

SHUTESBURY SCHOOL COMMITTEE
Thursday, January 26, 2023
Final Minutes

Present: Jen Taylor, Bethany Rose, Julie Martel, members; Dan Hayes, Chair; Corrina Wcislo, Director of Student Support Services; Caitlin Sheridan, Director of Finance & Operations; Jennifer Culkeen, Superintendent; Public Guests

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

B. Public Hearings: None.

C. Review of Agenda and Perpetual Calendar:

Dan noted we have an invitation to meet with the Fin Com on 2/7 at 6:45. Dan will set this up for SSC members who are able to attend. He also invited SSC members to submit articles or notices for the *Roadtown News*.

D. Warrants and Gifts:

Accounts Payable:

3011	11/29/2022	\$36,946.41
3012	12/13/2022	\$10,453.09
3013	12/27/2022	\$25,727.86
3014	1/10/2023	\$5,093.08
3015	1/24/2023	\$33,042.34

Payroll:

311	11/28/2022	\$86,864.16
312	12/12/2022	\$84,548.43
313	12/26/2022	\$86,207.68
314	1/9/2023	\$85,122.88
315	1/23/2023	\$83,619.34

BETHANY MOVED TO APPROVE THE WARRANTS AS SUBMITTED. JEN SECONDED. VOICE VOTES ALL AYE.

Gifts: None.

Grants:

- REAP - \$15,221: Jennifer explained this is a federal grant we get every year; it goes to salaries.

JEN MOVED TO ACCEPT THE GRANTS AS PRESENTED. BETHANY SECONDED. VOICE VOTES ALL AYE.

E. Approval of Minutes from November 17, 2022:

BETHANY MOVED TO APPROVE THE MINUTES OF NOVEMBER 17, 2022. JEN SECONDED. VOICE VOTES ALL AYE.

F. Presentation - Shutesbury Energy and Climate Action Committee - guest Nate Heard:

(Moved to later in meeting: see below H. New Business.)

G. Unfinished Business / Updates:

1. Capital Projects/Building Process - Discussion (Roof, Boilers, Kitchen Floor, Telephone):

We got notice the roof is leaking. Jennifer noted we will not be using MSBA funds for the boiler because the program scope of replacement doesn't meet the need; also, there were additional HVAC improvements that were included in another renovation. Furthermore, the Town wondered why we should continue to invest in fossil fuel-based systems.

2. School Choice Funds - Discussion and Possible Vote: Tabled (Jackie not present).

3. School Safety Features - Continue Discussion:

Telephone System: Dan noted there are some problems with the phone system that present certain problems. Debbie Lee reported that the Safety Committee has prioritized getting a reliable phone system in place. We collected information locally, then ran through demos. Our current system is not compliant with federal requirements, so that's a primary issue we're focusing on, as well as the monthly cost. Crocker Communication Solutions seems to be the best option given our requirements. Dan thanked Debbie for all her hard work on this as well as her excellent communication during the process. He wondered whether there's some possibility of applying for grants to put these systems in. Jennifer said we do have a couple of grants that might be applied. The Principals are taking a look at these.

Dan asked Caitlin how we could fund the system: she's made adjustments in the budget to get money in place for it.

JEN MOVED TO APPROVE CONTRACTING WITH CROCKER COMMUNICATIONS TO PROVIDE TELEPHONE SERVICE TO SES, IN THE AMOUNT OF A ONE-TIME COST OF AROUND \$5K AND A MONTHLY COST OF \$376.40. JULIE SECONDED. VOICE VOTES ALL AYE.

Security Cameras: Jennifer said we're looking at how we could apply a grant toward these.

Glycol Tanks: These have been removed.

H. New Business / Discussion Items:

1. FY24 Draft Budget - Discussion and Possible Preliminary Vote:

Caitlin presented the budget to SSC and reviewed the latest changes, which includes some adjustments to line items due to U#28 hires for services like physical therapy. Our fuel bill has gone down a bit over the past month. Total net increase we're asking for is 4.83% (mostly from unavoidable rises in costs like fuel and power). Dan suggested holding off on a vote since we don't have the U#28 numbers settled in it yet. Fin Com member Susie Mosher wondered whether we could build in anticipated savings from LED lights and a fixed roof? Dan thought it's too early to do that accurately. She requested any budget-related information from SSC; Caitlin said she could do that.

F. Presentation - Shutesbury Energy and Climate Action Committee - guest Nate Heard:

Dan thanked Nate for joining SSC; he shared a presentation with the committee. He introduced himself as one member of seven on the Energy and Climate Action Committee (ECAC). ECAC is the next version of the Energy Committee, with a climate focus. The Town needs to develop a Hazard Mitigation Plan (HMP) in order to meet state requirements for grant funding of some projects. ECAC tries to stay abreast of the latest research in and best practices related to climate change science. We're also looking at ways to switch our electricity supply off of fossil sources. There are lots of opportunities to realize energy savings through incentives and grants, so we're also looking at how other small towns are trying to do this.

Some parts of the HMP include a proposal to install central air conditioning in the elementary and regional schools, and to use the school as a cooling center during excessive heat days. We might be able to apply for this via a Renew America's Schools grant. ECAC will also forward other opportunities like this to SSC. Nate expressed a keen interest in serving as a liaison between ECAC and SSC for exploring solutions to these issues. Working with other towns in the region will also be beneficial, as some solutions are best on a regional basis.

Dan wondered where using SES as a cooling center would come from - a Town emergency response team, for example? We'd be more than happy to hear from any such group. Jen noted that the Fire Department is used as a cooling center right now, but SES should certainly be used as a backup and also as a general emergency shelter, since it's our largest building. Dan suggested Nate/ECAC should be talking with the Buildings Committee as well - they're responsible for the physical infrastructure of the Town buildings, including SES. Susie noted that Jackie is on the Emergency Management Team. Julie offered to sit on any of these groups to increase the flow of communication as well. Dan said that SSC just needs to know how SES is being included in any emergency plans or the HMP. SSC offered some suggestions for ECAC to investigate related to SES infrastructure. Dan thanked Nate for attending and looks forward to hearing from ECAC about heat pumps.

I. Reports:

1. Superintendent's Report:

Jennifer reported that we've sent out surveys on student services and professional development in order to carry out continuous improvement. The Leadership Team is going over one of these. She and Corrina are also planning coffee meetings with families to answer questions about Student Support. We've been meeting every two weeks to explore possibilities for developing what we call the Supportive Classroom, which would provide the supports that students need in district. We're excited to have our Physical Therapist

come on board as well. We're also working on the Student Attending Report for DESE, a comprehensive survey of students in our communities. Dan thanked Jennifer for her fabulous work.

2. Director of Finance and Operations:

Caitlin reported that she's been working on the budgets for all four schools; the SES budget hasn't changed much, however. The new accounting software will give us a lot more options and capabilities, which we're very excited about! Caitlin will be attending training on file maintenance, and she'll be able to better understand what we need to keep (and possibly digitize) and what we can shred. We also have a committee looking at nutrition and social-emotional learning. Jen noted she has a background in nutritional education and offered to do some workshops.

3. Principal's Report:

Jennifer reported on behalf of Jackie. SES is famous! We were recently in Commissioner Riley's report because of our social-emotional learning program (Choose Love). We're having a school-wide musical this spring that the kids are looking forward to. The Spaghetti Dinner is back on May 5. Bravo to all the staff and bus drivers for being flexible and positive in the face of our crazy winter schedules. We're doing amazing work in literacy and math that professionals from other schools are coming to study. We'd like to welcome a new Food Services Assistant. SES is a wonderful, happy, fun place to learn and work!

4. Amherst-Pelham Representative's Report: No report (Steve not present).

5. Union #28 Report, including Budget & Personnel: No report.

6. CES Report:

Dan reported that CES met last night and went over financials. Dan expressed his equal love for U#28, SES, and CES.

J. Policy Review:

First Reading on:

DD - Grants, Proposals and Special Projects
DBC - Budget Deadlines and Schedules
DBD - Budget Planning
DBG - Budget Adoption Procedures
DBJ - Budget Transfer Authority

SSC reviewed and made notes on these policies.

K. Future Business:

- Shutesbury Policy Committee – Thursday, February 16, 2023 at 6:30 p.m.
- Shutesbury School Committee – Thursday, February 16, 2023 at 7:00 p.m.
- Union #28 Joint Supervisory – January 30, 2023

- Budget and Personnel Committee – TBD
- Future agenda items –

L. Adjournment at 8:20