

ERVING SCHOOL COMMITTEE MEETING MINUTES

TUESDAY, January 18, 2022

Meet 7:00 p.m.

Remote Meeting - Google Hangouts

**Public can Join: <http://meet.google.com/hiq-rsao-epj> or by
phone:**

1 650-781-0955 PIN: 741 326 996#

Present: Jennifer Eichorn, Chair; Erik Semb, Catherine McLaughlin, David Chagnon, Katelyn Mailloux-Little, Members; Jenifer Culkeen, Superintendent of Schools; Lisa Canditio, EES Principal; Brittanie Mimitz, Minute Taker; Caitlin Sheridan, Director of Finance and Operations; Steve Kaczmarczyk, EES staff; Renee Tela, Erving Rec.

A. The Meeting was called to order by Jenn at 7:02p.m. ***The committee was unable to record the meeting due to google meet issues.

B. The Pledge of Allegiance was recited by all.

C. Public Hearings- None

D. Approval of Minutes from December 21, 2021*- A motion was made by Erik to approve the minutes from December 21, 2021. The motion was seconded by Jenn. AIF.

E. Warrants –
Erving Secondary- #1108- 12/27/2021- \$14,626.20
Erving Secondary- #1109- 1/11/2022- \$31,464.04

Erving Elementary- #1021- \$33,745.21
Erving Elementary- #1022- \$26,787.24
Erving Elementary- #1023- \$4,149.80

Erving PR- #114- 1/06/2022- \$99,665
Erving PR- #115- 1/22/2022- \$120,729.41

F. Report of the Gill-Montague Representative- There is currently no representative. An ad has been placed in the next issue of the Around Town and Erving Eagle.

G. Collaborative for Educational Services Report- The next meeting will be January 26th. Jenn will report back at the next School Committee Meeting.

H. Regionalization Update- The next meeting will be held on January 27th, 2022.

I. Capital Planning Committee Update- Lisa shared that the new carpet looks beautiful. Unfortunately 2 classrooms were not able to be finished over the December break. The 2 classrooms and the remaining classrooms and hallways (Phase 2 and 3) will hopefully be done by the end of the April Vacation week. The Phones are 99.9% done. The only part left to figure out is the PA system. Pat is still needing to use the old phone for it. A big thank you to Gary Porlier and Erik Harris for all of their hard work over the break making sure classrooms the school was ready for students.

J. Superintendent's Report- The Superintendent gave a warm welcome to Caitlin Sheridan. The new Director of Finance and Operations for Erving, She has done an amazing job in her first two weeks. The mask mandate has been extended to February 28, 2022 by the Governor. The Superintendent was called to a meeting with the Commissioner and Department of Public Health this morning about new testing protocols. The Leadership team will meet tomorrow morning to begin developing a plan for the new testing guidelines.

**** Summer Park Discussion-** Renee Tela requested use of the school (Gym, Bathrooms, Cafeteria) for the Recs Summer Park Program. Lisa did not think it would be a problem if the carpet installation stays on schedule. Also the Cafeteria would not be available if the kitchen is having the walk-ins replaced. The Committee will vote at the next meeting.

K. Director of Finance and Operations Report*- Caitlin Sheriden gave her first report to the school committee. She had a presentation on the FY22 budget and what we can expect to see in FY23. The school was able to finish many projects including installation of new carpeting, new phone system, kitchen upgrades, sidewalk repair, and filters for the HVAC system. The school was able to return \$253,430.53 back to the town of Erving last year. Caitlin summarized the budget and highlighted some of the few changes from FY22-FY23.

L. Principal's Report- The testing program and contact tracing have been keeping staff and students safe as well as keeping them in school when possible. Out of the 185 eligible for the testing program 100 have been enrolled. There was a big surge in enrollment after break. Gale Dubrielle has done an amazing job running the testing program and helping families figure out the next steps if someone in their family is exposed to or has tested positive for COVID19. Lisa has been working with Brian Smith to purchase more rapid COVID19 tests for the community, Paula at the senior center has been great; sharing extra tests with the school. They will use SR funds to purchase tests for the town to continue keeping Erving safe. Pre-K registration will begin soon. Lisa is working with Pat Winn and Gillian Budine to reach out to all eligible 3-4 year olds in Erving. The Pre-k 4's are automatically enrolled in Kindergarten for the following year. Kindergarten enrollment will begin the same time as Pre-k. On January 10th Erving was lucky enough to host a virtual author visit with Victoria Jameson. She gave an amazing presentation to the students. Her illustration demonstration had all the kids engaged. Thank you to Pam Burke for all of her work making this happen.

M. Budget and Personnel Committee Report- None

· Next Meeting Date – None

N. Union #28 Committee Report

· Next Meeting Date – March 21, 2022 @ 6:30 p.m.

The Erving Budget was amended; the budgeted amount for the Director of Finance will be decreased from \$110,000 to \$80,000.

O. Old Business

· **FY23 First Draft of Budget**

○ **Principal – Change to Year Round Employee – Discussion and Vote** Jen asked the committee to vote to change the Erving Elementary principal to a year round employee. All principals in the surrounding areas are employed year round. There are many duties that are required to be performed during the summer.

- A motion was made by Katie to change the Erving Elementary School principal to a year round employee. The motion was seconded by Erik. AIF.

P. New Business

· **1% Virtual School Issue** – A motion was made by David to restrict virtual school choice. The motion was seconded by Erik. AIF.

· **Summer Park Discussion** - **Discussion moved up in the agenda to after the Superintendent's report.

· **Return to school after February break** - EES is prepared for a safe return to school after February break. The new testing program will be up and running. The delay after the December break was due mostly to a late notice to the administration. Thank you to Patricia Kinsella for picking up the tests for Union #28 while the superintendent was under the weather.

· **P.I.E.E. Report-** P.I.E.E. is currently working on a Hillside Pizza fundraiser. The order form will be going home with students this Thursday. Delivery will take place in time for Super Bowl weekend. The next meeting is the first Monday of February.

Q. Policy Review and Update

First Reading on:

- IJOA – Field Trips*
- JH – Students Absences and Excuses*
- JI – Student Rights and Responsibilities*

Second Reading, First Vote on:

- JJH – Student Late Night or Overnight Travel*
- IMG – Animals in School*
- A motion was made by Erik to approve policies JJH and IMG. The motion was seconded by David. AIF.

Final Vote on:

- GBEB – Staff Conduct*
- GBGF – Family and Medical Leave*
- GBJ – Personnel Records*
- IC/ICA – School Year/School Calendar*
- IE – Organization of Instruction*
- IGA – Curriculum Development*
- IHBAA - Observations of Special Education Programs*
- A motion was made by Erik to approve policies GBEB, GBGF, GBJ, IC/ICA, IE, IGA, and IHBAA. The motion was seconded by Katie. AIF.

First Vote on Deletion of:

- JG – Student Class Placement Policy*
- JICJ- Possession and Use of Cellular Phones and Other Electronic signaling Devices*
- A Motion was made by Erik to delete policies JG and JICJ. The motion was seconded by Katie. AIF.

R. Future Business

- **Next School Committee Meeting Date: Monday, February 7, 2022 – 6:00 p.m.**
 - **ESC/Select Board/FinCom meeting: Monday, February 7, 2022 – 7:00 p.m. Erving Senior and Community Center**
- Erving Policy Committee – **Tuesday, March 18, 2022 – 6:30 p.m.**

S. Adjournment- A motion was made by Erik to adjourn the meeting at 8:04 p.m. The motion was seconded by David. AIF.

*** Enclosures**

Respectfully submitted,

Brittanie Mimitz

Minute taker