

ERVING SCHOOL COMMITTEE

Tuesday, October 17, 2023
SCHOOL
7:00 p.m.

ERVING ELEMENTARY

Present - Mackensity Bailey, Chair; Erik Semb, Jennifer Eichorn, Katelyn Mailloux-Little, Mark Blatchley, members; Jennifer Culkeen, Superintendent; Caitlin Sheriden, Director of Finance and Operations; Mark Burnett, Jamie Parse, Colby Lavin, Kelly Lyond, Chris Thurston, Wendy Arnold, Rinky Black, Catherine Glennon

Final Meeting Minutes

A. Call Meeting to Order

The meeting was called to order at 7:01 p.m. by Mackensity. AIF.

B. Pledge of Allegiance

The Pledge of Allegiance was recited by all.

C. Public Hearings

No public hearings.

D. Approval of Minutes

Approval of meeting minutes from Sep 19, 2023.

A motion was made by Erik and seconded by Mark to approve the minutes from September 19, 2023. AIF.

E. Warrants

Payroll	Amount	Date	Vendor	Amount	Date
#107	\$97,767.47	09/28/23	#1007	\$79,765.77	09/21/2023
#108	\$10,422.26	10/12/23	#1008	\$59,091.80	10/05/2023
			#1009	\$6,408.09	10/05/2023
			#1102	\$18,073.83	09/21/2023
			#1103	\$6,361.20	10/05/2023

A motion was made by Erik and seconded by Mark to accept the warrants. AIF.

- Gifts - No gifts.
- Grants - EES is receiving \$35,903.49 in Rural Aid for 2023-24 school year.

F. Report of the Gill-Montague Representative

- Last meeting was on Tuesday October 10, 2023 and they met remotely.

ERVING SCHOOL COMMITTEE

- Unit A contract has been settled.
- Working on finalizing the Unit C. They anticipate that happening in a few weeks.
- Discussed Fiscal 2025 Budget - Focused on School Improvement Plan including all of the schools.
- Advertising for new Math teacher and possible Science teacher
- Enrollment update:
 - There are a total of 68 students that attend Gill Montague Regional School District from Erving
 - 5 students school choice out of district at elementary level -
 - 2 at Gill Elementary School (2nd grader & 5th grader)
 - 2 at Sheffield Elementary School (2nd grader & 3rd grader)
 - 1 at Hillcrest Elementary School (1st grader)
 - Great Falls Middle School Erving Enrollment Numbers
 - 32 students (1 - 6th grader, 10 - 7th graders, & 21 - 8th graders)
 - Turners Falls High School Erving Enrollment Numbers
 - 31 students (5 - 9th graders, 5 - 10th graders, 8 - 11th graders, 12 - 12th graders, & 1 out of district placement)

G. Report of the Franklin County Technical Representative -

- Last meeting was Wednesday Oct 11, 2023
 - They spoke about finalizing the contract for the aviation building and finishing up vet building. Small policy and wording changes.
- Enrollment update:
 - Franklin County Tech School Erving Enrollment Numbers
 - 34 students going to Tech School (Up from the 28 last year)
 - 5 - 9th graders
 - 8 - 10th graders
 - 9 - 11th graders
 - 12 - 12th graders

H. Report from the Erving Teachers' Association

- Mark Brunette spoke on behalf of the Erving Teachers' Association.
 - They are excited to welcome back former staff and new staff that joined this school year.
 - Working on culture building with the interim principal.
 - Request to have a list of job titles/positions that are included in certain line items on the budget.

I. Collaborative for Educational Services Report

- Last meeting was Wednesday Sep 27, 2023. They use a hybrid model with some in person and others virtual.
 - First meeting of the year so they had to restructure the board and vote.

ERVING SCHOOL COMMITTEE

- The following items were voted on
 - Slate of officers: Board Chair, Board Vice Chair, Secretary and Treasurer.
 - Appointment of Finance Subcommittee, Warrant Subcommittee, and Policy Subcommittee
 - Authorization of Executive Director and Deputy Director
 - Massachusetts Strategic Health Group
 - Hires and Separations for June 1, 2023-August 31, 2023
 - Fiscal Report
 - Executive Director Evaluation Process - proposal
 - Selection of Evaluation Committee 5 members
- Executive Director gave his report.
 - HEC Academy
 - Enrollment: 21 Students enrolled in Sep 2023
 - Mount Tom Academy
 - Enrollment: 7 Students enrolled in Sep 2023
- Renovated spaces and offices at our 97 Hawley Street building all summer.
- Joseph Elias shared about the Rural Schools Initiative
- Next meeting is scheduled for Dec 6, 2023

J. Regionalization Update

Still in search of a representative to join the committee. There has been no new information on whether or not the member could be a townsperson and not a committee member.

K. Capital Planning Committee Update

- Last meeting was Wednesday Oct 11, 2023
- Caitlin, Jenn and Erik were in attendance
- Capital planning projects discussed
 - HVAC - Preliminary approval of \$100,000 grant from state. \$9,100 towards feasibility study; the rest would be for improvements and repairs. Looking into mini-splits
 - Building wide cameras. No funding currently but had been brought up by the IT Director.
 - New roof or small repairs are enough. This is being looked into.
 - Shades for the classrooms. \$30,000 is currently allocated but the project will likely cost more. Quotes are currently being collected.

L. Superintendent's Report

- Union #28:
 - Operational Efficiencies study results:
 - The primary goal: to identify and quantify operational areas, which could benefit from shared services and/or heightened efficiency in practice.

ERVING SCHOOL COMMITTEE

- Data analysis - Union #28 - lack of staff, singular governing policies, and unified operating standards
- Union #28 organizational structure as the single most influential factor stifling operations.
- Quantitative examination divulged limited gains would be realized in expenditures using enhanced procurement strategies; practices provided evidence that both centralized and organized purchasing would be more advantageous to gain economies of scale but the impact would likely be immaterial.
- Recommendations:
 - Bolstering leadership staff to oversee operational departments,
 - Implementing single bargaining unit contracts
 - Implementing a unified policy manual
 - Without truly considering a fully regionalized structure, the individualized nature of the Union would likely continue to hinder efforts in operational and instructional areas.
 - Regionalization study - provide clarity of both the pros and cons as well as a path to adopting such a structure
 - Immediately hiring additional, qualified leadership staff in the areas of Food Service, Facilities Maintenance, Information Technology, and Human Resources would support timely and critical oversight. Having subject matter experts able to address gaps in management which continually impact operations would provide a bridge between the existing inoperable standards and a more sustainable and successful atmosphere for Union #28
- Professional Development:
 - Union-wide safety PD with Jim Carmichael from the Franklin County Sheriff's Department
- DESE
 - MCAS:
 - 2023 MCAS results/state level data - continued academic recovery from the pandemic
 - Overall results lower than 2019
 - English Language Arts (ELA) scores and math were level or improved in all grades compared to 2022.
 - Math: Meeting or Exceeding Expectations in math increased by 2 percentage points in grades 3-8.
 - English Language Arts: increased in 2023
 - Science: decreased slightly in 2023.

M. Director of Finance and Operations Report*

ERVING SCHOOL COMMITTEE

- FY23 End of Year Report – Submitted – Vote to allow the Chair to sign the EOY Certification Statement
 - Reports were due to the state on Friday September 29. Ours was submitted on time, and I emailed a copy to everyone this morning. I will need the Committee to vote to allow the chair to sign the EOY Certification Statement.
 - Jenn and Mackensey requested to move this to the November agenda. No vote.
- FY24 Improving Ventilation and Air Quality grant update
 - DESE has given us preliminary approval for the \$100,000 IVAQ grant. Once final approval is received we can move forward with the feasibility study.
- Erving Elementary School roof update
 - The Capital Planning Subcommittee met last week to discuss the roof, heating system, and other capital improvements. We identify that the roof is the main priority, and our Head Custodian Eric Harris is in the process of finding someone who can come assess the state of the roof and inform next steps. We also discussed the installation of mini-splits in the building, which Eric has arranged for Jamrog to get us a quote soon.
- Special Education Transportation Update
 - We received confirmation that the vehicle went over to the upfitter Wednesday of last week, and the dealership will let us know when it is ready to be delivered. Next steps are for the School Committee to approve the job description, and then post for a driver and substitutes.
- State Rural Aid
 - The state came out with the Rural School Aid distribution this morning. Erving is seeing a sizable increase in the amount of Rural Aid they are receiving. The amounts over the last four years is as follows:
 - FY24: \$35,903.49
 - FY23: \$12,538.90
 - FY22: \$9,566.47
 - FY21: \$7,654.36
- Erving Elementary expenditures range to date
- Erving Secondary expenditures range to date
- Union #28 Budget Update
 - The Budget & Personnel Subcommittee met on October 10 before the Joint Supervisory Committee meeting. The subcommittee voted to accept the FY25 Union #28 budget, and passed it along to the Joint Supervisory Committee, who also voted to accept the budget. District allocations were calculated after the October 1 enrollments came in. The allocation for Erving came in at 25.01%, an

ERVING SCHOOL COMMITTEE

increase of 0.01% from last year's 25.00% allocation. Two years ago the JSC voted to move to a five year rolling average to calculate allocations. This year it is the average of FY23, FY24, and FY25 allocations. Each year it will contain an additional fiscal year in the average until FY28 when the average will start "rolling".

- Budget questions.
 - Mackensey asked why the salary of one preschool teacher is in it's own line item. Caitlin answered that it is there as a placeholder and will get placed somewhere else once they receive a grant.
 - Mackensey asked why the specialist teacher line is over spent. Caitlin said it isn't over spent, we are just waiting for some grants to be awarded and once that happens it will balance out.
 - Katelyn wanted to reclassification the Union 28
 - Katelyn asked about the feasibility study. Who does that and what does that process look like? Also when would the grant money need to be spent? Caitlin shared that they will be contacting people to see who is able to perform the study and get quotes to determine who will do it. There is a timeline, the money would need to be spent by June 30, 2024.

N. Principal's Report

- Interim Principal Krane was not in attendance. Superintendent Jennifer Culkeen read the following statement on his behalf and shared details of his report.
 - Statement:
 - "Relational trust between and among the faculty and staff of an elementary school is single most important factor in the academic and social growth of the school. When students and families see civility and respect modeled in the school, that civility and respect can more easily become the culture of the school and the school community. The work that we are doing at the EES creating strong social community norms and building relational trust was undermined by the School Committee's public and disrespectful behavior towards me at the September meeting. It was an embarrassment not just to me, but to the entire school community. In my absence this evening, I have asked Superintendent Culkeen to present my Principal's Report for October"
- FY24 Enrollment
 - Gr 6 13
 - Gr 5 15
 - Gr 4 16
 - Gr 3 17
 - Gr 2 18
 - Gr 1 13
 - K 13
 - Pre 4 12
 - Pre 3 6

ERVING SCHOOL COMMITTEE

Total Enrollment 123

- EES Events
 - Open House: We welcomed families to our EES Open House on Wednesday, October 4, and it was a very successful evening.
 - Picture Day: So many well dressed children in our school on this day!
 - Lockdown Drill: We had a virtual presentation on strategies and response actions by the Sheriff's Department and we have our Lockdown Drill scheduled for Thursday, October 5th.
 - First Curriculum Day: Friday, October 6, the entire staff will assemble in Shutesbury for our first Curriculum Day, with workshops and meetings planned for the day.
 - First Literacy Walk-through: Educators and administrators from other schools in the Union visited EES for a walk-through of classrooms as EES began the implementation of our new Literacy Curriculum, based on the concepts of Scientific Reading.
 - Nov 9 – Veterans Day Assembly: Begins at 10:00 am
 - Nov 14-16 - Conferences

- New Employee update
 - We welcome back to EES our returning School Psychologist, Jourdan DeMonte and welcome to our school our new Preschool teacher, Kristin Lilly, our new Library/Media Specialist, Jessica Morris, and our new ELL educator, Jacqui LaFrance.
 - We have completed interviewing for the four paraprofessional vacancies and we will be offering positions to the successful candidates this week.

- Additional updates
 - The current Erving Elementary School Handbook is in need of some text revision in order to bring it into alignment with best educational practices. We will be forming a school-based Committee to look at the current document and, where necessary, propose specific changes.
 - The 2023-2024 School Improvement Plan also remains a work in progress. The Literacy and the Mathematics Goals still need to be strengthened with specific materials to be used, some methodologies, and some timelines. Additionally a Social Emotional Learning Goal will be part of the completed plan.

- Questions / Requests
 - Katelyn requested an update about the EES Handbook
 - Katelyn asked a questions about the Learning Support Center (LSC) and for an update.
 - Jackie Boyden asked with the additional funds that were given and rural aid increases could they look into the budget and find money for the LSC. Mackensey shared there might be money available since we also still have a

ERVING SCHOOL COMMITTEE

School Adjustment Counselor opening. Mark suggested for them to go back and look into if there is funding available. All School Committee members agreed that this needs to be looked into and requested to have an update regarding the LSC and funding for it at the November meeting.

O. Budget and Personnel Committee Report

- No update at this time.

P. Union #28 Committee Report

- Next Meeting Date – November 20, 2023 @ 6:30 p.m.

Q. Old Business

- No old business.

R. New Business

- Members for subcommittee to investigate withdrawing from U28 - Discussion and Possible Vote
 - Mark provided an update.
 - Committee Vote needed to allow the following people to be on the committee with Mark:
 - Kelly Lyond
 - Melanie Burnett
 - Aimee Wood
 - Daniel Hammock
 - Lori Hale
 - Kathrine Gaudet
 - They will all need to go get sworn in so the first meeting can be scheduled and tasks can be distributed.
 - A motion was made by Erik and seconded by Mackseny to approve the list of proposed members. AIF.
- P.I.E.E Report
 - Welcomed new members at the first meeting of the year.
 - Students are completing their artwork for the Original works fundraiser.
 - Bingo for books night November 2nd, 2023 5:30-6:30.
 - The Erving Apparel store will be opening at the beginning of November.
 - Planning a Cash calendar raffle
 - Looking at the possibility of bringing back Cookie exchange
 - Next meeting is virtually Monday, November 6th at 7pm.

S. Policy Review and Update

- First Reading on:
 - BDFA – School Councils*
 - BDFA-E – School Improvement Plan*
- Moving the policies to Second Read.

T. Executive Session

- In accordance with Open Meeting Law (Chapter 30A Section 21 (a), move to go into Executive Session to discuss strategy with respect to collective bargaining or litigation

ERVING SCHOOL COMMITTEE

- Vote on minutes – July 6, 2023 and August 22, 2023
- Not to return to the open session.

U. Future Business

- Next School Committee Meeting Date: Tuesday, November 21, 2023 – 7:00 p.m.
- Erving Policy Committee – Tuesday, November 21, 2023 – 6:30 p.m.

V. Adjournment

- A motion was made by Mackensy to adjourn the open session meeting at 8:12 p.m. and to go into Executive Session. The motion was seconded by Erik. AIF

Roll Call out

I Eichorn, I Mailloux-Little, I Semb, I Bailey, I Blatchley