

Erving School Committee
FINAL Minutes
Tuesday, January 19th, 2016

Present: Scott Bastarache, Son Hui May, Renee Tela: committee members; Jennifer Haggerty, Superintendent; Jim Trill, Principal; staff and community members

- A. Call Meeting to Order-The meeting was called to order at 7:02 p.m.
- B. Public Hearings
 - Math Presentation-Math Coach Polly Wagner and Teachers Ben Rubin and Elizabeth DeSorgher gave a presentation on “What we are doing and why” when it comes to math in our school. There was discussion over how the math changes at EES are echoing the big shift that is happening in the world when it comes to how we teach and learn math. There was discussion over the “Parent Math Night” that was recently held in the 5th grade class and how the school is looking for ways to do more in terms of outreach to families over this new math curriculum. The presenters asked members of the School Committee for questions and advice they had to help them improve community education around math. Elizabeth DeSorgher also invited Committee members into her class and to her next Math Night so they can see how 5th grade students are learning math.
 - Other Public Hearings-none
- C. Approval of Minutes from December 15, 2015-Son Hui May made a motion to approve the December 15, 2015 minutes as written, Scott Bastarache seconded. There was no discussion and the motion passed 3-0-0.
- D. Warrants-Warrants were circulated and signed for voucher #1113 and 1023 and payroll batch 116
- E. Report of Gill-Montague Representatives-At this point there is still no Representative. Scott Bastarache mentioned that the Gill-Montague meetings are the second and fourth Tuesday of the month and urged committee members to attend at least one of the upcoming meetings.
- F. Collaborative for Educational Services Report-no update to report
- G. Capital Planning Committee Update-Erik Semb passed a report on to Scott Bastarache to share. Information has been sent to Town Hall so that there can be a finalized time for discussion over the expenditure of funds for jobs already done. There is also an

upcoming meeting on January 25th between the Finance Committee, Select Board and School Committee to discuss the FY 17 budget and the School Committee is also hoping to get Capital Planning items and discussion on the agenda for that meeting.

H. Principals Report-*Handout from Principal Trill (*ad ins in italics*)

Enrollment: 136 + 1 Preschool (1x3 y.o. REACH in Feb) = 137

Gr 6	21
Gr 5	13
Gr 4	21
Gr 3	18
Gr 2	15
Gr 1	8
K	21
Pre 4	5
Pre 3	14
Total	136

Personnel: We have appointed Cassandra Putnam to the role on 1:1 Kindergarten paraprofessional. Cassandra will begin February 1. *There are 5 new students at EES; all of them are in early childhood.*

Lunch Program Update: The CEP program began with a flurry of excitement and participation. We served 370 breakfast meals during the week of Jan 4-8, compared with 158 the last week of December. Lunch counts are close to 100 per day, which represents a smaller increase in numbers (but an increase nonetheless). Our goal is to offer a selection of healthy meals that students enjoy and eat. Upper grade students sit down to start the day with breakfast and CNN Student News, while students in grade 4 use breakfast time to enjoy a fun math activity. The classroom environment is calm, organized, clean and has the feeling of a family sitting down to eat together. Currently, students in PK through grade 3 have breakfast in the cafeteria. Students have their own ID scan cards that they swipe whenever entering the cafeteria line for a meal. We are hoping to adapt the program so that students/parents can order online, for the week ahead. Donna is working to incorporate a variety of changes to the menus as far as options for students and staff. We are also looking to increase our use of compostable materials in support of our recycling and composting program. *Principal Trill noted that the program is off to a good start and they hope to keep building numbers. As numbers improve, we can improve what is offered. He also thanked Aaron Osborne with his help in writing grants for the program.*

Program Updates: Our Winter Concert and Cookie Exchange was a clear example of the extent to which the Erving community goes to demonstrate their care of, and respect for each other. The gym was packed with standing room only, people squeezing into every space along the walls. We were treated to an instrumental and choral extravaganza, beautiful voices courtesy of the hard work of students and staff. I was thinking of asking grade 2 students to sing future snow day closing reports. Bravo Ms. B.C. for a well orchestrated event. It was marvelous to see and hear all students participate. Thank you also to a host of volunteers who gave their time and talent to make sure every person received a bag of goodies at the end of the concert: Allison Wheeler, Tina Johnson, Kerri Lapointe, Amie Trinquie, Keriann Bastarache, Haley Bastarache, Katelyn Mailloux-Little, Charlene McDonough, Peter McDonough, Angela Cyr, Robert Cyr, Lisa Pollack, Rebecca Kucenski, Alison Rollins, Dabney Rollins, Emily Samuels, Katrina Richotte and Kelly Loynd who coordinated the event.

Recently our students experienced an American Revolution Living History Day. Denis Cormier of Hands on History visited Erving Elementary School, bringing with him a variety of costumes and artifacts (incl. muskets). Every student was able to dress in period costume and play a role in the re-enactment of the time. Mr. Cormier shared many wonderful stories, captivating the imaginations of our students. By the end of his presentation, I had the distinct feeling that every student wanted to immediately step back in time to witness how complicated life was for the residents of Massachusetts. Students commented on how the whole experience gave them a much greater understanding of the problems that were faced during the establishment of the United States of America. Thank you Elizabeth DeSorgher (Grade 5 Teacher) for your continued work in exposing our students to such inspiring learning experiences. Mr. Cormier's visit was funded with support from Erving Cultural Council for which we are extremely appreciative.

Erving Recreation Basketball is in full swing, offering all resident students an opportunity to experience working as part of a team. Each member of the coaching staff is a positive role model for our students, following similar expectations for respect and responsibility as taught within the school setting. Thank you to the Recreation Department staff for making this program possible as this opportunity affords students a chance to experience success in a team environment.

Even though April 13, 2016 seems a long way off, action has already begun on the school play. Grade 5 and 6 students are rehearsing lines and getting ready for the dance steps.

Principal Trill will visit Turners Falls/Great Falls MS on Friday, January 29 to meet with Principal Annie Leonard, join their morning meeting, and continue to develop relationships between the two schools/districts.

EES staff will be traveling to Shutesbury on Wednesday, January 20 to meet with Union 28 staff for Professional Collaboration PD. This is a wonderful opportunity for all staff to engage across the Union, sharing expertise, educational strategies, and professional support for each other.

Principal Trill again thanked the staff that came to do tonight's math presentation. He stated that it is a true representation of the dedication and professionalism of the staff. He also again gave kudos to Ms. B.C. and all the students on a job well done at the Winter Concert. Next, he thanked the PTO for all their hard work on behalf of the students of EES. Lastly, it was mentioned that Jane Urban is working with a poet who will be coming and working with students in grades 1-6. Scott Bastarache asked if there are plans to make a family night or public event out of the poetry work the students do. There was discussion over possible things to do that have been successful at other places. Principal Trill will share info with Jane Urban, who is organizing it all. Next, Son Hui May posed the question as to whether or not we are a school choice school after grade 6. There was discussion as to how students are tuitioned into the Gill-Montague District for grades 7-12, but families can choose other schools. There was more discussion over how that came to be, the tuition contract and other information on the topic.

Technology: STEM After School Academy session two began this week. Tom is working alongside Union 28 schools on a plan to replace our current network, switches and airport hubs, upgrading Cat 5E cabling to new generation Cat 6.

Building and Grounds: The new boiler has a slight hiccup, but is back on track. Erik Semb is meeting with the BOS to discuss adjustments to the Town Capital Plan for Erving Elementary School. We have replaced the existing gate to the front and installed a new gate to the back of the current preschool playground (\$1300). So far the roof has stayed relatively dry as far as the recent wet spells.

Calendar of Events:

Jan 21-All School Sing

Feb 9-P.T.O Meeting

Feb 15-19-No School (February vacation)

Feb 23-School Council Meeting

Feb 25-All School Sing

March 1, 2, 3-Parent/Guardian Conferences

Mar 8-P.T.O Meeting

- I. Director of Finance and Operations Report-Aaron Osborne started by stating that he is moving forward with a grant to help support the breakfast in the classroom program.

Next he went over the expenditure report and commented that the Telecom Network line item was higher than expected. This was due to a change in suppliers and paperwork not being completed, but a reimbursement for the overage should be expected.

- a. FY 17 EES Budget-In going over the elementary school budget, it was stated that 86% of the budget goes to student services. Some of the increases overall come from money to enhance the Afterschool Program, increase to clerical hours for the CEP program and the two grants that may not get funded this year. After discussion, it was decided to present the budget as if the two grants were allocated to the school and if worst case they are not, to then go to the Town at a Special Town Meeting to raise and appropriate the funds. The thought is that the School Committee has always gone to the Town with a fiscally responsible budget and if extra funds are needed, they can go back to the town. Aaron Osborne will update the budget to reflect those changes and will email it out to the School Committee so they can share it with other Town Committees prior to their meetings. Next up was discussion on the secondary budget. Here the increases are driven by special education services and transportation costs, which are numbers that can not be changed. Dan Hammock of the town Finance Committee thanked the School Committee members for all they do and for working hard to produce a fiscally responsible budget. He shared that he feels there has been a good working relationship between the two committees. He also thanked committee members for all the hard work they do on behalf of the students.

- J. Superintendent Report-Superintendent Haggerty gave her thanks to Aaron Osborne and Principal Trill for all their work on budget planning. She also discussed the work she has been doing with her Superintendent Induction program and how she has been digging into the information compiled with her entry findings. Superintendent Haggerty then discussed her mid cycle review that was done in the public forum at the last Union #28 Committee meeting. She shared how it is important that she is going through the same evaluation process as the principals and teachers and modeling what it is like. Next was mentioned that the new restraint regulations were enacted this month and now the schools will be working on restraint procedures relative to the policy for each school. Lastly, Superintendent Haggerty mentioned that she attended the community forum in Swift River recently on standardized testing. It was a well attended meeting with lots of good thoughts and feedback for where things should be going.

- a. Private School Visit-Superintendent Haggerty shared her letter with the committee that discusses the recent site visit to the Foundations School in Erving. The visit was a successful one and the Superintendent recommends approval of the Foundations School application. Scott Bastarache made a motion to approve the application as submitted by Foundations School of the Pioneer Valley. Son Hui May seconded. Discussion ensued. It was asked what is it that is being approved. Since it is a private school in a town that already has a public school, the private school needs to

submit an application to the Superintendent of the public school, a visit must be done and the School Committee must approve the schools doing business in the same town. After no further discussion, the committee voted in favor of the motion, 3-0-0. Scott Bastarache then requested Superintendent Haggerty send an email to the Town of Erving letting them know that the school is there and has been approved for business by the School Committee. Superintendent Haggerty will do that, as well as submit a letter to the Department of Elementary and Secondary Education.

K. Budget and Personnel Committee Report-the topic of the upcoming meeting will be the budget. It will be a first time go through of the Union 28 budget and each town will see how it affects them.

a. Next meeting: January 13, 2016 6:00 pm at Swift River School

L. Union #28 Committee Report-The main topic of the last meeting was the mid-cycle review of the Superintendent. Scott Bastarache complimented the Superintendent on how thorough and well put together her presentation was.

a. Next Meeting: January 13, 2016 7:00 pm at Swift River School

M. Old Business-none

N. New Business-none

O. Policy Review and Update-*enclosures for all policies

a. Final Vote on:

- i. JKF-Discipline for Students Eligible for Special Education Services-Scott Bastarache made a motion to approve policy JKF, Discipline for Students Eligible for Special Education Services, as written. Son Hui May seconded and the motion was approved 3-0-0.
- ii. JIC-Student Discipline-Scott Bastarache made a motion to approve policy JIC, Student Discipline, as written. Son Hui May seconded. Scott Bastarache asked if there were any new changes to this policy at the last meeting-there were none. The motion then passed 3-0-0.
- iii. JLCG-1-Head Lice Policy-Scott Bastarache made a motion to approve policy JLCG-1, Head Lice Policy, as written. Son Hui May seconded. The only discussion was the request to remove the errant "T" at the end of the third paragraph. The motion passed 3-0-0.

P. Future Business

1. Next School Committee Meeting Date: February 16 is February vacation, February 23 may be a conflict-Due to the conflicts on the above dates, the School Committee

decided to hold its February meeting on Monday, February 22, 2016 at 7:00 pm and to hold the Policy Committee meeting to 6:30 pm on the same day.

Q. Executive Session-Scott Bastarache made a motion to enter into Executive Session for the purpose of approval on minutes from December 15, 2015, special education placement, legal matter and negotiations, not to return to public session. Son Hui May seconded. Roll call: Bastarache: *aye*, May: *aye*, Tela: *aye*.

R. Adjournment: The meeting was adjourned at 8:42 p.m.

Respectfully Submitted by Jillian Kolodziej