered. She asked if anyone had any further questions.

42 Ms. Hinckley questioned why Math is in the afternoon.

43 Principal of the MVVS, Ms. Kim Sarfte, explained that schedules were built in a collaborative  
44 effort between several of the teachers and herself. They tried to keep the schedule as consistent  
45 as they possibly could with the Intervention time and the Math and ELA blocks. Additionally,  
46 they wanted to make sure that there was some flexibility within the grade bands so that if they  
47 keep the Math blocks consistent that would allow for some fluidity if they needed to mover  
48 students around based on their needs. She does not believe that students will have difficulty as  
49 they will have lunch and breaks.

50 Mr. O'Keefe inquired why the start times are different between the MVVS and C/W.

51 Principal Sarfte replied that they wanted to ensure a lot of common time between the grade  
52 levels. They also wanted to make sure that they had the intervention time. It will not be content  
53 specific but based on what the student needs. Having that time in the beginning of the day means  
54 all hands-on deck. With regard to their teachers and PD, their teachers have 85 min for prep time.  
55 The way that they structured it was the what they were looking for. It is as close to the typical  
56 schedule as they possibly get.

57 Mr. O'Keefe asked about collaboration with C/W for PD.

58 Principal Sarfte replied that that when they went remote in the spring, they naturally collaborated  
59 with them. They understand how critical and want to provide more opportunities for  
60 collaboration. It is certainly something that they are going to do.

61 Mr. O'Keefe inquired about observations.

62 Principal Sarfte responded that today they had their New Teacher Mentor/Mentee event and they  
63 discussed the need for regular check ins, consistent parent teacher communication, and  
64 established what they are going to do for platforms. They want to make sure that children are  
65 active in their learning. They will use Anchoring Adults as additional check ins as well.

66 Mr. O'Keefe added that he wanted to make sure that the teachers have the support that they need.

67 Principal Sarfte explained that she will constantly be present, in on the zoom meetings and here  
68 as a support. It has always been important and will continue to be.

69 Mr. St. Denis inquired if teacher(s) need to quarantine, will they be expected to teach remotely.

70 Principal Sarfte added that they are looking at class numbers and with smaller class sizes they  
71 could be absorbed by a partner teacher.

72 Mr. O'Keefe asked about the security practices with the students being outside.

73 Ms. Sarfte replied that they have designated some outdoor classroom spaces. Teachers will also  
74 be using the space right outside their classroom doors. All of the teachers will carry a walkie  
75 talkie and in communication with the office, even if they go a couple of times an hour. It is her  
76 understanding that the SAU will also have volunteers for security. She has met with the MV  
77 Chief of Police and he is coming back on Wednesday at 10 AM to review some protocols. She  
78 feels like they are prepared.

79 Mr. O'Keefe questioned what they are going to do for the breakfast program.

80 Principal Sarfte replied that they are going to continue their breakfast program. They are going to  
81 have kids go into the cafeteria and will operate in shifts as not to have that many kids in one  
82 location at a time. There are markers on the floors for social distancing. Cold breakfast and will  
83 start first , for the first two weeks, then they will include hot food items. They are also working  
84 on a different kind of system other than cards, that doesn't involve students touching things and  
85 putting them in a basket. Lunch will take place in the classroom.

86 Mr. O'Keefe asked about the new Guidance Counselor and what is she implementing in the first  
87 month.

88 Principal Sarfte noted that they want to establish a strong relationships with the students early on.  
89 There may be some students with increased anxiety. She asked Director of Student Services,  
90 Ms. Meg Beauchamp, to comment.

91 Ms. Beauchamp remarked that there is a very strong team in Mont Vernon, and she will not be  
92 alone. Their number on priority are the students that they have not seen since March.

93 Mr. O'Keefe commented that the school year will be different but will be great. They have a  
94 high standard of excellence.

95 Principal Sarfte they are going to maintain a high sense of normalcy. The teachers are so  
96 incredibly devoted. At the end of they day, they serve kids and that is what they intend to do. She  
97 has 4 children as well and the kids are going to love it here. They are going to honor a lot of the  
98 traditions and create their own.

99 Mr. Eckhoff commented that he does not understand the nuances in the remote blocks for  
100 Fridays. There is a lot of self-driven work. He asked if that day of independent study could be  
101 moved into Wednesday, similar to the High School.

102 Principal Sarfte replied that based on the teachers' past experiences they felt that the Friday  
103 made more sense. They will be identifying significant gaps. They want to make sure that it  
104 doesn't happen with their students. Again, it was what the teachers have been asking for in order  
105 to meet the needs for learners across the board.

106 Mr. Eckhoff asked about WIN block.

107 Principal Sarfte replied that it is a common practice and time to meet the individual needs of the  
108 students. This will allow her to meet with teachers collaboratively and with the students.

109 Ms. Lawrence asked for other Board questions. She added that they will discuss resource  
110 requests.

111 Principal Sarfte commented that they are asking for two additional paraprofessionals to help with  
112 the increased responsibilities with in-person and remote learning. They are looking at students  
113 with more needs that they have seen in the past. This will help when it comes to meeting all the  
114 needs of the IEP's and 504 plans. They have 3 special educators with 14 classrooms and students  
115 that have significant needs. Teachers will have an increased workload and having more staff for  
116 support will help them in the long run.

117 Additionally, they are looking for a one-year teacher position. Teaching a few content areas  
118 across 7 grade levels is an extremely heavy lift. They need to have another teacher to do that  
119 effectively. They are also looking to incorporate Science in their day(remote learning) and they  
120 will not be able to do that without that additional person.

121 Ms. Lawrence asked if they are outside of IEP's.

122 Principal Sarfte replied, yes.

123 Ms. Lawrence asked for board questions.

124 Mr. Eckhoff asked about the talent pool at this time.

125 Principal Sarfte replied that she participated in teacher interviews prior to coming here and she  
126 has reached out to some top candidates and they are still interested with the MVVS. She is  
127 looking for someone that is skilled in remote learning, has experienced that transition and knows  
128 what is involved.

129 Mr. O'Keefe asked if they are looking for a full-time position and if they will share them with  
130 C/W.

131 Principal Sarfte replied that this teacher would have a full teaching load and provide that one-on-  
132 one support. She does not see it possible. It is intense and their curriculum is extremely rigorous.

133 Mr. O'Keefe asked what if they go to fully a remote environment.

134 Principal Sarfte responded that the third teacher would provide supports. They will have a full  
135 assignment. Having a few kids in a remote environment will give them more experience with  
136 their teacher.

- 137 Mr. O'Keefe asked if the two paras could support the curriculum content.
- 138 Principal Sarfte replied that it would not be possible for them to fulfill all of their  
139 responsibilities. If the two paras absorb the duties online then everything will have to change.  
140 Without having those two people, they will be down to a 40 min prep period and they will not  
141 have time.
- 142 Ms. Lawrence asked about the paraprofessional positions be fluid and what would happen if they  
143 went remote.
- 144 Mr. Steel commented that the positions would be flexible, and it is likely they would not  
145 continue their employment.
- 146 Ms. Lawrence asked for questions.
- 147 Mr. Eckhoff mentioned that he is interested in hearing the financial numbers.
- 148 SAU #39 Business Administrator, Ms. Michele Croteau, noted that they grouped the resource  
149 request into three major categories, operating budget items, HVAC and short- and long-term  
150 expenditures related to that. They are closing the year with an Unassigned Fund Balance of \$320,  
151 951. That is within the 3% striking distance of the projected amount at the May 11<sup>th</sup>, 2020  
152 meeting (approx. \$310k-311k). This is a process that it is evolving for them.
- 153 Ms. Croteau there is approximately \$194k of operating expenses and a portion of that is for PPE,  
154 this includes pediatric masks, disposable masks, smile (see through) masks, cloth masks for staff  
155 use, gloves, (there is a shortage globally and it might be delayed) gowns and face shields. It is  
156 about \$17,000 worth of support. For air filters, they would be going from a MERV 8 to a MERV  
157 13 or 11. This will filter out smaller particles and is about \$2,500. They have approximately  
158 \$119k in staffing requests. The change in the last number is a change in the nursing. They are  
159 looking to increase the Nurse from 0.5 to 1.0 FTE. They also have paraprofessionals, long-term  
160 sub and additional custodial time. They also have plexiglass dividers, desks to replace tables for  
161 instruction, outdoor tents and surf portable lap desks.
- 162 Principal Sarfte explained that the surf portable lap desk will allow for the students to go outside  
163 and they can use it inside.
- 164 Ms. Croteau remarked that if this number gets offset from support by the MVVSPTA they would  
165 not use all of the funding that they have requested. There is also a UV robot and eradicates the  
166 virus, alcohol wipes, cleaning supplies and 4 hand washing stations (2 outdoor and 2 indoor).  
167 The amount for operating type items is \$193,824.
- 168 Mr. Steel asked for clarification about the nurse position, it is already a 1.0 FTE. He believes that  
169 it is a mistake.
- 170 Ms. Croteau apologized and remarked that the new amount is \$159, 952. She displayed her  
171 screen showing the FY'21 re-opening resource requests.
- 172 Mr. O'Keefe asked if they can use the Stage for storage.

173 Mr. Steel remarked that they can look at that as long as it does not interfere with Music. He  
174 noted that they can take the storage trailer out.

175 Ms. Lawrence asked about the \$30k UV robot.

176 Mr. Steel replied that it is a 5-year lease.

177 SAU #39 Director of Facilities, Mr. Roger Preston, explained that it is a remote-controlled robot  
178 by an iPad and the provider will program the robot to every single room. The UV light will then  
179 hit as much of the surface as possible. On a 1,000 sq. ft. room it will take 8-10 minutes. They are  
180 using a UVC light and is 254 nanometers and is in line for killing the virus. The bulb life is  
181 12,000 hours before they need to be replaced.

182 Mr. Steel asked him to compare the sprayers to the robot.

183 Mr. Preston commented that with the sprayers , it is a chemical, the robot will reduce the of  
184 disinfectant.

185 Ms. Croteau added that the disinfectant will adhere to a doorknob, the UV lights will remove the  
186 virus from the air.

187 Mr. Steel asked Ms. Croteau what would happen if they went to remote learning environment.

188 Ms. Croteau replied, yes, they would still be responsible for the costs. It is a 5-year lease and it  
189 would need its own storage closet.

190 Ms. Lawrence asked if the \$30k was per year.

191 Ms. Croteau replied, yes, and that is with a buy out at the end of the term.

192 Mr. Eckhoff inquired if they will have a Town vote, it is a long-term commitment.

193 Mr. Steel replied that if the Board moves forward this evening, they would have to petition the  
194 Superior Court to hold that special meeting. If it is granted, they would go through all of the  
195 normal steps in a typical budget year , Public Hearing, a Deliberative Session and ballot voting.  
196 The UV Robot is something that can be discussed, debated and decided at the Deliberative  
197 Session. The Board can make the decision tonight as well.

198 Mr. O'Keefe asked to clarify the action for tonight.

199 Mr. Steel remarked that they could take a motion to petition the Superior Court stating that there  
200 is an Emergency. The Superior Court would then have to grant you that process. Once you get  
201 that granted, they can then start the process of the Public Hearing, Deliberative Session and  
202 ballot voting.

203 Mr. O'Keefe inquired about the timeframe.

204 Mr. Steel added that they have already locked down their budget completely for non-essential  
205 purchases. If the voters, vote no, they will be in a tougher spot, curtailing activities, and

206 potentially laying off the teacher position and two paras even if they are needed. They may have  
207 to be remote only if they do not have funds to open the school building.

208 Mr. O'Keefe asked about the budget.

209 Mr. Steel commented they may have to go to the Capital Reserve Fund that they have set aside  
210 for the roof to make the short-term repairs.

211 Mr. O'Keefe asked if there was a way to use the funds

212 Mr. Steel replied to replace the HVAC system is in the million and a half range. The teacher and  
213 the paraprofessionals cannot be paid for with the capital reserve funds. It is possible to put a  
214 Deficit Appropriation Warrant Article for next March. It is better to be upfront with it.

215 Ms. Lawrence noted that Ms. Croteau mentioned the UFB.

216 Mr. Steel replied, yes, with a meeting they can use the UFB. The funds would not come from  
217 new taxes but still have a tax impact.

218 Ms. Croteau reviewed the wording for the Draft Operating Budget for Mont Vernon prepared by  
219 Mr. Dean Eggert, ESQ. Wadleigh, Starr and Peters, PLLC.

220 Mr. O'Keefe commented that there is a lot of concern with job security, income, etc. He asked  
221 what on the list that is an absolute must.

222 Mr. Steel replied that he looks at it in terms of reassuring the community that the school is safe.  
223 He will admit to being conservative and would rather start with a higher number and then lower  
224 it as things change. He suggested taking the robot off of the list but keeping the additional  
225 custodial support as listed. They can start with a number of \$163k then he will have what they  
226 need to open the school, with the caveat that they do not need the full \$163,000.

227 Mr. O'Keefe mentioned that they should go through the process. He recommended breaking out  
228 the robot as its own warrant article.

229 Superintendent Steel withdrew the request for the robot.

230 **Mr. O'Keefe motioned to request an Emergency Meeting through the Superior Court in**  
231 **the amount of \$163,000 for the budget requests from their school staff. The Board has**  
232 **determined that an emergency exists and the basis for that emergency is the Governor's**  
233 **declared State of Emergency. Covid-19 remains a serious risk to students, staff and**  
234 **families. The students of the District will suffer significant loss of educational benefit if the**  
235 **district has to continue with or return to the remote learning model. Mr. Eckhoff seconded**  
236 **the motion. The vote was unanimous, motion passed.**

237 Mr. O'Keefe amended his motion to add the second line.

238 Ms. Lawrence asked for board discussion.

239 There were no questions or comments.

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

242 Ms. Lawrence questioned the next steps.

243 Mr. Steel replied that they will be drafting a petition for the Superior Court with their legal  
244 counsel. They have to post that request and mail it to the DRA prior to filing that petition. They  
245 will then file a petition with the Superior Court. Legal counsel will then appear in court on their  
246 behalf. They will then begin the process of scheduling a Public Hearing, Deliberative Session  
247 and Voting.

248 Mr. O’Keefe asked about the leveraging the trusts.

249 Ms. Croteau replied, yes, as long as it fits the criteria for which the trust was established.

250 Mr. Eckhoff asked if they can post the shopping list things for the smaller items. There are  
251 people in the community that may want to sponsor.

252 Mr. Steel replied that Ms. Croteau can put together a list for the public to review.

253 The Board thanked Mr. Steel and Ms. Croteau.

254 V. FY’ 22 Budget Process

255 Ms. Croteau mentioned that she met with Ms. Lawrence, MVSD AFC Chair, Ms. Karen Drum,  
256 and Moderator, Mr. Peter King and debriefed the process from last year. They will begin on  
257 October 15<sup>th</sup> with the Board seeing the budget at the MVSF meeting. They will then have a  
258 meeting on October 16<sup>th</sup> with her explaining the document in greater detail. They would then  
259 have a question period from October 16<sup>th</sup> to the 23<sup>rd</sup> (while answering questions throughout the  
260 process).

261 The subcommittee meetings have three dates set up right now, Oct 27<sup>th</sup> 5pm-6:30, Oct 30<sup>th</sup> 5pm-  
262 6:30, and Nov 5<sup>th</sup> from 5pm-7:00. In each subcommittee meeting they will review the questions  
263 and answers. If they cannot answer them during that meeting, they will get back to them within a  
264 48-hour time period. They have 7 different subcommittees.

265 Ms. Lawrence added that the other board members are welcome to attend.

266 Mr. Eckhoff once he has the dates in front of him. He said that he would be good for all of the  
267 dates.

268 Ms. Lawrence questioned Ms. Croteau if the Board could look over the subcommittees and  
269 comment on the Trello card.

270 Ms. Croteau replied, yes.

271 The Board thanked Ms. Croteau.

272 Ms. Hinckley asked if parents forgot to respond what would happen.



273 Principal Sarfte replied that they would automatically go into the remote learning pool. She will  
274 spend a lot of time calling parents.

275 Mr. O’Keefe asked if they can set up a telephone bank.

276 Principal Sarfte remarked that they will be calling everyone tomorrow.

277 VI. Public Input II of II

278 Ms. Lawrence noted that they do have one question from the public. A member of the public  
279 asked “*is the school prepared to give computers to students if school is remote*”.

280 Principal Sarfte replied that MVVS Technology Support, Mr. Edmundo Martinez, has done a  
281 wonderful job over the summer and they have 19 devices that are not ready at this time. She has  
282 talked to him and they will be ready to go for this Friday. For remote students, they will have a  
283 distribution time on August 24<sup>th</sup> and 25<sup>th</sup>. If parents cannot make that time, please reach out to  
284 her and she will set up a time at their convenience.

285 Ms. Lawrence thanked the public for attending the meeting.

286 VII. Non-Public Session RSA 91 A:3 II

287 **Ms. Lawrence motioned to enter into Non-Public Session RSA 91 A:3 II (c) and (g) at**  
288 **7:13PM. Mr. St. Denis seconded the motion. The vote was unanimous, motion passed.**

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

291 Other persons present: SAU #39 Business Administrator, Ms. Michele Croteau.

292 Description of matters discussed, and final decisions made: Security Protocols, ASD Procedural  
293 Methods, and Impact Negotiations.

294 No motions were made.

295 **Mr. St. Denis motioned to exit Non-Public Session at 7:56PM. Mr. O’Keefe seconded the**  
296 **motion. The vote was unanimous, motion passed.**

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

299 VIII. Meeting Adjourned

300 **Ms. Lawrence adjourned the meeting at 7:56PM.**