

**ERVING SCHOOL COMMITTEE**

**MONDAY, February 13, 2023**

**ERVING ELEMENTARY**

**SCHOOL 6:00 p.m.**

**Present:** Jennifer Eichorn, Chair, Erik Semb, Mackensity Bailey, Dave Chagnon, Katelyn Mailloux-Little, Caitlin Sheridan, Director of Finance and Operations; Brittanie Mimitz, Minute Taker; Becky Alan, Rinky Black, Mark Burnett, Elizabeth Desorgher.

**Final Minutes**

**A. The meeting was called to order at 6:01 p.m.** by Jenn. AIF.

**B. The Pledge of Allegiance** was recited by all.

**C. Public Hearings-** None

**D. Approval of Minutes from January 17, 2023\* and February 2, 2023\*-**

A motion was made by Katelyn to approve the minutes from January 17, 2023\* and February 2, 2023\* . The motion was seconded by Erik. AIF.

**E. Warrants –**

**Accounts Payable EES**

1025	1/26/2023	\$762.68
1026	1/26/2023	\$60,145.09
1027	2/9/2023	\$1,902.06
1028	2/9/2023	\$32,544.52

**Accounts Payable Erving Secondary**

1111	1/26/2023	\$24,285.44
1112	2/9/2023	\$18,289.44

**Payroll**

115	1/19/2023	\$100,964.73
116	2/2/2023	\$102,595.10

· **Gifts: Acceptance Vote- None**

· **Grants: Acceptance Vote- None**

**F. Report of the Gill-Montague Representative-** No report available. There is another person interested in the position. They need to be appointed by the moderator to proceed. There are Three spots total.

**G. Collaborative for Educational Services Report-** Mackensity will begin attending the CES meetings and reporting back to the committee.

**H. Regionalization Update-** None

**I. Capital Planning Committee Update-** The walk-in freezer has arrived and is being stored in a pod outside the school waiting to be installed this summer.

**J. Superintendent’s Report -** The union 28 budget was approved on January 30th. We continue working on budgets for all four schools; Planning and having meetings with select boards from all towns. Erin Saunders reached out to discuss the PFAST issue at Swift River and members of the DEP and Aaron Saunders are eager to assist the school with the issue. Central office continues to share newsletters with families and School Committee Members.. The Rural school Aid reports were submitted at the beginning of February as required by DESE. The student opportunity act was submitted originally to DESE in 2022. In the Spring of 2023 we will report progress to DESE. IEP improvement project. Updated IEP forms, A process guide with detailed instructions. The REMS center in partnership with DESE is providing

virtual training on school behavioral threat assessments.

**K. Director of Finance and Operations Report\***- With the passing of the Union 28 budget all 4 towns were able to move forward with their budgets. Keeping a close eye on the FY23 budget because there are still some unknowns with Erving.

**L. Principal's Report**- Not available

**M. Budget and Personnel Committee Report** – none at this time

**N. Union #28 Committee Report**

· Next Meeting Date – March 20, 2023 @ 6:30 p.m.

**O. Old Business**

· **FY24 Draft of Budget\* - Thoughts and Preparation for ESC/BOS/FinCom meeting – Preliminary Adoption of Budget** - There has been an increase of \$79,000. It is a projection. They look at past trends. There is a tuition agreement with Gill-Montague for a set rate.

- A motion was made by Katelyn to level fund the Secondary budget of \$1,477,406.00. The motion was seconded by Erik. AIF.

**P. New Business**

· **School Play** - Moved to March meeting due to time constraints. Katelyn will put together a survey for staff before the meeting and share some history of M and M and the school play in Erving.

· **Preschool Tuition Payment** – Unipay was set up for Preschool and Afterschool. Add to Old Business for the next meeting. The committee is looking to get an update on how the increased tuition rate is working. A month ahead payment schedule was also implemented.

· **Erving Police Department Collaboration Update**- Moved to March meeting.

· **Surplus Equipment-Kitchen Tilt Skillet** – A motion was made by Mackensy to deem the kitchen tilt skillet as surplus equipment. The motion was seconded by Dave. AIF.

· **P.I.E.E. Report**- The Erving Apparel store will be opening again in the Spring. P.I.E.E. will also be selling Hillside pizza in March.

**Q. Policy Review and Update**

**Policy Review and Update**

**First Reading on:**

- o DGA – Authorized Signatures\*
- o DH – Bonded Employees and Officers\*
- o DI – Fiscal Accounting and Reporting\*
- o DJ – Purchasing\*
- o DK – Payment Procedures\*
- o KCD – Public Gifts to the School\*

Jenn would like to possibly add on a representative from the town to policy DJ-purchasing.

Mackensy asked if we checked in with local city and town bylaws as stated in the policies. They are based on Mass General Law.

**Second Reading, First Vote on:**

- o DD – Grants, Proposals and Special Projects\*
- o DBC – Budget Deadlines and Schedules\*
- o DBD – Budget Planning\*
- o DBG – Budget Adoption Procedures\*
- o DBJ – Budget Transfer Authority\*
- o DJE – Procurement Requirements\*

The Budget planning policy DBD is updated from 2022. How will the Superintendent plan and implement advanced planning on the budget? Add edits and send them to the Policy Committee.

- A motion was made to **approve policies DD, DBC, DBD, DBG, DBJ, and DJE** by Erik. The motion was seconded by Dave. **2 Yes 3 No**

**R. Future Business**

· **ESC/Select Board/FinCom meeting: Monday, February 13, 2023 – 7:00 p.m.** · **Next School Committee Meeting Date: Tuesday, March 21, 2023 – 7:00 p.m.** · Erving Policy

Committee – **Tuesday, March 21, 2023 – 6:30 p.m.**

S. A motion was made **to adjourn** the meeting at **6:37pm**. By Katelyn. The motion was seconded by Erik.  
AIF.

\* Enclosures

**Respectfully Submitted,  
Brittanie Mimitz  
Minute Taker**