

THURSDAY, JANUARY 2, 2020 SWIFT RIVER SCHOOL  
NEW SALEM/WENDELL SCHOOL COMMITTEE (7:00 P.M.)

Present: Karyn Briand, Jack Radner, Carla Halpern, Johanna Bartlett, Beth Erviti, Barbara Doyle, Anna Wetherby (minutes), Jennifer Culkeen, superintendent; Bruce Turner, director of finance; Kelley Sullivan, principal

Teachers: Diana Adams, Lisa Aubin

Guests from Suzor IT: Adam Suzor, Evan Paradis

A. Meeting called to order: 7:05

B. Public Hearings – none

C. Adam Suzor – Suzor IT presentation (currently contracted with central office, proposal to work with Swift River as well)

- Managed IT service provider, specializing in rural areas (school, police, fire, municipalities)
- Technology is key to seeing the future and how it works with technology
- Keep all aspects of IT moving quickly and without finger pointing between software companies, hardware companies, internet provider, IT service provider
- Tracks expiration dates on hardware
- Provides security without being complex
- Estimates the future use and demand of internet so as to not run into issues later
- Insurance compliance with Melanson Heath
- Helped restore all the data lost from the U28 hacking incident
- Has provided cyber-security training with all central office employees
- Asset management software (updates, replacements, etc.)
- “Help Desk” would not be included in the contract – hourly rate support instead – as there is a tech liaison in the school
- Flat rate per student. Help Desk is \$50 more per student (currently \$99, K-6)
- Tech Integration Training – teachers showcase how they use technology in the classroom, be an asset to other teachers
- Efficient procurement of IT hardware, keeping things more cost efficient for the school – CDWG (current provider) and SHI (Suzor provider)
- Help center has a vetted app database

D. Warrants – Record in minutes with numbers

- Vouchers: 4217- 1,112.89; 4218- 44,200.08; 4219- 38,547.34; 4220- 1,429.90; 4221- 18,775.84; 2805- 1,052.17; 2806- 677.84; 2807- 3,021.78; 4222- 24,212.37; 4223- 720.00; 2808- 443.96
- Payroll: 8100- 82,542.83; 411- 73,041.10; 811- 26,193.51; 8110- 82,476.33; 8111- 32,983.35; 8112- 47,903.85; 412- 81,367.67; 812- 26,193.51; 8120- 90,181.18; 8130- 85,455.53; 413- 76,246.36; 813- 26,193.61; 8131- 34,070.76; 8132- 46,704.17; 410- 73,150.50; 810-26,193.51

E. Superintendent’s Report

- Online workshop on student data and privacy
- Rural district aide 32k report submitted
- Student opportunity act passed – chapter 70, circuit breaker, etc. – due in April (once DESE outline the plan requirements)

F. Director of Finance and Operations Report

- Wrapping up FY19
- New accounts payable employee, Emilee Felton, working very well

- Budget season is in full swing

#### G. Principal's Report

- Successful clothing swap in December, many clothes are still available
- Helped 12 families with Thanksgiving baskets
- Used raffle money to help 9 children with holiday gifts
- Packed house for Winter Concert
- Risers used on stage, looking into better lighting in the gym
- Homeschooling student has returned to Swift River

#### H. Committee Reports

- Report from Mahar Representatives
  - Meeting on 23<sup>rd</sup>
  - Structure on new superintendent search
- Collaborative for Education Services
  - Meeting in November
  - Presentation on cultural responsiveness
  - Next meeting end of January
- Budget and Personnel – Next Meeting – None
  - Budget passes
- Joint Supervisory
  - No quorum
  - Set up meeting for new central office space –Barbara and Beth on committee
  - Vote on Jennifer's goals
  - Leverett
    - Participated in Monty's March
    - Mountain Day
    - Processing the deaths of parents at the school
  - Erving
    - 45 veterans visited, told stories, met the students
  - Shutesbury
    - 5K grant for tech
    - Monty's March
    - Participated with Hitchcock center
  - Next Meeting – Monday, January 13, 2020 @ Shutesbury Elementary School – 7:00 p.m. – Joint Supervisory Policy Sub-Committee – 6:45 p.m.

#### I. January Items

- New Salem/Wendell Treasurer Appointment – Ryan Mailloux – Discussion and Vote
  - Ryan has strong financial background and is treasurer for Shutesbury school
  - Jack moves to vote to approve Jennifer's recommendation, Karyn 2<sup>nd</sup>
  - Passes unanimously
- Massachusetts Rural School Coalition – Rural School Aid annual dues – Discussion and Vote
  - Asking for financial support to be more sustainable organization – instrumental in advocating for the ongoing projects
  - Beth moves that Swift River School appropriates \$250 for Massachusetts Rural School Coalition, Carla 2<sup>nds</sup>
  - Passes unanimously
- MOA – Alternative Structured Learning Day Program – Discussion and Vote
  - No longer supported by state (for following years)

- Promoting the use of them for this year for Swift River so that the building project is not delayed at the end of the school year
- Proposing 3 alternative structured learning days (including December 1 snow day)
- Beth moves to approve the 3 Alternative Structured Learning Days, Barbara 2<sup>nd</sup>
- Passes unanimously

• FY21 Draft Budget - Discussion

- Still a rough draft
- Estimates for health insurance
- New numbers for county retirements
- Would like to include Christine in the Suzor discussion
- New student requiring 1:1 aid
- Increased food service to reflect more accurate spending
- Building maintenance is approx. 30k
- Unemployment rate raised (by state) from 1% to 7%
- Budget increase \$146,865, 5.3%
- 1 or 2 anticipated retirements (not reflected in budget)
- Final increase for each town will be sent by email
- Chapter 70 numbers are not known
- Would like to include Rural Aid in budgets moving forward

• Policy Update and Review:

First Reading on:

- o JICFA – Prohibition of Hazing\*
- o JICFB – Bullying Prevention\*

J. Future Business

- Next Meeting Date – February 6, 2020 – 7:00 p.m.
- New Salem/Wendell Policy Committee – February 6, 2020 – 6:30 p.m.

K. Approval of Minutes of November 7, 2019

- Beth moves to accept minutes as edited, Karyn 2nds – passes unanimously

L. Adjournment

- Jack moves to adjourn, Carla 2<sup>nd</sup> – passes unanimously 8:32