

ERVING SCHOOL COMMITTEE

Thursday, June 1, 2023
5:00 p.m.

ERVING ELEMENTARY SCHOOL

Present: Mackensity Bailey, Chair; Erik Semb, Jennifer Eichorn, Katelyn Mailloux-Little, members; Jennifer Culkeen, Superintendent; Caitlin Sheriden, Director of Finance and Operations; Brittanie Mimitz, Minute Taker; Becky Alan, Rinky Black, Heather Peterson, Laura George, Jacob Smith, Deb Smith, Samantha Butynski, Jamie Parse, Chris Thurston, Kelly Loynd, Jim Loynd, Mark Burnett, Elizabeth Desorgher, Devon Gaudet.

Minutes

A. The meeting was **called to order at 5:06pm** by Mackensity.

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

C. Public Hearings- Devon Gaudet asked questions about protocols for aggressive behavior and consequences for students. There is no written policy around behaviors and consequences but the school does follow procedures. He believes there should be a written policy for consequences.

Jenn Johnson said there is a big problem with communication at EES. There needs to be a way for people to be informed. The teachers that needed to know about situations are made aware.

Mark shared the staff members that will encounter the student will be notified. The Superintendent cannot speak to confidential situations with students. A private conversation is a more appropriate venue than a public forum. Mackensity explained that they cannot have a conversation about specific children. Mackensity directed handbook questions to the school council.

EES is part of a Union. The 5 towns and 4 schools make a 25 member committee that hires the superintendent. The Superintendent hires the principal. The principal hires the staff.

Any questions or concerns should be sent to the Curriculum Coordinator and the Superintendent for the remainder of the year.

Mark Thanked everyone for a significantly better meeting overall. Everyone needs to work harder, move forward and improve.

There currently is not a way to make the meeting interactive but it is in the works. The meeting is on youtube to view as well.

D. Old Business-

· **FY23 Budget** – Mackensity asked where we are with the budget since the last meeting. Caitlin shared that after inputting all anticipated encumbrances, future bills that cannot be encumbered, and the original \$150,000 from the town the budget should not go over. If for some reason it does, the Circuit Breaker funds that were initially for Erving Secondary can be used for the elementary budget. Between now and two weeks ago Caitlin and the superintendent went through and encumbered as much as possible. Make a plan for the future to look closer at the budget as we go. Some line items need to be overspent if it is for a service for a child. Erving has always had two separate budgets. Erving Elementary and Erving Secondary. Moving forward the Committee would like a budget with a driver page at each meeting to track the budget as the year goes. Mackensity would like to have all unexpected costs be brought before the committee for discussion. Looking into the Special Education Transportation cost saving. Looking to see a job description for the positions. Karina Wislow has reached out to Brian Smith and is working with the town on the van procurement. The ELA curriculum will cost \$16,432.06. The cost will come from FY24 and Rural Aid.

Why can't Union 28 costs be encumbered? How can the budget be overspent? There are a lot of unanticipated costs. Some expenses are not in yet but will need to be paid. AC needs to be fixed but cost is unknown. Staff out on unanticipated leave. The Psychologist is out on maternity leave. It was not anticipated that psychological services would need to be contracted out. There will be no excess spending at the end of the year but there are some field trips coming up. The intent is not to spend because it's there. There is a June 1st deadline for all anticipated purchases. If there is an excess of money

left in the budget at the end of the year the money will need to be returned to the town. Items can only be encumbered with a purchase order. The Committee would like a printed list of all costs from today until the next meeting.

· **FY24 Budget** – Update on positions. Sending out reasonable reassurance letters to staff. The Superintendent and Lindsey will be working on placements for next week. All positions that were reduced were then restored once the budget was approved. There will be two second grade classrooms and one pre-school next year. A behaviorist will be looked into. Unsure if it is in the budget for next year. If there was a need for two pre-school classes it could be brought to the school committee. There isn't a policy for how many pre-k students in the room. NAEYC has a philosophy of 1 adult per 10 children. Governed by DESE.

The math curriculum will go through the same process as the new literacy curriculum. The process will be started but beginning a new Literacy Program is a big task. The current math investigations curriculum is about 10 years old.

There is \$30,000 in the budget line for summer services for students. Karina Wislow is currently setting up services for students that require services over the summer. The Summer Enrichment program is also being planned to be held again this year.

· **Policy DGA – Authorized Signatures – review**- Mackensy would like to amend policy DGA to now require two School Committee members to sign each warrant. This will be on the next agenda. An official motion will be made at the next meeting.

E. Future Business

A motion was made by Mackensy and seconded by Katelyn to move the next meeting to June 22,2023 at 6pm. AIF.

· **Next School Committee Meeting Date: Thursday, June 22, 2023 – 6:00 p.m.**

· Erving Policy Committee – **Tuesday, September 19, 2023 – 6:30 p.m.**

F. A motion was made by Erik and seconded by Mackensy to **adjourn the meeting at 6:47pm.**

* Enclosures

Respectfully submitted,

Brittanie Mimitz

Minute Taker

