

# ERVING SCHOOL COMMITTEE MEETING

## FINAL MINUTES

**TUESDAY, November 16, 2021**  
**7:00 p.m.**

**Remote Meeting - Google Hangouts Meet**  
**Public can Join: <http://meet.google.com/tqm-gyhb-wfe>**  
**or by phone: 1 216-839-9323 PIN: 741 721 417#**

**\*\*\*THIS MEETING WAS RECORDED**

**Present:** Jennifer Eichorn, Chair; Erik Semb, Catherine McLaughlin, David Chagnon, Katelyn Mailloux-Little, Members; Jenifer Culkeen, Superintendent of Schools; Lisa Caudito, EES Principal; Bruce Turner, Director of Finance and Operations; Brittanie Mimitz, Minute Taker.

**A. The meeting was called to order at 7:00p.m. by Jenn.**

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

**C. Reorganization of the Committee-**

Chair of School Committee, Regionalization, and Union #28: Jennifer Eichorn  
Vice Chair, Budget and Personnel, and Union #28: Erik Semb  
Policy: Katelyn Mailloux-Little  
Policy: David Chagnon  
CES: Catherine McLaughlin

**D. Public Hearings-** None

**E. Approval of Minutes from October 19, 2021\* -** A motion was made by Erik to accept the minutes from October 19th, 2021. The motion was seconded by David. AIF.

**F. Warrants –**

<u>Voucher Number</u>	<u>Date</u>	<u>Total</u>
109	10/28/2021	\$100,922.69
110	11/10/2021	\$101,548.27
1105	11/2/2021	\$6,000.00
1012	11/2/2021	\$4,594.08
1013	11/2/2021	\$36,000.50

**G. Report of the Gill-Montague Representative-** No Representatives at this time.

**H. Collaborative for Educational Services Report-** No Report available. Katie will try to attend part of the next meeting.

**I. Regionalization Update-** Jenn shared a document with the new zoom meeting schedule. The moderator Mary Broderik will host several zoom meetings. The meeting schedule and survey will be added to the Eagle Express.

**J. Capital Planning Committee Update-** Lisa shared that she had a fantastic walk through with the contractor, foreman in charge of carpet installation, and Brian Smith. The EES library will be packed up on December 23, 2021. The carpet will be ripped up/ installed and the library put back together over December break. The remaining carpet will be installed over the February break. The new phones will be installed on November 23rd. The new system should be ready for

everyone to use upon return from the break. No new projects will be started. This year is going to be used to finish up open projects like the HVAC system, carpet, etc.

**K. Superintendent's Report-** The Superintendent stated that they are in the midst of budget season across the union, Union #28's FY22 Budget was approved last night. Interviews are currently being held for the Director of Finance and Operations position that will be open when Bruce Retires at the end of the year.

**L. Director of Finance and Operations Report\***

- **FY21 End of Year Report - Affirmation-** A motion was made by Katie to accept the FY21 End of year Report that has been filed. The motion was seconded by Erik. AIF.

**M. Principal's Report-** Enrollment at EES is currently 134 students. EES has welcomed a new first grader. The After School program is back up and running. A big thank you to Lori Flaherty, Aris Telemsus, Terry Drisdale, and Jennifer Smith for all of the work they have done to make this program available to families. Tom and Jennifer Smith have been working hard to get the Computer labs put back together. Technology classes will be beginning again the week of December 6th. There will be a strong focus on the 6th graders with a collaboration between Mr. Smith and Mrs. Burke in the Library. Ms. B.C. hosted a very successful outdoor All School Sing event. The Vax Bus is coming to EES next Wednesday. It is a Franklin County Sponsored Event. Town and School COVID funds were used to help make the event a success. A tent with a heater and chairs will be set up for community members to wait in.

**N. Budget and Personnel Committee Report-** A meeting was held but it was not necessary because The Union #28 Budget had already been recommended to be moved forward to the Joint Supervisory Committee.

- Next Meeting Date – TBD

**O. Union #28 Committee Report-** Most of the meeting was discussing the budget for Union #28 which was approved last night. They would like to make a change on how they assess each town. It was suggested that they look at a 5 year rolling average. All information will be sent out to the chair of the Joint Supervisory committee prior to the next meeting. The Curriculum Coordinator position was restored to its previous status.

- Next Meeting Date – January 10, 2022 @ 6:30 p.m.

**P. Old Business -** None.

**Q. New Business**

- **PIEE Report-** The Original works fundraiser goes home this week. The P.I.E.E. Bank account is finally ready to set up Paypal. This will hopefully streamline the fundraising process. P.I.E.E. was fortunate enough to be able to donate \$300 to the EES library to help expand their high interest book selections. They currently have a fundraiser in the works for this Winter.
- **FY23 First Draft of Budget-** The budget is down 4.6% overall. There are a couple big changes. The superintendent has a new contract, there is an increase in legal council fees, increase in equipment rental, and changes in the salary of the Director of finance position. Jen stated that they have been looking at the principal's workload. All Union #28 Principals tend to work all year and not get paid for the summer. The Superintendent did a survey of the surrounding areas and all schools had full year principal positions. There is a large list of principal duties that currently have to be taken care of in the summer even though the position is currently only a "school year" position. It is the Superintendent's recommendation to change the position to a calendar year contract and

include a 4% increase in salary for the principal throughout the Union. There was much discussion throughout the committee about the increase. Bruce shared all the other budget areas that have changed. The budget is down about \$14,000. In the secondary budget there is a net increase of 10 students for FY23 but the students in need of services have decreased at the secondary level. It is about a \$152,000 increase or 11%. This is the first draft of the FY23 budget.

· **Review Family Handbook – Discussion and Vote-** The Family Handbook had some updates which included updated school personnel, Special Services (Addition of an Adjustment counselor), After School program changes, Report card dates, The Bullying policy was updated, and PTO was changed to P.I.E.E.

A motion was made by Jenn to accept the updated Family Handbook. The motion was seconded by Katelyn. AIF.

## **R. Policy Review and Update**

### **Policy Review and Update**

#### **First Reading on:**

- o GBEB – Staff Conduct\*
- o GBGF – Family and Medical Leave\*
- o GBJ – Personnel Records\*
- o IC/ICA – School Year/School Calendar\*
- o IE – Organization of Instruction\*
- o IGA – Curriculum Development\*
- o IHBAA – Observations of Special Education Programs\*

#### **Second Reading, First Vote on:**

- o GBEA – Staff Ethics/Conflict of Interest\*
- o GBEC – Drug Free Workplace Policy\*
- o GBK – Staff Complaints and Grievances\*
- o GCG – Substitute Professional Staff Employment\*

A motion was made by Erik to approve policies GBEA, GBEC, GBK, and GCG. The motion was seconded by David. AIF.

#### **Final Vote on:**

- o DGA – Authorized Signatures\*
- o DI – Fiscal Accounting and Reporting\*
- o DJ – Purchasing\*
- o EB - Accident Safety Program\*
- o EBCD – Emergency Closings\*
- o ECA – Buildings and Grounds Security\*
- o EFC – Free and Reduced Price Food Services\*
- o EFD – Meal Charge Policy\*
- o FA – Facilities Development Goals\*

A motion was made by Erik to approve policies DGA, DI, DJ, EB, EBCD, ECA, EFC, EFD, and FA. The motion was seconded by David. AIF.

#### **Second Vote for Deletion of:**

- o GBA-1 – Harassment Policy\*

A motion was made by Erik to delete Policy GBA-1. The motion was seconded by Katie. AIF.

## **S. Future Business**

· **Next School Committee Meeting Date: Tuesday, December 21, 2021 – 7:00 p.m.** · Erving Policy Committee – **Tuesday, December 21, 2021 – 6:30 p.m.**

**T. A motion was made by Jenn to adjourn the meeting at p.m.**

Respectfully Submitted,  
Brittanie Mimitz  
Minute Taker

**\* Enclosures**

Agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting.  
Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.