

ERVING SCHOOL COMMITTEE

Tuesday, August 22, 2023

ERVING ELEMENTARY

SCHOOL 5:00 p.m.

Present: Mackensey Bailey, Chair; Jennifer Eichorn, Katelyn Mailloux-Little, Mark Blatchley, members; Jennifer Culkeen, Superintendent; Caitlin Sheriden, Director of Finance and Operations; Mark Burnett, Elizabeth Desorgher, Beth Flaherty, Devon Gaudet, Brittanie Mimitz, Minute Taker; David Krane, EES Principal; Deb Smith, Katie Lavin,

Meeting Minutes

A. The meeting was called to order at 5:02 p.m. by Mackensey. AIF.

B. The Pledge of Allegiance was recited by all.

C. Public Hearings- None

- Mark Blatchley introduced himself as the newest member of the School Committee and Dr. David Krane introduced himself to the Committee and Community. He will be The Interim Principal at EES for the FY24 school year.

D. Approval of Minutes-

- A motion was made by Jen and Seconded by Katelyn to accept the Minutes from July 6, 2023.* AIF.
A motion was made by Jenn to approve the Minutes from August 1, 2023* with a correction to the meeting start time. The meeting was called to order at 2:35p.m. The motion was seconded by Katelyn. AIF.

E. Warrants – A motion was made by Mackensey and seconded by Katelyn to accept the warrants. AIF.

Table with 6 columns: Payroll, Amount, Date, Vendor, Amount, Date. Rows include payroll items #102 through #1101 with corresponding amounts and dates.

- Gifts: None
Grants: None

F. Report of the Gill-Montague Representative- There is a meeting tonight. The Committee voted to return to in person meetings moving forward.

G. Report of the Franklin County Technical Representative- The next meeting will be held on September 13, 2023. The Veterinary Science building is ready to open this fall. The Aviation Program is in progress and construction has begun on the Steel Building. The welding trailer has arrived on site. 100 students participated in the Tech connect summer program.

H. Report from the Erving Teachers' Association- No Report

I. Collaborative for Educational Services Report - Next Meeting September 27, 2023 at 6p.m.

J. Regionalization Update- None

K. Capital Planning Committee Update-

- Erik stated that this was his first time in classrooms since before COVID. The Shades and Windows are in bad shape and need to be addressed. There is \$30,000 allocated for the shades but the number may need to be reevaluated because it was done several years ago. Trooper Jim Carmichael and the new Principal will need to connect with Caitlin and the Superintendent to move forward with the project. The committee would like an update at the next meeting.
The walk-in was installed with a few bumps along the way but it will be ready for school to begin next week. The cost ended up being over the original amount due to unforeseen issues that needed to be addressed before it could be installed.
The sky light in the library still leaks and will need to be repaired.
Phone system upgrades have been completed

- A new ELA program has been purchased.
- The Capital Planning committee will begin updating the capital improvement doc with the new principal to prioritize need and look into projects that have already been funded but the funding has not been utilized.
- New racks were purchased for the walk-in but they had to be returned because they would not work in the new space.
- The committee will begin working on a 5 year capital plan. Especially as the town is looking at a possible 2 1/2 override.
- The Capital Planning document is currently internal only. There is not currently a place for the public to view it.
- The next Joint Supervisory Committee meeting is September 6, 2023. Deb Smith shared that it would be nice to know the big items on the capital plan by that meeting. At least a preliminary document.
- It is during the Town Meeting that money can be voted to be moved and used for reasons other than the intended purpose.
- Access to the budget will continue for the public. Copies of the budget will be available at the School Committee Meetings.

L. Superintendent’s Report

· **Interim Principal Search-** Dr. David Krane started at EES on August 22, 2022 as the Interim Principal. Thank you to the interview team for meeting and interviewing over the summer.

· **FY24 Enrollment-**

Pk-3	6
Pk-4	11
K	13
1	13
2B	10
2R	10
3	17
4	17
5	16
6	13

· **New Employee update-** EES is currently looking for an Adjustment Counselor (1 year grant funded position), Pre-k teacher, Librarian/Media Teacher, 4 FT Paraprofessionals, 1 PT Paraprofessional, and A PT Office Assistant. The Principal was given access to school spring to begin interviewing for these positions immediately.

- Erik brought up possibly utilizing the Town Library in place of hiring a FT librarian at EES or having a paraprofessional take over the role. This is a larger conversation that would need to include the Town Librarian.
- Corrina Wcislo is also the Director of ESL. She is in the process of hiring a FT ESL teacher for Erving. The School Committee will need to work closely with the Selectboard to be sure money is available for the position.
- The Pre-k Enrollment is currently at 17 students; 3 of which have not paid their tuition as of yet. A second notice has been sent out to those families along with sliding scale paperwork. Will touch base with Pat and Julie about those students.
- Does moving forward with 2 Pre-k classrooms make fiscal sense? Other Schools in the Union have similar class sizes and only have one Pre-k but other schools also offer a variety of options such as ½ days and it would greatly benefit the Early Education students to have the smaller class sizes. It is important to get all children to school. Sending papers home may not be enough.

M. Director of Finance and Operations Report*

- The state released the End of Year Report templates and grant revenue data last week. I will be working on

- completing the Erving End of Year Report in the next few weeks. The date they are due is September 29.
- DESE has not released the FY24 Improving Ventilation and Air Quality grant (209) for FY24 yet. They were reportedly backed up with the release of GEM\$, the new grant system, and it will be released by the end of the month. This should give us time to apply for the grant, and if awarded we have until the end of the fiscal year to diagnose and make updates to the system.
 - We are almost two months into FY24. Here are the expenditures to date, most of which are present in your expenditure report given to you in your meeting materials. Any expenditures newer than those and some that aren't posted yet I am listing in this report.
 - Erving Elementary Expenditures
 - School Committee Advertising: Interim principal advertisement will be posted on 9/7 (\$725.26)
 - School Committee Other Expense: MASC workshop (\$60), Minutes from the School Committee meeting on 7/6 (\$75), will be posted on 9/7
 - Legal Counsel: Dupere monthly bill (\$400), will be posted 9/7
 - Office Supplies: Postage (\$97.44), will be posted 9/7
 - Summer Program: Salaries (\$14,505)
 - Library Materials: Materials from Capstone (\$1,799.10), will be posted 9/7
 - SPED Instructional Supplies: Materials from LessonPix and Remedial Publications (\$284.91), will be posted 9/7
 - Copier Lease: Sharp copier (\$479), will be posted 9/7
 - Instructional Supplies: (3) 10 pocket wall hanging organizers (\$35.97), will be posted 9/7
 - Instructional Technology Materials: Mystery Science (\$395)
 - Health Supplies: Reference guide for managing infectious diseases in child care and schools (\$65.21) and SNAP health center software, subscription, and cloud services (\$607), both will be posted 9/7
 - SPED Transportation: King Gray transportation (\$8,200), will be posted 9/7
 - Experiential Learning: Summer Parks program (\$125), will be posted 9/7
 - Custodial Supplies: Window washers and hand trucks from ULINE (\$782.87), paper towels, bathroom tissue, cordless liners, facial tissue, gloves, disinfectant from W.B. Mason (\$2,559.50), both will be posted 9/7
 - Fuel: Dead River Company propane (\$687.69)
 - School Telephone: TPX Communications (\$614.18), also TPX Communications (\$614.18) and Verizon (\$48.67) both will be posted 9/7
 - School Power: Eversource (\$6,921.24)
 - Building Maintenance: Fire Equipment and Northeast Security (\$1,241), in addition Jamrog (\$166.90) and Terminix (\$126), both will be posted 9/7
 - Networking & Telecommunications Contracted Services: eStar (\$1,626.94), School Spring (\$413.33). We also attended a training with Tyler Technology for our new system and getting the employee portal set up (\$120), which will be posted on 9/7
 - Networking/Telecommunication Materials: SIS Maintenance, Tyler Technologies, Follett School Solutions (\$10,711.74), also Renaissance Learning (\$3,748.72) which will be posted 9/7
 - Technology Maintenance/Supplies: Scenario Learning for staff emails, and a portion of the Tyler Technology product (\$1,130.99)
 - Student Insurance Coverage: McCloskey Insurance (\$1,045)
 - Equipment Lease: United Rentals (\$242)
 - U28 Major expenditures I will be reviewing at Joint Supervisory Meetings. If you have any questions on expenditures you would like me to review during Erving School Committee meetings, please let me know in advance.
 - All other expenditures to day are for the salaries of year round employees
 - Erving Secondary Expenditures
 - No Expenditures as of 8/22
 - In review of lines 102 (Replacement of Equipment) and 103 (Equipment Lease) here are previous and anticipated expenditures.
 - 102: Replacement of Equipment
 - FY21 Fiberglass bars from Freedom Harmony Park (\$1,126.69). FY22 Sterno Products, LLC, bungee, milk crate, breakfast travel carts (\$1,129.60). FY24 Central Restaurant,

replacement of storage racks in the fridge/freezer

- 103: Equipment Lease
 - \$242 in FY24 and \$1,506 in FY23 for United Rentals for the storage container rental for the fridge/freezer project. Updated since previous expenditure report

N. Principal's Report- None

O. Budget and Personnel Committee Report – none at this time

P. Union #28 Committee Report

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

Q. Old Business

- **Withdraw from U28** - Mark will begin looking into forming a committee to further investigate the pros and cons of withdrawing from Union 28.

R. New Business

- *A motion was made by Mackensy to accept the provisions of Massachusetts General Laws Chapter 40, Section 13E, for the purpose of establishing and appropriating or transferring money to a Special Education Reserve Fund to be utilized in the upcoming fiscal years, to pay, without further appropriation, for unanticipated or unbudgeted costs of special education, out-of-district tuition or transportation. The motion was seconded by Katelyn. AIF.*

- **P.I.E.E. Report** - PIEE is looking forward to a new school year. Be on the lookout for information about our first meeting. We can't wait to see new faces and begin to plan the year. Mum Fundraiser forms will be sent home the first week of school.

S. Policy Review and Update

Second Reading, First Vote on:

- DH – Bonded Employees and Officers*
- DI – Fiscal Accounting and Reporting*
- DJ – Purchasing*
- DK – Payment Procedures*
- KCD – Public Gifts to the School*
- DIE – Audits*
- JIC – Student Discipline*
- GBA – Equal Employment Opportunity*
- GCF – Professional Staff Hiring*
- JB – Equal Educational Opportunity*

- **A motion was made by Jen and seconded by Mackensy to accept policies DH, DI, DJ, DK, KCD, DIE, JIC, GBA, GCF, and JB. AIF.**

Final Vote on:

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

- **A motion was made by Erik and seconded by Mark to make a final vote to accept policies DD, DBD, DBG, DBJ and policy DBC which has been amended to say A first draft of the Budget will be submitted in time for the November meeting. AIF.**

- **A. Executive Session**

· In accordance with Open Meeting Law (Chapter 30A Section 21 (a)), A motion was made by Mackensy and seconded by Mark to move to go into Executive Session to discuss strategy with respect to collective bargaining or litigation. AIF.

Roll Call out- Semb I, Mailloux-Little I, Bailey I, Eichorn I, Blatchley I.

The Committee returned to the general meeting at 7:00p.m.

A motion was made by Jen to vote to accept the MOA between the Erving School Committee and Support Staff. The motion was seconded by Erik. AIF.

T. Future Business

- **Next School Committee Meeting Date: Tuesday, September 19, 2023 – 7:00 p.m.**
- **Erving Policy Committee – Tuesday, September 19, 2023 – 6:30 p.m.**

U. A motion was made by Mackensy to **Adjourn the meeting at 7:01p.m.** The motion was seconded by Jen. AIF.

Respectfully Submitted,

Brittanie Mimitz
Minute Taker

* **Enclosures**