

ERVING SCHOOL COMMITTEE

Thursday, July 6, 2023

ERVING ELEMENTARY SCHOOL

5:00 p.m. Final Minutes

Present- Mackensity Bailey, Chair; Erik Semb, Jennifer Eichorn, Katelyn Mailloux-Little, members; Caitlin Sheriden, Director of Finance and Operations; Brittanie Mimitz, Minute Taker; Becky Alan, Laura George, Jacob Smith, Deb Smith, Domenic Poli, Alan Genovese, Greg Snedeker, Mark Blatchly, Stephanie Johnson, Stephanie Molnar, Kelly LLOYnd, Jacquie Boyden, Mark Burnett, Jamie Parse, Aris Touloumtzis

Meeting Minutes

A. The Meeting was called to Order at 6:05pm. by Mackensity.

B. The Pledge of Allegiance was recited by all.

C. Reorganization of the Committee -

- **Regionalization Committee-** It is still unclear if the Erving Regionalization committee member must also be a School Committee member. State law requires a School Committee member from each member town but Erving is not one of them. They have a tuition agreement with Gill Montague. This will be tabled until more information is gathered.
- **Policy-** A motion was made by Katelyn to appoint **Jenn to the Policy Committee**. The motion was seconded by Mackensity. AIF
- **Union 28 voting member-** A motion was made by Mackensity to appoint **Katelyn as the second Union 28 voting member**. The motion was seconded by Jenn. AIF.

D. Public Hearings-

- Rinky Black made another plea for the return of the port-a-potty to EES. It is greatly missed by families, community members, and the gardeners that use the premises after hours.
- Mackensity expressed a big Thank you to Rinky Black for her 50 years of service at EES and Becky Allen for her 26 years dedicated to EES. Congratulations on your retirement Rinky and Becky.

E. A motion was made by Erik to approve the minutes from May 16, 2023*, June 1, 2023*, and June 8, 2023*. The motion was seconded by Katelyn. AIF.

F. Warrants – Accounts Payable:

| | | |
|------|-----------|-------------|
| 1041 | 5/18/2023 | \$2,788.64 |
| 1042 | 5/18/2023 | \$82,473.28 |
| 1043 | 6/1/2023 | \$2,569.70 |
| 1044 | 6/1/2023 | \$7,846.58 |
| 1045 | 6/15/2023 | \$1,592.32 |
| 1046 | 6/15/2023 | \$64,428.30 |
| 1047 | 6/29/2023 | \$1,592.48 |
| 1048 | 6/29/2023 | \$32,671.91 |
| 1049 | 6/30/2023 | \$807.93 |
| 1050 | 6/30/2023 | \$65,062.23 |
| 1051 | 6/30/2023 | \$14,890.54 |

Accounts Payable Secondary:

| | | |
|------|-----------|-------------|
| 1119 | 5/18/2023 | \$29,116.66 |
| 1120 | 6/1/2023 | \$23,181.52 |
| 1121 | 6/15/2023 | \$22,853.88 |
| 1122 | 6/30/2023 | \$16,400.00 |

Payroll:

| | | |
|-------|-----------|--------------|
| 124 | 5/25/2023 | \$104,086.68 |
| 125 | 6/8/2023 | \$105,741.17 |
| 126 | 6/22/2023 | \$110,678.35 |
| 126.1 | 6/22/2023 | \$38,907.59 |
| 101 | 7/6/2023 | \$81,612.88 |

- **Gifts:** None
- **Grants:** None

G. Report of the Gill-Montague Representative- Gill Montague School Committee has met twice. A new electronic sign has been installed. The contract with Kami Lamica; the District Treasurer, has been finalized. There is a new Assistant Principal at Great Falls middle school. Luis Martinez was previously Principal at The Springfield Stem Middle Academy. Gill-Montague will be providing a summer meal program for 18 and under. The first day of school is August 31st. The Teacher negotiations are still ongoing.

H. Report of the Franklin County Technical Representative- The Aviation Program is still on track to begin September of 2024. The building will be up and ready. The vet tech building is almost done. It should be done by the Fall. Four seniors have graduated from the program. The School Committee signed a letter of interest to the Mass School building authority and are now looking into the process of a feasibility study for what a new school would look like at Franklin Tech. The Superintendent had his review and a 5 year contract was approved. Mr. Martin will get a 3 percent annual COLA. His salary will be \$183,964.00 for FY24. Mr. Martin also does the grant writing. He is responsible for over \$8 million dollars in competitive grants and \$5.3 million in entitlement grants. He received a \$30,000 stipend for the grant writing. Freshman will have Orientation on August 24th. August 30th will be for 9th and 11th grade. 10th and 12th graders will have theirs on August 31st. The first day of School is September 1st. Little Drummer craft fair will be November 18th. There will be 2 career awareness nights on December 2nd and February 15th. Open house and parent conferences will be held on March 14th.

I. Report from the Erving Teachers' Association- The report was given to the School Committee but not read at the meeting.

J. Collaborative for Educational Services Report- Katelyn was away for the last meeting where they voted on budgets for the year. She will report back after the next one.

K. Regionalization Update- Greg Snedeker and Alan Genovese presented the findings of the Gill Montague Regionalization Committee to the Erving School Committee. Use the link to view the presentation slides and to get more in depth information on the pros and cons of regionalization between Turners and Pioneer and what that would mean for Erving Students. <https://docs.google.com/presentation/d/e/2PACX1vRCfWKDDzhXc1RxPOuN8wtvXhbqQGCVUmYAMFDXzuIWzIe9m1SV26nax3OCsYYDaogRKFEx8yJz/pub?start=false&loop=false&delayms=3000&slide=id.p2>

[1vRCfWKDDzhXc1RxPOuN8wtvXhbqQGCVUmYAMFDXzuIWzIe9m1SV26n](https://docs.google.com/presentation/d/e/2PACX1vRCfWKDDzhXc1RxPOuN8wtvXhbqQGCVUmYAMFDXzuIWzIe9m1SV26nax3OCsYYDaogRKFEx8yJz/pub?start=false&loop=false&delayms=3000&slide=id.p2)

[ax3OCsYYDaogRKFEx8yJz/pub?start=false&loop=false&delayms=3000&slide=id.p2](https://docs.google.com/presentation/d/e/2PACX1vRCfWKDDzhXc1RxPOuN8wtvXhbqQGCVUmYAMFDXzuIWzIe9m1SV26nax3OCsYYDaogRKFEx8yJz/pub?start=false&loop=false&delayms=3000&slide=id.p2)

L. Capital Planning Committee Update-

- Jenn reported that the walk-in will be installed in the kitchen next week.
- Mark Burnett requested that an update on the HVAC system be added to the next agenda.

M. Superintendent's Report (Karina Wislo)-

Good evening, esteemed School Committee members, staff, and parents,

A letter was shared with the Erving Elementary School community to inform that the Director of Student Support Services, Corrina Wcislo, would be serving as Acting Superintendent. Corrina Wcislo has appreciated working alongside the incredible team members at Erving Elementary School and Erving Union #28 in this role. Additionally, we are both hopeful and eager for Superintendent Culkeen's quick return to our dedicated community and team.

As most of you are aware, another letter was shared with the Erving Elementary School community that Lisa Candito has informed the School Committee that she has decided to step down as Principal of Erving Elementary School. Mrs. Candito has appreciated her time spent at Erving Elementary School.

The Director of Curriculum and Instruction, Lindsay Rodriguez and the Director of Student Support Services, Corrina Wcislo, have provided administrative coverage for Erving Elementary School throughout June. Administrative focus during this time was on supporting a positive end to the school year for both students and personnel.

With the close of the school year just behind us and the beginning of a new school year right around the corner, it is important to take a moment to extend heartfelt appreciation to our dedicated students, staff, and parents. The past year has presented numerous challenges, but through collective efforts, Erving Elementary School has faced

those challenges and persevered in fostering a resilient and supportive learning community.

As we look forward and plan for the next school year, it is essential that we continue to foster collective collaboration to ensure that our students are receiving the exceptional education they deserve.

Corrina Wcislo

Director of Student Support Services/ Acting Superintendent

Jennifer Culkeen has returned from leave and is back as Superintendent.

N. Director of Finance and Operations Report* (Caitlin Sheriden)-

- I recently took the School Project Designers and Owner's Project Managers Certification class and passed the final exam, so I am now MCPPO certified. This will really help me with my involvement in capital projects.
- The Wellness Advisory Council met for the fourth and final time this year on May 24. We have some preliminary areas of recommendations, which we plan on finalizing and bringing before the policy committee next year. Some of those ideas include:
 - Increased amount of Physical Education time in the week
 - Increased time for collaboration between PE teachers, nurses, and other staff members across Union #28.
 - Providing resources and promoting community and family involvement in wellness initiatives
 - Tower gardens to promote collaboration between nutrition staff and classrooms
 - Guidance and communication around providing outside food in the school
- This is the time of year that I am closing out and preparing to work on the End of Year Report for FY23, we are officially in FY24, and before too long I will start working on FY25. If you look at your expenditure reports I can break down some of the accounts that have had changes since the last meeting.
 - The past four meeting minute expenses have been taken out of School Committee Other Expenses
 - Legal Counsel is paid up through the end of the fiscal year
 - \$1,493.99 was paid to W.B. Mason out of the Copier Maintenance account for black and white and color copies.
 - \$329.64 of the Office supply line was used for postage, Books for Bingo, and Staff Appreciation supplies
 - The range column of the Summer Program line reflects the new teacher's contract, with a new rate for those that worked last summer (\$898.75)
 - \$3,623 was spent out of Special Education Contracted Services. An invoice for CAPS Collaborative for PT services, the services were delivered in March, but the invoice was dated May 8 in the amount of \$1,672. \$1,740 for BCBA Consults from James Levine & Associates, \$51 for legal counsel from Murphy, Hesse, Toomey, and Lehane, and \$160 for another consultation.
 - \$2,807.68 in regular and special education substitutes were paid during this range
 - Professional Development Contracted Services is where our course reimbursement comes out of. During this range we had two totally \$1,730.
 - The copier lease for May and June totaled \$479 for our Sharp copier through CIT
 - Our Doctors Contracted Services line was spent for the year
 - The May and June transportation through F.M. Kuzmeskus came out of the Transportation line for \$22,853.88.
 - \$653.65 was spent out of School Telephone, \$604.97 to TPX (the final bill has been encumbered), and \$48.68 to Verizon.
 - The Building Maintenance line had quite a few expenses this past month totally \$5,749.10, they include:
 - Fire Equipment monthly monitoring (\$480)
 - Needham Electric Supply (402.50)
 - Pest control through Terminix (\$252)
 - Jamrog invoices for the replacement of defective nozzle and electrodes, backed up sink in the bathroom, replacement of a part to get the left side boiler functioning, replacement of a selective univent motor and speed control, and an emergency weekend cal for RTUs not running (\$4,364.60)
 - Exit sign issue (\$250)
 - Additionally, we just received an invoice for \$691.40 from Jamrog for a call for a univent blown motor in room 112, which is not reflected in the expenditure report yet.
 - \$10,359.20 came out of Equipment Maintenance also towards Fire Equipment, JAMROG, and Popco Service.

- Most of all of the other expenditures are salary related.
- Last month Tyler Technology made a testing program available for our new budgeting/general ledger/payroll software, School ERP Pro. We were able to confirm user access on our end and we went live with the new system back on June 16. My office will undergo some training over the summer, and be able to launch the employee access component by the beginning of the next school year. This will provide access for employees to view pay stubs, W2's, and log benefit time through the program.
- Finally, I was able to attend the Spring Concert/All School Sing the week before the end of school. I was really impressed by all the students who sang, played instruments, and led the audience in rounds. The kids did a really great job. Speaking as a parent of a fifth grade trombone player, I want to especially thank Ms. Bosworth-Clemmons for encouraging her growth in confidence this year. This event was a beautiful way to end the school year.
- **End of Year Transfers - None**

O. Principal's Report-

I am so sorry that I am not able to be there in person tonight. I wanted to include a report of some of the wonderful things that have been going on in the month of June. It has been wonderful to be back with kiddos more and seeing all the great things that are happening in Erving. We had a wonderful field day yesterday. A huge shout out to Jess Galvin for all her hard work! It looked like kids and staff had lots of fun. There have been so many great projects I have seen and heard about. From art projects for the Art Show to research projects lots is happening with students. The all school sing happened today which was very exciting for students. Our sixth grade graduation is on Friday. This will be a special day for them as they are moving onto a new place and leaving the place they have called home for the last 8 years! All of the Erving staff wish them the best of luck.

For teachers and staff they have been working to complete report cards and all of the end of year to dos. One of the big accomplishments this year has been an update to the data meeting process. We started this in March and completed our end of year data meetings on Tuesday the 20th! Overall the process had positive feedback from staff and we saw growth in students' literacy scores! The Erving literacy team looks forward to sharing more about our literacy data process next year. The Erving math team also completed data meetings for math with each grade level. They did an amazing job organizing and leading these meetings! The meetings were a positive process where teachers were able to look at the assessment results in each grade k-6 and see the amazing progress students have made.

We have completed assignments (see list below) for staff and have a posting for the paraprofessional positions that were still open from this year as well as a retirement. Lastly, I want to say thank you to Becky Allen for all her work and dedication to Erving!

- Preschool team - Samantha, Julie and Wendy
- Kindergarten team - Jamie, Megan and Terri
- 1st grade team - Tracy and Lorie
- 2nd grade team - Rooms for paras to be determined based on new hires - Ben, Steph, Jill, Brittanie, and 2 new staff
- 3rd grade team - Laura and Kerri
- 4th grade team - Elizabeth and Jess
- 5th grade team - Beth and a new full time person and new part time person
- 6th grade team - Mark and Jen W.

Respectfully,

Lindsay Rodriguez

Director of Curriculum and Instruction / Acting Principal

- An ad will be going out for a 1 year interim principal position. The school Committee will review the ad before it is posted. The Staff, Families, School Committee, and the Superintendent will all have input and an interview committee will be formed.

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

Q. Union #28 Committee Report

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

R. Old Business- None

S. New Business-

- **FY24 Academic Calendar –** A motion was made by Katelyn **to amend the EES FY24 Academic Calendar start dates for Preschool.** Pre-K (4) will begin 9/6, and Pre-k (3) will begin 9/7. The motion was seconded by Erik. AIF.
- **Surplus Equipment**
 - Scrap metal estimated value \$100 and Technology Devices estimated value \$10-\$25 each– A motion was made by Erik and seconded by Katelyn to declare the scrap metal of \$100 and Technology Devices of \$10-\$25 as scrap. AIF.

- **FY24 Erving School Committee Meeting Schedule** – A motion was made by Katelyn to make August 22nd, 2023 at 5pm the next scheduled School Committee Meeting. The Committee will continue to meet monthly moving forward. The motion was seconded by Jenn. AIF.
- **ETA/ESC Memorandum of Agreement** - The School Committee agreed to the ETA/ESC Memorandum of Agreement regarding the evaluation process for this Spring during Executive Session.
- **Withdraw from U28** - Nothing new for this meeting. Will keep on the agenda.
- ● **PIEE Report**- Congratulations to Kimberlyn Semb and Brayden McCord were awarded the annual P.I.E.E. Scholarships. Wrapping up the end of the year and beginning to plan next year. Looking to recruit new volunteers to expand the group.
- A motion was made by Erik and seconded by Jenn to send Mackensity to the MASC Conference in July for 2 days. AIF.

T. Policy Review and Update

Policy Review and Update

- A motion was made by Mackensity to **Waive School Committee Policy: BGB-Policy Adoption for the purpose of Editing Policy DGA– Authorized Signatures.** The motion was seconded by Jen. AIF

- **Possible Edit and Final Vote on:**

- **DGA** – 2 authorized signatures for warrants. A motion was made by Jenn to nominate Mackensity and Erik to sign the Warrants. The motion was seconded by Katelyn. AIF.

First Reading on:

- **DH** – Bonded Employees and Officers*
- **DI** – Fiscal Accounting and Reporting*
- **DJ** – Purchasing* - A motion was made by Jenn and seconded by Erik to remove. “It shall be the responsibility of the Superintendent...bidding for District Purchases” and add after “District’s purchasing agent with MCPPO Certification.” AIF.
- **DK** – Payment Procedures* A motion was made by Jenn and seconded by Erik to amend policy DK to say “The Committee will designate by vote two members.” AIF.
- **KCD** – Public Gifts to the School* A motion was made by Jenn and seconded by Erik to amend policy KCD to read “All gifts will be accepted or rejected by vote of the School Committee” “The Town Accountant will be notified of all gifts received by the school” AIF.
- **DIE** – Audits*
- **JIC** – Student Discipline*
- **GBA** – Equal Employment Opportunity*
- **GCF** – Professional Staff Hiring* A motion was made by Jenn and seconded by Erik to change policy GCF to read “No position and quantity of positions may be created or modified without the approval of the School Committee” “Once appointment letter is issued, a copy is sent to the Town Treasurer’s Office” AIF.
- **JB** – Equal Educational Opportunity*

Second Reading, First Vote on:

- **DD** – Grants, Proposals and Special Projects* A motion was made by Jenn and seconded by Erik to remove gift reference from policy DD and add “A copy of grant application and approval to be provided to the Town Accountant and Treasurer” AIF.
- **DBC** – Budget Deadlines and Schedules* A motion was made by Jenn and seconded by Erik to Add “A draft of the budget will be presented to the Select Board no later than the end of January/first week in February. “First draft of the budget must be submitted to the School Committee no later than November 30th of the prior fiscal year” to policy DBC. AIF.
- **DBD** – Budget Planning*
- **DBG** – Budget Adoption Procedures* A motion was made by Jenn and seconded by Erik to change policy DBG from “as part of the total town budget for action at the annual town meeting” to “as part of the total town budget for action at a town meeting” AIF.
- **DBJ** – Budget Transfer Authority* A motion was made by Jenn and seconded by Erik to replace “All funds in the general account not expended by the close of the fiscal year will be returned to the municipality” to All funds in the general account not expended by the close of the fiscal year will be returned to the general fund” AIF.
- **DJE** – Procurement Requirements* A motion was made by Jenn and seconded by Erik to strike policy DJE completely. AIF.

- A motion was made by Erik and seconded by Jenn to approve policies DBJ, DD, DBC, DBD, DBG, DBL, and the unmodified version of DBD. AIF.

U. Executive Session

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

The motion was seconded by Erik. AIF.

Roll call out- I Semb, I Eichorn, I Bailey, I Mailloux-Little

- **The Committee returned to the general meeting at 7:41pm. They reported that The Committee agreed to the ETA/ESC Memorandum of Agreement and approved the minutes. They will discuss the final item with the ETA.**

V. Future Business

- **Next School Committee Meeting Date: Tuesday, August 22, 2023 – 5:00 p.m.**
- **Erving Policy Committee – Tuesday, September 19, 2023 – 6:30 p.m.**

W. A motion was made by Mackensy to adjourn the meeting at 7:43 p.m. The motion was seconded by Jenn. AIF.

Respectfully submitted,

Brittanie Mimitz

Minute Taker

* Enclosures