



EDGARTOWN SCHOOL COMMITTEE

**Wednesday, January 27, 2021– 5:00pm via Zoom
AGENDA**

- I. Approval of Minutes from ~~November 18, 2020~~**
December 9, 2020
- II. PTA Report**
- III. Finance Report**
 - A. Finance Report
- IV. Superintendent's Report**
 - A. All Island School Committee
 - B. COVID Testing Update
- V. Principal's Report**
 - A. FY22 Budget Analysis and Proposed Budget Presentation– Draft #4 (12.15.20)
 - B. Middle School Re-entry Update
 - C. Anonymous Donation
 - D. Educational Mini-Grants
 - E. Personnel
 - 1. Leaves of Absence
 - 2. Resignation
- VI. Public Comment**
- VII. New/Old Business**
- VIII. Schedule Next Meeting(s)**
- IX. Adjournment**

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EDGARTOWN SCHOOL COMMITTEE MINUTES

Wednesday, January 27, 2021 – 5:00pm – Via Zoom

Those present were; Chairperson Megan Anderson, Member Kimberly Kirk, Member Kelly McCracken, Matt D'Andrea (Superintendent), Richie Smith (Asst. Superintendent), Shelley Einbinder (Principal), MaryAnn Bartlett (Asst. Principal), Mark Friedman (Interim School Business Administrator), Nancy Dugan (Director of Student Support Services – Pre K-Gr.7), Nicole Barlett, Leslie Baynes, Kerry Branca, Jim Carter, Nedine Cunningham, Gina Debettencourt, Summer De Souza, Jennifer Fournier, James Hagerty, Deanna Laird, Brooke Leahy, Kara Leandro, Kate Lefer, Constance Leuenberger, Bridget Mello, Denise Searle, Margaret Serpa, Arthur Smadbeck, Charlie Smith, Tara Sykes, Amy Tierney, Lizzie Ward.

I. Approval of minutes from December 9, 2020

On a motion by Kelly McCracken, seconded by Kimberly Kirk, the committee approved the minutes of the December 9, 2020 meeting by way of roll call vote. The agenda showed the November 18, 2020 minutes, those were approved at the December 9, 2020 meeting.

II. PTA Report

The first meeting of 2021 was held on January 12. To date, there are 58 members, which is half as many as last year. Of this 58, 24 are staff members.

Flyers were sent home with students on January 27, 2021 highlighting the on-going “Easy Money” fundraisers. These flyers included instructions on how to participate. There has been difficulty communicating with participants seeing as these fundraisers have moved to predominantly digital platforms.

Ms. Leahy has been working with the Martha’s Vineyard Film Festival (MVFF) to organize a COVID-friendly drive-in movie in the early spring. Brian Ditchfield from MVFF will be at the next meeting.

The sale of children’s face masks and water bottles are on-going and can be purchased on the PTA website <https://edgartownschoolpta.new.memberhub.store/Store> or by sending an email to Brooke Leahy at bjoileahy@gmail.com, the PTA president.

The next meeting is scheduled for February 9, 2021 at 4pm via Zoom.

III. Finance Report

A. Finance Report

The monthly expenditure and fund balance reports were shared with the Committee prior to the meeting. Mr. Friedman reported that through January 27, 2021, the budget continues to be the same as what he’s been seeing over the past few months:

- *Salaries - projected over budget but are offset by underage in other salary lines. The salary lines are within budget and expect them to be.

- *Health/Nursing – over budget but not unexpected due to increased staffing. They will be able to cover these overages with salary savings and other areas in the budget.

- *Utilities (fuel, telephone, electricity) – all are projecting over budget according to the current encumbrances. Mr. Friedman wouldn’t be surprised if the utilities, especially in the fuel area, were to go over budget this year due to new protocols for keeping windows open for air circulation. He is planning to absorb the overages in the maintenance area of the budget with contingency funds or with other salary savings. He will look into the telephone area to see if perhaps the overage is being caused by internet related expenses.

The budget is in decent shape despite all of this year’s variables. Mr. Friedman anticipates some level of increased transportation costs due to schedule and cohort changes, as well as

related costs for the disinfection of buses and the addition of monitors. There could be some offset by savings in other areas, especially with no sports games or field trips. The overages in Transportation are not as bad as expected.

Mr. Friedman explained that the budget process is perpetual. They are nearing the end of the three rounds of CARES Act monies – the Esser Grant, the School Reopening Grant, and a smaller Technology Grant. These funds have all been encumbered and spent. There is another potential round of funding coming from the State. More information will be available in the next couple of weeks.

Gina deBettencourt advised that there might be some savings to the transportation budget by making a change in the food delivery. Families that receive free or reduced lunch are now receiving SNAP EBT cards. She requested that they stop deliveries on Tuesdays, Wednesdays and Thursdays due to minimal need. Mr. Friedman will discuss this with Dr. Einbinder and the Transportation Department.

The Revolving Lunch Fund is in good shape with a balance of \$54,204.30. The School Choice Fund is also in good shape with a balance of \$130,995.72.

Mr. Friedman is working with Amy Tierney, the Town Accountant, on closing out the remaining small balances in the following completed projects: Lightning, Generator, and Front Door Warrant Articles.

IV. Superintendent's Report

A. All Island School Committee (AISC)

The AISC met last week to discuss the report from the Diversity Coalition as well as some personnel issues. The next meeting will include the finalization of grants as well as the continuation of personnel issues carried over from the January meeting.

The next meeting will take place on either the second or third Thursday in February. The exact date and time were not known at the time of this meeting.

B. COVID Testing Update

They are now into the fourth week of testing with the goal of testing 900 students and staff per week. The testing is going well and with good participation. There have been over 2,000 tests given with 3 positive results. The project manager, Molly Houghton, is keeping things organized and on schedule. Test collection from Edgartown, MVRHS, West Tisbury and Chilmark takes place on Thursdays with results returned over the weekend. Dr. D'Andrea feels that students and staff are more comfortable being in school with the testing program. He hopes that they would be able to catch an outbreak before it happens. They are on track with funding for the program.

V. Principal's Report

A. FY22 Budget Analysis and Proposed Budget Presentation – Draft #4 (12.15.20)

Prior to the meeting, copies of the FY22 Budget Analysis and proposed budget presentation were shared with the committee members. At the December 9, 2020 School Committee meeting, an earlier draft of the proposed FY22 budget was presented which represented a 4.86% increase from FY21. Since last month, the Shared Services portion of the budget has increased substantially from \$156,527.46 to 205,005.42. The Draft #4 proposed FY22 General Fund budget request is \$9,796,444.98, which represents a 5.38% increase from FY21.

Dr. Einbinder's presentation included the following information accompanied by a PowerPoint presentation:

*As of October 1, 2020 enrollment was at 383 and included 11 students in the Shared Services Bridge program. As of January 25, 2021, there is a confirmed enrollment of 374;

320 are in-person and 54 are fully remote.

*The Special Education program population has remained fairly consistent over time and is currently at 21% of the total student population.

*There has been a dramatic increase of ELL students over the last 10 years: in 2010 = 23 students / 2015 = 43 students / 2020 = 81 students. There are a large number of newcomers across all grades that are just beginning to learn the English language. The State average is 10.8%; the Edgartown School average is at 21%.

*The FY21 budget included the salary of an additional full time ELL teacher. This salary was moved to a contingency line due to expected additional COVID-related expenses. Based on the continued need for increased ELL services, Dr. Einbinder recommended removing the contingency line and moving the salary back to the appropriate salary line.

*There continues to be a large percentage (almost 42%) of families that are eligible to receive free/reduced lunch.

* The projected K-8 enrollment presented by the New England School Development Council shows that the Edgartown School will exceed 500 students by the year 2030.

*The class size profile has decreased considerably as a result of the 6' distancing guidelines due to COVID-19. In order to maintain the recommended class size, just above 12 students, many staff were reassigned and additional classrooms were created.

*The number of students who are School Choice = 23 (sending) / 5 (receiving); Home Schooled = 14; Charter School = 28; and other private schools = 14.

*The percentage of teachers at the top step of the salary schedule is 68%.

*The total expenditure per pupil in 2018 was \$29,748. Other school districts on island and across the state were also shown in comparison.

*Contractual obligations continue to make up the majority of the budget at almost 84%.

*The budget increases over time shows the following:

- Shared Services – from approximately \$892,000 in FY13 to \$1.8M in FY22
- Edgartown School – from \$5.3M in FY13 to \$7.9M in FY22

*The Budget Analysis Summary of the proposed FY22 budget included the following:

- Proposed total increase over the FY21 budget = \$500,221.90 or 5.38%
- Proposed increase in the Shared Services budget for the Edgartown School = \$205,005.42
- Proposed total increase of Salaries/Contractual Obligations over the FY21 budget = \$290,326.84 or 4.56%
- The ELL teacher salary moved from Contingency back to Salary
- A new part-time Nurse (.5), the only new position added to the proposed FY22 budget
- All other expenses = increase of \$4,889.64

*Detailed increases:

- Contingency line removed
- Transportation expenses to be increased by approximately \$19,000
- Addition of a Building Improvements/Capital Expense line at \$45,000 – for specific projects that need to be done every year that are considered preventative maintenance

(painting, tile, and carpet). Instead of requesting Warrant Articles for the smaller reoccurring projects, they will be absorbed into the budget.

- Custodial Supplies – increased by \$10,000 - directly related to the continued purchase of necessary cleaning supplies and additional cleaning related to COVID-19 protocols

- Health Supplies – increased by \$20,000 for PPE and other anticipated health supplies

- General Maintenance – increased by \$15,000 - Over the years, the increases have not been enough as needs and costs increase.

- Undistributed Supplies – decreased by \$10,000 to offset the increase in Custodial Supplies

Dr. Einbinder also submitted a Town Warrant Article to see if they will raise and appropriate funds for the repair and renovation of the main elevator due to its age and condition. A comprehensive survey was completed and a detailed proposal of the scope of the work to be completed was returned at a cost of \$200,000.

Mr. Friedman explained that the Shared Services budget went through its own process with the AISC. There were a series of important issues that had to be addressed. In addition, the allocation of that budget is important and involved. The earlier version of the Shared Services allocation was based on the number of students per building. The other formula that also needed to be taken into account was the Shared Services and School Choice students that reside in one town but are counted in another building's counts. The Edgartown School sends out 17 more School Choice students than it accepts in. When these students were factored in, the allocation went up. This is the reason for the change from the earlier version of the Shared Services portion of the budget.

James Hagerty requested clarification regarding residential placements. Dr. Einbinder explained that they budgeted for one student in FY21 but currently have more that were unanticipated. At this time, there is one placement for the next fiscal year.

Mr. Hagerty went on to explain that the overall Town operating budget is approximately \$40M. The budget for education accounts for 30-35%, or \$14-\$15M, of this overall budget. The 3.86% increase in the FY22 Edgartown School Site budget over FY21 is minimal and attainable.

On a motion by Kelly McCracken, seconded by Kimberly Kirk, the committee accepted the FY22 budget at \$9,796,444.98 by way of roll call vote.

B. Middle School Re-entry Update

At the December 9, 2020 meeting, Dr. Einbinder shared that grades 5 & 6 returned to four days per week of in-person instruction on December 8. Since then, she has increased the day for Kindergarten – Gr. 3 students by bringing them in earlier in the morning. Kindergarten – Gr. 4 also have four days of in-person learning Monday –Thursday. As of January 12, 2021, Gr. 7 & 8 returned to four days per week of in-person learning (Tuesday-Friday).

C. Anonymous Donation

An anonymous donation to support STEM education was received in the amount of \$500.00.

On a motion by Kelly McCracken, seconded by Megan Anderson, the committee accepted the anonymous donation with gratitude by way of roll call vote.

D. Educational Mini-Grants

Each year, the Cape Cod Five Bank awards educational mini-grants to teachers throughout Southeastern Massachusetts, Cape Cod and the Islands. This year there were more than 200 applications received. The following teachers received awards to fund their proposed projects:

1. Abigail Williamson – for 'Bella & Rosie' books for English learners

2. Debra Grant – for promoting literature in Kindergarten for native and non-native speakers
3. Alicia Knight – for a virtual spelling program

On a motion by Kelly McCracken, seconded by Kimberly Kirk, the Committee accepted the Cape Cod Five Bank Educational Mini-Grants by way of roll call vote.

E. Personnel

1. Leave of Absence

- a. Amy Baldino – to extend the current leave from her Gr. K-4 ESP position through the end of the FY21 school year.
- b. Bill Jacob – from his Gr. 4 ESP position to accept the long-term substitute position in Gr. 4.

On a motion by Kelly McCracken, seconded by Kimberly Kirk, the Committee approved the leaves of absence for Amy Baldino and Bill Jacob by way of roll call vote.

2. Resignation

- a. Leanna Fisher – Cook's Helper – effective January 12, 2021.

On a motion by Kelly McCracken, seconded by Kimberly Kirk, the Committee accepted the resignation of Leanna Fisher with gratitude by way of roll call vote.

VI. **Public Comment**

Nicole Barlett thanked Dr. Einbinder for her presentation and for the consideration of adding a part time nurse. The growth of the school into 2030 will see over 500 students. Ms. Barlett will be in need of assistance and is grateful that the school is being proactive.

Kimberly Kirk thanked the staff for their patience, courage, stamina, and continued service. She also congratulated Nicole Barlett on becoming a licensed Nurse Practitioner.

Gina deBettencourt shared that her kitchen has been shorthanded since the shutdown on March 13, 2020. She announced the hiring of Jean Zdanowski, the new Assistant head Cook, effective January 19, 2021. Ms. deBettencourt shared a special thank you to Tony Saccoccia, who has been helping in the kitchen since November, Anthony Rabeni, and Dan Townes. The kitchen is still in need of an additional Cook's Helper.

Brooke Leahy requested clarification on mini-grants. She explained that the PTA grants have been awarded to teachers and are on-going. She understood that the PTA was independent. Mark Friedman explained that as a general practice, any grants, gifts, and donations that are coming in to the school should be accepted by the School Committee according to MA General Law. Chairperson Anderson advised that they will look into more guidance and clarity on the approval process.

VII. **New/Old Business**

Mark Friedman requested that the committee revisit the issue of COVID testing and the monies associated with it. At the October 7, 2020 meeting, the committee voted to approve moving forward on the use of \$26,946 from the Contingency line as the Edgartown share of the COVID testing. As part of that vote was a request to come back and revote once all the final details, plans, and procedures were in place. They are working and partnering with Mirimus Testing, which has been clearly stated, very well vetted, and has been moving forward smoothly. This program is being made possible by the generosity of the MV Bank Charitable Foundation, MV Youth, and all who have contributed and are still contributing.

On a motion by Kelly McCracken, seconded by Kimberly Kirk, the Committee approved the revote and use of \$26,946 towards testing without contingency by way of roll call vote.

VIII. Schedule Next Meeting(s)

The next Edgartown School Committee meeting has been scheduled for Wednesday, February 17, 2021 at 7:30am via Zoom.

IX. Adjournment

Respectfully submitted,

Ken Romero
Secretary to the Committee