

**SHUTESBURY SCHOOL COMMITTEE**  
**Thursday, January 20, 2022**  
**Final Minutes**

**Present: Lauren Thomas-Paquin, Bethany Rose, Stephen Sullivan, Julie Martel, members; Dan Hayes, Chair; Jackie Mendonsa, Principal; Caitlin Sheridan, Director of Finance & Operations; Jennifer Culkeen, Superintendent; Public Guests**

**A. Meeting Called to Order by Dan at 7:04 P.M.**

**B. Public Hearings: None.**

**C. Review of Agenda and Perpetual Calendar:**

Dan noted that he circulated a draft of a letter to the Town among SSC for input; the letter was mainly addressing Capital Planning needs.

**D. Warrants and Gifts:**

12/27/2021	#313	\$82,798.29
12/27/2021	#3014	\$20,238.32
01/10/2022	#314	\$82,459.83
01/12/2022	#3015	\$20,752.73

**E. Approval of Minutes from December 16, 2021:**

**LAUREN MOVED TO APPROVE THE MINUTES OF DECEMBER 16. BETHANY SECONDED. VOICE VOTES ALL AYE.**

**F. Unfinished Business / Updates:**

1. Update on Capital Projects

Steve reported that the builders are just waiting for materials to arrive to replace the gym roof (which was approved at Town Meeting last year). They'll try for February vacation if the materials come in time; failing that, they'll do it April vacation. The money has already been appropriated for this project, though another part of the roof needs to be replaced as well, and we can't be sure the state will come through with grant money for it. They seem to have funds to build new schools, but not funds to repair the ones we have. It's unreasonable for the state to delay this replacement four times. SSC and Susie discussed problems with communication between SSC and the Fin Com; Jennifer noted that with a new Director of Finance & Operations, we should be able to figure out a better process to share information. There are a number of other building priorities, including sidewalks, wiring, and boiler. Jackie added that there are issues developing in the parking lot as well, and the building exterior is getting pretty shabby; she'd like that elevated in priority as well. Steve will be taking the running list of priorities Jackie keeps to the next Capital Planning meeting. Dan will also keep this item in the agenda going forward. Susie requested that the communication process be clarified; Jennifer said that we need to confer with the Buildings Committee before that can be finalized. Lauren noted SSC hasn't been in charge of forming that process, so we're kind of at a loss as to how to move it forward. Steve does share Jackie's running list of capital planning needs

with the Buildings Committee each year. Caitlin and Jennifer will brainstorm with Steve, then approach the Buildings Committee to move the process forward.

## 2. FY23 Draft Budget - Discussion and Possible Vote on Adoption of Preliminary Budget:

Caitlin presented the FY23 Draft Budget to SSC. She offered to answer questions about the Expenditures Report; Dan asked her just to notify SSC when there are emergencies that need to be addressed. She shared pictures of some of the many wonderful things happening at SES, particularly outdoor education. Three facility projects are in progress (gym roof, HVAC controls, Library floors). She also overviewed a list of other capital improvements and broke down the four positions covered by ESSER funds. These positions have been included in the updated draft. Jackie praised Caitlin and noted that the new budget has a higher percentage increase, but a lower total amount due to how some positions were being counted last year. Dan and the rest of SSC echoed that praise.

**DAN MOVED TO APPROVE THE FY23 BUDGET IN THE AMOUNT OF \$2,250,948. JULIE SECONDED. VOICE VOTES ALL AYE.**

## **G. New Business / Discussion Items: None**

### **H. Reports:**

#### 1. Superintendent's Report:

Jennifer praised her wonderful Leadership Team for the umpteenth time, and reiterated her praise of Caitlin. She reported that Massachusetts has changed the testing protocol, but we're not ready to abandon the things we're doing really well in our schools, including contact tracing, and will be continuing as we have rather than adopt the new options. Lauren said that plan provides great security and we're grateful for it. Our School Nurse has been phenomenal, and we all owe her for going above and beyond during the pandemic.

#### 2. Director of Finance and Operations:

Caitlin reported that she's very happy to be here!

#### 3. Principal's Report:

Jackie reported that over 90% of students and nearly 100% of our staff participate in PCR testing, and this week, we have no positive pools. She gave a shout-out to our families, who have been wonderful partners in communicating responsibly with her and with the School Nurse. The zero positivity rate is the outcome of this wonderful cooperation from families. Nurse Katie is also so open, honest, kind, graceful, professional, and caring, and we thank her for that! Jackie is hiring an additional paraeducator for Preschool to support some new students. We are doing Spaghetti Dinner in a modified way this year, with one seating outdoors: the 6th Grade families and the 5th Grade students and families. The 6th Graders will cook and serve the meal. Julie suggested offering "virtual tickets" to the public who want to support our students even if they can't participate in the meal. Steve volunteered to help wash dishes afterward; Jackie hired him on the spot, and Jennifer offered to help if she got sparkly dish gloves. After no deliberation, Jackie assented to this.

4. Amherst-Pelham Representative's Report:

Steve reported that at the last meeting, the RSC discussed pushing for a replacement of the disused and overgrown track as well as an enlargement of the inner field. The process of figuring out the funding for that is underway. Jennifer updated on the talks about shifting the bus schedule; we're going to continue to meet and discuss our options. Delays are possible several weekdays.

5. Union #28 Report, including Budget & Personnel:

Jennifer reported that JSC has discussed moving to the 5-year moving average method for calculating town contributions to the Union. JSC members seem to be in favor of this, so long as it is phased in over a period of years. This would make each contribution amount more stable over time and give each Town more predictability in budgeting. Dan asked SSC how they feel about it the proposal? SSC supports it; it's a reasonable solution.

6. CES Report: No report.

**I. Policy Review:**

Second Reading, First Vote On:

IHBAA – Observation of Special Education Program  
JI – Student Rights and Responsibilities

Final Vote On:

GBEA – Staff Ethics/Conflict of Interest  
GBEC – Drug Free Workplace

Second and Final Vote On Deletion of Policy:

IHAE – Physical Education  
JCA-1 – Students of Non-Resident Employee

**LAUREN MOVED TO APPROVE POLICY IHBAA – OBSERVATION OF SPECIAL EDUCATION PROGRAM. BETHANY SECONDED. VOICE VOTES ALL AYE.**

**LAUREN MOVED TO APPROVE POLICY JI – STUDENT RIGHTS AND RESPONSIBILITIES. BETHANY SECONDED. VOICE VOTES ALL AYE.**

**LAUREN MOVED TO APPROVE POLICY GBEA – STAFF ETHICS / CONFLICT OF INTEREST AS AMENDED. BETHANY SECONDED. VOICE VOTES ALL AYE.**

**LAUREN MOVED TO APPROVE POLICY GBEC – DRUG FREE WORKPLACE. BETHANY SECONDED. VOICE VOTES ALL AYE.**

**LAUREN MOVED TO DELETE POLICY IHAЕ – PHYSICAL EDUCATION. BETHANY SECONDED. VOICE VOTES ALL AYE.**

**LAUREN MOVED TO DELETE POLICY JCA-1 – STUDENTS OF NON-RESIDENT EMPLOYEE. BETHANY SECONDED. VOICE VOTES ALL AYE.**

**J. Future Business:**

- Shutesbury Policy Committee – Thursday, February 17, 2022 at 6:30 p.m.
- Shutesbury School Committee – Thursday, February 17, 2022 at 7:00 p.m.
- Union #28 Joint Supervisory – March 21, 2022 - 6:30 p.m.
- Budget and Personnel Committee – TBD
- Future agenda items –

Steve noted that Matt has been doing a super job keeping the school clean inside and out, and spent some of his own money to take care of tree work last summer. Could we get some School Choice funds (\$5K to \$7K) to Jackie to continue doing this outdoor work (with Matt identifying an appropriate contractor to hire)? Dan supported the work, but suggested that be included in the budget instead of using Choice funds year upon year. Some Towns do use their Choice funds to support their budget, but we need to be very thoughtful about how we choose to use ours. Lauren added that we shouldn't rely on Choice funds when they're so changeable.

**K. Adjournment at 8:35**