

1 Mont Vernon Village School

2 Thursday, Thursday 3rd, 2022

3 Meeting Minutes- Approved 12 01 2022

4 Attendees:

5 Administrative Team: Steven Chamberlin- Interim Superintendent, Christine Landwehrle-
6 Assistant Superintendent, Amy Facey- SAU #39 Business Administrator, Tom Lecklider-
7 MVVS Principal and Kristen Gauthier- AMS Principal.

8 Mont Vernon Village School Board: Chair- Sarah Lawrence, Pete Eckhoff, and George Torres.

9 Board Minutes: Danae A. Marotta

10 Public: John Prescott, 23 Old Milford Road, Mont Vernon NH.

11 Meeting Summary:

- 12 • The board received a virtual presentation “A Day in the Life of a Third Grader”.
- 13 • The board approved the following items in the consent agenda: 1. October 6 th, 2022
14 Draft Minutes, 2. MVSD October Facilities Update, 3. November MVVS Principal’s
15 Report, 4. October AMS Principal’s Report and 5. Unanticipated Revenue \$500.
- 16 • AMS Principal, Ms. Kristen Gauthier, reviewed the transition for MVVS students. Next
17 steps include: District and building-level administration will continue to meet regularly to
18 coordinate district-wide initiatives, procedures, and curriculum in an effort to give all
19 students a common experience PreK through 8th grade. Planning for (2) interactive
20 lessons with 6th graders from both MVVS and AMS continues to take place during the
21 current school year. Planning for the 2023-2024 transition process will occur during the
22 winter and a calendar of specific dates and events will be shared out in early 2023. We
23 plan to take student feedback into account for the upcoming transition and add or change
24 activities as needed to fulfill these needs.
- 25 • SAU #39 Business Administrator, Ms. Amy Facey, presented the FY 24 Draft 2 Budget.
26 The executive summary includes a total change from fy23 to fy24 of 8.1% or \$477,647.
27 The operating budget to the default is 6.6% or \$384, 718 and then the change from the
28 default to the to the proposed which is more discretionary is \$92, 929 or 1.5%. The board
29 will see draft 3 of the budget at the December meeting and discuss the warrant articles.
30 Next steps include:
- 31 12/1/2022: Draft 2 Budget Presentation
- 32 1/5/2023: Draft 3 Budget Presentation/Public Hearing Preparation
- 33 1/11/2023: Public Hearing
- 34 2/8/2023: Deliberative Session
- 35 3/14/2023: District Voting
- 36 • The board motioned to reapprove the Game and Spanish Club.
- 37 • The board rescinded Policy EEA-R.

38 I. Call to Order

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

41 II. Public Comment I of II

42 No Public Comment

43 III. Third Grade Presentation

44 MVVS Principal, Mr. Tom Lecklider, noted that the third-grade presentation is virtual tonight.
45 We are having parent teacher conferences and Ms. Jan Mattie and Ms. Sherry Hall are our third-
46 grade teachers. Our third graders are the uppers of the lowers, just about to make the jump across
47 the hallway. They have been excited this year to look at how they can become leaders and give
48 them some responsibility. This presentation is “A Day in the Life of a Third Grader”

49 The students discussed, their experiences in Morning Meeting, Number Corner, Reading and
50 Writing Workshop.

51 Principal Lecklider noted that they are excited for the year and the Bridges Math program is
52 going well. Ms. Hall is new to us this year and she is doing a great job.

53 Ms. Lawrence noted that the kids seem genuinely excited to learn.

54 The board thanked the students and teachers for their presentation.

55 IV. Consent Agenda

56 Ms. Lawrence noted that they have the following items on the Consent Agenda: 1. October 6 th,
57 2022 Draft Minutes, 2. MVSD October Facilities Update, 3. November MVVS Principal’s
58 Report, 4. October AMS Principal’s Report and 5. Unanticipated Revenue \$500.

59 **Mr. Eckhoff motioned to accept the items on the Consent Agenda 1. October 6 th, 2022**
60 **Draft Minutes, 2. MVSD October Facilities Update, 3. November MVVS Principal’s**
61 **Report, 4. October AMS Principal’s Report and 5. Unanticipated Revenue \$500. Mr.**
62 **Torres seconded the motion. There was no discussion. The vote was unanimous, motion**
63 **passed.**

64 Ms. Lawrence thanked Principal Lecklider for the Principal’s Report.

65 Principal Lecklider noted that they did get 5 new students to the school, across the grades.

66 Ms. Lawrence thanked AMS Principal, Ms. Kristen Gauthier, for her Principal’s Report. She
67 added that it was great that they attended the Ecology Camp.

68 AMS Principal, Ms. Kristen Gauthier, added that she would be happy to answer questions.

69 V. Tuition Agreement- Transition Update

70 Principal Gauthier noted that it was nice to see the students connect at the dance.

71 She added that was a good segue to communicate the current progress related to 7th grade
72 transition to Amherst Middle School for students who reside in Mont Vernon for the 2022-2023
73 school year, pursuant to the current tuition agreement between the Mont Vernon and Amherst
74 school districts.

75 Principal Gauthier noted that they had Transition Meetings. During the month of September
76 2022, the Amherst Middle School upper school (Grades 7 & 8) guidance counselor met one on
77 one with each 7th grade student from Mont Vernon. Topics included a general check in about
78 how the school year was going so far, things that they liked about Amherst Middle School, and
79 things we could do as a school to ease the transition process. Our school counselor made an
80 effort to connect with each parent by email or telephone as a follow-up to these meetings.

81 In terms of feedback several students voiced concerns about being nervous about navigating the
82 building due to its size and layout. There was a real fear of getting lost and not being able to find
83 classrooms. Many students had hoped there would be more students from MVVS in their
84 individual core classes in order to give them familiar faces to connect with during the school day.
85 In addition, students were worried that students from Amherst would be mean or unkind to
86 students from Mont Vernon, but students confirmed that they did not feel this had occurred.

87 Additionally, some students voiced concerns about juggling a schedule with four core teachers
88 (and others for integrated arts, world language, etc.). These students feel like they have been able
89 to adjust, and that teachers and staff are “nice” and “kind.” Students wish they had more
90 opportunities to come see the school and get to know the building in advance of school starting.
91 Many also wished they had been able to speak directly with current AMS 7th graders from Mont
92 Vernon, perhaps through visits to MVVS in the spring.

93

94 For next steps, District and building-level administration will continue to meet regularly to
95 coordinate district-wide initiatives, procedures, and curriculum in an effort to give all students a
96 common experience PreK through 8th grade. Planning for (2) interactive lessons with 6th graders
97 from both MVVS and AMS continues to take place during the current school year. Planning for
98 the 2023-2024 transition process will occur during the winter and a calendar of specific dates and
99 events will be shared out in early 2023. We plan to take student feedback into account for the
100 upcoming transition and add or change activities as needed to fulfill these needs.

101 Ms. Lawrence asked the board for questions.

102 Mr. Torres inquired about the unique challenges for integrating students.

103 Assistant Superintendent, Ms. Christine Landwehrle, replied that the majority of the teachers say
104 that coming from Mont Vernon the students are coming from a more elementary environment.
105 Also, having such small class sizes they get such individualized support that when they go to
106 AMS the class sizes are a little bit bigger and they kind of expect some of that individual
107 attention where they're not as independent as their Amherst peers. That is the feedback that we've
108 gotten from the teachers and that's something for us to talk about and to work on, and not that we

109 don't want to take some of the individual individualized attention away some of the expectations
110 might need to increase for fifth and sixth grade here just to set them up for success.

111 Ms. Lawrence inquired what might that look like.

112 Ms. Landwehrle replied that it's more the level of rigor and the level of expectations. She can
113 speak a little from personal experience because she was a sixth-grade teacher in an elementary
114 school. Then she went to a middle school, it was a K-8 school, but it was like a middle school
115 within the larger K-8 school and it was fascinating to see. She would assign homework and get
116 push back from families, and this was just her experience, not the same necessarily here.

117 We've talked about do we get the sixth grade and seventh grade and maybe even fifth grade
118 teachers together across both schools and really have that conversation about what does your
119 class look like? and what are your level of expectations? even though our curriculum is the same.
120 I think that sometimes you know what if you have a smaller class, you might be providing a little
121 more individualized attention to students, or your level of expectation might be a little bit
122 different because they've received more guidance and support because of the class size. I don't
123 want to take that that's what makes Mount Vernon special. Some of those pieces like the
124 navigating the building and having that independence some of that's a little harder to recreate
125 here but it's an interesting insight. Our seventh-grade teachers have shared with us that the AMS
126 students are a little more independent, so we have to dig into that more.

127 Ms. Lawrence asked Principal Gauthier about anything else.

128 Ms. Gauthier added that there are basic items such as using a locker.

129 Ms. Lawrence inquired if they are staying on track academically, is there a dip in their
130 performance.

131 Principal Gauthier noted that it is something that is worthwhile to look at, she has seen the
132 NWEA data.

133 Principal Lecklider added that the transition piece is real, and it is an adjustment. There is a
134 transition challenge, on the other hand it is a two-way street. Those conversations need to happen
135 both ways. The social emotional can affect the academic.

136 Mr. Eckhoff mentioned that we struggle with foreign language here. He asked if the AMS
137 teachers are aware of the situation. He does not want that gap to get larger.

138 Principal Gauthier responded that they are having those conversations and they are very
139 understanding about it.

140 Principal Lecklider noted that it would be interesting to survey the students at the middle school
141 about what they were anxious about.

142 Ms. Landwehrle noted that it would be great to have Mr. Chris Beede could come up here with
143 Moose, his therapy dog to start the connections.

144 Principal Gauthier added that they could have 8th grade mentors. She has a lot of ideas.

145 The Board thanked Principal Gauthier.

146 VI. Committee Updates

147 Ms. Lawrence noted that there are another 25 responses to the communication survey. The final
148 results will be ready for the December meeting. There is one policy that needed to be rescinded.

149 Mr. Eckhoff asked if there were other schools that were struggling with world language.

150 Mr. Chamberlin responded that Hollis has foreign language. They will discuss it more during the
151 budget process.

152 VII. FY 24 Budget Presentation- Draft 2

153 Interim Superintendent, Mr. Steven Chamberlin, remarked that SAU #39 Business
154 Administrator, Ms. Amy Facey, will be giving the bulk of the budget presentation. He noted how
155 highly regulated they are. Next week they will have their second Dept. of Labor visit to the SAU.
156 Assistant Superintendent, Ms. Christine Landwehrle, next week she will be at a meeting about
157 ED 306, the minimum standards. They have a CBA that regulates what they do. They need to
158 stay within the guidelines and policies. Much of what they do is required by law.

159 The next piece is funding for FY24 that will take them through the next 20 months and do we
160 have enough with enrollment and facilities. Also, they will have discussion about stabilizing staff
161 and having two classes per grade. In a budget of about \$6m, there is about 85% staff and benefits
162 and that margin outside of staffing is not a lot. Last, they are going to discuss the risk, of
163 implementing the programs for students.

164 There is an extraordinary amount of work that is going on. We spend a lot of time working with
165 the MVEA and they are squeezing every moment for high quality education. As he mentioned
166 before, in order to implement a program with efficacy you need hearts and minds. You have the
167 hearts and minds with teachers here consistently and in the SAU.

168 Mr. Chamberlin continued; they will start digging into the budget a little bit more. There are two
169 major drivers and one minor. You will see tonight a significant increase in student services costs
170 both an individual student services cost as well as things like transportation. We would like to
171 keep it at that level for now but certainly because of such a small community we can make it a
172 non-public and talk more in depth. There is also an increase in AMS tuition. We are in the
173 determination of cost per pupil. What you're going to see tonight in the budget is the language of
174 GMR for health insurance, the guaranteed maximum rate. What we have is a not to exceed value
175 for the tuition it's about 5% above and we'll talk about this a little bit more. It's not required that
176 you budget at that level.

177 The last piece of what we've tried to do in this budget is salary adjustments for Food Service
178 facilities and our admin support. Our goal is to attract and retain. We have tried to be a little
179 more competitive. That is nothing new and we are trying to adjust where we can. You will also
180 see pride and maintenance in this building so there is a deliberate and purposeful plan.

181 Ms. Facey noted the executive summary, total change from fy23 to fy24 is 8.1% or \$477,647.
 182 The operating budget to the default is 6.6% or \$384, 718 and then the change from the default to
 183 the to the proposed which is more discretionary is \$92, 929 or 1.5%. This is just the operating
 184 budget, we backed out the special warrant article so that we're comparing apples to apples.

185 She displayed a graph showing a visual of the budget.

186 She reviewed the budget assumptions:

187 Salaries and Benefits:

- 188 • MVEA Contract in 3rd Year, expires 6/30/2025
- 189 5% Market Adjustment for Non-Union Employees

190

191 Health and Dental Insurance Employer Contribution Rate

- 192 • 4.1% Increase for Health Insurance
- 193 • 1.5% Increase for Dental Insurance

194

195 ** NH Retirement Employer Contribution Rate FY24-FY25

196

- 197 • 1.38% Decrease from 21.02% to 19.64% for Teachers
- 198 • 0.53% Decrease from 14.06% to 13.53% for non-Teachers

199

200 * Guaranteed Maximum Rates (GMR) for FY24 Health and Dental Insurance set in October
 201 2022. NHRS certified rates for FY24-FY25 in July 2022.

202 We had NESDEC do projections so those have been really helpful for us to be able to look at.
 203 This is based on the spring 2022 NESDEC report. Updating the data will become more accurate
 204 and the projections will be better, but this does show a pretty significant increase in enrollments
 205 over the next multiple years. She is not sure when they will get the next report.

206 Mr. Eckhoff asked about the building capacity.

207 Ms. Landwehrle replied they would be over that amount in FY 30-31.

208 Ms. Facey continued with the staffing levels and the enrollment is based on October 1st.

209 Ms. Landwehrle added that they are not far off from the NESDEC projections.

210 Mr. Torres asked about the ratios for the 6th grade, right now we are at about 17.

211 Ms. Landwehrle replied anywhere from 20-25.

212 Ms. Facey added that the certified staffing there are no changes. There was a need for an
 213 additional paraprofessional, for custodians the vacant 0.75 position a full-time position.

214 Ms. Landwehrle noted that our recommendation is to keep our specialists the same for FY 24 as
 215 we currently have. This recommendation is based on the following: Parent survey feedback,
 216 availability of our current staff in these positions, teacher shortage and staffing challenge in
 217 finding part time specialists.

218 Principal Lecklider remarked that he is concerned they are trying to come up with other ways to
219 provide families with the Spanish experience.

220 Ms. Landwehrle added that there are additional areas to consider:

- 221 ● Re-invigorating our band program using existing staffing and stipends. We would want
222 to survey parents and also look at budget needs for instruments along with scholarships.
- 223 ● Explore options for a future Spanish program - staffing needs, schedule considerations,
224 world language models/best practices.
- 225 ● Work with AMS to support the transition to seventh grade French and Spanish.
- 226 ● Offer a Spanish club this year and provide information to families about VLACs world
227 language offerings.

228 Mr. Chamberlin noted that they cannot really add more specials in with the number of teachers
229 and the amount of time without going to an outside of the school day program. to build a band
230 program will take time. This is the best model for 6th grade is may to have Spanish every day. It
231 is to take a look at what is best practice and what is going to have the highest impact on student
232 learning.

233 Ms. Facey noted the default calculation.

234 Mr. Eckhoff asked about the busses.

235 Ms. Landwehrle responded that they have 3 busses, they could not reduce to two due to the
236 space.

237 Mr. Chamberlin remarked that they do have special education transportation included, they
238 budget for what they know.

239 Ms. Facey noted the difference between the FY 24 Default and FY 24 proposed.

240 Mr. Eckhoff asked about the food service transfer.

241 Ms. Facey responded that is in case the food service is not able to fund itself. She added it for
242 board consideration. You may decide to back it out. They do some projections and look at
243 historical data.

244 Mr. Chamberlin added that it reduces the risk, and it is a great conversation to have.

245 Ms. Facey mentioned that last year they did pretty well, and this is an estimate. The facilities
246 includes a floor extractor, increases in utilities, small increase in our property and liability
247 insurance and our preventative maintenance contracts.

248 Mr. Torres asked about the miscellaneous.

249 Ms. Facey replied those are the ups and downs of a lot of little things.

250 Ms. Landwehrle replied that a majority is supplies.

251 Ms. Facey commented that the general fund is where you find most of the change.

252 She displayed a graphic of the budget composition. Salaries and Benefits (52.9%), Tuition to
 253 ASD, (22.9%), Transportation (4.4%), Technology (0.8%), Student Services (8.1%), Food
 254 Service (1.2%), Facilities (3.0%), Curriculum (2.0%) and administration (4.8%).

255 Ms. Landwehrle added that the administration category is the Principal's Office and the Nurse's
 256 Office.

257 Ms. Facey noted that they are going to discuss facilities. They completed the roof project in FY
 258 22., \$201,102, we started the HVAC duct replacement. The targeted replacement is for FY22-
 259 FY 23, with an estimated cost of \$243,000. Playground equipment is scheduled to be replaced in
 260 FY 28 with the estimated cost of \$100k, and the fire alarm system is planned for FY 31 with the
 261 estimated cost of \$140k.

262 Ms. Facey displayed the funding plan for the HVAC Duct Replacement Project FY 22-FY 23.

263

- 264 • Phase 1, ARP-ESSER III, FY 22, \$55k
- 265 • Phase 1, ETF, FY 22, \$88k
- 266 • Phase 2, ETF, FY 23, \$100k.
- 267 •

268 Mr. Eckhoff suggested that they put a glossary on each slide for the residents.

269 Ms. Facey reviewed the capital reserve funds.

270 Property Maintenance Fund

- 271 • Balance: \$116,000
- 272 • Recommended Contribution Request: \$50,000
- 273 • Source: Unassigned Fund balance

274

275 Students w/Disabilities Fund

- 276 • Balance: \$32,000
- 277 • Recommended Contribution Request: \$50,000
- 278 • Source: Unassigned Fund balance

279

280 Health Insurance Fund (New)

- 281 • Recommended Contribution Request: \$15,000
- 282 • Source: Unassigned Fund balance

283

284 Tuition Contingency Fund

- 285 • Balance: \$33,000
- 286 • Recommended Contribution Request: \$0

- 287 Mr. Torres asked if they could maybe reduce the disability fund.
- 288 Mr. Chamberlin remarked that he would prefer to see the students with disabilities fund get to
289 \$150k. It is also increment over time.
- 290 Mr. Torres added that this is prudent.
- 291 Mr. Chamberlin noted that they are discussing a tax rate stabilization fund. They would then
292 have a reserve that they could use.
- 293 Ms. Lawrence inquired where would that come from.
- 294 Mr. Chamberlin responded that the town authorizes the creation of the fund and the funding of
295 the fund. It is another tool that towns have had.
- 296 Ms. Lawrence asked why not give the town the option, that would be the prudent thing to do.
- 297 Mr. Chamberlin noted that he was from a small district.
- 298 Ms. Lawrence asked about the notation of the warrants on the ballot.
- 299 Ms. Facey mentioned that the board would have to inform her which warrant they want first on
300 the ballot. These would all be separate warrant articles.
- 301 Ms. Lawrence responded that they should write on the warrant articles “fund to this amount”.
- 302 Mr. Chamberlin commented that next month we are going to talk about the entire revenue picture
303 and the impact on the tax rate. Slow and steady wins the race, but I want to be very careful about
304 the impact on the tax rate. Here if you get 10 kids then you get more money in Adequacy Aid.
305 They need to weigh long term security and tax rate. They should look at the Tax Rate
306 Stabilization Fund which is unique to Mont Vernon because of the size. One student affects this
307 school more than Amherst or Souhegan. It might be more valuable here than other locations.
- 308 Mr. Eckhoff asked about the funds and the projects that they had approved.
- 309 Mr. Chamberlin responded that fund started at \$330k and this would put \$50k in the maintenance
310 fund, \$50k in the student disability fund.
- 311 Ms. Facey noted that they need to commit to the projects before the end of the FY, you will be
312 getting projections. They will have them in December, and they will be conservative.
- 313 Mr. Chamberlin commented that this year if you wanted to you could budget the not to exceed
314 rate with Amherst Tuition minus \$30. This is because you have a contingency fund. So, you
315 reduce your budget by \$30k. He is not recommending that, but you could do that.
- 316 Ms. Lawrence noted that she would like Ms. Facey to look at that.
- 317 Mr. Eckhoff questioned when they need to decide.
- 318 Ms. Facey remarked that she will be drafting the warrant articles and they will need to talk about
319 the order. They will also have to take a look at the tuition amount.

- 320 Mr. Chamberlin added that they need to see the full revenue picture.
- 321 Mr. Eckhoff asked about a legal fund, he does not see that going away.
- 322 Ms. Facey remarked that the SAU is separate from the MV legal.
- 323 The SAU legal and that is out of the apportionment.
- 324 Mr. Chamberlin noted that at the last meeting they discussed about getting a price for the
325 facilities study to prepare for a potential bond to expand the footprint of the MVVS. This is a
326 separate warrant article. If there is support for this warrant article, then you know you have
327 strong interest to keep the 7th and 8th grade students on this site.
- 328 Mr. Torres added that when he looked at the growth chart, they will be busting at the seams
329 anyways. He suggested that they keep this in mind.
- 330 Mr. Chamberlin remarked that they have to keep an eye on it.
- 331 Mr. Eckhoff commented that he could be wrong, but he does not see support for that warrant
332 article given the environment.
- 333 Ms. Landwehrle added that they can also inform the community that the board had not chosen to
334 put that on the ballot this year.
- 335 Ms. Lawrence added that it would be more prudent to pause the \$50k in the facilities.
- 336 Mr. Chamberlin noted that Mr. Preston had wanted a certain level of funds available.
- 337 Ms. Landwehrle added that it would be for boiler failure or a tank leak, ect.
- 338 Mr. Eckhoff asked about the Owner's Contingency for 14%.
- 339 Mr. Chamberlin responded that it is if they went over.
- 340 Ms. Facey recapped the appropriation comparison.
- 341 She finalized the presentation with the budget review process and the next steps.
- | | | |
|-----|-------------------|--|
| 342 | 11/4/2022: | Draft 1 Budget Presentation |
| 343 | 11/10-11/15/2022: | Budget Review Meetings and Questions Submissions Open |
| 344 | 12/1/2022: | Draft 2 Budget Presentation |
| 345 | 1/5/2023: | Draft 3 Budget Presentation/Public Hearing Preparation |
| 346 | 1/11/2023: | Public Hearing |
| 347 | 2/8/2023: | Deliberative Session |
| 348 | 3/14/2023: | District Voting |
| 349 | | |
- 350 She displayed the budget spreadsheet, with the question submission form.
- 351 Ms. Facey remarked that although they do not have a MV budget committee, they will keep the
352 meetings and have the staff that is invited. You can ask questions and get more information.
- 353 The Board thanked Ms. Facey.

354 VIII. Co-Curricular Proposals

355 Principal Lecklider noted the co-curricular proposals.

356 **Mr. Torres motioned to reapprove the game club and Spanish club. Mr. Eckhoff seconded**
357 **the motion. The vote was unanimous, motion passed.**

358 **Mr. Torres motioned to rescind policy EEA-R. Mr. Eckhoff seconded the motion. The vote**
359 **was unanimous, motion passed.**

360 IX. Public Comment II of II

361 No Public Comment

362 X. Meeting Adjourned

363 **Mr. Torres motioned to adjourn the meeting at 8:23PM. Mr. Eckhoff seconded the motion.**
364 **The vote was unanimous, motion passed.**