

SCHOOL ADMINISTRATIVE UNIT THIRTY-NINE

Amherst, Mont Vernon, and Souhegan Cooperative School Districts



ADAM A. STEEL
Superintendent of Schools

CHRISTINE M. LANDWEHRLE
Assistant Superintendent

MARGARET A. BEAUCHAMP
Director of Student Services

MICHELE CROTEAU
Business Administrator

Mont Vernon School Board Meeting

Monday, September 14th, 2020 – 4:45 PM

Due to current COVID-19 precautions, board meetings will be conducted via webinar.

Please click the link below to register for the webinar:

https://zoom.us/webinar/register/WN_oJdlzK7bQ2iN8WZGpHOMFQ

Agenda Item	Time	Desired Action	Backup Materials
Call to Order	4:45 PM	Chair of the Mont Vernon School Board, Ms. Sarah Lawrence, to call the meeting to order.	None
Public Comment I of II	4:45 PM		None
Consent Agenda- Approval	4:50 PM	<ol style="list-style-type: none"> Draft Minutes Aug 17th, 2020 Draft Minutes Aug 27th, 2020 Draft Minutes Aug 28th, 2020 with Board Signatures 	08 17 2020 Draft Minutes 08 27 2020 Draft Minutes 08 28 2020 Draft Minutes
Public Comment II of II	4:55 PM		
Non- Public Session	5:50 PM	RSA 91 A:3 II ()	
Meeting Adjourned	5:30 PM		

Consent Agenda Item #1

1 Mont Vernon Village School
 2 Monday, August 17th, 2020
 3 Meeting Minutes- Not Approved

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 Sarfde - Principal MVVS, Roger Preston- Director of Facilities.

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 Public: None

11 Board Minutes: Danae A. Marotta

12 I. Call to Order

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

15 II. Public Input I of II

16 No Public Comment

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

18 III. Consent Agenda

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

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

26 Ms. Lawrence asked for discussion.

27 There was no discussion or comments.

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

30 IV. Re-Opening Plan Discussion

31 Superintendent, Mr. Adam Steel, thanked the community for their support. He added that at the
 32 MVVS they have had 106 responses. Of those, 81 are in person, 22 remote, 4 are neither (could

33 be homeschool) and 107 students have not had responses provided yet. He encouraged parents to
34 respond to the survey and please check their spam/junk folders. Those responses are due on
35 Tuesday, August 18th at 4PM.

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

38 The Board thanked Mr. Steel.

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

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

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

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

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

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

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

60 Mr. O'Keefe inquired about observations.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

105 Mr. Eckhoff asked about WIN block.

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

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

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

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

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

121 Principal Sarfde replied, yes.

122 Ms. Lawrence asked for board questions.

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

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

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

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

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

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

136 Mr. O'Keefe asked if the two paras could support the curriculum content.

137 Principal Sarfde replied that it would not be possible for them to fulfill all of their
138 responsibilities. If the two paras absorb the duties online then everything will have to change.
139 Without having those two people, they will be down to a 40 min prep period and they will not
140 have time.

141 Ms. Lawrence asked about the paraprofessional positions be fluid and what would happen if they
142 went remote.

143 Mr. Steel commented that the positions would be flexible, and it is likely they would not
144 continue their employment.

145 Ms. Lawrence asked for questions.

146 Mr. Eckhoff mentioned that he is interested in hearing the financial numbers.

147 SAU #39 Business Administrator, Ms. Michele Croteau, noted that they grouped the resource
148 request into three major categories, operating budget items, HVAC and short- and long-term
149 expenditures related to that. They are closing the year with an Unassigned Fund Balance of \$320,
150 951. That is within the 3% striking distance of the projected amount at the May 11th, 2020
151 meeting (approx. \$310k-311k). This is a process that it is evolving for them.

152 There is approximately \$194k of operating expenses and a portion of that is for PPE,
153 this includes pediatric masks, disposable masks, smile (see through) masks, cloth masks for staff
154 use, gloves, (there is a shortage globally and it might be delayed) gowns and face shields. It is
155 about \$17,000 worth of support. For air filters, they would be going from a MERV 8 to a MERV
156 13 or 11. This will filter out smaller particles and is about \$2,500. They have approximately
157 \$119k in staffing requests. The change in the last number is a change in the nursing. They are
158 looking to increase the Nurse from 0.5 to 1.0 FTE. They also have paraprofessionals, long-term
159 sub and additional custodial time. They also have plexiglass dividers, desks to replace tables for
160 instruction, outdoor tents and surf portable lap desks.

161 Principal Sarfde explained that the surf portable lap desk will allow for the students to go outside
162 and they can use it inside.

163 Ms. Croteau remarked that if this number gets offset from support by the MVVSPPTA they would
164 not use all of the funding that they have requested. There is also a UV robot and eradicates the
165 virus, alcohol wipes, cleaning supplies and 4 hand washing stations (2 outdoor and 2 indoor).
166 The amount for operating type items is \$193,824.

167 Mr. Steel asked for clarification about the nurse position, it is already a 1.0 FTE. He believes that
168 it is a mistake.

169 Ms. Croteau apologized and remarked that the new amount is \$159,952. She displayed her
170 screen showing the FY'21 re-opening resource requests.

171 Mr. O'Keefe asked if they can use the Stage for storage.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

202 Mr. O'Keefe inquired about the timeframe.

203 Mr. Steel added that they have already locked down their budget completely for non-essential
204 purchases. If the voters, vote no, they will be in a tougher spot, curtailing activities, and
205 potentially laying off the teacher position and two paras even if they are needed. They may have
206 to be remote only if they do not have funds to open the school building.

207 Mr. O'Keefe asked about the budget.

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

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

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

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

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

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

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

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

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

228 Superintendent Steel withdrew the request for the robot.

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

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

237 Ms. Lawrence asked for board discussion.

238 There were no questions or comments.

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

241 Ms. Lawrence questioned the next steps.

242 Mr. Steel replied that they will be drafting a petition for the Superior Court with their legal
243 counsel. They have to post that request and mail it to the DRA prior to filing that petition. They
244 will then file a petition with the Superior Court. Legal counsel will then appear in court on their

245 behalf. They will then begin the process of scheduling a Public Hearing, Deliberative Session
246 and Voting.

247 Mr. O'Keefe asked about the leveraging the trusts.

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

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

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

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

253 V. FY' 22 Budget Process

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

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

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

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

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

269 Ms. Croteau replied, yes.

270 The Board thanked Ms. Croteau.

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

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

274 Mr. O'Keefe asked if they can set up a telephone bank.

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

276 VI. Public Input II of II

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

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

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

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

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

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

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

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

293 No motions were made.

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

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

298 VIII. Meeting Adjourned

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

Consent Agenda Item #2

1 Mont Vernon Village School
 2 Thursday, August 27th, 2020
 3 Meeting Minutes- Not Approved

4 Attendees:

5 Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant
 6 Superintendent, and Michele Croteau- SAU #39 Business Administrator.

7 Mont Vernon Village School Board: Chair- Sarah Lawrence, Vice Chair- Peter Eckhoff, Jessica
 8 Hinckley and Stephen O'Keefe.

9 Public: Mont Vernon Community Members

10 Board Minutes: Danae A. Marotta

11 I. Call to Order

12 **Chair of the Mont Vernon School Board, Ms. Sarah Lawrence, called the meeting to order**
 13 **at 5:45PM.**

14 II. Discussion

15 Superintendent, Mr. Adam Steel, noted that the Board took a motion last Monday to petition the
 16 Superior Court for a special meeting. The Governor signed an Executive Order that allows for
 17 school districts to bypass that need for a special meeting to access their Unassigned Fund
 18 Balance from last year by petitioning the Department of Education directly. He suggested that
 19 they amend their motion to apply to the DOE directly first and if successful they can bypass the
 20 Special meeting process. They are not 100% confident that the DOE will approve their request. It
 21 is important that they maintain the special meeting motion from the meeting before should they
 22 not be successful with the DOE.

23 He will discuss it further at the SAU Meeting.

24 Mr. O'Keefe asked for the total dollar amount.

25 SAU #39 Business Administrator, Ms. Michele Croteau, replied that the amount of the
 26 Unassigned Fund Balance is \$320,951. The resource request is for \$293,841.

27 Ms. Lawrence asked why was the list different from the last meeting.

28 Ms. Croteau replied that some small items were added, and benefits were included for the other
 29 positions as well as the custodial position. Shoe booties were added, but the biggest adjustment
 30 was for the benefits.

31 Mr. O'Keefe asked to see Ms. Croteau's screen.

32 Ms. Croteau reviewed the initial items with the updated amounts of \$293,841 and then the
 33 variance with staffing and that it primarily a benefit items.

34 Ms. Lawrence asked for the change in the custodial position.

35 Ms. Croteau replied that this was a need and they would not exceed that amount.

36 Mr. Steel clarified the question they will make sure that it is in the contract with the person that
37 they hire that there is the ability to layoff if the services are not needed.

38 Mr. O'Keefe asked if the need was still there.

39 Mr. Steel replied that he will confirm with Dr. Sarfde, that if they were to go fully remote that
40 they would not fund those positions.

41 Ms. Lawrence asked for further questions.

42 Mr. O'Keefe replied that they are in the position now and they have to get staff on board school
43 starts next week. He questioned if they can get the paraprofessionals or teacher below the 0.7 or
44 0.8 level.

45 Mr. Steel replied that he will work on that tomorrow.

46 Ms. Lawrence noted that there was a question from the public to see the Mont Vernon Re-
47 Opening Resources Summary.

48 Mr. Steel replied, yes.

49 **Mr. O'Keefe motioned to amend his previous motion on 08 17 2020 (See Below) to request**
50 **an Emergency Meeting through the Superior Court in the amount of \$293,841 for the**
51 **budget requests from their school staff, and the option to petition DOE for approval from**
52 **the Commissioner of Education to fund the additional resources to address COVID-19**
53 **preparedness via Emergency Order #38. The Board has determined that an emergency**
54 **exists and the basis for that emergency is the Governor's declared State of Emergency.**
55 **Covid-19 remains a serious risk to students, staff and families. The students of the District**
56 **will suffer significant loss of educational benefit if the district has to continue with or**
57 **return to the remote learning model. Ms. Hinckley seconded the motion. The vote was**
58 **unanimous, motion passed.**

59 **Ms. Lawrence called a roll call: Lawrence-Yes, Eckhoff- Yes, Hinckley- Yes and O'Keefe-**
60 **Yes."**

61 **FROM 08 17 2020 BOARD MEETING:**

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

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

71

72 III. Meeting Adjourned

73 **Ms. Lawrence adjourned the meeting at 6:05PM**

Draft



**STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR**

CHRISTOPHER T. SUNUNU
Governor

**STATE OF NEW HAMPSHIRE
BY HIS EXCELLENCY
CHRISTOPHER T. SUNUNU, GOVERNOR**

**Emergency Order #38 Pursuant to Executive Order 2020-04 as Extended by Executive
Orders 2020-05 and 2020-08**

Temporary modification of school board and district statutory requirements

WHEREAS, on Friday, March 13, 2020, the President of the United States declared a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak; and

WHEREAS, on Friday, March 13, 2020, the Governor issued Executive Order 2020-04, An order declaring a state of emergency due to the Novel Coronavirus (COVID-19); and

WHEREAS, experts indicate that COVID-19 is most commonly spread from an infected symptomatic person to others through respiratory droplets, including:

- Through the air by coughing and sneezing;
- Close personal contact, such as touching or shaking hands;
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands.

WHEREAS, the CDC reports that COVID-19 may be spread before an infected person shows symptoms of the virus; and

WHEREAS, in the days since the Governor declared a State of Emergency, the COVID-19 outbreak in New Hampshire has expanded significantly; and

WHEREAS, the Department of Health and Human Services, Division of Public Health has found that community-based transmission of COVID-19 continues to increase in the State and has been identified in the majority of counties; and

WHEREAS, on April 20, 2020 the United States Department of Education granted the State of New Hampshire a waiver from all federal educational assessments for 2019-2020 school year; and

WHEREAS, New Hampshire schools face unprecedented challenges in complying with state and federal assessment requirements and the implementation of mandated policies

given the disruption to schools and the rapid transition to remote instruction; and

WHEREAS, Emergency Order #1 has required K-12 school districts to transition to temporary remote instruction and support and Emergency Order #32 extended remote instruction until the end of the school year; and

WHEREAS, these challenges require school districts and school boards to have flexibility in order to remain operational; and

WHEREAS, the remote instruction and support environment complicates the administration or proctoring of standardized tests used in federal and state educational assessments in a format that would provide reliable results; and

WHEREAS, the state's assessment accountability regime is specifically tailored to a classroom instruction environment and the Department of Education needs flexibility in applying assessment and accountability provisions, including but not limited to the timing of such provisions, to an evolving remote instruction and support environment; and

WHEREAS, the Department of Education requires data on the efficacy of the remote instruction and support model in order to facilitate a shift back to traditional classroom instruction and to aid in the continued or occasional provision of remote instruction and support.

Now therefore, pursuant to Section 18 of Executive Order 2020-04 as extended by Executive Orders 2020-05 and 2020-08, it is hereby ordered, effective immediately, that:

1. RSA 32:13, II authorizes local governing bodies to make expenditures between January 1 and the date a budget is adopted which are reasonable in light of prior year's appropriations and expenditures for the same purposes during the same time period. This authority also applies to school districts and school boards. As such, school districts and school boards are permitted to make expenditures prior to their Annual Meeting for the duration of the State of Emergency declared in Executive Order 2020-04 and as Extended by Executive Orders 2020-05 and 2020-08.

2. If a school district's budget is insufficient to fund expenditures associated with addressing the COVID-19 pandemic, the governing body is authorized, once authorization from the Department of Education ("DOE") has been obtained, to make such expenditure to the extent other revenues or unrestricted fund balance are available to meet those expenses. During the current health emergency, the public hearing requirement under RSA 32:11, I, for the expenditure of money in excess of an appropriation due to an unusual circumstance is hereby waived. The governing body must still submit an application to the DOE Commissioner pursuant to RSA 32:11, I, and a copy of such application to the Department of Revenue Administration pursuant to RSA 32:11, IV. Upon approval by the governing body to submit an application to DOE for an overexpenditure, DOE shall review the application and notify the requesting governing body of its decision within 2 business days of DOE's receipt of the application. Applications to DOE can be submitted by email to the Director of the Division of Education Analytics and Resources of the DOE.

3. Under RSA 189:14-a, a teacher who has a professional standards certificate from the state board of education and who has taught for one or more years in the same school district shall be notified in writing on or before April 15 or within 15 days of the adoption of the district budget by the legislative body, whichever is later, if that teacher is not to be renominated or reelected, provided that no notification shall occur later than the Friday following the second Tuesday in May. The requirement that no notification shall occur later than the second Tuesday in May is hereby waived.

4. The Commissioner of Education is granted authority to waive or modify as appropriate to accommodate the remote instruction and support environment the following educational, assessment, reporting, evaluation, and accountability requirements:

- a) The assessment program set forth at RSA 193-C, et seq. (Statewide Educational Improvement and Assessment)
- b) The requirements set forth in RSA 193-E:3 (Delivery of an Adequate Education);
- c) The requirements set forth in RSA 193-E:3-b (Accountability for the Opportunity for an Adequate Education);
- d) The requirements set forth in RSA 193-E:3-c (Performance-Based Accountability System);
- e) The requirements set forth in RSA 193-E:3-d (Performance-Based School Accountability System; Verification Process);
- f) The requirements set forth in RSA 193-A:6, II and III (Records; Evaluation); and
- g) The performance measuring requirements of RSA 193-H, et seq. (School Performance and Accountability)

Any waivers or modifications issued by the Commissioner pursuant to this paragraph 4 will be communicated to all school districts and will be posted on the Department of Education website.

5. Emergency Order #23 permitted newly elected officers and officials to assume office before the end of the business meeting. Consistent with Order #23, the requirement that newly elected school district officers take office at the close of either the annual town meeting or school district meeting under RSA 671:22 is hereby waived. Additionally, in light of Emergency Order #16 (prohibiting scheduled gatherings of 10 or more attendees), school districts and school boards are permitted to administer oaths of office by electronic means. This is provided the following protocol is followed:

- a) The person giving the oath must know the person taking the oath or he/she must establish his/her identity.
- b) If both the person taking the oath and the person receiving the oath has the capability, best practice is to use Skype/FaceTime or a similar audio/video service that will allow parties to see and hear the other. If a video interface is in use, the person showing a photo ID through the video can establish identity.

- c) If only telephone communication is practical, there must be a witness present with the person taking the oath. The person receiving the oath must obtain the name and address of the witness and receive a statement from the witness that: (i) the witness verifies the identity of the person taking the oath; and (ii) that the witnesses observed the oath taking. The person receiving the oath should document on the oath form the name and address of the witness. The witness can be a family member, co-worker, caregiver, or any other person.
- d) The person taking the oath should document on the oath form, or on paper attached to the oath form, that the oath was taken virtually or by phone. If an authorized official other than the clerk takes the oath, the person taking the oath must deliver the completed oath form to the clerk for town/district records.
- e) Instruct the person taking the oath that he/she must come to the clerk's office and affirm the oath taking by signing the oath form, at the point in the future when doing so is appropriate.
- f) The clerk should notify the chair of the board or commission that the person taking the oath was elected to, that the oath has been taken and the person has assumed office.

Given under my hand and seal at the Executive Chambers in Concord, this 28th day of April, in the year of Our Lord, two thousand and twenty, and the independence of the United States of America, two hundred and forty-four.



GOVERNOR OF NEW HAMPSHIRE

Consent Agenda Item #3**Mont Vernon School Board Meeting****Friday, August 28, 2020 (4pm)****Meeting Minutes- NOT APPROVED**

Attendees:

Administrative Team: Adam Steel- Superintendent, Assistant Superintendent- Christine Landwehrle

Souhegan Cooperative School Board: Sarah Lawrence, Stephen O'Keefe, Jessica Hinckley, Peter Eckhoff

Board Minutes: Abigail L. Wallace

Emergency Meeting Called to Order by Board Chair Sarah Lawrence. 4:04pm

Adam Steel explained modified funding request based on conversation with principal and staff. Staffing requests have been adjusted.

Motion to direct the superintendent to request permission from the Department of Education to expend funds from the unassigned fund balance in the amount of \$140,449 from FY20 for emergency expenditures per emergency order #38 as presented. – Motion made Stephen O'Keefe, second- Jessica Hinckley.

Roll call: O'Keefe- yes, Hinckley- yes, Eckhoff- yes, Lawrence- yes. Passes 4-0.

Meeting Adjourned- 4:44pm

17

18

Signature Page

Sarah Lawrence

08 / 31 / 2020

Sarah Lawrence

Stephen O'Keefe

08 / 28 / 2020

Stephen O'Keefe

Scott St. Denis

08 / 28 / 2020

Scott St. Denis

Peter Eckhoff

Jessica Hinckley

08 / 28 / 2020

Jessica Hinckley