

Tuesday, November 21, 2023
SCHOOL
7:00 p.m.

ERVING ELEMENTARY

Present - Mackensity Bailey, Chair; Erik Semb, Katelyn Mailloux-Little, Mark Blatchley, members; Caitlin Sheriden, Director of Finance and Operations; Mark Burnett, Jamie Parse, Rinky Black, Elizabeth Desorgher, Catherine Glennon

Meeting Minutes

A. Call Meeting to Order

The meeting was called to order at 7:07 p.m. by Mackensity. AIF.

B. Pledge of Allegiance

The Pledge of Allegiance was recited by all.

C. Public Hearings

- Mark Blatchley
 - The Conservation Commission has some extra funds in a savings account that they are looking to use within the community to fund a special project or help purchase materials needed for a project.
 - Has extra science materials he would like to share for free for anyone that could use them.
 - Has additional science equipment that he could come in with to provide different demonstrations for free for individual classrooms.

D. Reorganization of the Committee - Policy, Sick Bank, Capital Planning, Superintendent Search Committee

- A motion was made by Mackensity and seconded by Mark to nominate Erik as a member of the Sick Bank. AIF.
- A motion was made by Erik and seconded by Mackensity to nominate Katelyn as a member of Capital Planning. AIF.
- A motion was made by Mackensity and seconded by Erik to nominate Mark as a member of the Policy Committee. AIF.
- Committee decided not to nominate a committee member to the Superintendent Search Committee until next month in hopes there might be an additional member and/or to allow current members to check schedules to see who might be available.

E. Approval of Minutes

Approval of meeting minutes from October 17, 2023

A motion was made by Erik and seconded by Mark to approve the minutes from October 17, 2023. AIF.

F. Warrants

| Payroll | Amount | Date | Vendor | Amount | Date |
|----------------|---------------|-------------|---------------|---------------|-------------|
| #109 | \$109,502.73 | 10/26/23 | #1010 | \$36,008.76 | 10/19/2023 |
| #110 | \$107528.86 | 11/09/23 | #1011 | \$3,389.28 | 10/19/2023 |
| #110.1 | \$478.27 | 11/09/23 | #1012 | \$51,770.58 | 11/2/23 |
| | | | #1013 | \$3,801.41 | 11/16/23 |
| | | | #1014 | \$77,813.37 | 11/16/23 |
| | | | #1104 | \$705.00 | 10/19/2023 |
| | | | #1105 | \$17,976.44 | 11/2/23 |
| | | | #1106 | \$15,197.82 | 11/16/23 |

A motion was made by Mackensey and seconded by Erik to accept the warrants. AIF.

- Gifts - No gifts.
- Grants:
 - REAP - \$19, 280
 - Rural Aid - \$35,903.49
 - HVAC – \$100,000

A motion was made by Mark and seconded by Mackensey to accept the grants. AIF.

G. Report of the Gill-Montague Representative

- Representative was not present.
- Last meeting was on Tuesday November 14, 2023 and they met remotely.
- Next meeting will be Tuesday November 28, 2023.

H. Report of the Franklin County Technical Representative -

- Representative was not present.
- Last meeting was on Wednesday November 8, 2023.
- Next meeting will be Wednesday December 13, 2023

I. Report from the Erving Teachers' Association

- Elizabeth Desorgher spoke on behalf of the Erving Teachers' Association.
 - **Preschool** - Building a community in their classroom, talking about things they are thankful for, how to be a good friend, and fair ways to play. Working on lots of fall activities.
 - **2nd Grade** - They are discussing what we all deserve in life. Both classes have created a "We Believe" statement for all people. Students have discussed the difference between want and needs in preparation of supporting The Food Bank

of Western Massachusetts and supporting those who suffer from food insecurity. Here are what these inspirational little humans believe we all deserve:

- “We believe all people should feel safe, be treated nicely, have clothes, get plenty of food and water, be loved, receive good health care, feel happy, cared for and included.”
- “We believe all people have the right to healthy food, clean water, health care, clothing, education, safe places, to live, share their voice and love anyone they want.”
- **4th Grade** - The 4th grade class and Mrs. Butynski’s preschoolers will be partnering as book buddies when they return from the Thanksgiving break.
- **PE** - At the start of each PE class in grades 3-6, they begin class with a short HIIT workout. They have started student-led workouts now where Mrs Galvin chooses five or so students to lead one exercise for the class. She is so impressed with the amount of exercises they now know after doing this for some time. They are allowed to choose the amount of reps anywhere from 10-20 and she loves that most students are choosing 15-20 and not taking the easy route. They have also begun cooperative challenges in some classes. These entail her giving very vague directions with the parameters of the activity, then letting the students problem-solve and work together to complete the challenge. Her favorite part is the screaming and cheers when they persevere and complete it.
- **Health** - In all classes, grades preschool through six, they started the school year off with a lengthy SEL unit that encompasses what sympathy and empathy are, the difference, and how to show them. They have talked extensively about what being a good friend is and what that looks like, showing kindness to friends and others, and how to be an upstander and not a bystander when someone is being treated badly. In the older grades, they have discussed bullying including the types and what you can do about it. They have also recently moved on to the human body systems and what they do for us. Some younger grades have recently moved into a nutrition unit and are beginning to learn how to read nutrition labels and what they mean.
- **Fitness Friday** - Many may not know as this is only offered to grades 4-6, but in the middle of October, Mrs. Galvin started a Fitness Fridays group. She checked for interest with students via a survey, sent permission slips home for those interested, and ended up with a really nice group of students. Every Friday at 3:30-4:15, she leads the group of 13-16 students through three HIIT circuits that include the use of dumbbells in many exercises. They have been amazing at following along and performing every exercise to the best of their abilities with their safety-minded instructor. They rise to the challenge of more difficult and muscle taxing exercises and do not complain (other than to ask how many more sets they have). Fitness is a passion of hers and she began that journey of lifting weights at 11 years old. Mrs. Galvin is so happy to possibly be able to pass that passion on to these children and perhaps have it become a life-long habit.
- **Math Team** - Tier 2 interventions are happening throughout the building, both in the classroom and small groups. These services are based on the Forefront

screeners data. Math team collaborates monthly with the 3 other schools in Union 28. The benefits are numerous: they compare curriculum and assessments, teaching and learning in general, and representatives from all 4 schools recently attended the Forefront conference in Worcester. The relationship among the 4 schools allowed for maximizing the resources that were available at the conference.

J. Collaborative for Educational Services Report

- Last meeting was in September so there is nothing to report. Next meeting is scheduled for December 6, 2023.

K. Regionalization Update

No update at this time.

L. Capital Planning Committee Update

No report at this time.

M. Superintendent's Report

- Superintendent Culkeen was not in attendance. Report was emailed to the committee.

N. Director of Finance and Operations Report

- ESSER Grant - Shared a presentation with updates and information regarding the ESSER1, 2 and 3 grants. Shared what was awarded, what has been spent and how it was spent. Remaining balance for the ESSER 3 under supplies and materials is \$20,290.
 - Mackensey requested that once it is determined where and how the remaining money will be spent that it is shared with the committee.
- FY23 End of Year Report – Submitted
 - A motion was made by Erik and seconded by Mark to allow the Chair to sign the EOY Certification Statement. AIF
- FY24 Improving Ventilation and Air Quality Grant Update
 - Principal Krane, Eric Harris, Brian Smith and Caitlin Sheritain all met on October 27th to discuss the first steps towards the feasibility study and procurement of the HVAC project. There is a tentatively scheduled meeting with Matthew from Eversource about the feasibility study.
- Erving Secondary Tuition Update
 - We received the Quarter 1 invoice from the Gill-Montague Regional School District. The amount was \$265, 226.51. The secondary budget has been level funded the last couple of years so this year it will be monitored very closely.
- School Warrants
 - Trouble receiving two signature on the warrants in the time the town needs to be able to process them. It is requested that the committee goes back to 1 signature or using DocuSign to make the process less cumbersome.
- FY25 Erving Elementary and Secondary Draft Budget

- Erving Elementary Budget summary page shows a 1.9% increase.
- Administration costs - most Union 28 expenses. 3.3% increase.
 - Line 1 - School Committee contracted services
 - Line 16 - Office supplies
 - Line 22 - Mileage now that meetings are going back to in person
- Instruction Line 38 - Therapeutic service. Currently covered by a grant that is running out and want to continue to provide level service though our local budget.
 - Mackensy would like an update of how many people are funded in this line.
- Unit B contract is up for negotiation so salary lines for those staff are estimates.
- Line 52 copier contract increase
- Union 28 Lines were increased.
 - Curriculum Director is increasing to a 1.0 FTE
 - Early Childhood Coordinator & program assistant step & COLA increases.
- Line 73 - Special Education Transportation reduced the line but numbers are still being determined.
- Utilities lines will have to be monitored closely and can fluctuate depending on needs.
- Line 102 Special Education tuition to other schools increased which was determined by the Operational Services Department Division.
- We need to decrease some of the reliance on the grants.

- Erving Secondary Budget summary page shows a 9.4% increase
 - Budget Questions
 - Katelyn asked for more clarification around the role the new hire will have. Adjustment counselor, phycologist or BCBA?
 - Katelyn asked about outside counselors coming to Erving to provide services to children. Are there any costs covered by the school or is it strictly covered by insurance?
 - Mackensy requested a email sent out to answer the question about line 38
 - Erik Line 80 - Is it the Town Water Department that charges the school?

- Erving Elementary School Expenditures & Erving Secondary Expenditures
 - Report emailed

O. Principal's Report

- Interim Principal Krane was not in attendance. Report was emailed to the committee.

P. Director of Curriculum & Instruction

- The Director of Curriculum & Instruction, Lindsay Rodriguez, was not in attendance.

Q. Budget and Personnel Committee Report

- No report at this time.

R. Union #28 Committee Report

- Director of Curriculum & Instruction presented on MCAS data for all Union 28 schools.
- They are starting the Superintendent search and shared a tentative timeline. Job is posted. Looking to have someone hired by the end of February 2024 to start July 1, 2024.
- The Director of Student Service also shared a presentation regarding Special Education.
- Next Meeting Date – January 22, 2023 @ 6:30 p.m.

S. Old Business

T. New Business

- Unit B Negotiation Sub-Committee member selection – Discussion and Vote
 - Committee decided to table the discussion and vote until the next meeting.
- 7D Van Driver job description – Vote to approve
 - Edits suggested - Add they must be First Aid and CPR certified or equivalent.
 - A motion was made by Erik and seconded by Mark to accept the 7D Van Driver job description with amendment. AIF.
- Vote to approve new position – 7D Van Driver
 - A motion was made by Mark and seconded by Erik to approve the new position of 7D Van driver to our district. AIF.
- Vote to accrete 7D Van Driver position into Erving Education Association Unit B: Support Staff
 - A motion was made by Erik and seconded by Mark to accrete 7D Van Driver position into Erving Education Association Unit B: Support Staff. AIF.
- PLEE Report
 - Thank you to all who attended and supported the Bingo for Books night! It was well attended and everyone had a great time.
 - The Calendar Raffle was sent home today. Each child was sent home with 5 raffle calendars to sell. Calendars are \$5 each. Drawing will begin in January. Anyone who is unable or who doesn't want to participate can return the calendars.
 - Apparel store is open until 12/6/23. Orders can be placed online. Apparel will arrive in time for the holiday.
 - The Facebook page is going to be maintained again and kept up to date with information. Follow to see all of the posts.
 - 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
 - They met Wednesday November 1st and assembled a list of items that need to be researched. Topics include:
 - Has this come up in the past?

- What is involved?
 - Cost
 - One member, Kathrine Gaudet, is no longer able to participate on the committee. A new member, Tom Smith, is interested in joining the committee in her place. Tom will need to go get sworn in.
 - A motion was made by Mark and seconded by Erik to appoint Tom Smith as a proposed member. AIF.
 - Next meeting is Wednesday December 6, 2023 at 6pm at the Erving Library.
- Principal Search - Committee is requesting an update.
- Benefit packages for staff that were not budgeted. Requesting possible solutions if it comes up and the money is requested from the school budget.

U. Policy Review and Update

- First Reading on:
 - IHAX – Early Childhood Education*
 - CHA-CHC – Development and Dissemination of Procedures*
 - Moving the policies to Second Read.
- Second Reading, First Vote on:
 - BDFA – School Councils*
 - BDFA-E – School Improvement Plan*
 - A motion was made by Erik and seconded by Mark to move policy BDFA and BDFA-E to final vote. AIF.
 - Moving to Final Vote

V. Future Business

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

W. Adjournment

- A motion was made by Erik to adjourn the meeting at 8:34 p.m. The motion was seconded by Katelyn. AIF