

SHUTESBURY SCHOOL COMMITTEE
Wednesday, June 20, 2018
Final Minutes

Present: Katie Fiander, Dan Hayes, Jen Malcolm-Brown, Steve Sullivan, members; Lauren Thomas-Paquin, Chair; Jennifer Haggerty, Superintendent; Public Guests

A. Meeting Called to Order by Lauren at 7:01 P.M.

B. Public Comments and Announcements: None.

C. Review of Agenda and Perpetual Calendar:

Jennifer requested that an item be added to the agenda under New Business.

D. Warrants and Gifts: None.

E. Approval of Minutes from May 17, 2018.

DAN MOVED TO APPROVE THE MINUTES OF MAY 17, 2018. KATIE SECONDED. UNANIMOUS.

F. Unfinished Business / Updates: None.

G. New Business / Discussion Items:

1. The 1st Graders currently meeting with the 2nd Grade will rejoin the upcoming 1st Grade class next year, so none of the classes will be mixed-grade.
2. Enrollment of Children of Non-Resident Employees: Jennifer reminded SSC that we have a policy of allowing the children of SES employees to attend here, pending permission of the committee. Our new 5th Grade teacher has requested that her son be allowed to attend next year (in her class), and Jackie has recommended SSC permit this. This policy allows students to enroll at SES outside of the School Choice program.

DAN MOVED TO APPROVE THE RECOMMENDATION FROM THE PRINCIPAL TO ALLOW A NON-RESIDENT 5TH GRADE STUDENT (EZRA PELTZ) TO ATTEND SES NEXT YEAR. STEVE SECONDED. UNANIMOUS.

H. Reports:

1. Director of Finance and Operations Report: Bruce reported that we're approaching the end of the year, and we've had significant expenses for a special needs student. Jennifer reminded SSC that we anticipated these expenses last year when we returned money to the Town with the understanding that we would be asking the Town for some support in covering these expenses now. Part of the expenses will be covered by drawing on School Choice funds, part will be covered by the Town, and the rest will be covered through line item transfers and a transfer from the Reserve Fund.

DAN MOVED TO ALLOW THE PURCHASES OF THE MIXER (\$3,243) AND CHROMEBOOKS (\$4,000) FROM SCHOOL CHOICE FUNDS (\$7,243 TOTAL). KATIE SECONDED. DAN WITHDREW THE MOTION AFTER DISCUSSION.

SSC discussed the purpose of the School Choice Fund: all agreed that we don't want to become a school that relies on these funds to supplement or complete the regular budget. We're using some of

this money this year in order to act in good faith to cover what we can of the extraordinary expenses. Dan suggested going back to the Town to ask that they cover the entire cost of the Out-of-District placement, since we don't normally budget for these circumstances. Katie supported these particular purchases from School Choice funds, since they're the kinds of purchases we've always discussed using these funds for, although she does think the Town should cover the \$45,000 we returned last year with the understanding that we'd need that money now for the OoD. Dan disagreed, as capital expenditures like the mixer should come out of the regular budget; School Choice funds should rather be used to support art programs or add things to the school that couldn't be considered capital expenses. Dan continued by explaining that it's important not to set a precedent for using these funds on regular budgetary expenses. Katie suggested these are two separate conversations that should be disentangled and dealt with separately. Lauren would like to have that conversation (asking the Town to cover the OoD as well as the mixer) with the Town together with SSC or Jennifer. Bruce asked the Fin Com to cover the entire cost, and they committed to cover \$15K to \$20K, but that doesn't mean they won't commit to more; they're in the middle of trying to figure out where the Town stands at the end of the fiscal year. Lauren will look into speaking with the Fin Com again. These expenses could be paid for out of the budget if the Town covered the OoD.

Steve said SSC needs to have a conversation about how much School Choice funds to use in a given year, and on what, so we can be consistent with how we manage these. Dan agreed; we shouldn't use the funds to cover budgetary items, but on things that enhance the school. Katie does see the Chromebooks as an appropriate use of School Choice funds (to enhance the SES experience rather than meet a requirement). Lauren suggested adding the School Choice funds discussion to the next agenda. On a related note, Steve recently heard from the parent of a student who was placed out of district that he's thriving now and getting the best care he's ever gotten. Katie added that we should emphasize how expensive OoDs can be to the Fin Com; this one is actually quite reasonable by comparison.

DAN MOVED TO TRANSFER \$25,000 FROM INSTRUCTION AND \$15,000 FROM PLANT / OPERATIONS TO PRE-SCHOOL TUITION (\$25,000), SCHOOL LUNCH (\$9,000), AND AFTER SCHOOL (\$6,000). STEVE SECONDED. UNANIMOUS.

Dan asked what the \$9,000 is covering in the food service budget. Bruce is working on getting accurate figures; the turnaround in getting info from the Town can be slow. The Pre-School Tuition transfer has to do with the loss of the grant as well as cover tuition for students who qualify for free tuition. Steve asked about the deficit in After School; that's mostly salaries. Also, there may be some things happening there that really belong in Special Needs, but we need to have that conversation before shifting anything around.

Katie asked about the roof conversation. Bruce said we didn't make the cut; Steve added that the Buildings Committee is bringing in an engineer to assess the problems, and the Town is committing to repairing the whole roof next year. We can also reapply to the statewide program next year.

2. Principal's Report: Jennifer reviewed Jackie's report. The last day of school is next Monday. There was a PTO fundraiser at Quarters. Several grades took field trips to Boston and Plimoth Plantation. Field Day was INCREDIBLE, especially the gigantic inflatable obstacle course. The Student Drama Club performed *The Jungle Book*; it was a smashing success. The Arts and Music Concert was well attended last night. 6th Grade Graduation is tomorrow. Plans are underway for new floors and a playground to go in this summer. A custodian has resigned and next week we'll start interviews for a replacement. Dan asked whether there was an assessment of custodial needs and schedules; Jennifer said no, and that the hours and needs are pretty clear, and that we'll definitely be tweaking the job description to support these.

3. Superintendent's Report: Jennifer reported that we have two new office personnel: Pam Rogers and Jennifer Chinnett??, a certified Special Education teacher who's very familiar with IEPs and arranging services.

4. Amherst-Pelham Representative's Report: Steve reported that the ARHS Librarian is retiring, and her replacement is an alumna of both SES and ARHS. RSC has not decided what to do with the Assistant Principal positions yet. Teachers and staff met with the finalists for the ARMS Interim Principal position. Steve attended Graduation on 6/7; there were 15 Shutesbury kids. Superintendent Evaluations will become public at the next meeting. Steve will be voicing some concerns with the licensure issues then. Also, the food service is expanding the sites where it will be offering free lunches to students this summer.

5. Union #28 Report – including Budget and Personnel: None.

Next Meeting: Thursday, June 28, 2018 6:00 P.M. Erving Elementary School

6. CES Report: None.

J. Policy Review:

First Reading on:

EFD – Meal Charge Policy
IHAM – Health Education
IHAMA – Parental Notification Relative to Sex Education

Second Reading, First Vote on:

EEAE – School Bus Safety

DAN MOVED TO APPROVE POLICY EEAE – SCHOOL BUS SAFETY. STEVE SECONDED. UNANIMOUS.

Final Vote on:

DB – Annual Budget
DBC – Budget Deadlines and Schedules
DBD – Budget Planning
EB – Accident Safety Program
ECA – Buildings and Ground Security
EFC – Free and Reduced Price Food Services

DAN MOVED TO APPROVE POLICY DB – ANNUAL BUDGET. STEVE SECONDED. UNANIMOUS.

DAN MOVED TO APPROVE POLICY DBC – BUDGET DEADLINES AND SCHEDULES. STEVE SECONDED. UNANIMOUS.

DAN MOVED TO APPROVE POLICY DBD – BUDGET PLANNING. STEVE SECONDED. UNANIMOUS.

DAN MOVED TO APPROVE POLICY EB – ACCIDENT SAFETY PROGRAM. STEVE SECONDED. UNANIMOUS.

DAN MOVED TO APPROVE POLICY ECA – BUILDINGS AND GROUND SECURITY. STEVE SECONDED. UNANIMOUS.

DAN MOVED TO APPROVE POLICY EFC – FREE AND REDUCED PRICE FOOD SERVICES. STEVE SECONDED. UNANIMOUS.

K. Future Business

- Shutesbury Policy Committee – As needed during summer
- Shutesbury School Committee – As needed during summer
- Budget and Personnel Committee – Fall
- Union #28 Joint Supervisory – Thursday, June 28, 2018, 6:00 p.m. Erving Elementary School
- Future agenda items – School Choice Funds discussion

L. Adjournment at 8:04 P.M.

STEVE MOVED TO ADJOURN. DAN SECONDED. UNANIMOUS.