

Tuesday, December 19, 2023
SCHOOL
7:00 p.m.

ERVING ELEMENTARY

Present - Mackensity Bailey, Chair; Erik Semb, Katelyn Mailloux-Little, Mark Blatchley, members; Scott Bastarache, Jamie Parse, Elizabeth Desorgher

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

D. Reorganization of the Committee - Superintendent Search Committee

- A motion was made by Mackensity and seconded by Katelyn to nominate Mark as a member of the Superintendent Search Committee. AIF. (Mark, Katelyn & Mackensity)

E. Approval of Minutes

Approval of meeting minutes from November 21, 2023

Requested edits - J. and 1st bullet moved to before K. and remove "all" from the sentence "Tom will all need to" under the Erving subcommittee to examine the pros and cons of staying or leaving Union 28 - Update section.

A motion was made by Mackensity and seconded by Mark to approve the minutes from November 21, 2023 with edits. AIF. (Mark, Katelyn & Mackensity)

F. Warrants

Payroll	Amount	Date	Vendor	Amount	Date
#111	\$106,737.57	11/22/23	#1015	\$38,516.53	11/30/2023
#112	\$106,107.39	12/07/23	#1016	\$5,898.28	11/30/2023
			#1017	\$3,277.37	12/14/2023
			#1018	\$58,242.64	12/14/2023
			#1107	\$271,156.51	11/30/2023

			#1108	\$18,073.80	12/14/2023
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A motion was made by Mark and seconded by Mackensey to accept the warrants. AIF. (Mark, Katelyn & Mackensey)

- Gifts - No gifts.
- Grants:
 - Title I FC 305 - \$40,092
 - Title IIA FC 140 - \$4,556
 - Title IV FC 309 - \$10, 000
 - IDEA FC240 – \$54,337
 - EC IDEA FC262 - \$1,601

A motion was made by Mark and seconded by Mackensey to accept the grants. AIF. (Mark, Katelyn & Mackensey)

G. Report of the Gill-Montague Representative

- Representative was not present but shared updates with the committee via email.
- Tainted milk
- Working on their budget. It appears that the contributions from the towns will not exceed 3%.
- They are also working on the budget and negotiations with Unit C.
- They are interested in exploring the idea of a six-town regionalization

H. Report of the Franklin County Technical Representative -

- Representative was not present but shared updates with the committee via email.
- At the latest FCTSC meeting, they voted to authorize moving forward with a feasibility study for a new High School.

I. Report from the Erving Teachers' Association

- Elizabeth Desorgher spoke on behalf of the Erving Teachers' Association.
 - **Preschool** - They had families come in for their traditional gingerbread house decorating!
 - **Kindergarten** - They've been talking about Erving and the Erving community. They took their first field trip to the library last week and look forward to the visits that will be happening once a month. It was so lovely to have one of the kindergarten parents volunteer to join on the first trip! Next week they will be visiting the senior center to bring a holiday wreath and homemade cards that they worked hard to make! The kindergarteners learned all about princess pine, spent a morning gathering the ground moss, and then worked together to make the wreath.
 - **First Grade** - The class celebrated the first day of Hanukkah with a special treat - homemade latkes.
 - **Second Grade** - Students decided to spread their generosity into the community again this year by joining in with *The March for The Food Bank of Western Massachusetts*. They learned about different reasons a family may be food insecure, raised money for The Food Bank and created signs and marched to

- show they care for this crucial need for others.
- **Art** - In art sixth graders are working to transform the library into a forest space, fifth graders are creating portraits of their brains and preschool is experimenting with light and shadows.
 - **Occupational Therapy** - A Donors Chose project for a “Sensory Hallway” was just funded by donors from people in Erving! The materials will be delivered in January to the school.
 - **Reading Team** - The reading specialists are into their second round of providing literacy interventions across all grades K-6. They are working within the 1st and 2nd grade classrooms in collaboration with classroom teachers as the school implements the new literacy curriculum, Into Reading. We have made the switch this year to the online platform of DIBELS through MCLASS Amplify as a literacy screener. This has been allowing for close progress monitoring of students. The reading team is meeting with other reading specialists union wide to align practices amongst the four schools and to support teachers in applying new learning around the science of reading. They are preparing for winter benchmarking in January.
 - **Health Office** - There is a lot of sickness going around but families have been very conscientious about keeping students home until they are feeling well enough to participate in school. A Class Dojo message was recently sent out to all families regarding a shortage of spare clothing items for the health room and many families responded by reaching out to ask about helping out with donations. Families are very supportive of others and the needs of the community!

J. Collaborative for Educational Services Report

- Last meeting was December 6, 2023.
- They discussed the Annual Audit, their Fiscal Report and Annual Report

K. Regionalization Update

- No update at this time. Facebook update was made on December 7th stating “This January the 6 town regionalization planning board will be voting on whether or not to recommend that a regionalization agreement for a new district combining Pioneer Valley Regional School District and Gill Montague Regional School District be drafted information on their findings can be found on their Facebook page and on their website”

L. Capital Planning Committee Update

- No report at this time.
- Town Capital Planning Committee would like to know what capital projects the school is thinking about.
- Town Capital Planning Committee requesting that School Committee return old funds to better plan for actual expenses once project quotes are complete.
- Their next meeting is January 4, 2024.

M. Superintendent's Report

- Superintendent Culkeen was not in attendance. Report was emailed to the committee.
- Erving Elementary School Principal Search Timeline (all dates are approximate and subject to change)
 - Week of January 29, 2023:
 - Principal job posted (initial deadline – February 23, 2023)
 - Week of February 11, 2023:
 - Stakeholder Meetings:
 - February 12: Community-based Stakeholder Feedback survey - sent out
 - February 14: School-based Stakeholder Meeting – 2:00-3:00 p.m.
 - February 14: Request for participation - interview team
 - Week of February 26, 2023:
 - Interview Team members notified
 - Week of March 4, 2023:
 - Interview Team convenes to craft interview questions
 - Week of March 11, 2023:
 - Interviews conducted
 - March 25- April 5, 2023
 - Finalists selected and visits to Erving Elementary School scheduled
 - Mid-April: Principal Selected

Committee Comments & Questions:

- The committee would like to be a part of the process of creating the job description.
- Could we invite or request that the new Superintendent be a part of the new Principal hire process?
- How many stakeholders and what roles will be invited to be a part of the process?
- How will the stakeholders be chosen?
- Requesting from Superintendent Culkeen we would like to know more about what the process is going to look like and more clarification around it.

N. Director of Finance and Operations Report

- FY24 Improving Ventilation and Air Quality Grant Update
- Erving Elementary School Expenditures
 - Committee Questions
 - Over \$900 was spent on battery operated wall clocks. What are the issues with the clocks that are hardwired in? Is this something that needs to be brought up to the capital planning committee?
 - Special Education contracted services was a high dollar amount. Could this amount that we are paying out to a consulting agency be minimized by having certain positions staffed at the school?

O. Principal's Report

- Interim Principal Krane was not in attendance. Report was emailed to the committee.
- 124 EES Enrollment
- Upcoming Events
 - Dec 6 – Savings Makes “Cents”
 - Dec 7 – Field Trip – Kindergarten
 - Dec 14 – Preschool students and families make gingerbread houses
 - Dec 19 – School Committee meeting
 - Dec 20 – Field Trip - Kindergarten
 - Dec 21 All School Sing – 2:30 pm – All are welcome!
 - Dec 22 – Early Release
 - Dec 25 – Jan 1 – No School
- We welcome Angela Haynes as our long-term substitute Music teacher.
- Continuing to work on Handbook Revisions.

P. Budget and Personnel Committee Report

- No report at this time.

Q. Union #28 Committee Report

- No report at this time.
- Next Meeting Date – January 22, 2024 @ 6:30 p.m.

R. Old Business

- Negotiation Sub-Committee member selection – Discussion and Vote
 - A motion was made by Erik and seconded by Mark to nominate Katelyn and Mackensey as members of the Unit B Negotiation Sub-Committee. AIF.
- Updated 7D Van Driver job description – Vote to approve
 - A motion was made by Mark and seconded by Katelyn to approve the 7D Van Driver job description. AIF.

S. New Business

- FY25 Erving Elementary and Secondary Budget – Review and Discussion
 - Budget Questions:
 - Principal and Superintendent salaries are not returning in 2024-25 school year so the committee would like this to adjust to more realistic numbers.
 - Line 45 & 46 - Nothing has been spent. Are those appropriate amounts that need to be in there? Is it worth keeping them separate?
 - Line 47 - What are they anticipating to spend the \$15,000 on for Professional Development?
 - Textbooks and Instructional materials - What more is needed? What is the anticipated need for the money?
 - Line 54 - Field Trips - Suggesting to lower the amount.
 - Requesting a breakdown of roles from each staff salary lines
 - Line 66 is zeroed out? Do we still need it there?

- Why is the school psychologist an individual line?
 - Line 55 - More clarification of what is spent out of that line.
 - Line 70 - Nothing is being spent out of it so far but there is \$5000 budgeted.
 - Line 71 - Very little spent are we expecting this to be used next year?
 - Where is the funding for the LSC in this budget?
 - Line 74 - Found out any additional information about Free Lunch for all MA students. Nothing has been spent out of the food service line. Update about the grants.
 - Line 87 - Explanation of what the needs are for this line for next year.
 - Line 98 - What new equipment is needed? What do we foresee purchasing next year?
 - Line 99 - What equipment needs to be replaced? What was bought out of it? Why is it overdrawn?
 - Secondary Budget - 9.4% increase on budget which is a lot different that the less than 3% increase GMRSD is predicting. Suggest level funding which is what has happened for the last 4 years.
- PISEE Report
 - Meeting was on December 4th
 - Apparel store items are in and Original Art Work. They will be going home with students this week.
 - Calendar Raffle is happening and raffle stubs and money are due this week.
 - As always all are welcome. We would love more parents to participate.
- Erving subcommittee to examine the pros and cons of staying or leaving Union 28 - Update
 - The Erving Subcommittee to Examine the Pros and Cons of Staying or Leaving Union #28 voted on 12-6-23 to recommend to the Erving School Committee to Suspend the Erving Subcommittee to Examine the Pros and Cons of Staying or Leaving Union #28 while there is a superintendent and principal search happening.
 - A motion was made by Mark and seconded by Erik to put the Erving Subcommittee to Examine the Pros and Cons of Staying or Leaving Union #28 on hold with the understanding that it will pick back up once the superintendent and principal search is over to reflect on the needs of EES and make sure our needs are being met within Union #28 AIF.

T. Policy Review and Update

A motion was made by Mackensey and seconded by Katelyn to table the review and vote on the policies below until the January meeting. AIF.

No vote was made.

Second Reading, First Vote on:

- o IHAX – Early Childhood Education*
- o CHA-CHC – Development and Dissemination of Procedures*

No vote was made.

Final Vote on:

- o BDFA – School Councils*
- o BDFA-E – School Improvement Plan*

U. Future Business

- Next School Committee Meeting Date: Tuesday, January 16, 2023 – 7:00 p.m.
- Erving Policy Committee – Tuesday, January 16, 2023 – 6:30 p.m.
- February School Committee Meeting Date: Monday, February 12, 2023 – 5:30 p.m.

V. Adjournment

- A motion was made by Mackensy to adjourn the meeting at 9:01 p.m. The motion was seconded by Mark. AIF.