

1 Mont Vernon Village School

2 Thursday, May 5th, 2022

3 Meeting Minutes- Approved 06 06 2022

4 Attendees:

5 Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant
6 Superintendent, Amy Facey- SAU #39 Business Administrator, Tom Lecklider- MVVS
7 Principal, Jan Mattie and Laura Graham- MVVS Third Grade Teachers, Shakeh Dagdigian, and
8 Kim Tighe- MVVS Second Grade Teachers.

9 Mont Vernon Village School Board: Chair- Sarah Lawrence, Secretary- Kristen Clark, Pete
10 Eckhoff and George Torres

11 Board Minutes: Danae A. Marotta

12 Public: John Prescott, 23 Old Milford Road, MV, NH and MV Community Members

13 I. Public Hearing

14 **Mr. Torres motioned to open the Public Hearing at 5:50PM. Mr. Eckhoff seconded the**
15 **motion. The vote was unanimous, motion passed.**

16 SAU #39 Business Administrator, Ms. Amy Facey, commented that we have two items for this
17 public hearing. First, is unanticipated revenue for FY22 for the return of surplus funds from
18 Healthtrust for medical and dental premiums. The second is unanticipated revenue for FY23 for
19 a buyback of copiers in the Mont Vernon School District.

20 As best practice going forward, we will be looking to have public hearings to accept all
21 unanticipated revenue that was not budgeted. This is important because the district is not able to
22 spend more than what was legally appropriated even if there is offsetting revenue. To avoid
23 potentially spending over the approved appropriations, grants and other unanticipated revenue
24 should be accepted at a public hearing. Grants are now able to be expended over multiple years,
25 going forward they will need to determine expected spending for the year. We will then ask the
26 board to accept and expend the estimated amounts. Once approved to accept and expend the
27 revenue, the budget may be amended so that the revenue and appropriations may be increased,
28 and this public hearing is the first step to move towards that best practice.

29 On November 23, 2021, SAU #39 received a return of FY21 surplus funds for the Amherst
30 School District, Souhegan Cooperative School District, Mont Vernon School District, and SAU
31 #39. These funds include allocations for the return of medical and dental premiums. The SAU
32 Office determined the allocation by district as well as the proportionate share by employee and
33 employer. As such, the Mont Vernon School District has recognized unanticipated revenue in
34 the amount of \$36,782.78. This Public Hearing is to authorize the Mont Vernon School Board to
35 accept this revenue. This amount of \$36,782.78 will be able to offset the tax rate. Should the
36 board approve to accept this revenue we will isolate the funds in their own account line so we
37 can track the funds easily.

38 Second, over this past year it has become evident that many of the copiers in the school districts
39 and SAU are at or nearing end of life. After a comprehensive review of quotes from three
40 vendors by the Finance Director, Director of Technology, and Business Administrator, the
41 proposal from Budget Document Technologies was determined to be the most competitive.
42 Budget Document Technologies proposes replacing 20 district copiers with new Konica Minolta
43 leases and 4 copiers will remain in service due to being newly purchased. This proposal also
44 includes the PaperCut Solution to track and manage printing as a mechanism to reduce waste. In
45 addition, Budget Document Technologies will buy back the old copiers for a total of \$28,000, of
46 which \$4,200 is for Mont Vernon School District copiers. This Public Hearing is to authorize the
47 Mont Vernon School Board to accept this revenue. These funds will be used to reduce costs
48 associated with copier equipment during the FY23 school year.

49 Ms. Facey asked for questions from the public regarding this topic.

50 There were no questions from the public.

51 **Mr. Torres motioned to close the Public Hearing at 5:54PM. Mr. Eckhoff seconded the**
52 **motion. The vote was unanimous, motion passed.**

53 Mr. Torres asked about the return on the premium, was that based on the head count?

54 Ms. Facey replied it is from HealthTrust as a whole and it goes to the employees and us the
55 employer.

56 Mr. Torres inquired if it was an annual review?

57 Ms. Facey replied yes.

58 Mr. Torres inquired if it went the other way?

59 Mr. Steel responded that when it goes the other way what happens is that the rates are increased
60 the next year. They are required every year to balance the books. It is an annual practice.

61 Mr. Eckhoff asked about the amount of \$36,700.

62 Ms. Facey replied that if the board approves it, it will go in as an increase in the budget amount.
63 I would expect that the board would want to return that the taxpayers so they are isolating that in
64 an account line so that they will be able to track it. If there is a deficit, you can potentially move
65 that to deficit lines. They can talk more about that when they get to the UFB.

66 Ms. Clark inquired about the process of the lease with the copiers.

67 Ms. Facey replied that it is a 5-year lease, and they can take a look at it again. They are in
68 disrepair, and they were having supply chain issues for toner. It is a big deal to go through this
69 and it has been challenging. It has not been looked at comprehensively for the past 10 years.
70 They are looking forward to using the PaperCut solution.

71 Assistant Superintendent, Ms. Christine Landwehrle, replied that this is for the revenue helps to
72 offset the costs.

73 Ms. Facey added that next year it will be great for the offsetting revenue and then for FY 24 they
74 will budget for it.

75 Mr. Eckhoff inquired about buying power.

76 Ms. Facey replied that they do have more buying power with the number of districts.

77 Ms. Lawrence asked about the board action.

78 **Mr. Torres motioned to accept and expend \$36,782.78 from the return of surplus from**
79 **HealthTrust. These funds shall be accepted into the General Fund for FY22. Mr. Eckhoff**
80 **seconded the motion. The vote was unanimous, motion passed.**

81 **Ms. Clark motioned to accept and expend \$4,200 from the sale of existing copier**
82 **equipment. These funds shall be accepted into the General Fund for FY23. Mr. Eckhoff**
83 **seconded the motion. The vote was unanimous, motion passed.**

84 The Board thanked Ms. Facey.

85 II. Call to Order

86 **Ms. Lawrence called the regular meeting to order at 6:02PM.**

87 III. Third Grade Teacher Presentation

88 Mr. Thomas Lecklider, MVVS Principal, noted that there are a couple of presentations tonight.
89 They are going to start with grade three with Ms. Jan Mattie and Laura Graham. Writing is a
90 cross content area of focus for us. We had good conversations around consistent language, and
91 consistent expectations. Tonight, Ms. Mattie and Ms. Graham are going to talk about the writing
92 process in grade 3.

93 Ms. Mattie noted that they have three different types of writing that they focus on in third grade,
94 narrative, opinion, and informative. They have been using Lucy Calkins writing and reading
95 units and it is in a writer's workshop format, a mini lesson and writing on their own and then an
96 author's share. They have consistency across grade levels and across schools and promotes a
97 love of reading and writing. They have some graphic organizers that they use, for the struggling
98 writers it gives them an entry point for the kids that are already writers it helps them to improve
99 their craft.

100 Ms. Graham discussed the Self- Regulated Strategy Development. Graphic organizers, TIDE- is
101 for informational writing, topic, information, detail and ending. You are introducing your topic
102 and then lists the three pieces that you are writing about. They start adding their details and then
103 the ending and restating their topic sentence.

104 Ms. Mattie added that they were using TREE is for persuasive or opinion writing, which includes
105 for their Topic, Reason (3 or more), Explain, and Ending. They use the concept of a hamburger,
106 and it helps kids understand.

107 Ms. Graham introduced a student to discuss their writing on weather. They looked at books and
108 various online resources.

109 Another student read about opinion writing.

110 The board thanked the students and teachers.

111 Principal Lecklider introduced MVVS second grade teachers, Ms. Shakeh Dagdigian, and Ms.
112 Kim Tighe. He noted that he is proud of their work with the students.

113 Ms. Dagdigian commented that as you can see our kids worked on nonfiction writing. Their final
114 product was books. To start the unit off we exposed the kids to a nonfiction author. They learned
115 about different text features and the different types of structures that the author used. First was
116 the how to structure, all about structure and narrative structure. They moved on to research and
117 topics that the students enjoyed. The students used books and internet resources to do their
118 research. They began to collect information, on World Book online and other places.

119 Ms. Tighe noted that the first step of the writing process was to choose the structure. They
120 organized their subtopics, made a google slide template, inserted pictures and created a table of
121 contents. She explained the rubric that they used.

122 She showed the board a video of several students reading their books they created.

123 Ms. Tighe mentioned that earlier in the year they made a personal narrative. The students loved
124 the non-fiction unit and they loved creating the book.

125 Mr. Eckhoff gave his support. He inquired if they could show the progression.

126 Ms. Tighe replied that they are doing a writing evening and can start to see progression.

127 Ms. Landwehrle added that this all came from teachers this year. There was a focus on Math and
128 there was a decline in writing among our students over the past few years. It is exciting to see the
129 work they have done with writing this year.

130 Ms. Clark mentioned that writing is great to focus on the growth mentality.

131 Principal Lecklider added that it has been a good process this year.

132 The board thanked the teachers.

133 Ms. Lawrence asked to put the Consent Agenda on hold and move to a Public Comment time.

134 IV. Public Comment I of II

135 No Public Comment

136 V. School Nutrition Services

137 Ms. Facey introduced SAU #39 Nutrition Services Director, Ms. Krystal Gendreau. She will give
138 the board an update on finances- revenues and expenditures, communication and the MVVS
139 Kitchen.

140 Ms. Gendreau noted that as of 4/14/22 Mont Vernon Village School is projecting a \$3,348.00
141 surplus in funds. Those funds will be rolled over to FY 22-23 in case of an emergency purchase

142 or to offset costs if needed. Second, we have two members in our kitchen, Café Manager, Ms.
143 Sharon Colburn and Ms. Diane Norton. Ms. Norton is a good fit for the school and the students
144 love her. This past week we catered the Wizarding Week and that was a lot of fun.

145 Some other updates, three new quotes are being processed by Singer-Kittredge, United
146 Restaurant Equipment and Alternative Sales Corp for the approved purchase of a new steamer.
147 This purchase is a FY23 purchase. Food Service will be utilizing USDA commodity food budget
148 for SY22-23 to reduce food cost. \$500 of the budget was put towards the USDA FFAVORS
149 (Fresh Fruit and Vegetable Order/ Receipt System) to help offset the cost of produce purchases.

150 The Kitchen is now using reusable trays instead of foam take-out containers. This will help with
151 rising paper goods costs. There is only a small amount of foam containers left in inventory.
152 Compostable trays were purchased to be used whenever disposable tray use is necessary.

153 Ms. Colburn and I have been working together to create fresh new menu options as well as
154 utilizing more fresh produce. For example, students loved Ms. Sharon's Baked Potato Bar on
155 3/25. So far in the 2021-2022 school year (139 school days), the Kitchen has served 4,169
156 breakfasts and 15,732 lunches. Outside of DOE reimbursement, MVVS has brought in \$5,979 in
157 sales thus far.

158 Ms. Gendreau continued, on May 2nd Communication sent to parents/guardians of Mont Vernon
159 students explaining that the SSO Waiver decision as of June 30, 2022, is to not extend universal
160 free meals for the 2022-2023 school year. That means that students will now have to pay for
161 meals for the next school year. Parents regardless of financial status should fill out a free &
162 reduced lunch application. This greatly impacts funding for not only our lunch program, but Title
163 I funding as well. The less free & reduced students we have, the less government funding our
164 programs receive. There is communication about how to navigate lunch account balances at the
165 end of the year and what to do with balance rollovers if a student is not returning to the district
166 next school year.

167 Ms. Gendreau asked for questions.

168 Mr. Eckhoff gave his support. He would like to publicize to parents and guardians the updates
169 with the Café.

170 Ms. Clark gave her support for not using the Styrofoam containers. She asked about the steamer.

171 Ms. Gendreau replied that she will be able to order it July 1st, 2022.

172 Ms. Facey added that Ms. Gendreau has been talking to vendors.

173 Mr. Eckhoff inquired about the remainder of the equipment.

174 Ms. Gendreau responded that they will definitely need to replace equipment. She has put
175 together a 5-year proposal and gave it to Ms. Facey. They will need an oven next and that will be
176 their next big purchase. They are working with SAU #39 Facilities Director, Mr. Roger Preston.

177 Mr. Torres asked about the compostable trays vs the hard plastic trays.

178 Ms. Gendreau explained that they were using the Styrofoam clamshell containers. It may have
 179 been covid related and additionally, Ms. Colburn was by herself for a while. They have switched
 180 to a standard lunch tray.

181 Mr. Torres suggested that they use the expenditures to offset expenditures. He knows that it will
 182 not be enough for an oven, he would support that.

183 Ms. Facey added that they can talk about that with UFB as well, they will have that for June.

184 Ms. Gendreau commented that July 1, 2021- December 31, 2021, reimbursement rates are the
 185 following: breakfast \$2.46.25, and lunch \$4.3175. January 1,2022-December 31,2022
 186 reimbursements rates are the following: breakfast \$2.605, lunch \$4.5625. Breakfast increase in
 187 rate: \$0.1425 per meal and the lunch increase in rate: \$0.245 per meal

188 Ms. Facey added that Ms. Gendreau has made menu changes to add more fruits and vegetables.

189 Ms. Lawrence thanked Ms. Gendreau for doing that.

190 Ms. Gendreau added that she enjoys doing more hands-on things with the kids. She is happy to
 191 be here.

192 Principal Lecklider noted that Ms. Gendreau's communication has been fabulous.

193 The board thanked Ms. Gendreau.

194 VI. Consent Agenda

195 **Mr. Torres motioned to approve the Consent Agenda items 1. April 7 th, 2022 Draft**
 196 **Minutes, 2. MVSD April Facilities Update, 3. November 2021 Treasurer's Report, 4.**
 197 **December 2021 Treasurer's Report, 5. January 2022 Treasurer's Report, 6. NHDOE**
 198 **General Assurances-Authorization to sign. Mr. Eckhoff seconded the motion.**

199 Ms. Lawrence asked for discussion. There were no questions.

200 **The vote was unanimous, motion passed.**

201 VII. Principal's Report

202 Principal Lecklider noted that it is Teacher Appreciation Week. They have a whole wonderful
 203 team that helps to make that happen. He noted their dedication to the students. He recognized the
 204 PTA for their ongoing support. They did a breakfast and lunch and will do another lunch
 205 tomorrow. He noted the three main focus areas of community, personalization, and social/
 206 emotional learning.

207 Our music ensemble performed their concert this week. MVVS Music Teacher, Ms. Jacqueline
 208 Ward brings a care and passion to her work with her students that is amazing to watch. Our
 209 talented students showed incredible courage and pride in their performance. We were honored to
 210 welcome artist Richard Haynes, from UNH, to MVVS on Thursday this week. He brought a
 211 positive message to our students and told his amazing story. Thank you to Ms. Christie Valihura,
 212 our MVVS Art Teacher, for coordinating this valuable experience for our students.

213 Mr. Lecklider continued; this is a busy month for assessments. We have our end of year
214 assessment, the state assessment started this week, we have NWEA assessments for grades K-1
215 and 2 and we are off to a good start. I want to thank our staff it is always as shuffle with devices
216 and testing. There is a handbook where teachers have to be certified in order to proctor the state
217 test. For the first week to go smoothly is a testament to the staff, thank you to them.

218 Ms. Lawrence asked about the upcoming Ecology School and if there was any collaboration with
219 AMS students.

220 Principal Lecklider noted that the students are going next week with the AMS. The MV students
221 integrate right in with the AMS students and staff.

222 Ms. Landwehrle added that Mr. Dan Farina, the school counselor at AMS, has worked hard to
223 make sure that there is a higher level of integration. They could share a room with an AMS
224 student.

225 Principal Lecklider added that they did a Parent Night last night and there is a real effort to start
226 those relationships.

227 Ms. Lawrence commented that she would like to hear feedback.

228 Mr. Eckhoff inquired about the teacher absences, there are about 35 to 38 per month.

229 Principal Lecklider replied that includes everyone.

230 Mr. Torres asked if the numbers historically were the same.

231 Ms. Landwehrle added that they used to report on teachers, but the presentation is different.

232 Principal Lecklider noted that there was a large number of non-teacher personnel that were out.

233 Mr. Torres asked if the absences impeded the instruction .

234 Principal Lecklider replied no.

235 The board thanked Principal Lecklider.

236 VIII. Board Goals

237 Ms. Lawrence mentioned that there were two items on the Trello board one from Mr. Torres
238 making sure that the reports are accessible to the public and making sure that things they want to
239 highlight are out there.

240 Ms. Landwehrle added that she is happy to make notes.

241 Ms. Lawrence if they are looking at the current document. Literacy - Promote a literacy rich
242 environment and encourage interest in reading for all students. The action steps are listed on the
243 document. She inquired if that makes sense, it is a building goal. She wants to make sure that
244 there is input.

245

246 Ms. Landwehrle noted that the teachers are interested in narrowing and focusing on writing.
247 They can keep a broader literacy goal and keep some of the reading. They can add a bullet point
248 on writing.

249 Ms. Lawrence suggested Ms. Landwehrle to connect with the teachers and Principal Lecklider
250 and refine it at the next meeting.

251 Ms. Landwehrle asked Ms. Mattie for her thoughts.

252 Ms. Mattie there has been lots of communication with Principal Lecklider and Ms. Landwehrle
253 as far as what we are looking for and we can improve.

254 Mr. Eckhoff if there was a possible for a writer to come in and work with teachers and students.

255 Ms. Mattie added that they did that a few years ago.

256 Ms. Landwehrle noted that they used their Title IV funds.

257 Mr. Torres asked how the outcomes compare to their peer group and where do they fall in line.

258 Ms. Landwehrle added that their scores are high, and they did set reasonable but stretch goals.

259 Mr. Torres asked about student wellness. At the end of the day, it is great that they are pushing
260 the students but how are they doing, mentally.

261 Principal Lecklider gave his support. They had discussions on Responsive Classroom but the
262 social emotional needs of our students. They need to ask if their basic needs being met so that
263 they can be the best students that they can be.

264 Ms. Clark asked if there was a framework for teachers.

265 Ms. Landwehrle replied that and that is there is a teacher professional development piece, and
266 she can dig into that.

267 Ms. Lawrence asked if she could turn that into a goal.

268 Ms. Landwehrle replied yes.

269 Ms. Lawrence went to facilities. She would like to see feedback before budgeting season.
270 Ensure proper use of existing facilities for all curricular needs (music, art, nurse, etc.).

271 Mr. Eckhoff added that for a while they were pursuing outdoor classrooms. He would like the
272 students to be outside on a beautiful day.

273 Ms. Lawrence mentioned that it sounds like Mr. Eckhoff is looking for a way to incorporate
274 learning outdoors.

275 Principal Lecklider commented they have had a lot of conversations in the fall when the weather
276 was decent. The staff sees the need for students to be outside. Being more intentional might be
277 more useful. Those types of things might be more useful as opposed to spending money on
278 heaters. There are still some things that the staff would say would enhance learning outside.

- 279 Ms. Lawrence commented that even if gym class can be outside that would be great.
- 280 Principal Lecklider suggested Morning Meeting outside.
- 281 Ms. Clark added that it would require preplanning.
- 282 Mr. Torres asked about pull-out and push-in intervention.
- 283 Ms. Landwehrle added that they are lucky to have a Math Interventionist and she is amazing. She
284 has worked closely with the teachers, and it has been wonderful. “Push in” means that she will
285 go into the classroom and co-teach at the same time, or they can break the students in different
286 groups. What is nice is that students do not feel singled out. It is a model that is very flexible.
- 287 Ms. Clark commented that she added she has been thinking of ways including a potential survey
288 for current level of engagement. She read the survey.
- 289 Ms. Lawrence added that it is helpful and gives them a good foundation to start on.
- 290 Mr. Eckhoff gave his support and suggested that they keep it simple without numerous
291 platforms.
- 292 Mr. Torres remarked that they should gauge how successful they are.
- 293 Ms. Clark responded on how she created the survey. If they try one approach they can switch and
294 then keep tracking that progress. There are ways that they can do this in a way that is not
295 spreading ourselves too thin.
- 296 Ms. Lawrence added that this is Ms. Clark’s area of expertise. She noted that adding this to the
297 board goal makes sense and help them to frame the goal. She inquired about the policy towards
298 community engagement.
- 299 Mr. Steel responded that the board could certainly do a community survey that the key is to have
300 a link or qr code that is easily scannable and can be placed on different Facebook sites. Amherst
301 is thinking about mailing a postcard with a QR code.
- 302 Ms. Lawrence asked about the cost.
- 303 Ms. Facey replied that it would be less than \$1,000.
- 304 Ms. Clark asked if there are platforms.
- 305 Ms. Lawrence asked if there were any questions that Ms. Clark did not capture. She would be
306 comfortable to meet with Ms. Landwehrle and Ms. Clark.
- 307 Ms. Clark commented that she will work on it.
- 308 Ms. Lawrence asked about the funding for the postcards. She knows that they have line items for
309 the board.
- 310 Ms. Facey inquired if they wanted to do it out of this year’s budget.
- 311 Ms. Lawrence replied yes, this year.

312 Ms. Landwehrle added that it would be helpful to know where their kids are in the SAU.

313 Ms. Lawrence noted that the board goal should be Communication and Engagement with the
314 Community. She inquired if there should be anything added to the board goals.

315 IX. Unassigned Fund Balance

316 Ms. Facey noted that you should have in your packet the May projections for the UFB a long
317 with the FY 22 potential projects. We went through the line items in detail last month, we are
318 down with the total UFB by about \$17k. It is not a huge drastic change from last month. I am
319 happy to answer any questions on this along with the potential projects.

320 Mr. Torres asked for the quotes and if they are expired.

321 Ms. Facey remarked that she and Facilities Director, Mr. Roger Preston, did some prioritizing.
322 The siding repairs she is a little worried about, waiting till the June meeting they should be ok.

323 Mr. Torres added that the supply chain issues are getting worse and the labor issues.

324 Ms. Facey mentioned that in June they will ask for a motion to approve up to a certain amount so
325 they can lock in contracts before the end of the fiscal year.

326 Ms. Lawrence gave her support for the top 4 in Buildings and Grounds.

327 Mr. Eckhoff asked if they are out of compliance with the ramp.

328 Ms. Landwehrle added that there are sections of the grounds that are not accessible They are
329 concerned with that for their students.

330 Mr. Steel responded they are out of compliance. Schools have to be ADA accessible if students
331 are attending them.

332 Ms. Landwehrle added that they have put temporary ramps that have helped but it is definitely an
333 issue.

334 Ms. Facey remarked when they have a number for that they will bring it back to the board.

335 Mr. Steel commented that he could not be prouder of the building with the state that it is in.

336 Ms. Facey reviewed the potential FY 22 projects.

337 Mr. Torres asked about the water system.

338 Mr. Steel commented that they operate as a public water system. When you look at the water
339 system in place right now, it started with a simple well pump and then more got added on to it. It
340 is a fragile system.

341 Mr. Torres asked about the water quality.

342 Mr. Steel responded that they have their water tested frequently, at least twice a year.

343 Ms. Facey added that they will do more work and have items ready for June.

344 Mr. Eckhoff asked if Mr. Preston can attend the June meeting.

345 Ms. Clark noted that the siding quote from March.

346 Ms. Lawrence commented that she would approve a motion to start the siding repairs.

347 **Mr. Torres motioned to approve the siding project using Unassigned Fund Balance up to**
348 **\$21k. Mr. Eckhoff seconded the motion. The vote was unanimous, motion passed.**

349 The Board thanked Ms. Facey.

350 X. Nominations and Resignations

351 Ms. Landwehrle noted the resignation of Ms. Lauren Ricci, MVVS School Psychologist.

352 **Ms. Clark motioned to accept the resignation of Ms. Lauren Ricci, MVVS School**
353 **Psychologist. Mr. Eckhoff seconded the motion. The vote was unanimous. Motion passed.**

354 Ms. Landwehrle placed into nomination Ms. Suzanne Mazak, MVVS Grade 6 Teacher, FTE 1.0,
355 BA+30/MA Step 4 with a salary of \$50,911.

356 **Ms. Clark motioned to elect the nomination as presented. Mr. Torres seconded the motion.**
357 **The vote was unanimous, motion passed.**

358 XI. Public Input II of II

359 Mr. Prescott asked for the depreciation of the kitchen equipment and if it needs replacement. He
360 suggested they look at maintenance. He has some ideas for community engagement and perhaps
361 consent to email use. He is working with Principal Lecklider for the snowshoes.

362 The board thanked Mr. Prescott.

363 XII. Meeting adjourned

364 **Mr. Torres motioned to adjourn the meeting at 8:08PM. Mr. Eckhoff**

365