

1 Mont Vernon School Board

2 Thursday, April 6th, 2023

3 Meeting Minutes- Approved 06 13 2023

4 Attendees:

5 Administration: Interim Superintendent- Steven Chamberlin, Assistant Superintendent- Christine
6 Landwehrle, SAU #39 Business Administrator- Amy Facey, and Amy Lavoie, Megan Gallagan,
7 Kara Kucenski (long term sub) and Lorin Philibotte- MVVS Teachers.

8 Mont Vernon Village School Board: Chair- Peter Eckhoff, Vice Chair- Jessica Hinckley,
9 Secretary- George Torres (via phone) and Sarah Lawrence.

10 Meeting Minutes: Danae A. Marotta

11 Public: Eileen Naber, 15 Beech Hill Road, Mont Vernon, NH.

12 Meeting Summary:

- 13 • The Board held a Public Hearing to accept funds from federal and food service grants.
14 The board motioned under RSA 198:20-b, to accept and expend up to \$203,665 from
15 federal and food service grants.
- 16 • The Kindergarten and First Grade Teams provided the board with a presentation on the
17 Writing Workshops.
- 18 • MVVS Principal, Mr. Tom Lecklider, reviewed highlights from the Principal's Report.
- 19 • The Board approved consent agenda items 1. MVVS May Principal's Report, 2. AMS
20 April Principal's Report, 3. MVSD April Facilities Update, 4. MVVS Co-Curricular
21 Request Talent Show Club, 5. MVVS Club Activities Form-Math Carnival, 6.
22 Unanticipated Revenue \$75, 7. Unanticipated Revenue \$500, 8. Nov. 2022 Treasurer's
23 Report, 9. Dec. 2022 Treasurer's Report, 10. Jan. 2023 Treasurer's Report, 11. Grade 5
24 Social Studies Curriculum, 12. Grade 6 Social Studies Curriculum, and 13. April 6th
25 2023 Draft Minutes.
- 26 • The Board had a discussion on the recommended default budget changes. The board
27 voted to support the recommended default changes.
- 28 • SAU #39 Business Administrator, Ms. Amy Facey, presented the board with Unassigned
29 Fund Balance Projections. The current amount is \$211,400 which will cover the warrant
30 articles. She will present the board with more information in June.
- 31 • The board approved the policies of GBED Prohibitions Regarding Use of Tobacco
32 Products, E-Cigarettes, and E-Liquids In and On School Facilities and Grounds, GCEB
33 Administrative Staff Recruiting and GCF Professional Staff Hiring.
- 34 • The Board recognized a resignation with regret.

35
36 I. Call to Order

37 **Mr. Peter Eckhoff, Chair of the Mont Vernon School Board called the meeting to order at**
38 **6:00PM.**

39 II. Public Hearing

40 Interim Superintendent, Mr. Steven Chamberlin, noted the hearing is for the acceptance and
41 expenditure of unanticipated fund through our grant program. There is a memo in the packet
42 expertly written by Ms. Facey who will speak to it. What we're talking about tonight is accepting
43 about \$203,000. By statutes and probably by annual meeting back then. This is a important
44 procedural piece and was fully noticed.

45 SAU #39 Business Administrator, Ms. Amy Facey, added that here's a memo in your packet that
46 provides both some written information as well as a listing of all of the grants that we are looking
47 to accept and be able to expend. The reason it's important to do this is as a district we are not
48 allowed to spend any more than what was approved by the voters. In order to be able to have the
49 opportunity to spend any additional money we need to have that approved by the board to be
50 able to accept and expend. As you know in the packets you'll often have memos that say we
51 received a donation from the PTA or from whoever and need to accept those funds to be able to
52 expend them because they're added both as a revenue and an expenditure. Legally we are not
53 able to spend more than what's called the gross budget.

54 Accepting these funds hasn't always been a practice in SAU 39 but it really is best practice to
55 accept all grant funds whether or not those funds are expended during the year. It gives you the
56 opportunity to be able to spend those funds. We are not able to supplant expenditures in the
57 budget there are federal requirements. You will see prior year grants that were not spent.

58 Ms. Landwehrle noted that most of the funds are two year grants. It may look like we were
59 holding money back, but we were waiting with intention.

60 Ms. Facey added that the grants are highly regulated and are administered through the
61 Department of Education. We did receive a food service supply chain grant that was unexpected.
62 In your packet there is a listing of the grants. This is a practice that we want to continue going
63 forward.

64 Mr. Eckhoff asked if this was a use it or lose it.

65 Ms. Landwehrle replied that it depends on the grant, our goal is to expend all of the grant funds.

66 Mr. Chamberlin noted that there is an action item. You are welcome to take public input.

67 Mr. Torres joined the meeting via phone.

68 There were no public comments regarding the public hearing.

69 Mr. Eckhoff closed the Public Hearing.

70 **Ms. Lawrence motioned under RSA 198:20-b, to accept and expend up to \$203,665 from**
71 **federal and food service grants. Ms. Hinckley to second the motion. The vote was**
72 **unanimous, motion passed.**

73 III. Public Comment

74 Eileen Naber, 14 Beech Hill Road, Mont Vernon, NH, noted that she is here to provide
75 documentation on who really owns McCollom Field. Because there has been public confusion as
76 to the ownership of McCollum Field, I am submitting to you copies of the relevant deeds proving
77 the Mont Vernon Village School owns that property.

78 I have attached a copy of the two deeds pertaining to McCollom Field, Mont Vernon lot 10-34.
79 The ball field was given to the school district in 1970 by the Trustees of the McCollum Institute.
80 That deed included a reversionary clause stating that to the school no longer use the land, the
81 ownership would return to the Trustees of the McCollom Institute. However, the second deed
82 issued upon dissolution of the McCollom Institute in 1990, modified the reversion statement to
83 read “should the school no longer use the land, the land ownership goes to the Town of Mont
84 Vernon”.

85 I met with the Selectmen on January 24th and gave them the ownership information. Lot 10-34 is
86 currently listed on the Mont Vernon Tax Map as belonging to the Town of Mont Vernon, as is
87 Lot 4-89 the school building site which is incorrect and disagrees with the State listing. I asked
88 that the ownership listing for McCollom Field on the Town Tax records to be corrected. The
89 Selectman said they will comply. I will note that has not yet been done. I request the retention
90 of these documents by SAU 39 to remove any question of ownership going forward.

91 Ms. Naber provided the copies of the deeds to the board.

92 The Board thanked Ms. Naber.

93 IV. Writing Workshop – Kindergarten and First Grade

94 Mr. Tom Lecklider, MVVS Principal, introduced Ms. Amy Lavoie, Ms. Megan Gallagan, Ms.
95 Kara Kucenski (long term sub) and Ms. Lorin Philibotte.

96 Ms. Lavoie noted that there are three types of writing in first grade, personal narrative, non-
97 fiction, and opinion. They have included the standards as well.

98 Ms. Gallagan added that in Kindergarten Personal Narrative they use a combination of drawing,
99 dictating, and writing to narrate a single event or several loosely linked events. They tell about
100 the order in which they occurred and provide a reaction to what happened. In first grade Personal
101 Narrative, they recount two or more appropriately sequenced events, include some details
102 regarding what happened, use temporal words to signal event order and provide a sense of
103 closure.

104 Kindergarten and first grade students read their narratives.

105 Ms. Lavoie noted the nonfiction writing, in kindergarten and first grade. In Kindergarten,
106 students use a combination of drawing, dictating, and writing to compose informative
107 explanatory texts in which they name what they are writing about. Students supply some
108 information about the topic. In first grade, students write informative/explanatory texts in which
109 they name a topic, supply some facts about the topic and provide some sense of closure.

110 Kindergarten and first grade students read their nonfiction work.

111 Ms. Lavoie reviewed opinion writing. In kindergarten, students use a combination of drawing,
112 dictating and writing to compose opinion pieces in which they tell a reader the topic of the name
113 of the book they are writing about. They state an opinion or preference about the topic or book.
114 In first grade, students write opinion pieces in which they introduce the topic or name the book
115 they are writing about, state an opinion, supply a reason for the opinion and provide some sense
116 of closure.

117 First grade students read their opinion work.

118 Assistant Superintendent, Ms. Christine Landwehrle, noted that they have a writing celebration
119 night, and Ms. Mackenzie Lawrence takes the lead on that event as part of her role as Curriculum
120 Coordinator.

121 Principal Lecklider added that it is on the 31st of May. It is nice to see the progression and
122 sequencing. He thanked the teachers for their work.

123 Mr. Eckhoff inquired if they do keyboard writing.

124 Ms. Landwehrle replied not at that level, second to third grade they start on that transition.

125 The Board thanked the teachers.

126 V. Public Input I of II

127 No Public Comment

128 VI. Board Organization Continued

129 The Board discussed committee assignments.

- 130 • Town Budget- TBD
- 131 • School Budget Liaison-Mr. Eckhoff
- 132 • Policy- Ms. Hinckley and Ms. Lawrence
- 133 • Transportation- Mr. Eckhoff
- 134 • RSEC- Next year Ms. Behm is off, and they will have a rep from MV.
- 135 • SAU- Mr. Torres
- 136 • NH School Board Association- TBD
- 137 • ASD Tuition Agreement and Negotiations- TBD
- 138 • MVEA Negotiations- Mr. Eckhoff, Ms. Hinckley
- 139 • Brick School Maintenance and Improvement Committee- Mr. Eckhoff
- 140 • PTA- Ms. Hinckley
- 141 • SAU Wellness- Ms. Hinckley (Ms. Lawrence as alternate)
- 142 • JFAC- Ms. Lawrence

143 Mr. Eckhoff suggested that they provide a description of the committees, when they meet and
144 time commitment.

145 VII. Consent Agenda

146 Principal Lecklider highlighted that they had a great Math Night with positive feedback, and they
147 are excited to continue the tradition. Mr. Gordon Korman gave the students an excellent
148 presentation and engaging kids. It was an all around good day. They had guest readers; it was a
149 great community event. They are getting started on summer enrichment programming which was
150 well attended last year. They had Kindergarten information night and the AMS Transition Night
151 which was great and well attended. Tomorrow, AMS Principal, Ms. Kristen Gauthier, is coming
152 in to do a Q and A with the students.

153 Mr. Eckhoff asked about the Info Night for K.

154 Mr. Lecklider noted that Info Night is more of an explanation of what we offer for programming.
155 They do several screening days. If they see students that have special needs, they also work with
156 placement. We are right around 29-30 for enrollment and we are in May, there could be an
157 increase in the summer.

158 Mr. Eckhoff commented that the homeschool students are declining and inquired where they are
159 going. Are they allowed to keep track of that.

160 Mr. Lecklider responded that there are families that come in for specials. Sometimes families
161 homeschool and then go back to specials.

162 Mr. Eckhoff asked about the summer programs and IEP's.

163 Mr. Lecklider explained that with students on IEP's, we have to determine whether there will be
164 a regression over the summer. There are a number of way they can figure that out, through
165 progress monitoring or history.

166 Ms. Landwehrle added that they have an ESY program for identified students, Title I and then
167 enrichment program.

168 Mr. Eckhoff asked about funding.

169 Ms. Landwehrle replied that Title I is fully federal funded, and enrichment is grant funded.

170 Ms. Hinckley inquired about the enrollment of the enrichment program.

171 Ms. Landwehrle replied that they take as many students as they can. They have not sent invites
172 out at this time. It was popular last year but did not sell out right away. There is a lot of
173 coordination.

174 Ms. Hinckley asked if was open to all students.

175 Mr. Chamberlin replied everyone even homeschool.

176 Ms. Hinckley asked if the transitioning students are meeting with Mr. Chris Beede. It would be
177 nice if there were adult familiar faces.

178 Mr. Lecklider added that AMS Guidance Counselor, Mr. Chris Beede was in attendance with
179 Moose, his therapy dog. Mr. Beede is good with names, and there is a strong effort to make that
180 personal connection.

181 Ms. Landwehrle mentioned that there is a full orientation.

182 Mr. Lecklider noted that it was a wide range of students on the panel. He had a good mix of
183 students both Amherst and Mont Vernon.

184 Mr. Eckhoff asked Mr. Torres if he had any questions.

185 Mr. Torres had no questions.

186 Mr. Eckhoff continued with the items from the consent agenda.

187 Mr. Lecklider clarified that there are two co-curricular requests, Math Carnival, and Talent
188 Show.

189 Mr. Chamberlin replied that they are both in the agenda packet.

190 Mr. Lecklider noted that the Talent Show is with Ms. Dagdigian and Ms. Hall they want to put
191 on a talent show that is on Friday June 2nd. They are calling it Talent Show Club, and there will
192 be a staff selection in the show this year.

193 There were no other questions on the Talent Show.

194 Mr. Lecklider discussed the Math Carnival run by Ms. Sara Millas, and Ms. Charlene Brown, it
195 is under Math Carnival there are two enrichment stipends.

196 Ms. Hinckley suggested they email the older MV students to volunteer to help.

197 Mr. Chamberlin mentioned that in full transparency there was a leadership meeting this year
198 about freezing budgets in Mont Vernon due to constriction on the budget. Ms. Facey is digging
199 into the budget, and they do support this. There are implications on default budgets. This is not to
200 be an alarmist but being honest.

201 Mr. Hinckley added that it is important to let the public know.

202 Mr. Chamberlin remarked that next year they do not know but he wanted to be honest with the
203 board.

204 Mr. Eckhoff asked for the amount of the stipends.

205 Mr. Chamberlin replied \$500 each.

206 Mr. Lecklider emphasized the willingness and the enthusiasm of the teachers that want to do
207 these programs.

208 Ms. Landwehrle noted that they budget for 10 enrichment stipends at \$400.

209 Mr. Eckhoff continued with the consent agenda items.

210 Ms. Landwehrle added that with the Social Studies Curriculum they have been making good
211 progress with tweaks and changes. This is more clearly outlined.

212 **Ms. Lawrence motioned to approve the consent agenda items 1. MVVS May Principal's**
213 **Report, 2. AMS April Principal's Report, 3. MVSD April Facilities Update, 4. MVVS Co-**
214 **Curricular Request Talent Show Club, 5. MVVS Club Activities Form-Math Carnival, 6.**
215 **Unanticipated Revenue \$75, 7. Unanticipated Revenue \$500, 8. Nov. 2022 Treasurer's**
216 **Report, 9. Dec. 2022 Treasurer's Report, 10. Jan. 2023 Treasurer's Report, 11. Grade 5**
217 **Social Studies Curriculum, 12. Grade 6 Social Studies Curriculum, and 13. April 6th 2023**
218 **Draft Minutes. Ms. Hinckley seconded the motion. The vote was unanimous, motion**
219 **passed.**

220 VIII. Board Goals Discussion

221 Mr. Eckhoff noted that he had sent out an email asking about thoughts. He welcomes the
222 comments.

223 Ms. Hinckley remarked that they need to focus on community outreach, they really felt that with
224 the budget, and it impacted the vote. There was a lot of misinformation that was in the
225 community.

226 Mr. Chamberlin commented that board goals is what the board does. He is in agreement with the
227 increased communication to the community. He explained the distinction.

228 Mr. Lecklider commented that he can give the board an update on the school goals each month.
229 He explained that the action steps should be a high bar and attainable. The community
230 engagement is a board focus and that is something that you can directly influence.

231 Ms. Landwehrle added that she and Principal Lecklider are happy to continue with this format on
232 school goals.

233 Ms. Lawrence commented that it was important when Mr. O'Keefe pushed for the year of math.
234 The board supports excellence and if they see an issue they will say something.

235 Mr. Lecklider noted that we are also a team and what drives the work every day.

236 Ms. Hinckley added that it is not their job or role to micromanage the school.

237 Mr. Lecklider commented that in his time in administration, he is amazed by such a high
238 functioning team.

239 Mr. Eckhoff suggested they pick which goals they think are the best ones to focus on.

240 Mr. Lecklider recommended that they not make new goals every year. Literacy is a focus here
241 and some of the action steps, and professional development may look different.

242 Ms. Lawrence added that mailers do not work she would like to get information in the MV flyer
243 and do it in a consistent manner.

244 Ms. Hinckley commented that they need to be more visible in the community. She suggested
245 having a letter from the board in the MV flyer every month, everyone gets it.

246 Mr. Chamberlin commented that two defaults in a row have an impact.

247 Ms. Lawrence added that they can leverage the PTA it is a missed opportunity if they don't.

248 Mr. Chamberlin gave his support for having a well-rounded board.

249 Mr. Torres commented that he would like to review building security and assess staff safety. He
250 does not want to wait until something happens.

251 Mr. Chamberlin responded that would be great and they can discuss in non-public session. This
252 is something that they are discussing SAU wide.

253 Mr. Lecklider added that Homeland security will come and do a security assessment. He has
254 information from the last report.

255 Mr. Eckhoff suggested that the board come back at the next meeting with goals, thoughts, and
256 action steps.

257 IX. Default Budget Discussion

258 Ms. Facey commented that you have is a grid that writes out the major categories of the budget.
259 The columns show the amounts that were in the proposed ballot, the default that was on the
260 ballot and the difference between those numbers, the total is \$ 83,146. We're not allowed to
261 spend more than the amount of \$6,266,304 unless we accept grant money. We worked with SAU
262 administration and came up with what we are calling Ballot Proposed Recommendation.

263 There are changes in health and dental rates for non-union staff that cannot be included in the
264 default, but we're obligated to pay to pay those differences. There are other areas where we just
265 wanted to see if there was a way we could fund things that different folks felt were just really
266 high priorities. We also wanted to see if we could fund non-union salary increases so we went
267 through each of these different categories. You can see that the total amount in the
268 recommended default is the same as the ballot default. The biggest cut was made from student
269 services to move some special ed costs to a grant. I worked with Ms. Meg Beauchamp on that.
270 She doesn't love it, but she felt that she could make that work for next year. Another cut that was
271 not included in the recommended default was if you recall we were going to increase the
272 custodian position from 0.75 to 1.0 so we're not doing that. We're also moving to funds to pay
273 for facilities custodian work through the contracted provider as opposed to an employee. That
274 provides some further saving, not ideal, but it's one of the decisions that was made. There was a
275 non-union wage market adjustment for some admin staff that are not included. Another way we
276 were able to find some savings was to reduce the total number of buses for all of SAU 39 from
277 17 to 15. We operated this year on 15. It wasn't perfect but were able to have a working solution
278 and realize some savings. We were able to create a recommended default.

279 Mr. Chamberlin commented that we were not able to move support for where we wanted to go
280 with our employees, and this was an integrity thing.

281 Ms. Facey added that we will keep an eye on it and if we do a board transfer we have to come to
282 you.

283 **Ms. Lawrence motioned to approve the recommended default for FY 24 as presented. Ms.**
284 **Hinckley seconded the motion.**

285 Mr. Eckhoff asked for questions.

286 Ms. Lawrence inquired if she could summarize the changes in a budget document. That is
287 information that needs to be explained in a really clear way. She inquired if we could we do a
288 retroactive wage adjustment.

289 Mr. Chamberlin noted that they can put a not in December to remind them.

290 Ms. Hinckley asked about running few busses.

291 Ms. Facey added that it is the same that they have this year. 16 would be ideal the three busses in
292 Mont Vernon are fine.

293 Ms. Lawrence asked about the contracted facilities and if they were an outside agency.

294 Ms. Facey replied yes, it is an outside agency.

295 Mr. Chamberlin mentioned they know that unless they go full time they cannot hire for that
296 position.

297 Mr. Eckhoff asked to call for a vote.

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

299 X. Unassigned Fund Balance

300 Ms. Facey noted that she wants to give the board the most recent information and that is why is it
301 not in the packet. At \$211,000, we can fund all of the warrant articles. There was a question on
302 the electricity projection last month and that account is not projected to have a loss. The rate is
303 locked in, however, due to the ventilation project we powered the AC unit in the attic. That is
304 why the usage was increased, and so that explained it. We are not projecting a loss there. We will
305 have another update for you next month. We may have some additional revenue.

306 Mr. Eckhoff asked about food service.

307 Ms. Facey added that the quarterly projection will be in the June packet.

308 The Board thanked Ms. Facey.

309 XI. Facility Committee Formation

310 Mr. Chamberlin commented it is with great appreciation of the community for funding article
311 four which was the sixty thousand dollars to continue the study work for this facility. There's
312 three areas I think that are worthy of focus on based on just the needs in the last year that have
313 come up. One is a feasibility study for owning their own preschool. I think would be a really

314 good thing and over time it could be a cost savings. This committee can take a look at NESDEC
 315 and what the projections are or just if enrollment increases what kind of space do we need just to
 316 meet our projected enrollment. The third is what this this board, the community is working on to
 317 look at what would a K-8 or even maybe a preschool-8 program might look here. They can look
 318 at vendors to define the scope. This would include two board members, Business Administrator,
 319 Facility Director, Superintendent/Asst. Superintendent and Principal. The funds for the
 320 committee will be available July 1st.

321 Ms. Lawrence asked if they could form the committee in advance of July 1st.

322 Mr. Chamberlin replied yes.

323 Ms. Hinckley inquired about cost.

324 Mr. Chamberlin commented that \$60,000 was a good amount. This was done over vacation
 325 break and is a draft.

326 Ms. Lawrence asked if they could have 3 community members.

327 Mr. Chamberlin responded yes.

328 Ms. Lawrence noted her interest in serving and put it out to community at large.

329 Mr. Chamberlin added that he will reach out to the community members and those that were
 330 involved in the Middle School Study Committee.

331 XII. Policy First Readings

332 Mr. Eckhoff asked for discussion on the policies of:

- 333 • GBED Prohibitions Regarding Use of Tobacco Products, E-Cigarettes, and E-Liquids In
- 334 and On School Facilities and Grounds
- 335 • GCEB Administrative Staff Recruiting
- 336 • GCF Professional Staff Hiring

337 **Ms. Hinckley motioned to approve policies as presented. Ms. Lawrence seconded the**
 338 **motion. The vote was unanimous, motion passed.**

339 XIII. Resignation

340 Mr. Chamberlin noted the resignation of Ms. Sarah Terminello.

341 Mr. Lecklider noted that they have two strong candidates with good references.

342 **Ms. Lawrence motioned to accept the resignation of Ms. Sarah Terminello with regret. Mr.**
 343 **Eckhoff to second the motion. The vote was unanimous, motion passed.**

344 XIV. Board Member Vacancy

345 Mr. Chamberlin noted that the policy is pretty clear, and they are ready to get the school board
 346 member vacancy posted.

347 Discussion ensued over the locations of the posting.

348 Mr. Chamberlin added that when posting they will clarify that it is for one year.

349 The board thanked Mr. Chamberlin.

350 XV. Public Input II of II

351 No Public Comment

352 XVI. Meeting Adjourned

353 **Ms. Lawrence motioned to adjourn the meeting at 8:25PM. Ms. Hinckley seconded the**
354 **motion. The vote was unanimous, motion passed.**