

# ERVING SCHOOL COMMITTEE

TUESDAY, April 23, 2024  
7:00 p.m.

ERVING ELEMENTARY SCHOOL

## AMENDED AGENDA

- A. Call Meeting to Order
- B. Pledge of Allegiance
- C. Public Hearing
- D. Approval of Minutes from
  - March 19, 2024\*
  - March 27 2024\*
- E. Warrants – Record in Minutes with Numbers

Payroll	Amount	Date
#120	\$108,897.16	3/28/24
#121	\$107,428.76	4/11/24
Vendor/Invoices	Amount	Date
EES #1030	\$63,307.65	3/21/24
EES-FS #1031	\$4,712.19	4/4/24
EES #1032	\$26,587.43	4/4/24
EES #1033	\$68,549.40	4/18/24
EES -FS #1034	\$1,519.33	4/18/24
E. Secondary #1115	\$253,366.80	3/21/24
E. Secondary #1116	\$12,864.14	4/4/24
E. Secondary #1117	\$234.36	4/18/24

- Gifts: Acceptance Vote
- Grants: Acceptance Vote
- F. Report of the Gill-Montague Representative
- G. Report of the Franklin County Technical Representative
- H. Collaborative for Educational Services Report
- I. Regionalization Update
- J. Capital Planning Committee Update
- K. Director of Curriculum and Instruction
  - BRYT program MOA – Discussion and Vote
- L. Superintendent's Report
  - Union #28
- M. Director of Finance and Operations Report\*
  - Erving Elementary School Expenditures
  - Erving Secondary Expenditures
- N. Principal's Report
  - FY24 Current Enrollment
  - Calendar of Events
  - Welcome
  - Recent Events
  - Hiring
  - Work in Progress
- O. Report from the Erving Teachers' Association
- P. Budget and Personnel Committee Report
- Q. Union #28 Committee Report
  - Next Meeting Date – May 20, 2024 @ 6:30 p.m.
- R. Old Business
  - Family Handbook – Vote
  - 7D Van Driver - Discussion
- S. New Business

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.

- **School of Choice - Vote**
- **Use of DocuSign for Warrant Signing – Discussion and Possible Vote**
- **PIEE Report**

**T. Policy Review and Update**

**Final Vote on:**

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

**U. Executive Session**

- **In accordance with Open Meeting Law (Chapter 30A Section 21 (a)), move to go into Executive Session to discuss strategy with respect to collective bargaining**

**V. Future Business**

- **Next School Committee Meeting Date: Tuesday, May 21, 2024 – 7:00 p.m.**
- **Erving Policy Committee – Tuesday, May 21, 2024 – 6:30 p.m.**

**W. Adjournment**

\* **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.

**PUBLIC HEARING \*\*\* FY25 BUDGET \*\*\***

**ERVING SCHOOL COMMITTEE**

**TUESDAY, March 19, 2024**

**ERVING ELEMENTARY SCHOOL**

**7:00 p.m.**

**Draft Minutes**

**AGENDA**

**A. Call Meeting to Order at 7:02pm.**

**B. Pledge of Allegiance**

Welcome to Shannon Cleveland, new superintendent. Starting 7/1/24.

**C. Public Hearings**

· **FY25 Budget\*- will be discussed later on the agenda.**

· **Other Public Hearings\*- none at this time.**

**D. Approval of Minutes from**

· **February 8, 2024\*-**

· **February 12, 2024\*-**

· **January 23, 2024\*-**

**motion to accept minutes from 2/8/24, 2/12/24 and 1/23/24 made by Eric, Mark 2<sup>nd</sup>. 0 opposition, all in favor.**

**E. Warrants – Record in Minutes with Numbers**

**Payroll Amount Date**

#117 \$109,856.54 2/15/24

#118 \$107,269.33 2/29/24

#119 107,706.53 3/14/24

**Vendor/Invoices Amount Date**

EES #1027 \$65,338.31 2/22/24

EES #1028 \$14,868.33 3/7/24

EES-FS #1029 \$3,704.78 3/7/24

E. Secondary #1113 \$12,142.82 2/22/24

E. Secondary #1114 \$6,896.44 3/7/24

As a group. Motion made by Mark, 2<sup>nd</sup> Kaitlyn. 0 discussion. All in favor.

Of note, having issues w/signature & getting them in time. Explore DocuSign for future.

● **Gifts: Acceptance Vote- none**

● **Grants: Acceptance Vote-none**

**F. Report of the Gill-Montague Representative- no representative present.**

**G. Report of the Franklin County Technical Representative- no representative present.**

**H. Collaborative for Educational Services Report- no report at this time due to next meeting on Wednesday 3/27/24.**

**I. Regionalization Update-** Mark had a conversation with Al Genovese on committee. Planning board voted to regionalize & a subcommittee has been formed to develop a regional agreement. Hired consultant to help through process. Updating website & timetable to share information. Regional Agreement may contain language to allow other districts to join so they don't have to go through a long planning board process. No timeline currently. District regional subcommittee- via zoom tonight. Katelyn will see if there is any update after this meeting. Jane Oaks, Gill-Montague Regional is looking into more information; no one has reached out yet.

**J. Capital Planning Committee Update-** have not met yet. No update from the town on the process. Nothing further on the roof either. One capital improvement that has gone to this committee for the town is an update of the security cameras. Town was initially looking at updating the Police Dept. but the company was going to quote the school. Police Dept & school is a deal due to bundling together which now has moved forward to committee. External & inside cameras within the school, unsure of start date. Looking into summer when students are not present. Committee favorable of this project. Tom Smith

technology teacher from school has been involved with discussing type of cameras, where they should go, etc. Good to have internal input.

Would it be possible—estimate unspent funds for April meeting so come May can look into if there is excess money to have projects happen this year. Mark—interest and concerns—blinds would be wonderful.

**K. Superintendent's Report- included in minutes.** Superintendent not in attendance.

- Union #28

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

FY 23 last June- audit through Markum has begun. In the beginning stages of collecting documents. Once through this year, will get waiver for next 2 years.

FY 24 budget- payroll accounting system has removed grant funded positions from the general ledger. Reviewed all positions ensured on correct lines. Next adjustment is the removal of psychologist and therapeutic services salary amounts which will get paid out of ESSER funds. Need to amend the ESSER 3 first—\$6,330 stipends and \$17,065 contracted services will be amended to instructional staff line which will free up more money in budget such as capital projects. HVAC / Roof believe will be able to have been covered. \$2,990.18 supplies and materials in Essure 3 will be used for MERV 13 filters.

FY25- joint supervisory committee—agreed to sign contract JSC & Shannon White Cleveland. Meeting next week to amend Union 28 budget-decrease superintendent salary line by \$9,313 for new contract which would decrease the Union portion by \$2,330.

- Erving Elementary School Expenditures- nothing further.
- Erving Secondary Expenditures- nothing further.

Question about clocks- Tom Smith was able to override them & fix them. Unable to return clocks due to the return timeframe. Will look to update all the clocks. Could be a temporary solution for timing issues. Holding on to the purchased clocks.

Limitations in software. Union 28 salaries aren't from payroll but are out of accounts payable. Katelyn manually reviews such once ESSER amendment done, Will have a better idea for next meeting.

**M. Principal's Report- not in attendance.**

- FY24 Current Enrollment
- Calendar of Events
- Welcome
- Recent Events
- Hiring- FY 25 looking for school counselor. Can't hire but need to have benefit money. Mark strongly suggests to Brian and the board to let the School Committee know when benefit money has been found. Katelyn can alert the town but needs the school committee to vote to create a position. School committee believes voted on in the past, can review notes. Job is already posted in hopes of hiring someone. Want to be sure it is tracked, can plan accordingly. School committee votes on posting position, if voted in favor, position created. Town informed of such.

- Work in Progress
- Van driver has been hired for Special Education out of district placements. Van had been secured back in November. Mark suggested having the staff given extra time to review route,

and get comfortable with van. Question for future: salary of driver. What is the ratio of driver to student? Currently 1 student on 1 van, and other student on another van. Hoping both children can be on the same van; depends on route & how long students will be on the bus. Will plan to get started and then move forward to having both students in the van. 30 business days notice. Hoping to get started before the end of the year.

**N. Report from the Erving Teachers' Association- none**

**O. Budget and Personnel Committee Report- nothing to report.**

**P. Union #28 Committee Report-** voted on accepting the new superintendent contract, accepted contract. Heard from Lindsey about the Student Opportunity Act, 3 year plan which was presented to committee last night, voted to be accepted. Shared that it had been shared with all individual schools & families. Survey sent to all families, asking for feedback. Scheduled another meeting: 3/27 to amend the Union 28 Budget to have it accurately reflect the new superintendent's salary. Should be a short meeting.

- Next Meeting Date – May 20, 2024 @ 6:30 p.m. virtually & open to the public.

**Q. Old Business**

• **Preschool Enrollment 2024-2025 school year - number of students enrolled**

January School Committee meeting discussed preschool enrollment; Katelyn requested an update on numbers and where we thought we would be. Superintendent wasn't sure as registration had just begun. 3/11/24 registration ended. How many new students: 3 year olds and 4 year olds, what is the known number living in Erving. 3/14/24 update provided by Principal Krane & superintendent 8 children registered for 4 year old program, and 0 children for 3 year old program, 1 application was picked up not returned and 6 families have not communicated with school on plans to register their children. 8 registered with possibility of 15 known children eligible for preschool class. Due to enrollment numbers being so low, even if all eligible students enrolled, feel don't have enough students to support 2 preschool classes. Katelyn asking to monitor such very closely with constant communication on a monthly basis & if any additional registrants from the principal monthly or by end of year. If constant communication is not available, if enrollment + 16 children, school committee will be notified. Looking to stay informed for decision making.

Mark- how many enrollments came in after the deadline last year? Katelyn believes 4. Were at 13 or 14 then ended up at 18 preschool students. Lower number represents kids that have moved to kindergarten and 6 we are unsure about.

We require monthly updates with significant changes of enrollees. Bylaw on early education— amendment for a 3<sup>rd</sup> person responsible to remove the lack of coverage. Won't go until May with final vote. 2<sup>nd</sup> read for 1<sup>st</sup> vote—tonight. Can make an amendment in April.

Katelyn: Last year had limited to no communication from June through time interim principal was hired to late September.

Question: For preschool, is it advertised on Erving's Facebook page to reach out to families that maybe aren't on census? Katelyn 8 Class Dojo, Erving Facebook Page, Around Town page, Newsletter, and direct outreach to these families. Don't want number's down without doing our due diligence. Low number's even if 6 students were enrolled.

Motion to have 1 preschool classroom for FY 24-25 made by Katelyn. Seconded by Mackensey.  
\*\*Tabled.

Special mtg to get this item completed. Asked for such to be added to agenda □ have to have information out for those that may be effected.

● **Draft FY25 Erving Elementary and Secondary Budget –Discussion and Possible Vote on Preliminary Adoption**

Based on preschool classroom needs, Katelyn wishes to work on the level service budget given on 2/8/24 of the amount of \$4,057,442. Two budgets presented; 1 was level service draft \* only difference was the addition of the adjustment counselor and wish to support this position. Without needing 2 preschool classrooms within level service budget there should be enough funding to support a school adjustment counselor. Difference between the two budgets is \$76,749. Discussed last meeting that additional preschool classroom costs about \$97,000 (not including materials). If an influx of students register, School Committee will reconvene on the topic.

Motion made by Katelyn to work on level service budget given on 2/8/24 in the amount of \$4,057,442. Eric seconded. No other discussion. 0 opposed. All in favor.

Will be moving forward with this budget moving forward.

Some line items are different on the two budgets (title, sublines, etc.). Same program is used across towns (4 budgets). All reported to DESI. Everyone would have to have the same title for same positions (ie: specific title at one school is slightly different at another school). Salary reg ed teacher, teacher salary reg ed, etc. Perhaps the Joint Supervisory Committee can assist with supporting such. Erving has more sublines than other schools, Katelyn inherited this process. Getting benefit system up. Does one school budget visual work better than others? Pie chart to display where money was spent would be helpful.

Audience question: \$97,000 cost to run a preschool classroom from Principal & Superintendent, what it costs to run a 2<sup>nd</sup> classroom—inclusive of teacher & paraprofessional salary. Where does preschool tuition come into play? Preschool revolving handles tuition and what we spend. Budgeted for some of the teacher salary to come out of the preschool revolving so it stays healthy and grows. Do we get to see revolving account? Expenditure report is for local budget (not preschool, student activities, food services). Katelyn can be contacted. Know preschool tuition cost increased significantly.

Mark- concerns of unspent money, and ways to use them. ESSER money.

Motion made by Mackensity to move forward with budget amount for meeting of selectboard \$4,057,442 Seconded by Katelyn. All in favor. 0 opposed.

Erving secondary will stay same, no control over it. Motion to accept secondary budget of \$1,409,047 made by Eric; Seconded by Mark. All in favor, 0 opposed.

● **7D Van Driver – update provided earlier in the meeting.**

**R. New Business**

● **Family Handbook – Vote**—holding due to principal & superintendent not present. Wish to see where changes took place so it is easier to review. Requesting either one present to review such and point out differences. Table for next meeting.

● **2024-2025 Academic Calendar\* - Vote.** Friday teacher conference & Monday holiday □ this was removed. Teachers, caregivers, & parents appreciative of this. For 2025-2026 school year calendar, there was talk in 2021 to cancel February and April and moving it to March & getting

out a week earlier in June. All other schools would have to do it to due to bus contracts. Can a survey go out? Unsure who has that data anywhere. Some in favor, but challenging with other siblings in Gill-Montague don't have this school calendar schedule. Up in the air a bit. Potentially Turner Falls would consider and see if they can send out a survey. Private schools do this break in March, snow days are something to consider as well so not ending at the end of June. 5 additional days of inclement weather, otherwise June 13. Dec 23-Jan 1 Winter Break, Jan 2 return to school. Motion to approve the 24-25 academic calendar made by Mackensey, seconded by Katelyn. All in favor. 0 opposed.

● **April Policy and School Committee meetings date (due to the 3rd Tuesday of the month occurring on a school vacation week) – Discussion and Vote**—adjust meeting schedule due to April vacation. Before or after vacation. 9<sup>th</sup> or 23<sup>rd</sup>—23<sup>rd</sup> of April decided on for 7pm. Policy mtg @ 6:30pm on April 23<sup>rd</sup> at Erving Elementary Cafeteria. Typically policy meeting is run by superintendent and usually in same place as school committee meeting.

● **PIEE Report—verbal by Katelyn.** Butterbraid fundraiser ended and went well. Pickup for items is this Thursday 3:15pm-5pm. If anyone needs later pickup arrangements on Thursday, we will be in the building but not in the front so please email [Piee@erving.com](mailto:Piee@erving.com) to arrange a later pickup time this Thursday or if there are concerns about picking up on Thursday. Thank you for the support!

At last school committee meeting asked to provide an update for what funds raised are spent on—this year, regrouping, haven't been a ton of fundraiser/ parent involvement + along w/COVID, teachers can request money for supplies/field trips/special events. This year bought coffee maker for staff room, 2X \$200 Senior scholarship—application sent out. Support staff appreciation week, planning for now. 6<sup>th</sup> grade t-shirts & and 6th grade graduation decorations. Scholarship application is available and distributed to local high schools (including tech school) on Facebook page, shared on class dojo or newsletter & in around town. Monday 4/1/24 virtual at 7pm on Facebook/Dojo/Newsletter. Will be planning for staff appreciation week. Of note, younger students liked the Bingo for Books. Last day of school this year as of present with snow days—June 17<sup>th</sup>. School Council discussed June 17<sup>th</sup> as of now.

## **S. Policy Review and Update**

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

- IHAX – Early Childhood Education\* Amendment by Mark—line added to this which says principal/designee for preschool enrollment process. Wants to add “in the absence of principal or designee, execution of preschool enrollment will devolve on the superintendent's office.” Want to be sure this is covered with no gaps. Motion: amend IHAX policy Mark, seconded by Mackensey. All in favor. 0 opposed.

Discussion: “enrollment process” – all of it, not just the initial process such as advertising. Be sure it captures start to finish. Last year designee was vague resulting in gaps. Principal is not contracted to work over the summer. Questioning who would be a good designee.

Public discussion: no clear process on enrolling a student, a lot of persistent phone calls to find out more information and timelines in which superintendent returned. Relationship between school committee & principal doesn't seem like trying to resolve issue around this. Last year was a one off of not having a principal or superintendent.

Discussion: if committee doesn't get information, difficult to make informed decision. Wanting to get this clear communication from superintendent/principal/designee so committee can make best decision. Can we find out who designee is when David leaves? Don't think this needs to run by Adam, this is an Erving policy vs. Mass. School Policy. Vote on policy, see how it plays out. If there are gaps, review again & adjust. Motion to approve policy IHAX as amended made by Mackensey. All in favor. 0 opposed.

○ CHA-CHC – Development and Dissemination of Procedures\*-- Mackensey change: "may" to "will" in 2<sup>nd</sup> paragraph... Superintendent will involve at the planning stages those effected. Mackensey change: 3<sup>rd</sup> paragraph—committee should be informed. Amendment: Superintendent will inform school committee at the following meeting of any changes. Motion by Eric to make change as amended for policy CHA/CHC—Katelyn seconded. All in favor. 0 opposed, no discussion.

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

○ BDFA – School Councils\*-- Katelyn MASC consolidated and updated in 2022. Adopting the recommended policy for BDFA. Reviewed in September. 8<sup>th</sup> paragraph down. Superintendent shall receive...amend will provide, strike upon request. Superintendent will provide information. Strike upon request is suggested by Mackensey. Motion to approve BDFA- with the change of striking upon request Makensey. Seconded by Mark. All in favor. *Will check on procedure of vote.*

○ BDFA-E – School Improvement Plan\*- primarily an outline of a school improvement plan, not an actual. Framework of SIP. MASC consolidated & updated in 2022. Bringing forward the updated and consolidated policy that was recommended. Motion to accept BDFA-E made by Eric, seconded by Katelyn. All in favor. 0 discussion.

BHC- School committee visiting school- have to ask the superintendent & principal. Not a supervisory or check-in. Motion to approve visit by Mark to the school made by Mackensey, seconded by Eric. No discussion. All in favor. Encourage others to do so that are in school committee.

#### **T. Executive Session**

- **In accordance with Open Meeting Law (Chapter 30A Section 21 (a), move to go into Executive Session to discuss strategy with respect to collective bargaining.**
- Roll call vote: Bailey, Blatchley, Mailloux-Little, Semb

#### **U. Future Business**

- **Next School Committee Meeting Date: ~~Tuesday, April 9~~ or 23, 2024 – 7:00 p.m @ Erving Elementary cafeteria.**
- **Erving Policy Committee – Tuesday, April 9 or 23, 2024 – 6:30 p.m. @ Erving Elementary cafeteria.**

#### **V. Adjournment**

\* Enclosures

**Adjournment time frame from Katelyn:**



**Public Present:**

**Chris Thurston**

**Anthony Cammalleri (Greenfield Recorder)**

**James Loynd**

**Jaime Parse**

**Catherine Glennon**

**Jessica Niedbala**



TO: Jennifer Culkeen, Superintendent of Schools  
FROM: David Krane, Interim Principal, Erving Elementary School  
DATE: April 23, 2024  
RE: **School Committee Report**

**Enrollment:**

Gr 6	13
Gr 5	15
Gr 4	16
Gr 3	17
Gr 2	17
Gr 1	13
K	13
Pre 4	13
<u>Pre 3</u>	<u>6</u>
Total	123

**Calendar of Events:**

April 1- MCAS Testing began  
April 3 – Savings Makes “Cents”  
April 3 – CPR Training  
April 3 – Progress Monitoring Data Meeting  
April 7 – CNC Playgroup  
April 8 – Erving Town Library donated solar eclipse glasses to students  
April 10 – Implementation PD  
April 11 – All School Sing – all families invited  
April 11 – Kindergarten Math Night – Kindergarten families invited  
April 15 – 19 – No School April Break  
April 23 – School Committee Mtg

**Welcome:**

No new staff members to welcome.

**Recent Events:**

MCAS has begun for students in grades 3 – 6. We held an All-School Sing just before April break and had a wonderful turn out. It was nice to see so many families participate in the fun. Many staff are now certified / recertified in CPR thanks to the training provided on April 3. Many thanks to the Erving Town Library for their donation of solar eclipse glasses to all of our students. The Kindergarten Math Night was a huge success. It was nice to see families learning alongside their children.

**Hiring:**

We continue to post for a School Counselor.

**Work in Progress:**

We have begun looking forward to next year and all of the details that need to be explored as we get ready to open for children on August 28.

Respectfully Submitted,  
David Krane, PhD  
Interim Principal

# Erving Public Schools

## FY24 ERVING ELEMENTARY BUDGET

Fiscal Year: 2023-2024      From Date: 3/12/2024      To Date: 4/16/2024

Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10001.01.1.110.8.04.42.0.00	CONTRACTED SERVICES-ADMIN	\$4,000.00	\$0.00	\$1,861.33	\$2,138.67	\$0.00	\$2,138.67	53.47%
10001.01.1.110.8.06.44.0.00	SCHOOL COMMITTEE ADVERTISING	\$2,000.00	\$0.00	\$1,373.91	\$626.09	\$0.00	\$626.09	31.30%
10001.01.1.110.8.06.69.0.00	SCH COMM-ALL OTHER EXPENSE	\$2,000.00	\$119.22	\$1,254.22	\$745.78	\$300.00	\$445.78	22.29%
10001.01.1.430.8.04.40.0.00	LEGAL COUNSEL-LOCAL	\$7,000.00	\$400.00	\$3,200.00	\$3,800.00	\$1,600.00	\$2,200.00	31.43%
	Disbursement: ADMINISTRATIVE - 1	\$15,000.00	\$519.22	\$7,689.46	\$7,310.54	\$1,900.00	\$5,410.54	36.07%
10001.01.2.210.8.01.10.0.00	PRINCIPAL'S SALARY	\$98,015.00	\$12,954.54	\$76,409.06	\$21,605.94	\$21,590.94	\$15.00	0.02%
10001.01.2.210.8.02.11.0.00	CLERICAL SALARY	\$63,461.00	\$8,225.71	\$53,963.64	\$9,497.36	\$13,391.98	(\$3,894.62)	-6.14%
10001.01.2.210.8.04.43.0.00	COPIER MAINTENANCE	\$9,000.00	\$786.59	\$3,906.91	\$5,093.09	\$5,949.15	(\$856.06)	-9.51%
10001.01.2.210.8.05.50.0.00	OFFICE SUPPLIES	\$3,400.00	\$0.00	\$2,103.11	\$1,296.89	\$486.47	\$810.42	23.84%
10001.01.2.210.8.06.58.0.00	PRINCIPAL PROFESSIONAL EXPENSE	\$2,000.00	\$0.00	\$50.00	\$1,950.00	\$325.00	\$1,625.00	81.25%
10001.01.2.250.8.04.45.0.00	PRINCIPAL TECHNOLOGY	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10001.01.2.302.0.00.15.0.00	SUMMER PROGRAM	\$30,000.00	\$0.00	\$15,130.00	\$14,870.00	\$0.00	\$14,870.00	49.57%
10001.01.2.305.1.01.02.0.00	PRE-K TEACHER SALARY	\$0.00	(\$44,037.54)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10001.01.2.305.1.01.10.0.00	CLASSRM TCHR SALARIES REG ED	\$951,615.93	\$153,331.95	\$547,325.31	\$404,290.62	\$320,969.82	\$83,320.80	8.76%
10001.01.2.310.1.01.10.0.00	SPECIALIST TCHR SALARIES REG	\$271,223.12	\$24,051.77	\$88,995.35	\$182,227.77	\$70,774.41	\$111,453.36	41.09%
10001.01.2.310.2.01.10.0.00	SPECIALIST TCHR SPED	\$219,125.00	\$37,207.90	\$244,779.34	(\$25,654.34)	\$56,312.73	(\$81,967.07)	-37.41%
10001.01.2.320.2.01.10.0.00	THERAPEUTIC SERVICES	\$269,554.00	\$26,692.01	\$158,750.10	\$110,803.90	\$62,447.80	\$48,355.10	17.94%
10001.01.2.320.2.04.47.0.00	SPED CONTRACTED SERVICES	\$29,115.90	\$275.00	\$23,879.89	\$5,236.01	\$1,169.40	\$4,066.61	13.97%
10001.01.2.325.1.03.15.0.00	SUBSTITUTES SALARY REG ED	\$40,000.00	\$2,686.88	\$26,749.09	\$13,250.91	\$0.00	\$13,250.91	33.13%
10001.01.2.325.2.03.15.0.00	SUBSTITUTES SALARIES-SPED	\$8,000.00	\$614.75	\$3,833.10	\$4,166.90	\$0.00	\$4,166.90	52.09%
10001.01.2.330.1.03.14.0.00	TEACHER AIDES REG ED	\$303,660.00	\$29,691.01	\$207,476.69	\$96,183.31	\$78,998.80	\$17,184.51	5.66%
10001.01.2.330.2.03.14.0.00	TEACHER AIDES SPED	\$137,132.00	\$18,215.89	\$102,180.66	\$34,951.34	\$54,720.55	(\$19,769.21)	-14.42%
10001.01.2.340.8.01.10.0.00	LIBRARY TEACHER SALARY	\$85,097.00	\$7,249.53	\$33,831.14	\$51,265.86	\$21,748.67	\$29,517.19	34.69%
10001.01.2.355.1.03.15.0.00	PROF DEVEL SUBS SALARY	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
10001.01.2.355.2.03.15.0.00	PROF DEV SUBSTITUTES SPED	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10001.01.2.357.1.04.47.0.00	PROF DEVEL CONTR SERV	\$20,000.00	\$0.00	\$1,437.81	\$18,562.19	\$470.00	\$18,092.19	90.46%
10001.01.2.357.1.05.50.0.00	STAFF LIBRARY MATERIALS	\$500.00	\$0.00	\$47.11	\$452.89	\$0.00	\$452.89	90.58%
10001.01.2.410.1.05.50.0.00	TEXTBOOKS/INSTRUCT MATERIALS	\$13,500.00	\$0.00	\$4,532.84	\$8,967.16	\$263.73	\$8,703.43	64.47%
10001.01.2.415.1.05.50.0.00	LIBRARY MATERIALS	\$4,200.00	\$0.00	\$2,762.95	\$1,437.05	\$0.00	\$1,437.05	34.22%
10001.01.2.415.2.05.50.0.00	SPED INSTRUCTIONAL SUPPLIES	\$3,000.00	\$0.00	\$202.29	\$2,797.71	\$0.00	\$2,797.71	93.26%
10001.01.2.420.1.04.47.0.00	COPIER LEASE	\$6,000.00	\$0.00	\$3,832.00	\$2,168.00	\$1,916.00	\$252.00	4.20%
10001.01.2.430.1.05.50.0.00	INSTRUCTIONAL SUPPLIES	\$20,000.00	\$569.85	\$8,937.18	\$11,062.82	\$454.28	\$10,608.54	53.04%
10001.01.2.440.1.04.46.0.00	FIELD TRIPS & PROGRAMS	\$10,000.00	\$0.00	\$537.29	\$9,462.71	\$400.00	\$9,062.71	90.63%
10001.01.2.455.1.05.50.0.00	INSTRUCTIONAL TECHNOLOGY MTLs	\$12,000.00	\$1,782.48	\$7,025.44	\$4,974.56	\$0.00	\$4,974.56	41.45%
10001.01.2.720.1.05.50.0.00	TESTING & ASSESSMENT MATERIALS	\$1,600.00	\$0.00	\$363.58	\$1,236.42	\$0.00	\$1,236.42	77.28%
10001.01.2.800.2.01.10.0.00	PSYCHOLOGIST SALARY	\$62,671.00	\$4,485.44	\$30,104.48	\$32,566.52	\$13,396.26	\$19,170.26	30.59%
	Disbursement: INSTRUCTIONAL - 2	\$2,679,869.95	\$284,763.76	\$1,649,146.36	\$1,030,723.59	\$725,785.99	\$304,937.60	11.38%
10001.01.3.200.1.01.10.0.00	NURSE'S SALARY-REG	\$74,398.00	\$8,471.58	\$48,005.62	\$26,392.38	\$25,414.96	\$977.42	1.31%
10001.01.3.200.1.03.42.0.00	DOCTORS CONTRACTED SERV - REG	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10001.01.3.200.1.05.50.0.00	HEALTH SUPPLIES	\$2,500.00	\$0.00	\$941.65	\$1,558.35	\$0.00	\$1,558.35	62.33%
10001.01.3.300.1.04.47.0.00	TRANSPORTATION	\$117,700.00	\$11,712.60	\$81,988.20	\$35,711.80	\$0.00	\$35,711.80	30.34%
10001.01.3.300.2.04.47.0.00	SPED TRANSPORTATION	\$181,400.00	\$14,110.00	\$96,262.25	\$85,137.75	\$95,190.00	(\$10,052.25)	-5.54%
10001.01.3.400.8.06.69.0.00	FOOD SERVICE	\$26,000.00	\$0.00	\$0.00	\$26,000.00	\$0.00	\$26,000.00	100.00%
10001.01.3.520.8.03.13.0.00	AFTER SCHOOL ACADEMY	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
10001.01.3.520.8.06.69.0.00	EXPERIENTIAL LEARNING	\$10,000.00	\$0.00	\$125.00	\$9,875.00	\$0.00	\$9,875.00	98.75%
	Disbursement: PUPIL SERVICES - 3	\$417,498.00	\$34,294.18	\$227,322.72	\$190,175.28	\$120,604.96	\$69,570.32	16.66%
10001.01.4.110.8.03.15.0.00	SUBSTITUTE CUSTODIAN SALARY	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
10001.01.4.110.8.03.16.0.00	CUSTODIAL SALARY	\$99,634.00	\$11,758.85	\$77,310.34	\$22,323.66	\$21,936.00	\$387.66	0.39%

# Erving Public Schools

## FY24 ERVING ELEMENTARY BUDGET

Fiscal Year: 2023-2024

From Date: 3/12/2024

To Date: 4/16/2024

Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10001.01.4.110.8.05.50.0.0	CUSTODIAL SUPPLIES	\$14,000.00	\$655.20	\$8,655.55	\$5,344.45	\$4,277.33	\$1,067.12	7.62%
10001.01.4.120.8.06.66.0.0	FUEL	\$50,000.00	\$8,998.00	\$44,259.80	\$5,740.20	\$4,291.62	\$1,448.58	2.90%
10001.01.4.130.8.04.68.0.0	SCHOOL TELEPHONE	\$7,500.00	\$48.73	\$5,314.81	\$2,185.19	\$2,756.02	(\$570.83)	-7.61%
10001.01.4.130.8.06.59.0.0	WATER	\$3,000.00	\$0.00	\$704.58	\$2,295.42	\$743.01	\$1,552.41	51.75%
10001.01.4.130.8.06.65.0.0	SCHOOL POWER	\$85,000.00	\$5,942.58	\$48,982.96	\$36,017.04	\$36,017.04	\$0.00	0.00%
10001.01.4.210.8.05.69.0.0	SCHOOL GROUNDS MAINTENANCE	\$4,000.00	\$0.00	\$3,232.70	\$767.30	\$10,717.14	(\$9,949.84)	-248.75%
10001.01.4.220.8.05.50.0.0	BUILDING MAINTENANCE	\$28,000.00	\$597.09	\$18,888.37	\$9,111.63	\$1,392.00	\$7,719.63	27.57%
10001.01.4.230.8.04.70.0.0	EQUIPMENT MAINTENANCE	\$20,000.00	\$36.23	\$5,122.78	\$14,877.22	\$683.65	\$14,193.57	70.97%
10001.01.4.400.8.05.42.0.0	NETWORKING & TELECOM C/S	\$10,000.00	\$1,192.68	\$18,924.14	(\$8,924.14)	\$6,752.28	(\$15,676.42)	-156.76%
10001.01.4.400.8.05.50.0.0	NETWORKING/TELECOM MATERIALS	\$19,450.00	\$2,858.67	\$11,608.25	\$7,841.75	\$0.00	\$7,841.75	40.32%
10001.01.4.450.8.05.50.0.0	TECHNOLOGY MAINT/SUPPLIES	\$5,000.00	\$0.00	\$1,255.71	\$3,744.29	\$405.22	\$3,339.07	66.78%
	Disbursement: PLANT OPERATION/MAINTENANCE - 4	\$347,584.00	\$32,088.03	\$244,259.99	\$103,324.01	\$89,971.31	\$13,352.70	3.84%
10001.01.5.260.8.00.71.0.0	STUDENT INSURANCE COVERAGE	\$1,100.00	\$0.00	\$1,045.00	\$55.00	\$0.00	\$55.00	5.00%
	Disbursement: FIXED CHARGES - 5	\$1,100.00	\$0.00	\$1,045.00	\$55.00	\$0.00	\$55.00	5.00%
10001.01.7.300.8.06.80.0.0	ACQUISITION OF NEW EQUIPMENT	\$5,000.00	\$0.00	\$410.00	\$4,590.00	\$0.00	\$4,590.00	91.80%
10001.01.7.400.8.06.80.0.0	REPLACEMENT OF EQUIPMENT	\$7,000.00	\$0.00	\$13,888.63	(\$6,888.63)	\$0.00	(\$6,888.63)	-98.41%
10001.01.7.453.8.06.80.0.0	EQUIPMENT LEASE	\$14,500.00	\$0.00	\$968.00	\$13,532.00	\$484.00	\$13,048.00	89.99%
	Disbursement: ACQUISITION/IMPROVEMENT ASSETS - 7	\$26,500.00	\$0.00	\$15,266.63	\$11,233.37	\$484.00	\$10,749.37	40.56%
10001.01.9.100.2.04.85.0.0	SPED TUITION MA SCHOOL	\$196,291.00	(\$34,356.34)	\$99,321.83	\$96,969.17	\$95,798.55	\$1,170.62	0.60%
	Disbursement: PROGRAMS WITH OTHER SCHOOLS - 9	\$196,291.00	(\$34,356.34)	\$99,321.83	\$96,969.17	\$95,798.55	\$1,170.62	0.60%
Cost_Ctr: ERVING ELEMENTARY SCHOOL - 01		\$3,683,842.95	\$317,308.85	\$2,244,051.99	\$1,439,790.96	\$1,034,544.81	\$405,246.15	11.00%
10001.28.0.110.0.00.00.0.0	DUE TO/DUE FROM	\$0.00	\$0.00	\$8,161.18	(\$8,161.18)	\$0.00	(\$8,161.18)	0.00%
	Disbursement: BALANCE SHEET/REVENUE - 0	\$0.00	\$0.00	\$8,161.18	(\$8,161.18)	\$0.00	(\$8,161.18)	0.00%
10001.28.1.210.8.01.10.0.0	U28 SUPT'S SALARY	\$37,453.00	\$4,321.67	\$26,118.40	\$11,334.60	\$0.00	\$11,334.60	30.26%
10001.28.1.210.8.02.11.0.0	U28 SECRETARY'S SALARY	\$15,727.00	\$1,796.57	\$10,851.56	\$4,875.44	\$0.00	\$4,875.44	31.00%
10001.28.1.210.8.04.42.0.0	U28 OTHER SCHOOL COMM EXP	\$375.00	\$56.25	\$247.50	\$127.50	\$0.00	\$127.50	34.00%
10001.28.1.210.8.05.63.0.0	U28 PROFESSIONAL LIBRARY	\$125.00	\$0.00	\$22.50	\$102.50	\$0.00	\$102.50	82.00%
10001.28.1.210.8.05.68.0.0	U28 SUPERINTENDENT MISC EXPENS	\$0.00	\$25.00	\$935.69	(\$935.69)	\$0.00	(\$935.69)	0.00%
10001.28.1.210.8.06.60.0.0	U28 EDUC LDRSHIP IMPROVMTN DUES	\$1,125.00	\$0.00	\$1,067.00	\$58.00	\$0.00	\$58.00	5.16%
10001.28.1.210.8.06.62.0.0	U28 SUPT'S CONFERENCE	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00	100.00%
10001.28.1.410.8.01.10.0.0	U28 DIRECTOR OF FINANCE/OPERAT	\$25,749.00	\$2,971.16	\$17,946.18	\$7,802.82	\$0.00	\$7,802.82	30.30%
10001.28.1.410.8.02.12.0.0	U28 BOOKKEEPER'S SALARY	\$24,964.00	\$1,042.65	\$18,378.05	\$6,585.95	\$0.00	\$6,585.95	26.38%
10001.28.1.410.8.03.13.0.0	U28 SUB CALLER SALARY	\$1,764.00	\$192.98	\$1,079.64	\$684.36	\$0.00	\$684.36	38.80%
10001.28.1.410.8.05.50.0.0	U28 OFFICE SUPPLIES	\$1,500.00	\$44.88	\$408.85	\$1,091.15	\$0.00	\$1,091.15	72.74%
10001.28.1.410.8.05.51.0.0	U28 POSTAGE	\$500.00	\$0.00	\$125.00	\$375.00	\$0.00	\$375.00	75.00%
10001.28.1.410.8.06.41.0.0	U28 MACHINE RENTAL CONTRACT	\$1,625.00	\$122.88	\$1,037.60	\$587.40	\$0.00	\$587.40	36.15%
10001.28.1.410.8.06.43.0.0	U28 OFFICE MACHINE MAINTENANCE	\$375.00	\$0.00	\$0.00	\$375.00	\$0.00	\$375.00	100.00%
10001.28.1.410.8.06.44.0.0	U28 CLASSIFIED ADS	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$125.00	100.00%
10001.28.1.410.8.06.62.0.0	U28 OTHER CONFERENCES	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00	100.00%
10001.28.1.410.8.06.64.0.0	U28 DIRECTOR OF FINANCE TRAVEL	\$350.00	\$31.25	\$251.62	\$98.38	\$0.00	\$98.38	28.11%
10001.28.1.430.8.06.40.0.0	U28 LEGAL COUNSEL	\$600.00	\$50.00	\$400.00	\$200.00	\$0.00	\$200.00	33.33%
10001.28.1.450.8.05.60.0.0	U28 TRAVEL	\$250.00	\$35.78	\$120.53	\$129.47	\$0.00	\$129.47	51.79%
10001.28.1.450.8.06.50.0.0	EES/U28 MISC EXP	\$500.00	\$116.25	\$496.07	\$3.93	\$0.00	\$3.93	0.79%
	Disbursement: ADMINISTRATIVE - 1	\$114,607.00	\$12,807.32	\$79,486.19	\$35,120.81	\$0.00	\$35,120.81	30.64%

Erving Public Schools

FY24 ERVING ELEMENTARY BUDGET

Fiscal Year: 2023-2024 From Date: 3/12/2024 To Date: 4/16/2024

Subtotal by Collapse Mask  Include pre encumbrance  Print accounts with zero balance  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10001.28.2.110.2.01.10.0.00	U28 SPEED DIRECTORS SALARY	\$19,749.00	(\$2,998.84)	\$12,127.37	\$7,621.63	\$0.00	\$7,621.63	38.59%
10001.28.2.110.2.02.11.0.00	U28 SPEED SECRETARY	\$13,443.00	\$206.75	\$8,808.97	\$4,634.03	\$0.00	\$4,634.03	34.47%
10001.28.2.110.2.06.64.0.00	U28 SPEED DIRECTORS TRAVEL	\$750.00	\$62.50	\$503.24	\$246.76	\$0.00	\$246.76	32.90%
10001.28.2.315.1.01.10.0.00	U28 DIRECTOR OF LEARNING DESIG	\$19,052.00	\$2,111.55	\$12,932.22	\$6,119.78	\$0.00	\$6,119.78	32.12%
10001.28.2.315.3.01.10.0.00	U28 CNC COORDINATOR	\$2,556.00	\$300.07	\$1,734.83	\$821.17	\$0.00	\$821.17	32.13%
10001.28.2.315.3.01.11.0.00	U28 CNC PROGRAM ASSISTANT	\$1,144.00	\$225.09	\$1,680.64	(\$536.64)	\$0.00	(\$536.64)	-46.91%
10001.28.2.357.1.06.69.0.00	U28 PROF DEVELOPMENT	\$1,500.00	\$0.00	\$47.25	\$1,452.75	\$0.00	\$1,452.75	96.85%
10001.28.2.357.3.01.11.0.00	EES/U28 STIPENDS	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$125.00	100.00%
	Disbursement: INSTRUCTIONAL - 2	\$58,319.00	(\$92.88)	\$37,834.52	\$20,484.48	\$0.00	\$20,484.48	35.12%
10001.28.4.130.8.06.68.0.00	U28 TELEPHONE	\$825.00	\$61.60	\$491.45	\$333.55	\$0.00	\$333.55	40.43%
10001.28.4.130.8.06.69.0.00	U28 SUB LINE TELEPHONE	\$150.00	\$12.50	\$87.94	\$62.06	\$0.00	\$62.06	41.37%
10001.28.4.400.8.06.69.0.00	U28 NETWORK/TELECOMMUNICATION	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
10001.28.4.450.8.04.47.0.00	U28 TECHNOLOGY MAINTENANCE	\$1,000.00	\$0.00	\$124.50	\$875.50	\$0.00	\$875.50	87.55%
	Disbursement: PLANT OPERATION/MAINTENANCE - 4	\$2,225.00	\$74.10	\$703.89	\$1,521.11	\$0.00	\$1,521.11	68.36%
10001.28.5.200.8.00.72.0.00	U28 DISABILITY INSURANCE	\$200.00	\$21.98	\$176.95	\$23.05	\$0.00	\$23.05	11.53%
10001.28.5.200.8.01.73.0.00	U28 BENEFIT CONTINGENCY	\$1,125.00	\$0.00	\$0.00	\$1,125.00	\$0.00	\$1,125.00	100.00%
10001.28.5.260.8.00.76.0.00	U28 COMMERCIAL LIABILITY INS	\$3,250.00	\$135.03	\$2,885.77	\$364.23	\$0.00	\$364.23	11.21%
10001.28.5.260.8.00.77.0.00	U28 E & O INSURANCE	\$437.00	\$0.00	\$141.19	\$295.81	\$0.00	\$295.81	67.69%
10001.28.5.350.8.06.67.0.00	U28 CENTRAL OFFICE RENT	\$375.00	\$0.00	\$375.00	\$0.00	\$0.00	\$0.00	0.00%
	Disbursement: FIXED CHARGES - 5	\$5,387.00	\$157.01	\$3,578.91	\$1,808.09	\$0.00	\$1,808.09	33.56%
10001.28.7.300.8.06.80.0.00	U28 NEW EQUIPMENT	\$1,700.00	\$0.00	\$558.62	\$1,141.38	\$0.00	\$1,141.38	67.14%
	Disbursement: ACQUISITION/IMPROVEMENT ASSETS - 7	\$1,700.00	\$0.00	\$558.62	\$1,141.38	\$0.00	\$1,141.38	67.14%
	Cost_Ctr: UNION 28 - 28	\$182,238.00	\$12,945.55	\$130,323.31	\$51,914.69	\$0.00	\$51,914.69	28.49%
Fund: ELEMENTARY BUDGET 001 301 30100 700 578000 - 10001		\$3,866,080.95	\$330,254.40	\$2,374,375.30	\$1,491,705.65	\$1,034,544.81	\$457,160.84	11.82%
<b>Grand Total:</b>		\$3,866,080.95	\$330,254.40	\$2,374,375.30	\$1,491,705.65	\$1,034,544.81	\$457,160.84	11.82%

End of Report





Erving Public Schools

FY24 ERVING SECONDARY BUDGET

Fiscal Year: 2023-2024

- Subtotal by Collapse Mask
- Exclude Inactive Accounts with zero balance

- Include pre encumbrance
- Print accounts with zero balance

From Date: 3/12/2024 To Date: 4/16/2024

Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10011.11.1.110.8.03.13.0.0.0	EHS SCHOOL COMMITTEE SALARIES	\$3,150.00	\$0.00	\$687.89	\$2,462.11	\$687.89	\$1,774.22	56.32%
10011.11.1.110.8.04.42.0.0.0	EHS SCH COMM CONT SERVICES	\$600.00	\$0.00	\$273.44	\$326.56	\$0.00	\$326.56	54.43%
10011.11.1.110.8.06.60.0.0.0	EHS MASC DUES	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	100.00%
10011.11.1.110.8.06.69.0.0.0	EHS SCHOOL COMM OTHER EXPENSI	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
10011.11.1.1430.8.04.40.0.0.0	EHS LEGAL SERVICES	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00	100.00%
	Disbursement: ADMINISTRATIVE - 1	\$5,650.00	\$0.00	\$961.33	\$4,688.67	\$687.89	\$4,000.78	70.81%
10011.11.2.110.2.06.64.0.0.0	EHS SPED TRAVEL	\$250.00	\$0.00	\$21.62	\$228.38	\$0.00	\$228.38	91.35%
10011.11.2.210.8.02.11.0.0.0	EHS CLERICAL SALARY	\$6,031.00	\$550.00	\$1,650.00	\$4,381.00	\$550.00	\$3,831.00	63.52%
10011.11.2.320.2.04.27.0.0.0	EHS SPED CONTRACTED SERVICES	\$3,000.00	\$860.44	\$1,720.88	\$1,279.12	\$0.00	\$1,279.12	42.64%
10011.11.2.415.2.05.50.0.0.0	SPED SECONDARY INSTR MATERIALS	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	100.00%
10011.11.2.440.1.04.47.0.0.0	EHS CONTRACTED SERVICES	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
	Disbursement: INSTRUCTIONAL - 2	\$11,981.00	\$1,410.44	\$3,392.50	\$8,588.50	\$550.00	\$8,038.50	67.09%
10011.11.3.300.1.04.42.0.0.0	EHS REGULAR TRANSPORTATION	\$117,126.00	\$11,712.60	\$85,748.20	\$31,377.80	\$0.00	\$31,377.80	26.79%
10011.11.3.300.2.04.47.0.0.0	EHS SPED TRANSPORTATION	\$89,439.00	\$328.10	\$1,443.18	\$87,995.82	\$0.00	\$87,995.82	98.39%
	Disbursement: PUPIL SERVICES - 3	\$206,565.00	\$12,040.70	\$87,191.38	\$119,373.62	\$0.00	\$119,373.62	57.79%
10011.11.9.100.1.00.85.0.0.0	EHS REGULAR TUITION	\$880,767.00	\$229,799.20	\$718,184.72	\$162,582.28	\$0.00	\$162,582.28	18.46%
10011.11.9.100.2.00.85.0.0.0	EHS SPED TUITION-PUBLIC	\$207,318.00	\$17,785.00	\$97,710.00	\$109,608.00	\$0.00	\$109,608.00	52.87%
10011.11.9.300.2.00.85.0.0.0	EHS SPED TUITION-NON PUBLIC	\$165,125.00	\$5,745.60	\$49,863.60	\$115,261.40	\$0.00	\$115,261.40	69.80%
	Disbursement: PROGRAMS WITH OTHER SCHOOLS - 9	\$1,253,210.00	\$253,329.80	\$665,758.32	\$387,451.68	\$0.00	\$387,451.68	30.92%
	Cost_Ctr: ERVING HIGH SCHOOL - 11	\$1,477,406.00	\$266,780.94	\$957,303.53	\$520,102.47	\$1,237.89	\$518,864.58	35.12%
	Fund: SECONDARY BUDGET 001 310 31000 200 578000 - 10011	\$1,477,406.00	\$266,780.94	\$957,303.53	\$520,102.47	\$1,237.89	\$518,864.58	35.12%
<b>Grand Total:</b>		\$1,477,406.00	\$266,780.94	\$957,303.53	\$520,102.47	\$1,237.89	\$518,864.58	35.12%

End of Report



**ERVING  
ELEMENTARY  
SCHOOL**



**PARENT / STUDENT  
HANDBOOK  
DRAFT 2023-2024**

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## Erving Elementary School Vision, Values and Mission

**Vision:**

To provide high-quality educational opportunities that inspire a community of learners

**Values:**

- **Wellness** - We partner with families to prioritize social emotional wellness, which is necessary for learning and developing resilience
- **Equity** - We ensure all students have equitable access to programs and curricula to reach their potential
- **Engagement** - We provide engaging educational opportunities where students develop passion and joy for learning

**Mission:**

To develop engaged, well-balanced learners through collaborative, caring relationships  
[SCPM AD Link](#)

### Elementary School Phone Numbers

Staff	Phone
Principal David Krane	413.423.3326 x220
Administrative Assistant Patricia Winn	413.423.3326 x221
Nurse Gail Dubreuil	413.423.3326 x223
Technology Department Thomas Smith	413.423.3326 x226

*\*Please call the school to report an absence*

### Elementary School Hours of Operation

Elementary Hours	8:45 - 3:15
Wednesdays (Early Release)	8:45 - 1:15
Preschool Hours	9:00 - 3:00
Preschool Wednesdays (Early Release)	9:00 - 1:00
No school for 1st year preschool students (3 year old program)	

## **General Information**

The Main Office serves as the center for a wide range of important activities and is the communication link between home and school. If you need to leave a message for a member of the staff, we will connect you to their voicemail.

### **Emergency Information**

Parent/guardians are required to complete emergency information for every student. Up-to-date information allows the office to contact parent/guardian in case of an emergency, a sick child, or a bus dismissal question. It is **extremely important** to update your emergency information immediately if there is a change in address or telephone number(s) at home and/or at work, as well as your cell phone number. For similar reasons, we also need current addresses and home numbers of childcare providers and at least one person to contact in case of an emergency.

### **Telephone Use**

Students are allowed to use school phones for school-related business only. In order to promote growing independence and appropriate sense of responsibility, students are discouraged from calling home for forgotten homework, band instruments, or sneakers.

### **School Visitors**

All doors are locked at the beginning of the school day. For the safety of all children, no parent/adult is permitted to go to a classroom without first obtaining permission from the office. All visitors must buzz in and register at the office. Visitors should sign in the Visitor's Log and wear a Visitor badge while in the building. Visitors not wearing badges will be directed to check in at the school office. Do not park in the emergency vehicle lane at the school entrance. Before leaving, visitors should turn in their pass and sign out. [SCPM KI Link](#)

### **Security Camera Notification**

Erving Elementary School uses video cameras throughout the building for the purpose of enhancing school safety and security. The objective is to promote and foster a safe and secure teaching and learning environment for students and staff, to improve public safety for community members who visit or use our school property, and diminish the potential for personal and district loss or destruction of property. Security camera recordings will be viewable by authorized designees only.

### **Lost and Found**

Lost and found items are placed in a specially designated area. Children are encouraged to label clothing and personal property with their names written in a clear and visible manner. Periodically, all items in the lost and found that are unclaimed are donated to a local charity.

### **Breakfast, Lunch and Recess**

Breakfast and lunch are served every day of school. Students who choose to bring their own lunches may purchase milk as an a-la-cart item. Monthly, the school will send lunch menus home with students, and they are also published on the school website. Free breakfast and lunch are available to all. [SCPM EFC Link](#)

With few exceptions (rain, wind chill of less than 20°F, etc.), students should expect to go outdoors for recess.



## **Student Arrival and Dismissal**

### **Tardy & Absence**

If a student will be absent or tardy, a parent must report the absence or tardy to the office. If a parent cannot be reached and there is a concern about the safety of that child, the Police Department will be called for a wellness check. You may report your child's absence or tardiness by calling the front office (listed on page 5 of this handbook).

### **Early Student Arrivals**

Students may not arrive at school any more than 15 minutes before the official beginning of the school day, as we do not allow unsupervised children in the building. There is no supervision provided for a child prior to this time unless parent/guardians have previously arranged for their child to arrive early.

### **Parent Drop Off and Pick-Up Procedures**

If you drive your child to school, please follow the established traffic patterns. A parent may not enter the bus loading/unloading zone during arrival or dismissal times. Under no circumstance may a parent pass a school bus with its stop sign displayed out on the side.

### **Dismissal**

For the safety of each child, the school must be aware of the dismissal plans for all students. Students are expected to go home on the bus after school. Classroom teachers will dismiss walkers, bicyclists, and students to be picked up by parent/guardians. Students being picked up should meet their parent/guardian in the school's designated drop off/ pick-up area.

### **Bus Notes and Walkers**

Bus notes or dismissal notes must be submitted for both permanent changes (such as going to daycare or walking home), or for one-day changes (such as taking a bus to a friend's home or being picked up for an appointment). The bus note or dismissal note should be filled out completely and signed by a parent/guardian.

### **Students Leaving School Early**

Please see the main office if a student needs to leave school early. Early dismissal is discouraged, as important learning takes place throughout each day. Medical appointments should occur outside of school hours whenever possible.

A sick or injured student will be dismissed from school through the health office. In any serious emergency, every attempt will be made to contact the parent or his/her designee. In cases where parent/guardian or their designees cannot be contacted, the school's administrator and/or nurse will take whatever emergency action is deemed necessary. Parent/guardians must be able to pick up a child within 60 minutes of receiving a call from the school. If parent/guardians are unable to arrive within that time frame, they must ensure that they have designated a trusted adult to pick up their student.

For purposes of safety, a child will be released only to their parent/guardian/guardians unless the school has been notified in writing by the parent/guardian that they have granted permission for someone else to pick up their child. The parent, or authorized person, **MUST** come to the office to sign out the child. Students will be called from their classroom after they have been signed out in the office. We may ask to

see a form of identification of the non-custodial adult who is picking up your child. Please communicate with them so that they bring identification.

Parent/guardians must notify the school office before any student is removed from the school at any time. *It is the family's responsibility to notify any daycare providers of a student absence.*

### **After School Program**

Our After School program, available to families for a fee, provides supervised exercise, play and study after school for Grades K-6. After School staff provide a safe, creative and supportive environment. After School is in session in accordance with the school calendar, with the exception of Wednesday early release days, in which case there is NO AFTER SCHOOL PROGRAM.

### **Bicycles**

All bicycles should be locked when placed in the racks (where provided). Any damage to bicycles should be reported to the office. Students should put their bikes in the rack that is closest to their arrival point to avoid riding across the pick-up/drop off or bus lines.

### **School Cancellation**

It is the parent/guardian's responsibility to monitor school cancellations, closings, and delayed openings. In cases of cancellations, closings, or delayed openings due to inclement weather or other emergencies, the District will notify using the local radio, television stations, email, phone, and text communication. Parent/guardians are advised to listen carefully to radio/TV announcements to determine whether school will be canceled for the day. The District will also notify families by email and phone and post it on the District website ([SCPM EBCD Link](#)).

### **Emergency Closing/Dismissal**

If the weather is threatening and parent/guardians will not be home that day, they should make arrangements for their children in the event that school is dismissed early. In the event that school is dismissed prior to the regular dismissal time due to emergency conditions, we must know each student's destination without having to contact parent/guardian. Students will be dismissed to the location parent/guardian designated for emergencies. Families should review and discuss the planned emergency dismissal location with their children, and should not count on being able to reach school by telephone in these instances, as the school lines are usually quite busy. In the event of an emergency school closing, ALL after-school activities are canceled.

## **Attendance**

In order for children to have a successful learning experience and feel that they are integral members of the class, it is important that they be present when school is in session. One of the keys to academic improvement is good attendance with consistent participation in school. Massachusetts Department of Education defines chronically absent as missing at least 10 percent of days enrolled (for instance, 18 days absent if enrolled for a typical school year of 180 days), regardless of the reason for the absence. If a student is "chronically absent" these steps may be taken when further support or action is needed. Designated school personnel may request an in-person or virtual meeting with the parent/guardian and/or the student after the 5<sup>th</sup> absence; referral to a [Family Resource Center](#) or other

community-based resources; up to filing a CRA application if appropriate under the specific circumstances. SCPM JH Link

Parents/guardians, as well as students, have the responsibility to ensure that attendance at school is regular and timely. Schools are required by law to keep track of attendance and are also required by law to address any problems. This may be simply notifying parents/guardians through meetings and/or attendance letters and working together to improve the student's attendance.

### **Tardiness**

Students are discouraged from coming in late to school, as work for the day begins as soon as buses unload. It is difficult for students who are tardy to get oriented and work through the expectations of the day.

### **Truancy**

In order for children to have a successful learning experience and to feel included in all of the social and academic activities of the classroom, it is important that they be present when school is in session. Massachusetts General Law, Chapter 76, Section 1 states a student "may be excused up to seven day sessions or fourteen half day sessions in any period of six months." One key to student success is good attendance and consistent school participation.

Parents/Guardians have the responsibility to ensure regular student attendance. If student absences appear excessive, the principal will schedule a parent-teacher conference. If absences continue, we may require the assistance or intervention of the Department of Children and Families.

### **Absences Due to Vacation During School Time**

Teachers are not responsible for providing work in advance for students who miss school due to vacations taken during school time. Teachers will maintain a collection of assignments completed in class during the child's absence and provide a reasonable period of time for the student to make up any work missed. Although missed assignments can be made up, it is not a substitute for the missed learning opportunities that occur in the classroom. Families should try to schedule vacations during school breaks.

### **Religious Holidays**

Erving Elementary School recognizes the diverse nature of our growing community. EES shares a commitment to respect individual religious beliefs.

Families are responsible for notifying teachers regarding any religious holidays that will affect their child's regular school program. Students will not be expected to complete daily homework assigned the evening before or the day of the religious holiday. If a student is affected by a religious holiday that is not observed with a schoolwide closing, the student will be allowed to have additional, reasonable time to complete assignments and assessments that conflict with their holiday observance, even in the event that the student attends classes on that day. Typically, on the eve of significant religious holidays, teachers will not give tests, homework, or introduce major new concepts and/or applications, nor will they plan field trips on the religious holiday itself. However, long-term assignments may still be due the day before or the day after the religious holiday.

## **Family Involvement**

### **Family-Teacher Conferences**

We rely upon conferences between teachers, students, and parents/guardians to exchange information, share expectations and concerns, and engage in solving problems. Teachers schedule at least two conferences— one in the fall and one in the spring. Additionally, teachers, parents/guardians, and students may initiate other conferences as needed.

### **Who to Contact with Concerns**

Staff is ready to address and help resolve all issues that arise in the school day. We believe that *concerns are best addressed with the individuals most directly connected to the issue*. Class Dojo and email are the most direct and efficient means of contact. It is inevitable that some parent/guardian will encounter concerns, issues, or questions that need to be resolved.

### **Criminal Offender Record Information (CORI) Check for Volunteers**

According to state law, anyone who may have direct and unmonitored contact with children must have a CORI check done *prior to* volunteering in the school. All CORI information is confidential. CORI forms are available to parent/guardians through the school main office. Parent/guardians interested in volunteering must complete and return the form. Completing a CORI check also requires a picture identification, which must be provided in person to the office staff. [SCPM ADDA Link](#)

### **Parent Teacher Organization: (PIEE) Partners in Education at Erving**

All parent/guardians and teachers are encouraged to participate in PIEE. This offers each parent/guardian the opportunity to meet new people and work together to enrich educational experiences at the school. The general goals of the PIEE are to provide:

- support to programs and teachers through fundraising and volunteer activities
- an opportunity for social interactions among the entire school community
- education-related information to the parent/guardian
- a forum for communication between parent/guardian and faculty

### **School Council**

Erving Elementary School has a school council. The school council is an advisory body that works together to provide ideas to help the principal. School council members assist by providing recommendations relevant to the educational needs of students, reviewing the budget with the principal, and participating actively in the identification of the annual school improvement planning process. For more information, visit the school's website ([SCPM BDFA Link](#)).

### **Classroom Placement Process**

The student placement procedure occurs in the spring. Our goal is to make the best possible placements for each of our students. We believe that the best way to do this is to create heterogeneous and balanced classes. Creating these groupings for each grade level is a complex process. Our professional staff members spend a great deal of time carefully weighing each student's academic, social, and emotional needs, as well as more individual issues such as those regarding particular peer relationships, neighborhood situations, or siblings' experiences.

The principal, sending and receiving teachers, and the other specialists meet as a team to create balanced class sections, after which a teacher is assigned to each of the sections by the principal. **We absolutely do not accept or honor specific teacher requests.** If parents/guardians have any relevant, compelling information that they feel is important to include in our placement procedure, please communicate that information in writing to the principal by April 15th [SCPM JG Link](#).

### **Homework**

The Erving Elementary School Committee has developed a district-wide homework policy that each of our elementary schools follows. We recognize the need for students and families to have playtime, downtime and family time to promote wellness. Social-emotional wellness and balance in the lives of our students leads to better learning. Better balance also allows students to engage in activities of their choice, including independent reading. Assigned homework will fall within the following frequencies:

- **Grades K-2:** Students will have no homework except for an occasional activity that may include other people
- **Grades 3-4:** Students will occasionally have an assigned activity
- **Grades 5-6:** Students may expect homework more frequently, Monday through Thursday

## **Supports for Students**

### **Counseling**

The goal of the counseling department is to ensure a successful school experience for all students. Our counselors work closely with students, parent/guardians, teachers, administrators and specialists to help students develop a positive self-image, the skills to work collaboratively with others, and the ability to make friends. Parent/guardians are encouraged to utilize the counselor to discuss concerns. The counselor is familiar with therapists, providers, and other resources in the community that families can access outside the school setting.

### **Literacy and Math Support Programs**

The general education mathematics and reading programs at the elementary level are designed to meet the needs of all learners. Some children, however, benefit from additional small group instruction in or out of the classroom. The mathematics and reading support programs provide strategies to help these children become independent learners.

### **English Language Education (ELE) Program**

The ELE program is an instructional program based on federal and state guidelines for language-minority students. By identifying students whose home language is a language other than or in addition to English, the ELE Program helps multilingual learners gain equal access to our educational programs, as mandated by federal and state laws.

### **Health and Nursing Services**

There is a full time registered nurse at Erving Elementary School. Our school nursing program mission is to promote the safety and wellness of students and staff during the school day in order to optimize learning. The school nurse provides a variety of services including assessment, direct care, health care plan development, screening, and education. [SCPM JLCD Link](#)

### **Student Support Services**

Erving Elementary School offers a wide range of identification, educational, therapeutic and support services for students in Preschool through Grade 6. When students are referred for a special education evaluation, special education team members assess them to determine eligibility. This team collaborates with other school staff and parent/guardian to write Individualized Education Programs (IEPs) for students who qualify for special education services. The 504 Coordinator in the building works with families to determine eligibility for 504 plans based on federal guidelines.

Programming for eligible students with disabilities may include a variety of services, such as specialized instruction in reading, math, social, and/or emotional areas, speech language pathology services, psychological services, or occupational or physical therapy. For more information on our student support services, please contact the Student Support Services office at 413-423-3337.

## **Student Records**

State and federal regulations govern student records. A student's record consists of their school transcript and temporary record. The temporary record includes all information that is relevant to the educational needs of the student and is kept by the school. A student's parent or guardian, or a student who is at least 14 years old or has entered the ninth grade (an eligible student), has the right to inspect all portions of the record upon request to the school principal.

### **Confidentiality of Student Records**

No individual or organization other than the parent, guardian, eligible student, or school personnel working directly with the student is allowed access to a student's record without specific written consent of the parent or eligible student, except in limited instances as specified by the state and federal regulations governing student records.

As required by Massachusetts General Law Chapter 71, Section 34H, a parent who does not have physical custody of his/her child (non-custodial parent) must provide certain written information to the principal in order to access the student's record. A description of the information that the non-custodial parent must submit can be obtained from our school office.

### **Amendments/Deletions from Student Records**

The parent, guardian, or eligible student has the right to add relevant comments, information, or other written material to the student record, to request that information contained in the record be amended or deleted, and to have a conference with the school principal for the purpose of objecting to information on the record. Within a week of such a conference, the principal must render a written decision on the objection. If the parent, guardian, or eligible student is not satisfied with the principal's decision, they may appeal such decision to the superintendent.

### **Transfer of Student Records**

To transfer your child's records to another school, a signed *Student Release Record Form* (from the receiving school) should be signed by a parent or guardian.

### **Destruction of Records**

A student's temporary record shall be destroyed seven years after the student leaves the school system. Students who withdraw, transfer, graduate, or otherwise leave the district will have access to their Erving

Google account (including Gmail and Drive) until June 30<sup>th</sup> of the calendar year in which they leave the district, at which point accounts will be permanently deleted. Should the family/student want to maintain any items from the Erving account, it is their responsibility to export items contained in the account prior to the June 30<sup>th</sup> deletion date. A student permanent record, which consists of a high school transcript, may be destroyed no sooner than 60 years after the student leaves the school system.

## **Student Activities**

### **Band and Chorus**

Students in the 4th-6th grades are provided with opportunities to learn to play instruments. Students in grades 5 and 6 will sing in the school chorus.

### **Birthday Celebrations**

In accordance with the District Wellness Policy, food is not permitted to celebrate student birthdays. District Wellness Policy.

### **Field Trips**

Field trips are planned to reinforce various areas of study. They provide an experience not possible within the regular classroom, provide cultural enrichment, and take advantage of many excellent resources outside the classroom. In order to attend the field trip, and prior to any field trip, each student must bring in a permission slip signed by their parent or guardian.

Since field trips are part of our curriculum, each trip is considered to be the lesson plan for the day. All children are expected to participate. If parent/guardians choose not to have their child participate, they must realize that it is not possible for us to provide alternate plans for their child. If a child does not participate in the field trip and comes to school, they will be placed in another classroom, generally at another grade level since classes at each grade usually attend field trips together. The child will do the work assigned to students in that class.

Parent/guardians may be asked to pay the cost of their children's transportation and any other costs, such as entrance fees and lunch. *No student will miss a field trip due to financial hardship.* For reasons of safety or supervision concerns, the teacher(s) or principal may cancel field trips. Fees will be refunded whenever possible.

## **Health and Safety**

Erving Elementary School recognizes that education and health are closely linked. The school setting offers unique opportunities for children to learn healthy behaviors through education and to receive easily accessible health services. Parent/guardians are welcome to speak to the nurse by telephone, through Class Dojo or in person any time they have a question about a health-related concern or need to communicate new health information to the school. Input from students' parent/guardians is vital to maintaining an atmosphere that supports and promotes health so that students can make the most of the education available to them.

### **Life-Threatening Allergies**

Parent/guardians are responsible for notifying the school nurse at the beginning of each school year if their child has an allergy. School nurses work closely with families and teachers to develop an

Individual Healthcare Plan (IHP). If an Epi-Pen is indicated, parent/guardians must provide it to the health office on the first day of school, along with the physician's orders.

Parent/guardians of children with allergic conditions requiring emergency medication are encouraged to familiarize their children with the use of an Epi-Pen and the self-injection procedure and/or other emergency procedures. Prior to a field trip, parent/guardian should confirm that there is a non-expired Epi-Pen in the nurse's office in the original box with the child's prescription. School staff will not administer Benadryl when a student with an Epi-Pen shows signs of a reaction when away from the school. Rather, the protocol is to inject with the Epi-Pen and call 911 immediately for transport to the nearest hospital.

### **Medication**

Medication administration in both public and private school settings is governed by Massachusetts Regulations 105 CMR 210.000. These regulations provide the minimum standards for safe and proper administration of the prescription medications to students in primary and secondary schools. Whenever possible, prescription medication should be administered at home. When a physician specifies that medication be administered during the school day, the nurse should be contacted, and the following guidelines will be used for medication administration in school:

1. Parent/guardians or another designated adult are responsible for bringing all medication to the Health Office, accompanied by a current, written medication order from a licensed prescriber. Children are not permitted to transport medication to or from school.
2. Only medication with a current expiration date and in a pharmacy or manufacturer labeled container will be accepted. The pharmacy label must include the child's full name, the name of medication, prescription number, dosage, and time(s) to be administered. No more than a 30-day supply (30 school days) can be stored in the health office.
3. Parent/guardian must provide written permission authorizing the nurse to administer over-the-counter medication covered under the standing orders signed by the school's physician (ie, acetaminophen, ibuprofen, tums, cough drops)

### **Student Illness**

The school environment is an excellent medium for the spread of illness. If you know or suspect your child is ill, keep your child at home when s/he presents with any of the following: A fever (100 degrees and above), vomiting, diarrhea, excessive nasal discharge or cough production, red eyes that itch and/or have a crusty discharge, or any contagious or potentially contagious conditions. Students may return to school only when:

- They have received a full 24 hours of antibiotic therapy for strep throat, conjunctivitis, or other contagious bacterial conditions.
- They have been fever-free for a full 24 hours without the use of medication (tylenol, ibuprofen, etc) They have Resumed a normal diet without nausea, vomiting, or diarrhea for at least 24 hours.
- They have been cleared for return by the town public health nurse or school nurse after a case of Chickenpox and the lesions that have crusted over (may take 7 days).

### **Ticks**

Being outdoors and active are key developmental needs for children, which is why they go outside daily for recess. Additionally, as part of our elementary science curriculum, they are also required to explore



nature outdoors. During warmer weather and when children have been outdoors, parents/guardians should ensure that they are doing a "tick check" on younger students and teaching older students to check themselves. For more information, please contact the school nurse, your child's physician, or the CDC website at <https://www.cdc.gov/lyme/index.html>.

### **Live Animals**

No animals are to be on school grounds without prior consent from administration. [SCPM IMG Link](#)

### **Emergency Procedures**

Erving Elementary has adopted an Emergency Response Plan to address a range of emergency situations. [SCPM EBC Link](#)

## **Technology**

### **Empowered Digital Use Student Contract**

Erving Elementary School has a student contract for using computers and the Internet. In order to use any online resource safely and responsibly in a school setting, students must agree to follow the expectations outlined in the district contract. Students should be familiar with these guidelines to ensure their understanding of safe and appropriate uses of technology. Parents/guardians are encouraged to discuss the contents of this policy with their children. In addition, staff will review it with their students at the beginning of each school year to establish standards for use and reemphasize safety guidelines. Potential consequences may include, but are not limited to, written or verbal warnings, call home, an apology of action, loss of Erving Google Workspace For Education, and a meeting with school administration. This contract can be found in the registration packet. [Google Workspace For Education Form](#)

### **Cell Phones and other Electronics**

Cell phones must be turned off and stored away during the school day. If a child needs to call their parent/guardian, they should ask the teacher or come to the office. Likewise, if a parent/guardian needs to contact a child during the day the parent/guardian should call the main office. [SCPM JICJ Link](#)

Any device that causes a distraction or used in violation of elementary handbook policy and procedures may be held in the office for parent/guardian pick up at a later time.

### **Student Photographs and Images**

Erving Elementary School reserves the right to use images or video recordings of students, faculty or community members for internal use. Annually, the school requests parent consent to use student photos/images for external use.

Sometimes photographs, video footage, or other images of students are taken during school activities by the district or under its direction. The school sometimes uses these pictures/videos for publicity, fliers, or school websites. Because the school welcomes parents/guardians and the community to our school events, other parents/guardians and/or the media may photograph students, and we are not responsible for the content or posting of these pictures.

## **Behavioral Expectations and Discipline SCPM JIC Link**

We strive to make our schools positive, nurturing environments where students are valued members of a community of learners. We expect that elementary students will behave appropriately throughout their school day on the bus, in the hallways, in their classrooms, in the cafeteria, at recess and on the playground. This means that everyone in our schools—staff, students, parents/guardians, and volunteers—work to create learning communities where all children feel safe and respected.

### **Appropriate Dress and Appearance**

In an effort to create and maintain an appropriate school atmosphere, students are expected to dress in a way that shows respect for themselves and others. They are not all-inclusive, and teachers and administrators reserve the right to make decisions about attire that is deemed detrimental to a positive school climate and atmosphere. Students may not wear articles of clothing that could be considered offensive, disrespectful, discriminatory, suggestive, unsafe, or in any way disruptive to the learning environment. Although diversity is appreciated and the need for individual expression is respected, the safety and well being of students and staff is of utmost importance.

Please remember that proper attire is required for participation in all physical education classes. Sneakers are required and are the best choice for recess and outdoor activities.

## **Student Rights: Due Process Procedures**

### **In-School Suspension For Less Than 10 Cumulative Days During A School Year**

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such a meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
3. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by

first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension.

**Procedures for Short-Term, Out-Of-School Suspensions (10 Cumulative Days of Less in a School Year)**

Except in the case of an Emergency Removal, prior to imposing a short-term out-of-school suspension (10 days or less in a school year) for conduct not covered by M.G.L. c. 71, §37H AND 37H ½, an administrator will provide the student and his/her/their parent/guardian oral and written notice and an opportunity to participate in an informal hearing. General Laws Section 37H 1/2

1. **Notice:** The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:

- a) the disciplinary offense;
- b) the basis for the charge;
- c) the potential consequences, including the potential length of the student's suspension;
- d) the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- e) the date, time, and location of the hearing;
- f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;

Written notice to the parent may be made by first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and parent.

2. **Efforts to Involve Parents/Guardians:** The administrator will make reasonable efforts to notify the parent of the opportunity to attend the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the parent. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

3. **Format of Hearing:** The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

4. **Decision:** The administrator will provide written notice to the student and parent of his/her/their determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

The parent or guardian shall be requested to attend a readmission conference with the principal or designee upon the student's return to school. At the principal's discretion, the conference may be held by telephone. Expectations for the student's reentry to school shall be outlined at this conference.

### **Procedures for Long -Term Suspension**

Except in the case of an Emergency Removal, prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus the following:

1. **Notice:** The notice will include all of the components for a short-term suspension, plus the following:
  - a) in advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
  - b) the right to be represented by counsel or a layperson of the student's choice, at student's/parent's expense;
  - c) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
  - d) the right to cross-examine witnesses presented by the school district;
  - e) the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
  - f) the right to appeal the administrator's decision to impose long-term suspension to the superintendent.

2. **Format of Hearing:** The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

3. **Decision:** Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:

1. Identify the disciplinary offense, the date the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);
5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:

- a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
- b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

No long-term suspension will extend beyond the end of the school year in which such suspension is imposed.

#### **Exception for Emergency Removal**

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student. The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

#### **Appeal to The Superintendent**

If a decision by an administrator, following the parent meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may appeal the decision to the superintendent. In order to do so the student or parent must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option. The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The following apply:

- The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent will send written notice to the parent of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension.
- The superintendent will issue a written decision within five (5) calendar days of the hearing that meets the requirements for a long-term suspension. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.

#### **Schoolwide Education Service Plan**

In accordance with the Massachusetts General Laws Chapter 71, Sections 37H, 37H ½, and 37H ¾, Erving Elementary School must provide opportunities for students to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her in school suspension, short-term suspension (10 days or less), long-term suspension (10 days or more) or expulsion.

Any student who is expelled or long-term suspended from school, for more than ten (10) consecutive days, may access tutoring services for the duration of the school suspension. Students are expected to attend tutoring sessions at a designated public site identified by the school district. Qualified EES personnel or contracted service providers will provide tutoring.

The academic work will be consistent with the academic standards and curriculum frameworks established for all students under G.L. c. 69 §§1D and 1F. A student's tutoring schedule is by appointment and arranged weekly. Based upon the availability of qualified tutors, tutoring services may only be available before or after school hours. If parents/guardians have any questions, they should contact the building principal.

### **Discipline of Students with Disabilities**

The Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and related regulations provide eligible students with certain procedural rights and protections in the context of student discipline.

In general, students with disabilities who violate school rules are subject to removal from their current placement for up to ten (10) consecutive school days to the extent that such a removal would be applied to students without disabilities. This removal can occur without a prior determination of whether the conduct is a manifestation of the student's disability. Students may be removed for additional periods for up to ten (10) consecutive school days in the same school year for separate incidents of misconduct without a manifestation determination, as long as the removal does not constitute a "change in placement" as described below.

If the IEP Team, including the parent/guardian, determines the behavior was not a direct result of the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was a direct result of the disability, the student may not be excluded from the current educational placement (except in the case of weapons, drugs, or serious bodily injury) until the Team develops and parent/guardian consent to a new Individualized Educational Program (IEP). The Team also must conduct a functional behavioral assessment and develop or revise a behavioral plan for the student as necessary.

A suspension of longer than ten (10) school days or a series of shorter-term suspensions that constitute a pattern are considered to represent a change in placement. Whether a pattern exists must be decided on a case-by-case basis, considering such factors as the length of each suspension, the nature of the alleged conduct, the proximity of the suspensions to one another, and the total amount of time the student is excluded from school. Prior to a suspension that constitutes a change in placement, the student's Team must meet to determine whether the behavior is a manifestation of the student's disability. In making this determination, the Team must review all relevant information in the student's file, including the IEP, teacher observations, and any relevant information provided by the parent/guardian, to determine if the conduct was caused by, or had a direct and substantial relationship to the student's disability or was the direct result of any failure by the school to implement the IEP.

Any student who is removed from school for a disciplinary offense for more than ten (10) consecutive days will have an opportunity to receive educational services and make academic progress during the period of removal under the school-wide education service plan, and will so be informed at the time of the suspension/expulsion. When a student with a disability is excluded from their program for more than ten (10) school days in the school year, the district must provide the student with services to the extent necessary for progress in the general curriculum and/or towards Individualized Education Program (IEP) goals, as determined by the principal in consultation with at least one staff person who is a member of the student's IEP Team.

If an administrator imposes an out-of-school suspension for a student in preschool or in grades K through 3, the administrator will send to the superintendent a copy of the written determination and an explanation of the reasons therefore, before the out-of-school suspension takes effect.

In the event a student possesses, uses, sells or solicits a substance or possesses a weapon, or seriously injures an individual at school or a school function, the District may place a student in an interim alternative education setting (IAES) for up to 45 school days. Hearing officers may also order the placement of a student in an appropriate IAES for up to 45 school days upon determination that the current placement is substantially likely to result in injury to the student or others.

When a parent disagrees with the Team's decision on the manifestation determination or with a decision regarding placement, the parent has a right to request an expedited due process hearing with the Bureau of Special Education Appeals. Additional information regarding the procedural protections for special education students can be obtained from the Director of Student Support Services at 413-423-3337.

#### **Discipline of Students Subject to Section 504 of the Rehabilitation Act**

Discipline of students with disabilities under Section 504 of the Rehabilitation Act provides students with disabilities certain procedural rights and protections in the context of student discipline. Prior to imposing a "significant change in placement" for disciplinary reasons, the district must determine whether the conduct is a manifestation of the student's disability. A significant change of placement results not only from an exclusion for more than 10 consecutive school days, but also from a pattern of shorter suspensions accumulating to more than 10 school days during a school year. Whether a pattern exists must be decided on a case-by-case basis, considering such factors as the length of each suspension, the nature of the alleged conduct, the proximity of the suspensions to one another, and the total amount of time the student is excluded from school.

Prior to any significant change in placement for disciplinary reasons, a group of individuals with knowledge of the student, the evaluation data, and the school program must determine whether the conduct at issue is related to the student's disability. If the conduct is directly related to the disability, the district will not impose the discipline and will develop an individual behavior management plan if the behavior significantly interferes with the student's ability to benefit from his/her education. If the conduct is not directly related to the student's disability, the district may discipline the student as it does general education students. Additional information regarding the procedural protections for students eligible for services under laws providing for services for students with disabilities under Section 504 can be obtained from the Director of Special Education at (978) 910-1478.

#### **Discipline of Students Not Yet Determined Eligible**

The IDEA protections summarized in this policy for students who are eligible for special education also apply to students who have not yet been found eligible for IEPs if the school district is deemed to have knowledge that the student was eligible for special education before the conduct that precipitated the disciplinary action occurred.

The IDEA provides that a school district is "deemed to have knowledge" if: (1) the child's parent/guardian had expressed concern in writing to district supervisory or administrative personnel or the child's teacher that the child needs special education and related services; (2) the child's parent/guardian had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district's director of special education or to other supervisory personnel. However, a school district is not "deemed to have knowledge" if the district evaluated the



student and determined that the child was not eligible for special education services or the child's parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by the school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

Additional information regarding the procedural protections for students with special education services can be obtained from the Director of Student Support Services at 978-264-4700.

#### **Additional District Policies (Including Regulations On Student Handbooks, Weapons, Smoking, Expulsion)**

There are a number of additional School Committee policies related to student discipline, which can be found online at: [https://www.erving.com/school\\_committee/school\\_committee\\_policy\\_manual](https://www.erving.com/school_committee/school_committee_policy_manual) in Section J.

#### **Physical Restraint**

Erving Elementary School complies with the Massachusetts Department of Elementary and Secondary Education's restraint regulations, 603 CMR 46.00 et seq. ("Regulations"), to the extent required by law. According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. [Education Laws and Regulations SCPM JKAA Link](#)

School staff may use physical restraint only (1) when non-physical interventions would be ineffective and the student's behavior poses a threat of imminent, serious harm to self and/or others or (2) pursuant to a student's IEP or other written plan developed in accordance with state and federal law and approved by the school and parent/guardian.

The regulations do not prevent a teacher, employee or agent of the School from using reasonable force to protect students, other persons or themselves from assault or imminent serious harm or from restraining students as otherwise provided in the regulations. Students, parents/guardians or guardians who have a complaint regarding physical restraint procedures may request a meeting with the building principal to discuss their concerns. If the issues are not resolved at this level, they may request a meeting with the Superintendent or designee.

Additional information can be obtained from the Director of Student Support Services at 978-264-4700.

## **TransportationSCPM EEAI Link**

### **School Bus Behavior SCPM EEAEC Link**

School buses are an extension of the school, so students are under the District's jurisdiction while riding the bus.

- Students should be outside ready for the bus arrival
- Parent/guardian of student(s) must assume liability for any bus vandalism
- Bus drivers are not responsible for articles left on buses
- Bus rules apply to the regular daily buses to and from school and all field trips

Students shall observe the safety procedures below. School Committee Manual - Bus Transportation

### **Riding the Bus**

*To ensure your safety while riding an EES bus, we expect you to:*

1. Follow the driver's instructions at all times.
2. Remain in your seat, facing forward, at all times.
3. Keep your hands and feet to yourself.
4. Keep all body parts, voice, and objects inside the bus at all times.
5. Use a quiet voice to speak to others sitting in a seat near you.
6. Use school-appropriate language.
7. No food, snacks and drinks on the bus at any time.
8. Open the window only when the driver has indicated it is safe to do so.
9. Ride only your assigned bus to and from your assigned stops.

### **Getting On or Off the Bus**

*To ensure your safety while getting on or off the bus, we expect you to:*

1. Parents/guardians are responsible for the behavior of their students while waiting at the bus stop.
2. Line up in single file to board the bus.
3. Wait until it has stopped completely and the driver signals (Thumbs Up) it is safe before approaching the bus. Walk to the bus. If you need to cross in front of the bus please walk at least 10 feet in front of the bus so the driver can see you at all times.
4. Find an appropriate vacant seat quickly and sit down. In some cases seats may be assigned.
5. Seated by grade with youngest students in the front of the bus and oldest in the rear.
6. To exit the bus, wait until the bus has come to a complete stop. Leave your seat quickly and quietly, and wait patiently until it is your turn to get off the bus.
7. Use only the front exit of the bus. Exit the bus using the emergency door at the rear of the bus *only in the event of an emergency*.
8. Once you have gotten off the bus, walk away from it, not along the side of the bus.

9. If you must cross the street after getting off the bus, cross in front of the bus, at least 10 feet in front so that you and the driver can see each other. Look both ways and to the driver for the “Thumbs Up” before crossing the street for your own safety.

**Students must also follow these guidelines:**

1. Students may not light matches, smoke, vape, or consume alcohol on the bus per state law.
2. Parent/guardians shall assume liability for any bus vandalism.
3. Objects that create a hazard on the bus will not be permitted such as sharp objects, animals, or excessively large items which cannot be transported safely, or which cause an inconvenience to other passengers due to insufficient seating space. The Bus Company reserves the right to make this determination.

**STUDENTS' RIGHTS**

Students will be given the opportunity to express their views to their building administrator prior to any disciplinary action being taken as a result of a formal complaint from a bus driver. Students will be transported to their designated destination until such time that disciplinary action is taken. Drivers cannot make arbitrary decisions to discharge a student at a location other than the student's authorized destination.

**DISCIPLINARY ACTION FOR BUS BEHAVIOR**

Bus drivers have been instructed to prepare formal reports in the event of student misconduct on the bus. The following procedure will be followed after the report has been received by the building Administrator:

1. **First Offense** — Administrator speaks to the student and a first notice is sent home to parent/guardian. In addition, the Administrator will speak with the parent/guardian and/or send notice home explaining the situation and the potential consequences of a subsequent offense. In serious incidents, the Administrator may elect to suspend bus privileges.
2. **Second Offense** — Administrator speaks to student and a second notice is sent home. In serious incidents, the Administrator may elect to suspend bus privileges.
3. **Subsequent Offenses** — Administrator speaks to student and parent/guardian regarding suspension of bus privileges.
4. **Violation of State Laws** — (i.e., smoking, vaping, lighting matches, etc.) will result in a one (1) week suspension of bus privileges.

The Administrator will determine the time of suspension of bus privileges in all cases, based on the seriousness of the offense. In the case of an offense where a one-week suspension is required, he or she may decide to increase the length of the suspension.

If your child needs to report a bus incident, please encourage them to tell the bus driver as soon as possible so that the driver can fill out the formal report. Parent/guardians should encourage their children to report any incident to the adult receiving students at bus arrival.

## **PROHIBITION OF HARASSMENT SCPM JICK**

Erving Elementary School is committed to maintaining a school environment that values civil discourse and diversity where all individuals are treated with dignity and respect. Therefore, the School will take appropriate action to:

- Prevent and/or otherwise respond to demeaning behavior and unlawful discrimination or harassment of its employees or students, and
- Define processes by which individuals can bring concerns about unlawful discrimination or harassment to the Schools' attention for resolution.

EES will not tolerate harassment of their employees or students. Harassment of staff or students based on race, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, employment policies, and other administered programs and activities is prohibited. In addition, students who are homeless or of limited English-speaking ability are protected from discrimination in accessing the course of study and other opportunities available through the schools.

It should be noted that while this policy sets forth the goal of promoting a work and educational environment that are free of harassment, the policy is not designed or intended to limit the authority of school officials to discipline or take remedial action for conduct which is deemed unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

### **Definition of Harassment**

Harassment includes verbal or physical conduct which may offend, denigrate, or belittle any person because of, or due to, any of the characteristics described above. Harassment may include pictures, jokes, comments, innuendoes, slurs, derogatory remarks based on a protected characteristic or any other behavior which creates an environment that is intimidating, hostile, or offensive to anyone.

### **Investigations of Harassment**

Erving Elementary School will promptly investigate every complaint of harassment, observing all relevant state and federal laws and regulations and school system policies and procedures, as well as applicable contractual requirements. *There are separate protocols for responding to complaints of allegations of sexual harassment against students as outlined in School Committee Policy Manual.*

### **Student or Staff Complaints**

All School employees must respond to suspected harassment and to complaints by students of harassment by notifying the building principal or Title IX coordinator. Employees are expected to take every report of harassment seriously. A student or any individual wishing to file a complaint alleging harassment may inform any trusted staff member, their building principal, or the Title IX Coordinator listed below. The EES Title IX Coordinator is:

Corinna Wcislo, Director of Student Support Services  
% Shutesbury Elementary School  
23 West Pelham Road  
Shutesbury, MA 01072

(978) 910-1548

Director of Student Support Services and the Superintendent are available to provide information about this policy and the District's complaint process.

### **Prohibition of Retaliation**

It is unlawful to retaliate against, or discipline, any individual who files a complaint of harassment or discrimination, or who cooperates in an investigation of such a complaint. The School will not tolerate any such retaliation, and individuals who engage in retaliation will be subject to termination/expulsion or other sanctions determined by the School Administration and/or School Committee, subject to applicable school system policies and procedures, as well as applicable contractual requirements.

## **PROHIBITION OF SEXUAL HARASSMENT**

### **SCPM ACAB Link**

### **Definition of Sexual Harassment**

While all types of harassment are prohibited, sexual harassment requires particular attention. Pursuant to Title IX of the Education Amendments of 1972, EES has a Grievance Process for investigating and resolving Formal Complaints of Sexual Harassment (Refer to School Committee Policy Manual).

In Massachusetts, Sexual Harassment is defined as any unwelcome sexual conduct, including sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Submission to, acceptance of, or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or education or a basis for employment decisions affecting an employee or for educational, disciplinary, or other decisions affecting a student; or
2. Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance, education or participation in extracurricular activities by creating an intimidating, hostile, humiliating, or offensive work or school environment.

According to Title IX, sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. An EES employee conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to ABRSD's education programs or activities; or
3. Sexual assault, dating violence, domestic violence, or stalking (all as defined by federal laws.)

While it is not possible to list all circumstances that may constitute sexual harassment, the following are examples of prohibited conduct at EES:

- Unwelcome sexual advances -- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comments about an individual's body, sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, touching, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences, and
- Discussion of one's sexual activities
- Taking or posting of photographs, videos or images of a sexual nature without consent

The Title IX Coordinator is responsible for ensuring compliance with this policy, its procedures, and federal regulations. Any EES employee with knowledge of alleged sexual harassment, must report it, whether they personally witness the sexual harassment, learn of it from a third party, or they are the alleged victim themselves. EES will promptly respond to all reports alleging sexual harassment to ensure a fair and equitable resolution to the report, provide support to the victim, eliminate harassment, and impose discipline if necessary. Discipline may range from verbal reprimand to suspension and expulsion or termination in the case of an employee.

#### **Title IX Coordinator**

The Title IX Coordinator is responsible for ensuring the District's proper response to sexual harassment, compliance with Title IX and overseeing the Grievance Process. Erving Elementary School's Title IX Coordinator is the Director of Student Support Services, Corinna Wcislo, who can be reached at (978) 910-1478.

#### **Contact Information for State & Federal Agencies**

Erving Elementary School urges all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that they can be addressed. If either party to the complaint is dissatisfied with the results or progress of the Schools' investigation, they may discuss this directly with the Superintendent of Schools.

The state agency responsible for enforcing laws that prohibit harassment in the workplace is the Massachusetts Commission Against Discrimination (MCAD), One Ashburton Place, Suite 601, Boston, MA 02108-1518; telephone (617) 994-6000; TTY Users (617) 994-6196. The time frame for filing a complaint with the MCAD is within 300 days from the date of the most recent incident of alleged harassment. The state agency responsible for ensuring that Massachusetts public schools do not discriminate on the basis of protected characteristics is the Massachusetts Department of Elementary and Secondary Education (DESE), 75 Pleasant Street, Malden, MA 02148-4906; telephone (781) 338-3300; TTY Users (800) 439-2370. The MA DESE's Program Quality Assurance Services (PQA) accepts complaints when the alleged violation occurred no more than one year before PQA received the written complaint.

The Equal Employment Opportunity Commission (EEOC) is the federal agency that enforces federal laws prohibiting employment discrimination. The deadline for filing a complaint with the EEOC is within 300 days from the day of the alleged discrimination. The EEOC is located at JFK Federal Bldg., 475 Government Center, Boston, MA 02203; (617) 565-3200 or (800) 669-4000; TTY Users (800) 669-6820. The US Department of Education's Office for Civil Rights (OCR) is a federal agency that enforces five federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, sex, disability and age in programs or activities that receive federal financial assistance from the US

Department of Education. In most cases, a complaint must be filed with OCR within 180 calendar days of the date of the alleged discrimination. OCR is located on the 8th Floor, 5 Post Office Square, Boston, MA 02109-3921; telephone (617) 289-0111, fax (617) 289-0150.

LEGAL REF.: M.G.L. 151B:3A

Title IX of the Education Amendments of 1972

BESE 603 CMR 26:00

34 CFR 106.44 (a), (a)-(b)

34 CFR 106.45 (a)-(b) (1)

34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

CROSS REF.: AC, Non-Discrimination Policy Including Harassment and Retaliation

SOURCE: MASC – December 2021

Reviewed by Erving Policy Committee: 05-17-22

First Reading by Erving School Committee: 06-21-22

Second Reading, First Vote by Erving School Committee: 09-20-22

Final Reading by Erving School Committee: 11-15-22

## **HARASSMENT- PROCEDURES SCPM JICK Link**

Erving elementary School is committed to maintaining a school environment that values civil discourse and diversity and in which all individuals are treated with dignity and respect. EES will not tolerate harassment of staff or students. Harassment of staff or students based on race, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, ancestry, or national or ethnic origin in the administration of EES's educational policies, employment policies, and other administered programs and activities is prohibited. In addition, students who are homeless or of limited English-speaking ability are protected from discrimination in accessing the courses of study and other opportunities available through the School.

### **Definition of Harassment**

Harassment includes verbal or physical conduct which may offend, denigrate, or belittle any person because of, or due to, any of the categories or characteristics set forth above. Harassment includes pictures, jokes, comments, innuendoes, slurs, derogatory remarks based on a protected category, and any other behavior which creates an environment that is intimidating, hostile, or offensive.

### **Prohibition Against Retaliation**

It is unlawful to retaliate against, or discipline, any individual who files a complaint of harassment or discrimination, or who cooperates in the investigation of such a complaint. The Schools will not tolerate any such retaliation, and individuals who engage in retaliation will be subject to termination/expulsion or other sanctions determined by the School Administration and/or School Committee, subject to applicable policies and procedures, as well as applicable contractual requirements.

### **Staff or Student Complaints**

Any individual wishing to file a complaint alleging harassment may inform any trusted staff member or a supervisor. If an employee does not wish to discuss the issue with a supervisor or feels that the problem is not addressed in an effective manner, the employee should contact the Employee Title IX Coordinator:

**Corrina Wcislo, Director of Student Support Services**

**c/o Shutesbury Elementary School  
23 West Pelham Road  
Shutesbury, MA 01072  
(978) 910-1548**

**Investigation, Corrective Action & Closure of a Harassment Complaint**

The Director of Student Support Services and/or building principal and/or the Superintendent will coordinate all investigations. Typical investigative steps include separate interviews with those involved, reducing statements from all parties to writing, identifying and questioning witnesses, and taking other appropriate actions. The investigation will be conducted with as much confidentiality and privacy for all parties as possible without compromising the thoroughness of the investigation.

Erving Elementary School will endeavor to complete the investigation within thirty (30) school days of receiving the complaint, unless the nature of the investigation or exigent circumstances dictate otherwise, in which case the investigation will be completed as quickly as practicable. Additionally, if the respondent is subject to a collective bargaining agreement that sets forth a specific timeline for notice and/or investigation of a complaint, such timeline will be followed.

If after investigation, a determination is made that harassment, participation in harassment, or retaliation for complaining about harassment has occurred, the School will promptly take appropriate action to end the offending conduct and ensure that it is not repeated. Depending on the severity of the incident(s), such corrective action may include counseling, training, a verbal or written warning, suspension, or termination/expulsion.

The School will comply with all legal requirements governing the reporting of suspected cases of child abuse.

When the School has completed the investigation, school personnel will, to the extent appropriate, inform the person filing the complaint of the results of that investigation and will file a report with the Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622.

**PROCEDURE FOR REPORTS OF SEXUAL HARASSMENT**  
**SCPM JICK Link**

Pursuant to Title IX of the Education Amendments of 1972, EES has a Grievance Procedure for investigating and resolving allegations of Sexual Harassment. EES will promptly respond to all reports alleging sexual harassment to ensure a fair and equitable resolution to the report, provide support to the victim, eliminate harassment, and impose discipline if necessary pursuant to District policies.

According to Title IX, sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. An EES employee conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
  2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to EES's education programs or activities;
- or



### 3. Sexual assault, dating violence, domestic violence, or stalking (all as defined by Federal laws.)

While it is not possible to list all circumstances that may constitute sexual harassment, the following are examples of prohibited conduct at EES:

- Unwelcome sexual advances - whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences, and
- Discussion of one's sexual activities
- Taking or posting of photographs, videos or images of a sexual nature without consent

#### **Complaints of Sexual Harassment**

Any individual wishing to file a complaint alleging harassment may inform any trusted staff member, a supervisor, or the Director of Student Support Services. Any staff member who receives such a report is required to report it to an administrator. If an employee does not wish to discuss the issue with a supervisor or feels that the problem is not addressed in an effective manner, the employee should contact the Title IX Coordinator. The Title IX Coordinator is responsible for ensuring the District's proper response to sexual harassment; compliance with Title IX and overseeing the Grievance Process. EES's Title IX Coordinator is:

Director of Student Support Services, Corrina Wcislo  
c/o Shutesbury Elementary School  
23 West Pelham Road  
Shutesbury, MA 01072  
(978) 910-1548

#### **Response to Sexual Harassment**

A student or any individual wishing to report sexual harassment may inform the Title IX Coordinator or any other employee. Any District employee with knowledge of an allegation of sexual harassment, must report it, whether they personally witness the sexual harassment, learn of it from a third party or the alleged victim themselves.

Once the Title IX Coordinator learns of an allegation of sexual harassment, they will contact the alleged victim, or "the Complainant," to gather preliminary information, offer "Supportive Measures," and inform that person of the right to file a "Formal Complaint" against the alleged perpetrator, or "the Respondent," that initiates the Title IX "Grievance Process."

A "Formal Complaint" is a document filed by the Complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that EES investigate the allegation of sexual harassment and initiate the Grievance Process. Formal Complaints may be filed with the Title IX Coordinator in person, by mail, or electronic mail. To file a Formal Complaint, the alleged sexual harassment must have occurred in the school's district educational programming or activity, and within the United States.

In some circumstances, the District will dismiss a Formal Complaint. The District has discretion to dismiss a Formal complaint where the passage of time results in an inability to gather sufficient evidence for a determination of responsibility, the district lost responsibility over the Respondent. The District must dismiss the Formal complaint if it does not constitute sexual harassment as complicated by Title IX. However, the school may investigate the conduct as it pertains to other school policies.

“Supportive Measures” are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such Measures are designed to restore or preserve equal access to EES education and activities, including measures designed to protect the safety of all or the educational environment, or deter sexual harassment.

EES will maintain the confidentiality of any Supportive Measures to the extent possible and document the supportive measures offered by the Title IX Coordinator to the Complainant and Respondent. Examples of supportive measures include, but are not limited to the following: counseling, deadline extensions, course adjustments, work or schedule modifications, and increased security.

### **Grievance Process**

Once the Formal Complaint is filed, the “Grievance Process” commences. EES is committed to treating all parties equitably during the Grievance Process. EES is committed to completing the Grievance Process as soon as possible with the goal of completion within 60 days. However, if required, by good cause, such as the absence of a party, a party’s advisor, or a witness; law enforcement or DCF involvement; or the need for accommodations, the parties will be notified of the need for delay.

EES will provide the Complainant and Respondent with written notice of the allegations and the Grievance Process. This notice will include specific detail of the allegations against the Respondent. The parties will be informed at this time of their right to have an advisor of their choice, who may be, but is not required to be, an attorney, and may accompany them at any point during the process. They will also be informed of their right to inspect and review evidence. EES will remind the parties of the school’s prohibition against knowingly making false statements during this process. The Respondent is presumed not responsible for the alleged conduct until a determination of responsibility has been made. Supportive measures are available to all parties during the Grievance Process.

The Title IX Grievance Process requires the involvement of several different employees that fulfill separate roles. As noted earlier, the Title IX Coordinator oversees Title IX compliance and the Grievance Process. Additionally, each Formal Complaint will be assigned an “Investigator,” who could be a Principal, Vice-Principal, or other employee that is properly trained in investigations. Each Title IX investigation will be assigned a “Decision-Maker,” which similarly could be a Principal, Vice-Principal, or other employee that is properly trained. All appeals will be reviewed by someone who was involved in the underlying Title IX investigation.

EES will ensure that Title IX coordinators, investigators, Decision-Makers, and any person who facilitates an informal resolution process, receives training on Title IX policy and procedure and his or her respective role.

### **Informal Resolution of Sexual Harassment**

If appropriate, the Title IX Coordinator will offer the parties the option of an informal resolution process, but, pursuant to Title IX, not until a Formal Complaint has been filed and the parties have been fully

advised of their Title IX rights. Before beginning an informal resolution process, EES will obtain written consent from the Complainant and Respondent. At any time, the parties can withdraw from the informal resolution and the Grievance Process will resume. Informal Resolution shall not be offered in the event the Respondent is an EES employee.

#### **Investigation of Sexual Harassment**

A properly trained Investigator will complete an investigation into the Formal Complaint. Both the Respondent and Complainant, will have an equal opportunity to present witnesses and other evidence. Prior to any interviews with a witness, EES will provide the witness with notice of the date, time, location, participants, and sufficient time to prepare for that interview. Both parties will have an equal opportunity to examine and inspect evidence. Unless waived by one of the parties, the investigation will not intrude on any information legally protected as privileged. Questions and evidence about a person's sexual predisposition or prior sexual behavior are not relevant, unless it is offered to prove that someone other than the Respondent committed the alleged act, or the questions and evidence concern specific incidents of sexual behavior between the parties and it is offered to prove consent. At the conclusion of the investigation, the Investigator will create an Investigative Report that summarizes the relevant evidence and send it to each party and the party's advisor.

The parties will have 10 days before any hearing or determination of responsibility to review and respond to the report if they so choose. Time periods may be extended or delayed for good cause, including the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodations of disabilities.

The designated Decision-Maker will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions. The Decision-Maker, who will first evaluate the relevance of each question. In the event that the Decision-Maker decides to exclude a question, they will provide a written decision explaining their reasoning.

#### **Hearings**

Though it is not required, EES reserves the right to conduct a full-live hearing as part of the Grievance Process. At such a hearing, the Decision-Maker will permit each party's Advisor to ask the other party and any witnesses relevant questions. If a party does not have an advisor, EES will provide one at no cost. Upon the request of the Complainant or Respondent, the EES will utilize technology to separate the parties during the hearing process. If a party or witness does not submit to cross-examination at the live hearing, the Decision-Maker will not consider any statement of that party or witness in determining responsibility.

#### **Finding of Responsibility**

Any Respondent found, by a preponderance of the evidence, to have committed Sexual Harassment shall be subject to a range of discipline, including, but not limited to: detention, exclusion of extracurricular activities, suspension, and expulsion, or in the case of an employee discipline, suspension, or termination of employment.

The Decision-Maker will simultaneously issue a written determination of responsibility that includes a description of the allegations, the procedural steps of the grievance process, the findings of facts, the conclusions reached, and a statement and rationale of responsibility and related discipline. If applicable,

it will also include remedies designed to restore or preserve equal access to education and activities at EES.

### **Appeal**

Both the Complainant and Respondent shall have the right to appeal the decision of the Grievance Process by notifying the Title IX coordinator in writing within 10 business days of receiving the decision. The grounds for appeal are limited to: procedural irregularity, new evidence that was not reasonably available at the time of the determination or dismissal, or an alleged conflict of interest. Both parties shall have an opportunity to provide a written statement supporting their position on Appeal. The Appeal shall be reviewed by a person who is not the original decision-maker, investigator, or Title IX Coordinator. That person shall issue a written decision and rationale simultaneously to the parties.

### **Retaliation**

EES strictly prohibits retaliation in any form against persons seeking protection under or participating in an investigation related to this policy. As such, the School will investigate any reports of retaliation and take separate disciplinary action against those found to have retaliated against someone.

LEGAL REF.: M.G.L. 151B:3A

Title IX of the Education Amendments of 1972

BESE 603 CMR 26:00

34 CFR 106.44 (a), (a)-(b)

34 CFR 106.45 (a)-(b) (1)

34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

CROSS REF.: AC, Non-Discrimination Policy Including Harassment and Retaliation

SOURCE: MASC – December 2021

Reviewed by Erving Policy Committee: 05-17-22

First Reading by Erving School Committee: 06-21-22

Second Reading, First Vote by Erving School Committee: 09-20-22

Final Reading by Erving School Committee: 11-15-22

## **Bullying Prevention and Intervention Policy**

*Link to Anti-Bullying [SCPM JCIFB Link](#)*

Erving Elementary School (hereinafter referred to as “The School”) recognizes that safe learning environments are necessary for students to learn and achieve high academic standards. The School strives to provide and maintain safe learning and working environments for all students and all employees. It is the conviction of educators that all students have the right to participate confidently and fully in learning activities, both in and out of school, and contribute meaningfully to society by learning in a community culture where individual and developmental differences are acknowledged, appreciated and respected.

Bullying is defined as the act of one or more individuals intimidating one or more persons through electronic, written, verbal, physical acts, either direct or indirect, mental and/or visual, when such intentional behavior substantially interferes with a student’s education, threatens the overall educational

environment, and/or substantially disrupts the operation of the school. These behaviors include maliciously teasing, taunting, name-calling, sexual remarks, stealing or damaging an individual's possessions, spreading rumors, or encouraging others to reject or exclude someone. This intentional behavior includes but is not limited to harassment, intimidation, and bullying based upon race, color, religion, ancestry, national origin, economic status, gender, sexual orientation, gender identity, pregnancy, marital status, physical appearance, or mental, physical or sensory disability. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is witness to or has reliable information about bullying is prohibited. This prohibition shall apply to all District employees, contractors, volunteers, parent/guardian, and students, including conduct between/among all parties.

The School Committee expects administrators to make clear to students and staff that bullying behaviors (as defined above) in the school building, on school grounds, on the bus or school-sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students, and termination for employees.

Furthermore, the School will immediately investigate allegations of bullying, including cyber-bullying, intimidation, and/or harassment. The Principal of each building, or his/her designee, will be responsible for responding to all complaints by students alleging harassment, including bullying, in accordance with harassment. If it is determined that bullying has occurred, the School will take appropriate action to end the bullying and ensure that it is not repeated. In this regard, schools will remain sensitive to the confidentiality of all parties, but may not be able to preserve fully the confidential nature of the allegation.

Erving Elementary School will include a bullying prevention and intervention plan that is proactive and educational, in keeping with the guidelines published by the Department of Elementary and Secondary Education. The district is committed to supporting each school in their adoption of a school-wide bullying prevention and intervention program by providing the necessary funding, training and staff time. Erving Elementary School will develop or adopt a research based bullying prevention program and/or curriculum that include the major components listed in the Bullying Prevention and Intervention procedures. Additionally, bullying prevention and intervention will include school based teams responsible for the systematic tracking, monitoring and evaluation of the school based Bullying Prevention program with special emphasis on analyzing incidents for systemic intervention at the school building level and the school system at large.

**Each Team will:**

- Consist of members of the already existing Safety Team appointed by the Principal representing the following constituents: Building Principal or Assistant Principal, Teacher representatives, Counselor/Psychologist/SPED.
- Additional collaboration from administration and/or School Nurse.
- Meet a minimum of two times during the school year.
- By October 1<sup>st</sup> of each year:
  - Distribute Policy and procedures to all students, parent/guardian, faculty and staff (student handbook, annual written notice, website, employee handbook, etc.)
  - Notify the Superintendent of Schools in writing of their school's compliance with this Policy and submit a copy of the bullying prevention and intervention procedures adopted for each school.

- Yearly, monitor and review the effectiveness of the Bullying Prevention and Intervention Procedures.
- By June of each year, provide a brief annual summary to the Superintendent of Schools regarding the implementation of the Bullying Prevention and Intervention Policy with recommendations for building based enhancements/improvements.

The Superintendent or designated representative has operational responsibility for the Districts' implementation of the Bullying Prevention and Intervention Policy.

**Procedures and Guidelines:**

Bullying is defined as the act of one or more individuals intimidating one or more persons through electronic, written, verbal, physical acts, either direct or indirect, mental and/or visual, when such intentional behavior substantially interferes with a student's education, threatens the overall educational environment, and/or substantially disrupts the operation of the school. These behaviors include maliciously teasing, taunting, name-calling, sexual remarks, stealing or damaging an individual's possessions, spreading rumors, or encouraging others to reject or exclude someone. This intentional behavior includes but is not limited to harassment, intimidation, and bullying based upon race, color, religion, ancestry, national origin, economic status, gender, sexual orientation, gender identity, pregnancy, marital status, physical appearance, or mental, physical or sensory disability. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is witness to or has reliable information about bullying is prohibited. This prohibition shall apply to all School employees, contractors, volunteers, parent/guardian, and students, including conduct between/among all parties.

Peer conflict involves disagreement and oppositional interactions which are situational, immediate, and developmentally appropriate. These latter behaviors, with adult guidance and modeling, assist in developing new skills in social competency, learning personal boundaries and conflict resolution strategies.

Erving Elementary School will include a bullying prevention and intervention plan that is proactive and educational. Major components include:

- Development of a community culture that publicly communicates that bullying is unacceptable in any form.
- Commitment to a pro-social, research-based curriculum and/or program that promotes positive peer relations.
- Commitment to addressing the needs of the victim concurrently with the on-going investigation and response to the bully.
- Annual discussion of the Bullying Prevention and Intervention Policy with students (no later than October 1<sup>st</sup> of each year).
- Adequate supervision of students to address bullying prevention and intervention.
- Ongoing training and support of teachers and school staff in the use of proactive and effective strategies for responding to bullying and supporting bystanders and victims.
- Systematic review of the overall bullying prevention and intervention approaches used by the school.

As used in the Bullying Prevention and Intervention Policy, bullying can be any intentional written, electronic, verbal or physical act or actions against a student, school volunteer or school employee that a reasonable person, under the circumstances should know will have the effect of:

- A. causes physical or emotional harm to the victim or damage to the victim's property;
- B. places the victim in reasonable fear of harm to himself or of damage to his property;
- C. creates a hostile environment at school for the victim;
- D. infringes on the rights of the victim at school; or
- E. materially and substantially disrupts the education process or the orderly operation of a school.

**Reporting Requirements:**

A culture of openness is considered the most effective means for countering this behavior. It is the responsibility of each member of the school community: students, staff and parent/guardian to report instances of bullying or suspicions of bullying, with the understanding that such reports will be listened to and taken seriously.

- A. Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying shall immediately report it to the administration. This includes custodians, cafeteria workers, recess and bus monitors.
- B. Each school is required to have a procedure for the administration to promptly investigate in a timely manner and determine whether or not bullying has occurred.
- C. If an incident of bullying or retaliation involves students from more than one school district, commonwealth charter school, or non-public school, a school administrator shall promptly notify the appropriate administrator of the other school or district so that both may take appropriate action.
- D. All confirmed bullying incidents must be reported to parent/guardians and must be documented. In addition, the administrator must be aware that some acts of bullying may also be a crime and required to be reported to law enforcement.

**Investigative procedures:**

Erving Elementary School is required to investigate in a timely manner and determine whether or not bullying has occurred. This requires a determination as to the nature of the incident (bullying v. peer conflict). Once determined, an investigation and outreach to the victim and family shall occur concurrently with a commitment to addressing the needs of the victim, identifying and educating bystanders, and providing formative/educational consequences for bullies. Steps to be taken should include:

- A. Determine the nature, chronicity, and severity of the presenting situation.
- B. Identify aggressor(s), target(s), and bystanders
- C. Provide a safety and comfort plan for the target(s).
- D. Identify whether or not the bullying has occurred on or off campus.
- E. Immediately remind the alleged student aggressor, target, and witnesses of the importance of the investigation, their obligation to be truthful and that retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action.
- F. Have conversations with all parties.
- G. Inform parents, guardians and all relevant adults of initial investigation; notice of confidentiality.
- H. Establish a timetable for following up with parents, especially parents of target(s).

- I. Collection and documentation of data.

**Non-Classroom Supervision:**

Erving Elementary School must supervise non-classroom areas. The review and exchange of information regarding non-classroom areas are important to:

- A. Determine locations that bullying may more likely occur.
- B. Consider ways of keeping certain groups or students apart during transitions, or building positive collaborations between older and younger students.
- C. Consider adult density in location if necessary.

**Consequences from Findings:**

Consequences for bullying should be immediately and consistently applied and must be delivered in a non-hostile manner. Consequences should be disagreeable or uncomfortable but should not involve revenge or hostile punishment.

Consequences should take into consideration:

- A. Nature, severity, and chronicity of the behavioral impact on the victim
- B. Degree of physical, psychological, social harm on the victim
- C. Student's age, development and degree of maturity
  
- D. Surrounding circumstances and context in which the incident(s) occurred
- E. Prior disciplinary history and continuing patterns of behavior
- F. Relationship between and among the parties involved
- G. Context in which the alleged incident(s) occurred
- H. The need to balance accountability with the teaching of appropriate behavior.

**The appropriate range of consequences, subject to due process where appropriate, is as follows:**

- A. Verbal reprimand
- B. Temporary removal from the classroom
- C. Loss of privileges, including before and after school activities
- D. Time-out
- E. Notice to parent
- F. Supervised break times
- G. Detention
- H. In-school suspension
- I. Out-of-school suspension
- J. Reassignment of seats in lunch, bus, class, etc.
- K. Reassignment of classes
- L. Referral to an outside agency
- M. Reassignment to another school or another mode of transportation
- N. Expulsion
- O. Report to law enforcement

**In addition, formative activities will be given, which may include:**

- A. Reparation to the victim (recognizing that direct apology may be contraindicated)
- B. Completion of curricular based assignment(s)
- C. Meeting with Civil Rights Coordinator
- D. Completion of community service designed to help the perpetrator understand and respect differences; written report required by the perpetrator
- E. Therapeutic support for both aggressor and targets



**Professional Development**

The School will provide a combined bullying prevention and intervention training each year for all employees to help them identify and respond to bullying, teasing and harassment. Continual on-going coaching for administrators will be provided to enhance the skill set of teachers and staff. In addition, schools are encouraged to offer education to parents/guardians about bullying prevention. This requires a common language to be presented.



**ERVING SCHOOL COMMITTEE**

**EARLY CHILDHOOD EDUCATION**

The Erving School Committee recognizes the importance of early childhood education in the community and seeks to provide opportunities for all children in the Town of Erving, from the age of three, to participate in early childhood programs. In addition, the Committee recognizes its legal obligation to provide educational services to children with special needs beginning at the age of three.

The principal or designee will be responsible for the execution of the preschool enrollment process. In the absence of the principal or designee preschool enrollment process will devolve to the Superintendent's Office.

To achieve these goals, the Erving School shall:

Make every effort to participate in state funded early childhood programs and encourage staff to apply for state grants to support our program and utilize state professional development opportunities.

Offer a public program to three and four year old children who reside in town.

Maintain an integrated program which would ensure that three and four year old children with special needs can be educated in Erving.

Comply with state and federal guidelines and the standards of any licensing or regulatory agency.

Create a system of enrollment that allows families to indicate their interest in attending the early childhood program and for the School Committee to commit the necessary funds to meet that need.

Develop a fee schedule to allow the school to offer the opportunity of an early childhood program for all Erving families regardless of income.

Offer professional advice and encouragement to members of the Erving community who have developed licensed early childhood programs within the community. Share Professional Development activities and resources as available.

Collaborate with all relevant local agencies to provide outreach services and to engage families in the community with children younger than three years of age.

First Reading: 12-16-14

Second Reading, first vote: 06-16-15

Final Vote: 06-16-15

Reviewed and Edited by Erving Policy Committee: 10-17-23

First Reading by Erving School Committee: 11-21-23

Second Reading, Edit and First Vote by Erving School Committee: 3-19-24



## ERVING SCHOOL COMMITTEE

### DEVELOPMENT AND DISSEMINATION OF PROCEDURES

The Superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the school district will be operated in accordance with School Committee policy. These detailed arrangements will be designed to implement policies, goals, and objectives of the Committee and will be one of the means by which the school district will be governed.

In the development of procedures, the Superintendent ~~will~~ involve at the planning stage those who would be affected by the procedures, including staff members, students, parents/guardians, and the public. They must weigh with care the counsel given by representatives of staff, student, and community organizations. They will inform the Committee of such counsel in presenting pertinent reports of procedures and in presenting procedures for Committee approval.

As long as the Superintendent operates within the guidelines of policy adopted by the Committee, they may issue procedures without prior Committee approval unless Committee action is required by law, in this case the Superintendent will inform the School Committee at the following school committee meeting of any changes; or the Committee has specifically asked that certain types of procedures be given Committee approval; or the Superintendent recommends Committee approval in light of strong community attitudes or probable staff reactions.

It will be the responsibility of the Superintendent to see that the procedures developed to implement Committee policies and administer the school district are appropriately coded and included as procedures in the School Committee's policy manual.

A procedure concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the procedure.

CROSS REF.: BDG, School Attorney

SOURCE: MASC - Updated 2022

Reviewed by Erving Policy Committee: 10-17-23

First Reading by Erving School Committee: 11-21-23

Edit and Second Reading, First Vote by Erving School Committee: 03-19-24



Tuesday, January 23, 2024  
7:00 p.m.

**ERVING ELEMENTARY SCHOOL**

**Present** - Mackensey Bailey, Chair, Katelyn Mailloux-Little, Mark Blatchley, members; Jennifer Culkeen, Superintendent; Caitlin Sheriden, Director of Finance and Operations; Lindsay Rodriguez the Director of Curriculum & Instruction, Scott Bastarache, Elizabeth Desorgher, Jacquelyn Boyden, Tom Smith

**Final Meeting Minutes**

**A. Call Meeting to Order**

The meeting was called to order at 7:02 p.m. by Mackensey. AIF.

**B. Pledge of Allegiance**

The Pledge of Allegiance was recited by all.

**C. Public Hearings**

There were not any public hearings.

**D. Approval of Minutes**

Approval of meeting minutes from December 19, 2023

**E. Warrants**

Payroll	Amount	Date	Vendor	Amount	Date
#113	\$113,432.94	12/21/23	#1019	\$98,355.19	12/28/2023
#114	\$109,758.43	1/4/24	#1020	\$129.69	12/28/2023
#115	\$110,744.78.	1/18/24	#1021	\$41,343.39	1/11/24
			#1022	\$4,048.70	1/11/24
			#1109	\$284,381.26	12/28/2023
			#1110	\$6,420.62	1/11/24

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

- Gifts - No gifts.
- Grants:
  - IDEA Part B FC274 - \$6,107.00

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

#### **F. Report of the Gill-Montague Representative**

- Budget is up 2.5% overall
- More students are staying in district and not school choosing out
- Per Pupil Spending is estimated to be \$16,366 per student
- Erving tuition is going down \$158,000
- The Everyone Eats Free program has allowed the food service program to have a surplus which hasn't happened in a long time.
- Draft FY25 Budget is \$28,176,509.00
- Line by line budget meeting tonight 1/23/24.

#### **G. Report of the Franklin County Technical Representative -**

- Budget is at a 3% increase for each of the member towns
- Erving currently has 28 students attending
- Senator Comerford visited Tech School on December 14th and impressed with the student engagement in the shops
- The feasibility study is moving forward to look at the new school build or a renovation
- 9th graders are in their shops
- 24/25 school year applications update - 109 completed applications so far. 17 10th grade applications, 4 11th grade applications and 40 more applications are in process. Expecting 240 9th grade applications and projected 9th grade enrollment accepted is between 170-185 students.
- One more open house on 2/15
- The Aviation program will be up in running for next year and the Vet Tech building will be complete.
- 19 Juniors were inducted into the National Honors Society which means there are now 30 students overall in the program.
- 8 students in dual enrollment
- 50% of the Juniors are out on co-op
- Purchased a new boom lift with Perkins Grant
- 40 adult learners graduated and there is another adult learner program starting soon.

#### **H. Report from the Erving Teachers' Association**

- Elizabeth Desorgher spoke on behalf of the Erving Teachers' Association.
  - **Second Grade** - After researching basic economics, 2nd grade students thought deeply about what the world would look like if everyone worked together to share resources and take care of one another. In this ideal city, all humans are welcome and all people get what they need to live happy, healthy lives. Students worked in different departments; transportation, education, health care, safety departments, and more. They selected a job to fill within their department and what traits they would need to possess to be successful. Last, they built their ideal city out of recycled materials ensuring all accessibility resources were included. We'd love to live there!
  - **Health** - Despite the many illnesses afflicting the world beyond the doors of EES (strep throat, GI bug, conjunctivitis, flu, RSV, common colds and Covid), the students and staff have been fairly healthy! Attendance for students has been



94% since the beginning of school. I appreciate that parents are keeping kids home when sick, calling me if they aren't sure if their students should attend school, and having them return as soon as they are able. Class Dojo has been phenomenal for exchange of information between families and myself. I appreciate the open dialect and the ease at which we can communicate.

- **Technology** - In technology class, third graders have been learning keyboarding, and have also been practicing coding to make on-screen characters perform tasks. In the classroom, students are learning to navigate Google Classroom to complete a variety of assignments. After recently reading about the Statue of Liberty and its patina, the children are experimenting with liquids to see if they can cause copper pennies to oxidize, and turn green like the statue.
- **Occupational Therapy/Physical Therapy** - OT and PT set up a new sensory pathway in the back hallway for students to use for purposeful movement breaks. This project was funded by local donors.
- **Math Team** - The math team has been using results from the Universal Screeners for Number Sense to help assess student progress in math so far this year. These results are used to inform classroom instruction as well as intervention.
- **Speech-Language** - There is a free webinar for parents and caregivers of children with autism from the May Institute Thursday, January 25, 2024, 5:15pm - 6:30pm Please see the EES newsletter from 1/5/24 for more information

#### **I. Collaborative for Educational Services Report**

- No report at this time
- Next Meeting is scheduled for January 31, 2024

#### **J. Regionalization Update**

- Moving forward with the idea of regionalization if all towns agree
- GMRSD Business Manager is looking into our current tuition agreement with them and how that would be impacted
- Possible hybrid district/regionalization option is also being looked into

#### **K. Capital Planning Committee Update**

- Met earlier tonight - January 23, 2024.
- Making a beginning plan to deal with roof issues and HVAC issues.
- Getting an engineering firm to look at the roof and structure for any damages and provide an overall assessment.

Propose a vote to move forward with asking Brian Smith to assist with the process of finding and hiring a consultant for this project.

A motion was made by Mark and seconded by Katelyn to start the roof project process. AIF.

#### **L. Superintendent's Report**

- Leadership team is working on the 2024 Student Opportunity Act (SOA) Plan for Union 28 School District
- Update on the Principal search - Reappointing Principal Krane for another year as interim principal for the 2024-25 school year at Erving Elementary School.

#### **M. Director of Finance and Operations Report**

- Erving Elementary School Expenditures - Provided by email.
- Erving Secondary Expenditures - Provided by email.
- Asked Caitlin the Committee Questions from last month.
  - 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 were 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?
- Tom Smith - Shared that he has solved the issue with the clocks and the wall clocks are no longer needed. The School Committee is requesting that the clocks be returned if not needed. Superintendent Jen reported she would check in with Principal Krane.
- Discussion around new hire of the BCBA and would like an additional position of an Adjustment Counselor
- EEC Preschool grant opportunity presented to the leadership team to look into

#### **N. Principal's Report**

- Interim Principal Krane was not in attendance. Report was emailed to the committee.
- 124 EES Enrollment
- Calendar of Events:
  - Jan 3 – Savings Makes “Cents”
  - Jan 4 – Field Trip – Kindergarten
  - Jan 5 – School Council Meeting
  - Jan 9 – Grade Level Meeting – Gr. 6 – Swift River School
  - Jan 10 – Grade Level Meeting – Gr. 1 – Swift River School
  - Jan 15 – No School Jan 16 – Grade Level Meeting – Gr. 4 – Erving Elementary
  - Jan 16 – School Committee Meeting
  - Jan 17 – Grade Level Meeting – Gr. PK/K – Leverett Elementary
  - Jan 17 – Savings Makes “Cents”
  - Jan 19 – End of First Semester
  - Jan 21 – CNC Playgroup
  - Jan 22 – HILL Science of Reading Training
  - Jan 23 – Grade Level Meeting – Gr. 3 – Leverett Elementary
  - Jan 24 – Grade Level Meeting – Gr. 2 – Shutesbury Elementary
  - Jan 26 – Report Cards go home
  - Jan 30 – Grade Level Meeting – Gr. 5 – Shutesbury Elementary
- We welcome Erica Tero as our BCBA (Board Certified Behavior Analyst). We look forward to working with Erica when she begins at EES on January 8, 2024.

#### **O. Director of Curriculum & Instruction\***

- Presentation provided by Lindsay Rodriguez the Director of Curriculum & Instruction
  - High level overview of assessment at Erving
  - Focusing on Literacy for Professional Development
  - Shared different levels of interventions
  - MCAS data

#### **P. Budget and Personnel Committee Report**

- No report at this time.

#### **Q. Union #28 Committee Report**

- Superintendent search is underway. There are three candidates.
- Lindsay Rodriguez shared Union Data report.

#### **R. Old Business**

- Update regarding the 7D Van Driver position
  - Principal Krane is reviewing the 2 applications that have been submitted
  - Superintendent will be requesting an update from Principal Krane

#### **S. New Business**

- FY 2025-FY2029 Beacon Mobility/FM Kuzmeskus 5 Year Transportation Contract (July 1, 2024-June 30, 2029) Bussing cost for Erving is \$260,064.00.

A motion was made by Mark and seconded by Katelyn to approve the 5 Year Transportation Contract with Beacon Mobility/FM Kuzmeskus for \$260,064.00 pending approval at the January 31, 2024 Special Town Meeting for a 5 year contract and authorize the chair to sign it. AIF.

- FY25 Erving Elementary and Secondary Budget – Discussion and possible vote on Preliminary Adoption
  - Caitlin provided updates regarding last month's questions. Made updates and changes and made notes on the new draft budget.
  - Mackensy requested that we postpone the vote on the draft budget until next meeting.
- FY23 End of Year Report Audit – Vote to allow the Chair to sign the Audit Engagement Letter

A motion was made by Mark and seconded by Katelyn to allow the Chair to sign the Audit Engagement Letter. AIF.

- 1% Virtual School Issue – Discussion and Possible Vote

A motion was made by Mark and seconded by Mackensy to restrict enrollment for the next school year in Commonwealth Mass Virtual School. AIF.

- PIEE Report
  - Due to holiday there was not a January meeting
  - Raised a little over \$1500 on the Calendar Raffle. The winners are currently being picked each week. Winners are being announced on Class Dojo, the Facebook page and being called directly.
  - Next meeting will be February 5th at 7:00 pm.
  - As always all are welcome. We would love more parents to participate.

## **T. Policy Review and Update**

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

No vote was made.

Second Reading, First Vote on:

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

Final Vote on:

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

## **U. Future Business**

- Next School Committee Meeting Date: Monday, February 12, 2024 – 5:30 p.m. at Erving Senior/Community Center
  - ESC/Select Board/FinCom meeting: Monday, February 12, 2024 – 7:00 p.m. at the Erving Senior/Community Center
- Erving Policy Committee – Tuesday, March 19, 2024 – 6:30 p.m.

## **V. Adjournment**

- A motion was made by Mackensy to adjourn the meeting at 9:46 p.m. The motion was seconded by Mark. AIF.

## ERVING SCHOOL COMMITTEE

Thursday, February 8, 2024  
5:00 p.m.

Final Minutes

ERVING ELEMENTARY SCHOOL

**Present:** Mackensity Bailey-Chair; Erik Semb, Katelyn Mailloux-Little, Mark Blatchley, members; Caitlin Sheridan-Director of Finance and Operations; Wendy Arnold, Samantha Butynski, Elizabeth DeSorgher, Lori Hale, Melissa Mazella, Kelly Loynd, Michelle Arena, Laura George, Jim Hanson, Heather Peterson, Dr. David Krane, & two illegible names.

### A. Call Meeting to Order

The meeting was called to order at 5:06 p.m. by Mackensity Bailey, Chair.

### B. Pledge of Allegiance

The Pledge of Allegiance was recited by all.

### C. Public Hearings

No public hearings.

### D. Old Business

- Fiscal Year 25 Erving Elementary and Secondary Budget- Discussion and Possible Vote on Preliminary Adoption
- Statement on Adjustment Counselor position from Superintendent Jennifer Culkeen: "It is my professional recommendation that the position of adjustment counselor remain in the current proposed budget. DESE through their mental behavioral health and wellness supports recommends that schools and districts build internal capacity to meet the social, emotional, and behavioral and mental health needs of their students, families & staff. Studies have shown the value of developing comprehensive school mental health programs in helping students achieve academically and have access to experiences to build social skills, leadership, self-awareness, and caring connections to adults in their school and community. The adjustment counselor role provides a variety of services to students including but not limited to: walk-in informal counseling tier 1, students seen per month who are not formally on the psychologists or counselors caseloads but utilize walk-in counseling services on an as needed basis, general education counseling services tier 2, student groups on the school psychologist's or counselor's caseloads who are seen regularly typically weekly as part of a tier 2 intervention, IEP 504 counseling services tier 3, students on the school psychologist's or counselor's caseloads who are seen weekly or twice per week as part of their IEP or 504, behavioral crisis response, support of students in highly escalated dis-regulated state, other social/emotional supports and initiatives, supporting classroom teachers with tier 1 SEL, read aloud discussions/lessons etc. leading classroom lessons/discussions around specific topics, identity career choices, social problem solving conflict resolution, introducing a school wide behavior system, weekly lunch groups book club for upper grades, regular consultation meetings with teachers outside service providers and families."
  - Adjustment counselor position was posted this year along with BCBA & psychologist. School District was able to hire a BCBA to fill role lost this year. Would like to have an adjustment counselor this year as well. Counselor position was posted three different times and have had 3 applicants that were not credentialed. This is all in this budget, & presented in previous meetings. 2 different versions of budget provided; level service draft & draft version.

## ERVING SCHOOL COMMITTEE

- Proposed budget referred to previous budgets vs. expenditures in the past few years. \$100,000 not spent in elementary budget almost every year. General question of what does budget represent. Will have to find money towards exploring roof assessment, not actual work. Will have to find money for roof repair in the next few years. Town will want us to chip in, as a capital expense.
- Specific questions asked on line items, referred to notes on side bar of document. Need budget to bring to public hearing on Monday. Went before select board within the last few weeks, want to have something to defend.
- Some items listed as U28 (Union 28) were passed in November. Budget would have to be amended. School Committee gets asked explanations on budget line items when presenting to the Town. Nice to give money back to town, nice to have a cushion if in the event more students come into town. Would have to go back and ask for money. Can move money around. Want to be thoughtful and respectful of money and be able to defend budget.
- Have used ESSER money in the past. Considering spending prior to COVID, some members and staff not here then. Committee has no interest in reducing any program related money such as books, or materials. Salaries are contracted.
- Adjustment Counselor: level of service budget document. Candidate would have CAGS & PhD. Salary is in middle range, lower step. \$78,040, can hire for more if candidate is going to work wonders on schools.
- 2<sup>nd</sup> preschool (2 preschool classes). Cost of having 2<sup>nd</sup> preschool w/teacher and paraprofessional \$97000-\$97500. Keep in mind in March meeting. How many preschoolers have registered, what do numbers look like. May or may not need based on #'s & decision. Hoping to make that decision quickly. Registration ends mid-March w/how many kids have enrolled. 6x 3 year old that will be 4 next year. Potentially 12x 4 year old.
- 2x 3<sup>rd</sup> grade classes: don't have plans to reduce staff members at this time. Determination has not been made at this time per Caitlin & the principal.
- Line 28- Principal's Salary contract is \$95,000→ budget is for \$98015. Budget FY 2025 is \$101,000. Superintendent/Principal contract may be different than the budget. Committee approves all budgets (teachers, paraprofessionals). Hiring presented at last meeting, contract was not available then. Superintendent can hire principal under terms that they wants. Superintendent didn't share prior to announcement at last meeting. No opportunities to discuss.
- Clarity on Town Capital Meeting: Do you anticipate having funds available or funds to assist with engineering scope? Could take 2-3 years before fruition.
- Line 49- Textbook & Materials: Any large curriculum or textbook purchases? None planned at this time. About \$10,000 planned. Very little has been taken out of this, have been using ESSER. ESSER runs out 9/30/24.
- FY 2025 Budget level service draft without adjustment counselor→ only difference between both documents.
- Motion to go with draft & present on Monday- Erick. Motion seconded by Mackensey. Any other discussion: none. Approve the FY 2025 draft vs. level of service draft. 3 in favor, 1 opposed.
- 2% encompasses level of service. Cost of adjustment counselors salary.
- Secondary budget: requested \$1,409,047. Motion to approve secondary budget: Mackensey, Motion seconded by Katelyn. No discussion, all in favor.

**E. New Business:** none.

## ERVING SCHOOL COMMITTEE

### F. Future Business

- Next School Committee Meeting Date: Monday, February 12, 2024 - 5:30pm at Erving Senior/Community Center
  - ESC/Select Board/FinCom meeting: Monday, February 12, 2024- 7:00pm at the Erving Senior/Community Center
  - Erving Policy Committee – Tuesday, March 19, 2024 – 6:30pm. Mtg to follow at 7pm.

### G. Adjournment

- Motion made by Mackensey to adjourn the open session meeting at 5:59 p.m. Motion seconded by Katelyn. All in favor.

Roll Call out

Mailloux-Little, I Semb, I Bailey, I Blatchley

### Follow-up items:

- How much money is being used from ESSER account? Is there money left that could be used before it ends? We are looking to use all ESSER money. Would the BCBA salary be coming out of ESSER Account? Esser \$ written for psych or adj. counselor. Looking to see BCBA qualifies under local budget. There was no position filled for ~6 months.





# ERVING SCHOOL COMMITTEE

Monday, February 12, 2024  
5:30 PM.

ERVING SENIOR/COMMUNITY CENTER

## AGENDA Final Minutes

**Present:** Mackensity Bailey- Chair, Erik Semb, Katelyn Mailloux-Little, Mark Blatchley, members; Elizabeth DeSorgher, Laura George, Stephanie Barry, Heather Peterson, Breta Petraccia.

**A. Call Meeting to Order**

The meeting was called to order at 5:38PM by Mackensity Bailey, Chair.

**B. Pledge of Allegiance**

The Pledge of Allegiance was recited by all.

**C. Public Hearings: none.**

**D. Approval of Minutes from:** amendment by Mackensity to table 2/8/24 & 1/23/24 minutes until next meeting.

- February 8, 2024
- January 23, 2024\*

**E. Warrants – Record in Minutes with Numbers:** motion to approve warrants by Mackensity, seconded by Katelyn. No discussion. All in favor.

Payroll	Amount	Date
#116	\$109,986.07	2/1/24
Vendor/Invoices	Amount	Date
EES #1023	\$38,797.80	1/25/24
EES-FS #1024	\$2,512.40	1/25/24
EES #1025	\$41,057.54	2/8/24
EES-FS #1026	\$4,245.58	2/8/24
E. Secondary #1111	\$13,429.95	1/25/24
E. Secondary #1112	\$17,916.04	2/8/24

- Gifts: Acceptance Vote-none at this time
- Grants: Acceptance Vote- none at this time

**F. Report of the Gill-Montague Representative:** table to next mtg.

**G. Report of the Franklin County Technical Representative:** table to next mtg.

**H. Report from the Erving Teachers' Association:** Understanding of managing schools resources, policies and direction of school budget. Thank you for your time and efforts, it does not go unnoticed. Thank you Dr. Krane for your exemplary leadership since stepping into the role at Erving Elementary. His commitment to students, educators, and staff is commendable. He has set us on a path to stability. He is instrumental to navigating complexities. We are grateful for his leadership and positive impact on our school. We stand united in supporting his efforts towards creating an environment that fosters growth, learning and success for all. Last weeks disrespect towards Dr. Krane was a display of disconnect between school leadership, school committee and educators. It is time to demonstrate a united front with constructive dialogue rather than indirect criticisms. We look forward to a renewed commitment to collaboration and respect in future interactions.

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.

**I. Collaborative for Educational Services Report:** 50<sup>th</sup> anniversary, started in Hadley. Currently the largest collaborative within the state with statewide services and professional development. A SALT grant used for after school programs for middle and high school students geared towards reading at Mahar, Northfield after school programs-looking how to implement this model across other schools, HECA 26 students enrolled & were able to not increase tuition, Mt. Tom with 11 students. These students haven't had success in regular classrooms, so have separate program—a lot of dual enrollment at Holyoke Community College. Beacon Program through Greenfield Community College and Greenfield High School focused on project-based learning activities; some graduating early & honor roll students. A handful of early childhood programming. Working on providing services in the best manner and in best practices. What districts can do with their own programs with self-evaluation and reflection.

**J. Regionalization Update:** none.

**K. Capital Planning Committee Update:** skip for now.

**L. Superintendent's Report**

- National School Counseling Week 2/5-2/9. Sponsored by the American School Counselor Association, highlights the impact school counselors can have in helping students be successful in school and plan for the future. More information can be found at the Massachusetts School Counselors Association's website.
- SOA Plans: Continue to craft our Student Opportunity Act (SOA) Plan as a Leadership Team. In order to gather stakeholder feedback, principals will be sharing the draft with staff and caregivers through staff meetings, PTO/School Council meetings and/or newsletters. The Director of Curriculum and Instruction and the Superintendent will be hosting a virtual information "Town Hall" meeting with the community at the end of this month. Feedback data will be discussed by the Leadership Team and incorporated where appropriate. The SOA Plan will be shared for discussion and voted on at the Joint Supervisory Committee meeting in March and submitted to DESE by 4/1/24.

**M. Director of Finance and Operations Report\*** unable to attend tonight

- Erving Elementary School Expenditures
- Erving Secondary Expenditures
- Presenting the budget tonight.

**N. Principal's Report—**

- FY24 Current Enrollment- 122 students at Erving Elementary School
- Welcome Advanced Psychotherapy Practice- psychotherapy for students, parents & staff. Eileen Naughton, LICSW. Most insurances are accepted. All fees are paid through insurance plans. These services are offered to the EES community at no cost to the district.
- Calendar of Events: 2/1- Kindergarten Field Trip, 2/7 Savings Makes "Cents", 2/11- CNC Playgroup, 2/15- All School Sing, 2/19-2/23- school vacation.
- Recent Events- 2 snow days so far, 1 more tomorrow. Concluded first semester, reports cards have been sent home. Staff have participated in the HILL Science of Reading training as well as grade level meetings. After school band lessons have resumed for band students. Kindergarten went on a walking field trip to the Erving Library. Preschool and Kindergarten registration is underway for the 2024-2025 school year.
- Kudos and many thanks to Eric & Bill- you've done amazing work clearing all of the walking areas surrounding the school, parking lots and playground. This keeps our school safe and accessible to fire & emergency services.
- Hiring- School counselor for 2024-2025 posted. This will complement school psychologist & BCBA as we work to deliver meaningful and sustainable social-emotional supports for all children in our school.

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.

- Work in Progress- draft of EES handbook will be sent to the Superintendent's office by 2/2/24.
- O. Director of Curriculum & Instruction\*-** mistake, carry over from last month. No report or presentation.
- P. Budget and Personnel Committee Report-** none.
- Q. Union #28 Committee Report**
- Next Meeting Date – February 16, 2024 at 4:30PM. Superintendent candidate interviews, ½ hour for each interview for public meet and greet. Swift River this Friday, 2/16/24 at 4:30PM.
  - Meeting held on 2/20/24 if decision not made by then. All of these are open to the public.
- R. Old Business**
- Draft FY25 Erving Elementary and Secondary Budget –Discussion and Possible Vote on Preliminary Adoption
  - Budget amount not voted on last meeting.
  - Total gross elementary budget \$4,135,488-\$188,000 grants=\$3,947,488. Motion to accept budget of \$3,947,488 made by Erik, seconded by Katelyn. Please be noted this is a draft at this time. Will be discussed tonight. Formal budget hearings to come. No further discussion. 3 in favor, 1 opposed.
  - Secondary budget: \$1,409,047. Motion to approve secondary budget: Mark, Katelyn seconded. No further discussion. All in favor, no opposition.
- S. New Business**
- **Family Handbook** – Vote- request to table due to just receiving such.
  - **Request from Erving Recreation Committee to use Erving Elementary School for their summer program** – Vote. Use Erving Elementary School for Parks & Rec's summer program. Breta Petraccia, representing the ask to use grounds & some of school building for summer parks program. Same parameters as last year. Instead of 20 children, would be 30 children with 4 counselors. Program runs July 1 to August 9 M-F same hours. Bulk of program takes place outside. Only building access would be back entryway near playground, 2 bathrooms near library. On foul weather, use of gymnasium. Install a tent outside as usual. Aware of facility use forms need to be filled out. Motion to accept request Erving Recreation Committee to use Erving Elementary School for summer program made by Eric, seconded by Mark. No further discussion. All in favor.
  - **Selection of Joint Supervisory Committee Alternate members** – don't need to do a discussion and vote because Mark is the alternate.
  - **Selection of Negotiation Sub-Committee Alternate members** – discussion and vote. Katelyn & Mackensy currently on it, but if unable to attend, need an alternate. Erik self-nominated as alternate, Mackensy seconded. All in favor.
  - **Selection of Warrant Signature Alternates – discussion and vote.** If one of two people cannot do it, Mackensy and Erik currently. Suggest two alternates: Mark & Katelyn. Will internally figure out. Motion by Mackensy of Mark & Katelyn become alternate signatures on warrants. Erik seconded, no discussion, all in favor.
  - **PIEE Report-** Katelyn spoke to this matter. Met 2/5/24 virtually. Link is shared in Newsletter & Facebook page, 1<sup>st</sup> Monday virtually every month at 7PM. Wrapped up calendar, raffle. Thank you to all who participated. Discussed doing Butter braid breads to have ordered and delivered before Easter holiday. Order forms will be sent home and into classrooms soon. Can order online. Will be on Facebook & Dojo as well. Scholarship put out every year for Seniors.

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.

If you have a child that is a Senior at any local high school who went to Erving Elementary School it will be in the Around Town once it is available and be shared with local high school guidance counselors. Next meeting is 3/4/24 7PM Virtually. Action items: what some of the money being fund-raised is used for? So far this year a coffee maker for teacher's room & soon to be Teacher's Appreciation Week.

**T. Future Business**

- **ESC/Select Board/FinCom meeting: Monday, February 12, 2024 – 7:00 p.m. at the Erving Senior/Community Center.** Mtg. will stay active, and adjourn presenting budget.
- **Next School Committee Meeting Date: Tuesday, March 19, 2024 – 7:00 p.m at Erving Elementary School**
- **Erving Policy Committee – Tuesday, March 19, 2024 – 6:30 p.m at Erving Elementary School.**

**U. Policy Review and Update**

**Second Reading, First Vote on:**

- IHAX – Early Childhood Education\*
- CHA-CHC – Development and Dissemination of Procedures\*
- Motion to table to 3/19/24 meeting for policy committee to meet & discuss made by Mackensey, seconded by Erik. All in favor.

Motion to recess made by Erik, seconded by Katelyn. No objections, All in favor. Recess at 6:13PM. Meeting resumed at 7:26PM. School Committee presented to Erving Select Board. Motion to adjourn made by Erik, seconded by Katelyn, all in favor. Meeting adjourned at 9:06PM.

\* **Enclosures**