

Erving School Committee
FINAL Minutes
Tuesday, May 17th, 2016

Present: Scott Bastarache, Son Hui May, Katelyn Mailloux, Erik Semb: committee members; Jennifer Haggerty, Superintendent; Jim Trill, Principal, staff and community members

- A. Call Meeting to Order-The meeting was called to order at 7:03 pm
- B. Reorganization of the Committee-Scott Bastarache made a motion to postpone the reorganization of the Committee until June when all members are present, Erik Semb seconded. There was no discussion and the motion passed 3-0-0.
- C. Public Hearings
- SLP Presentation-Andrea Elson and Heather Peterson, the Speech and Language Pathologists at EES gave a presentation on their roles within the school. They both started by stating that there is a huge benefit to having 2 SLP's in the school. They are able to offer both individualized services as well as in class support for students. Andrea Elson spoke first on her role as the SLP for Pre-School-grade 2. She discussed the lessons she does with each grade and how they differ. In class speech lessons involve things like drama time, role play, and songs and stories. Andrea works a lot with teachers and parents on the importance of talking to your children to help their speech develop. Heather Peterson then spoke on her role as the SLP for grades 3-6. She discussed how each year her role is a little different depending on the needs of the class and students. This year, Heather has been working on developing communication through writing. She also discussed how working with small groups often allows students to take risks, where they may not in a large group. She also helps kids understand how they learn and how to use that to help them in different situations. Both SLP's also commented on how a big part of their role is working on social language with all students. After both speakers, both Principal Trill and Superintendent Haggerty thanked Andrea and Heather for coming and thanked the School Committee for supporting a budget to allow EES to have 2 SLP's.
 - Other Public Hearings-none
- D. Approval of Minutes from April 26, 2016-Scott Bastarache made a motion to approve the draft minutes from April 26, 2016, Son Hui May seconded. It was pointed out that there was a typo under letter N, stating "the 2016-2016 school year", which should read "the 2016-2017 school year". After that discussion, the motion carried 4-0-0.

E. Warrants-none

F. Collaborative for Educational Support Services-no meeting to report on

G. Capital Planning Committee Update-There is tentative approval to have the security system for the Central Office on the agenda for the Special Town Meeting in June. Son Hui May asked if plans go forward for having a track built at the school, would it be covered under Capital Planning and if the Planning Board has been involved. It was answered that the Planning Board will be involved and it will be part of a larger conversation at the town level.

H. Principal's Report-*Handout from Principal Trill *ad-ins in italics*

Enrollment:

| | |
|-------|-----|
| Gr 6 | 21 |
| Gr 5 | 13 |
| Gr 4 | 20 |
| Gr 3 | 18 |
| Gr 2 | 15 |
| Gr 1 | 8 |
| K | 21 |
| Pre 4 | 5 |
| Pre 3 | 14 |
| Total | 135 |

Personnel: First and second-round interviews are continuing, with final decisions expected by the end of May. *Principal Trill thanked all the staff that are part of the many hiring committees. There are 2 final candidates for the Art teacher position. They are both coming in to teach an art lesson. A candidate for the Essential Skills position has been put forward to the Superintendent. There are two 5th grade teacher finalists that will be coming in to teach lessons to both the 4th and 5th grade classes. The Custodian position in getting into the second round of interviews and the Paraprofessional has been approved and hired.*

Lunch Program Update: CEP numbers continue to be strong. April's reimbursement reflects a shortened month due to the weeklong vacation.

Program Updates: On Monday, May 2, our Town came together to vote on the school budget. As you are aware, the vote was unanimous. Thank you to every member of our School Committee for your support of the educational process, and belief in each one of us. Your validation means so very much to all of us, and we truly respect and appreciate the opportunity that you present us with. Erving Elementary School staff is dedicated to providing the very best educational opportunities for our children. You know that we truly love and care for every child that turns up each day to share in the many wonderful moments that make Erving such a special place to learn. I am proud to work alongside this amazing group of professionals.

Thank you to all of our Kindergarten and Grade 1 families who turned out for the math night. It was an exciting evening with plenty of engaging activities, smiling faces, and students eager to showcase their talents to family members. The wonderful turn out demonstrates that Erving

families are fully invested in the early education of their children. A special thank you to our staff for taking the time to put this event together, Donna Yazwinski, Allison Graichen, Ben Rubin, Polly Wagner, Ann Kruzlic, and Cassandra Putnam.

A Literacy Team, consisting of fifteen members of staff continues to work on the Literacy Action Plan. The plan is expected to take a further 18 months to develop. A solid District Literacy Action Plan answers the questions outlined below.

1. **Context** How does this plan connect to other planning documents and other district initiatives?
2. **Current state of literacy in the district** Why is it important to focus on improving student literacy in our district?
3. **Vision statement** What would literacy and learning look like in our district if a literacy improvement initiative were successful?
4. **Improvement goals** What is our overall measurable literacy improvement goal? What are measurable goals in each of four areas: systematic use of data, standards-based curriculum, system of tiered instruction and intervention, and family and community involvement?
5. **Action steps** What actions will be taken in the next year to support progress toward each goal (by whom, when, using what resources as well as how success will be measured)?
6. **Progress Monitoring** How will we know that progress is being made? How will we share that information?
7. **Expectations for schools** What does the district expect schools to do relative to the district plan?
8. **Team information and process** Who created the plan? What process was used to create the plan?

PARCC. We received our first documented refusal to participate. Prior to taking Unit 2 of the ELA test, one child in grade 3 and one child in grade 4 (same family) presented letters to their teachers. Both students are being provided with meaningful assignments while the remaining students complete testing. Testing continues through the month of May.

There was a warm, familiar smell drifting through the hallways this past week as Preschool classes held a special event in recognition of 'Mothers Day'. The smell of muffins guided parents, grandparents and friends, down to the early education end of the building to spend precious time with their child(ren). The classrooms were overflowing with excited students moving around the room eager to share their latest projects. Thank you to Mary Glabach, Jaime Parse, Samantha Brook, Julie Wheeler, Lorie Flaherty, Andrea Elson and Lori Hale for providing this special opportunity.

Grade 5 students entertained the whole school with a science extravaganza. Students had spent the past month exploring a broad range of opportunities for scientific inquiry, arming them with the tools and knowledge they need to answer questions about the world around them. Walking around the science fair opened all visitors to a wealth of interesting information that yielded enlightening results. Our congratulations to Mrs. DeSorgher, Mrs. Galbraith, Mrs. Upham, Mr. Goodwin, and all grade 5 students for putting together such a totally awesome event. *There are lots of field trips scheduled for students between now and the end of the year. Great job to Lisa Nuttelman and the grade 4 students on their fundraising efforts to benefit the National Braille Press.*

Technology: A final decision is being reached in regard to the awarding of a major technology upgrade at three of the four, U28 schools. The three schools will be working to coordinate the Cat 6 cable and infrastructure installation throughout the summer months. The expectation is that all

schools will be tech-ready for the opening day of the 2016-2017 school year. *A big thanks to Tom Smith for working the other technology coordinators in the Union on the upgrades to the cabling.*

Building and Grounds: With safety in mind, Chief Blair met with Principal Trill to discuss the ‘French King Bridge’ event that was published in The Recorder newspaper. Chief Blair is in direct communication with the school and the staff to ensure our ongoing safety. The school is a priority as far as notification of any activity that might impact or interfere with the safety of our students and staff. We are fortunate to have such a responsive team of professionals. *The concrete pad was poured off the playground by an Erving parent (with Town approval) and the canopy will be set back up as soon as it is ready. Also, thank you to Mackins for the donation of sand for the outside sandboxes.*

Calendar of Events:

IMPORTANT DATES

May 17 – School Council Meeting
May 17 – School Committee Meeting
May 26 – All School Sing (2:30pm)
May 31- Preschool Orientation – 6pm
June 2 – Staff Appreciation (PTO)
June 7 – NYC trip (Grade 6)
June 14 – PTO Meeting
June 16 – All School Sing
June 16 – Grade 6 Graduation 6pm
June 17 – Grade 4 States Fair 1:30pm
June 21 - School Council meeting
June 21 - School Committee meeting
June 21 – Last Day of School

- I. Director of Finance and Operations Report-Aaron Osborne presented the expenditure report and said there is nothing new to report and it all looks to be where it should be with no surprises. He also reported that members of the EOS Foundation, who offer the Breakfast in the Classroom grant, will be making a visit to the school on Thursday as part of the grant application process. Scott Bastarache asked Aaron if there will be a need to shift funds between the different disbursement groups. There was discussion over how and why that has happened in the past, and then noted that it is not needed this year.
- J. Superintendent’s Report-Superintendent Haggerty stated by mentioning that the last Union wide PLC was held recently and was a nice wrap up to the years work. She also mentioned that in June, the Leadership team will be meeting to discuss professional development for the next school year. Next, Superintendent Haggerty discussed the changes to the “Hold Harmless” policy for PARCC. All schools that switched to PARCC were supposed to be held harmless for the first two years. In April, the Commissioner sent out an email that if a school’s participation rate for PARCC falls below 90%, the school would be held harmless. This change did not affect Erving at all. Lastly, Superintendent Haggerty mentioned that at the Joint Supervisory Committee meeting last

week, Dorothy Presser from MASC was very impressed at how the Union School Committees work.

K. Budget and Personnel Committee Report-no meeting

a. Next Meeting: TBD

L. Union #28 Committee Report

a. Next Meeting: Thursday, May 12, 2016 Shutesbury Elementary School 6-8 p.m.-At this previous meeting, Dorothy Presser, a consultant from MASC came to discuss how Superintendents and School Committees can work together to promote staff growth and student learning. There was discussion on how the workshop was run, as well as a lot of positive feedback from all sides.

M. Old Business-none

N. New Business

a. Revolving Accounts-It was mentioned that at a previous meeting, it was voted that each class has their own revolving account. The question raised is how do classes access those funds for purchases of items to be used by the class for things such as fundraising materials. Aaron Osborne mentioned the only two options are to 1) lay out the money and ask for a reimbursement or 2) buy materials with a purchase order. There was a bit of discussion over different scenarios and how things may work and if there were any other options. It came back to options 1 and 2, as stated above, to be the way to purchase items. There was also discussion over the mechanism for getting a reimbursement and how it is done in such a thorough process to assure it is being done properly. It was also asked who can access those accounts and how is it known what the money that is in there is to be used for. Principal Trill stated that when money is given to the office to be placed in a Student Activity Account for a particular class, it is asked what that money is for, so it can be noted and saved/spent as it is meant to be. Aaron Osborne then discussed the memo he presented to the Committee about three revolving accounts that have no known use and are no longer active. Scott Bastarache made a motion that the School Committee vote to authorize the Director of Finance and Operations to facilitate the transfer of \$0.24 from Cafeteria Gifts, \$3,215.60 from Read-a-Thon, and \$41.73 from Sports Uniforms to Student Activities Revolving Fund and eliminate those accounts. Katelyn Mailloux seconded. There was then discussion over the money in the Read-a-Thon account and how that money was in the past always used to support the library. Principal Trill noted that it had been used in the proper way, but since the Read-a-Thon is no longer

occurring, the Revolving Account for it no longer needs to exist. After the discussion, the motion passed 4-0-0.

- b. Reimbursement Process-Aaron Osborne noted that he will be working on coming up with a new, concise and itemized form for staff reimbursements this summer.
- c. Superintendent Haggerty brought forth a letter from Jamie Parse, preschool teacher at EES, requesting her daughter be able to attend EES starting in the 2016-2017 school year in the 2nd grade class. The question was deferred to the administration and it was stated that this class is one of the smaller classes at Erving and could support another student. Scott Bastarache then made a motion to allow the daughter of Jamie Parse to attend Erving Elementary School, starting in the 2016-2017 school year, dependent on enrollment. Son Hui May seconded and the motion passed 4-0-0.

O. Policy Review and Update

a. Final Vote on:

- i. DI-A-Food Service Accounts Policy-Scott Bastarache made a motion to approve file DI-A-Food Service Accounts Policy as written. Son Hui May seconded, there was no discussion and the motion passed 4-0-0.

b. First Reading on:

- i. EEA-Bus Transportation and Safe and Appropriate Conduct Policy
- ii. IMDC-Observance of Religious Holidays

Both of these policies were brought forth for a first read. The second read and first vote will happen at the June meeting.

P. Future Business

- 1. Next School Committee Meeting Date: June 21, 2016-Son Hui May made a request to move the June meeting to June 14, 2016 so she is able to attend. Hearing no concerns, the next meeting will be on June 14, 2016 at 7:00 p.m.

Q. Executive Session-Scott Bastarache made a motion to enter into Executive Session, not to return to public session, for the purpose of approval of the minutes from the April 26, 2016 meeting and negotiations. Son Hui May seconded. Roll call: Bastarache: aye, Mailloux: aye, May: aye, Semb: aye.

R. Adjournment-The meeting was adjourned at 8:20 p.m.

Respectfully Submitted by Jillian Kolodziej