

SHUTESBURY SCHOOL COMMITTEE
Thursday, June 20, 2024
Final Minutes

Present: Anna Heard, Jen Taylor, Nate Longcope, Leah Jack, members; Jeremy Mailloux, Chair; Caitlin Sheridan, Director of Finance & Operations; Anne Magill, Principal; Corrina Wcislo, Director of Student Support Services and Interim Superintendent; Public Guests

A. Meeting Called to Order by Jeremy at 7:02 P.M.

B. Public Hearings: None.

C. Review of Agenda and Perpetual Calendar: None.

D. Warrants and Gifts:

Accounts Payable

3027	6/11/2024	\$42,619.10
3028	6/25/2024	\$30,314.01
3029	6/30/2024	\$46,982.66

Payroll

3027	6/11/2024	\$42,619.10
3028	6/25/2024	\$30,314.01
3029	6/30/2024	\$46,982.66

Gifts: None.

Grants: None.

E. Approval of Minutes from May 16, 2024:

ANNA MOVED TO APPROVE THE MINUTES OF MAY 16, 2024. JEN SECONDED. UNANIMOUS.

F. Unfinished Business / Updates:

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

Nate said that the illustrious Steve Sullivan would try to join the meeting; the big problem right now is fixing the driveway. Caitlin said the kitchen is being worked on over the summer as well; everything is coming out so the floors can be updated.

G. New Business / Discussion Items:

1. FY25 Budget Principal Salary Line - Discussion and Possible Vote:

Corrina said that the discussion and vote is on the Principal Contract. SSC must vote on it due to fiscal implications. Jeremy said that the contract has come in with an extra \$5K, so we have to approve that. Caitlin and Anne are confident they can find room in the budget to cover this over the coming year. Leah requested a copy of the contract. Anna said SSC usually doesn't get a copy, since the Superintendent hires Principals. It's not in our purview normally; the only person we manage is the Superintendent. Caitlin explained this is not a budget transfer - we'll overspend this line and find savings elsewhere. Leah requested to see the contract.

ANNA MOVED TO APPROVE THE PRINCIPAL SALARY INCREASE OF AROUND \$5K AS DETAILED IN THE CONTRACT. JEN SECONDED. UNANIMOUS.

H. Reports:

1. Superintendent's Report:

Corrina reported that Anne is on board and getting involved, which is very exciting. The Leadership Team has been in touch with Superintendent Cleveland to ensure a smooth transition. We're moving forward with hiring for the Director of Student Support Services, the position Corrina will be leaving at the end of the month. We're also in process hiring a Principal for LES and an Executive Assistant to the Superintendent. There were some great some end-of-year activities wrapping things up at SES as well.

2. Director of Finance and Operations:

End of Year Transfers - Discussion and Possible Vote:

Caitlin reported that it's been a busy year with all the hiring and contracts. Caitlin has sat on five interview committees so far. It's great wrapping one up and moving forward. All four budgets were passed at Town Meetings. There are no transfers required at this time. Usually we have to transfer money into revolving accounts at the end of the year. The Food Service revolving account is in good shape. The budget is looking pretty good, with some Rural Aid money we have to spend down, and we have no deficit. Everything's been carefully tracked to the end of the year thanks to Jackie; we'll miss her a lot.

3. Principal's Report:

Anne said she's looking forward to touching base with Jackie tomorrow. Over the summer, she's looking forward to having some parent and family events, and to hitting the ground running.

4. Amherst-Pelham Representative's Report:

Anna reported that the 2025 budget has been passed through the RSC with a 6% increase in Amherst. We expect complaints from the Town that the budget is not sustainable and we need to do something different. The 2026 budget is looking dismal at this point, with a \$1.2 million shortfall, so we might have additional cuts. We haven't been told which positions will be cut yet, and the Superintendent is maintaining a fine balance between sharing that information and not encouraging staff to leave before then. Revenue is simply not keeping up with cost in the Region largely due to unfunded mandates from the State. RSC created a new subcommittee focused on improving revenue. We're in the middle of the Superintendent evaluation

process and will be going over the condensed version at our next meeting. Finally, we're still working on the track, and Fin Com finally approved restrictions being removed from all the money, so we're able to choose the plan that will work the best for us, and if we're able to raise more money from the three smaller towns, we can add some things later. We need to get the bidding process underway in a season that's favorable.

Jeremy asked about the complaints: Who's the target of these angry feelings? Anna: RSC. The Town thinks RSC should have come forward with a budget much earlier, but we couldn't. They think the Region is spending too much money, and they were suggesting cuts that would dramatically affect programs at the school. Susie Mosher, Fin Com member, commented she's very supportive of having people from different constituencies sit down to work on the budget together to build a shared understanding of the process. The Fin Com meeting more often with the Departments this year improved the budget process for Shutesbury. We need to focus on where we can go to make things better. Jeremy praised this collaborative model and thanked Susie for attending SES meetings.

Jen asked whether the deficit includes the 6% from all the Towns: Anna said the deficit she mentioned is in next year's budget.

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

Leah reported that JSC met on May 20; it was short and focused on discussing whether to shift to in-person meetings and changing the meeting time to 7 P.M. Corrina gave an update on the Principal position being filled as well as updates on other searches. Caitlin gave updates on Town Meetings passing school budgets and representatives from the five Towns gave updates on the happenings at each school. Susie noted that legislation requiring meetings to provide hybrid participation options is in discussion.

6. CES Report: None.

I. Policy Review:

Second Reading, First Vote On:

- EEAJ – Motor Vehicle Idling on School Grounds
- GBEBC – Gifts to and Solicitations by Staff
- GBEBD – Online fundraising and Solicitations-Crowdfunding
- GBK – Staff complaints and Grievances
- GCG – Substitute Professional Staff Employment
- HA – Negotiations Goals
- HB – Negotiations Legal Status
- HF – School Committee Negotiating Agents

Final Vote On:

- JLCD – Administering Medicines to Students
- BHE – Use of Electronic Messaging by School Committee Members
- CHCA – Approval of Handbooks and Directives
- EB – Safety Program

ECA – Building and Grounds Security
EEAE – School Bus Safety Program
GBEB – Staff Conduct

Jen noted an emendation for EEAJ, changing “his or her” to “their.” Adding a time constraint might also be a good idea. Caitlin said adding a time frame can’t be done because SSC has not specified one. Anna read timeframe language that is already in the policy.

Leah asked how we should address small emendations in future policies. Jeremy said SSC members can suggest changes to the language at any point, even during the First Reading. We can vote on emended versions of these policies. Leah offered an emendation to GBEB: change “credit” to “positively.” For CHCA, also change “credit” to “positively.” For HB, change “representative or representative” to “representative(s).”

JEN MOVED TO APPROVE POLICY EEAJ – MOTOR VEHICLE IDLING ON SCHOOL GROUNDS AS EMENDED. ANNA SECONDED. UNANIMOUS.

JEN MOVED TO APPROVE POLICY GBEB – GIFTS TO AND SOLICITATIONS BY STAFF AS EMENDED. ANNA SECONDED. UNANIMOUS.

LEAH MOVED TO APPROVE POLICY GBEBD – ONLINE FUNDRAISING AND SOLICITATIONS-CROWDFUNDING. ANNA SECONDED. UNANIMOUS.

LEAH MOVED TO APPROVE POLICY GBK – STAFF COMPLAINTS AND GRIEVANCES. NATE SECONDED. UNANIMOUS.

LEAH MOVED TO APPROVE POLICY GCG – SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT. ANNA SECONDED. UNANIMOUS.

LEAH MOVED TO APPROVE POLICY HA – NEGOTIATIONS GOALS. NATE SECONDED. UNANIMOUS.

LEAH MOVED TO APPROVE POLICY HB – NEGOTIATIONS LEGAL STATUS AS EMENDED. ANNA SECONDED. UNANIMOUS.

LEAH MOVED TO APPROVE POLICY HF – SCHOOL COMMITTEE NEGOTIATING AGENTS. ANNA SECONDED. UNANIMOUS.

JEN MOVED TO APPROVE POLICY JLCD - ADMINISTERING MEDICINES TO STUDENTS. ANNA SECONDED. UNANIMOUS.

LEAH MOVED TO APPROVE POLICY BHE - USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS. ANNA SECONDED. UNANIMOUS.

LEAH MOVED TO APPROVE POLICY CHCA - APPROVAL OF HANDBOOKS AND DIRECTIVES AS EMENDED. ANNA SECONDED. UNANIMOUS.

LEAH MOVED TO APPROVE POLICY EB - SAFETY PROGRAM. ANNA SECONDED. UNANIMOUS.

LEAH MOVED TO APPROVE POLICY ECA - BUILDING AND GROUNDS SECURITY. ANNA SECONDED. UNANIMOUS.

LEAH MOVED TO APPROVE POLICY EEAE - SCHOOL BUS SAFETY PROGRAM. ANNA SECONDED. UNANIMOUS.

LEAH MOVED TO APPROVE POLICY GBEB - STAFF CONDUCT. ANNA SECONDED. UNANIMOUS.

J. Executive Session: Not necessary.

K. Future Business:

- Shutesbury Policy Committee – September
- Shutesbury School Committee – September
- Union #28 Joint Supervisory – Tuesday, June 25, 2024
- Future agenda items –

Jen expressed her enthusiasm for this committee and everyone on it; she's happy to serve alongside them.

L. Adjournment at 7:56

ANNA MOVED TO ADJOURN. JEN SECONDED. VOICE VOTES ALL AYE.