

Erving School Committee
FINAL Minutes
Tuesday, June 14th, 2016

Present: Scott Bastarache, Son Hui May, Katelyn Mailloux-Little, Erik Semb, Renee Tela: committee members; Jennifer Haggerty, Superintendent; staff and community members

A. Call Meeting to Order-The meeting was called to order at 7:04 p.m.

B. Reorganization of Committee-

- Chair: Scott Bastarache made a motion to nominate Renee Tela as Chair of the School Committee, Erik Semb seconded and the nomination was accepted. Son Hui May made a motion to nominate herself as Chair, Katelyn Mailloux-Little seconded. The vote on the first motion to appoint Renee Tela as chair was moved 3-0-1 and the second motion not moved. Renee Tela is now the Chair of the School Committee.
- Secretary: Scott Bastarache made a motion to nominate Son Hui May as Secretary, Erik Semb seconded and the nomination was accepted. The motion was passed 5-0-0.
- Budget and Personnel Subcommittee: Scott Bastarache made a motion to nominate Son Hui May to the Budget and Personnel Subcommittee, Renee Tela seconded and the nomination was accepted. The motion was passed 5-0-0.
- Union #28 Representative: Two of the three seats are filled by the Chair and the B&P representative (Renee Tela and Son Hui May). A third voting member needs to be appointed. Scott Bastarache made a motion to nominate Katelyn Mailloux-Little as the third Union #28 Representative, Erik Semb seconded. The nomination was accepted and the motion carried 5-0-0. Scott Bastarache made a motion to appoint both himself and Erik Semb as Union #28 alternates, Renee Tela seconded and the motion passed 5-0-0.
- Erving Policy Committee: Scott Bastarache made a motion to appoint Renee Tela and Son Hui May to the Erving Policy Committee, as well as the Superintendent and Principal of the School, Renee Tela seconded and the motion passed 5-0-0.
- Capital Planning: Katelyn Mailloux-Little made a motion to nominate Erik Semb to the Capital Planning Committee, Scott Bastarache seconded. The nomination was accepted and the motion passed 5-0-0.
- CES Representative: Son Hui May made a motion to nominate Katelyn Mailloux-Little as the CES Representative, Erik Semb seconded. The nomination was accepted and the motion passed 5-0-0. Katelyn Mailloux-Little also mentioned that the CES only wants one voting member, they do not want School Committees to appoint alternates.

- C. Public Hearings-Laura George, teacher at Erving Elementary School, presented Scott Bastarache with cards from each class at the school and thanked him for his 7 years of service on the School Committee and for his level of commitment and dedication to the school as a whole. Rosemary Mathey, another Erving teacher, also expressed her thanks for Scott Bastarache’s level of dedication, his articulation and his great leadership and compared his tenure on the School Committee to that of former School Committee Chair Bob Brown, who was well regarded in his role. Superintendent Haggerty also gave her thanks and appreciation for making her first year a wonderful one. Scott Bastarache then thanked everyone for their kind words and said he will continue to be involved, as he will be the Select Board liaison to the School Committee.

- D. Approval of Minutes from May 17, 2016-Scott Bastarache made a motion to approve the minutes from May 17, 2016, Erik Semb seconded. It was noted that their needs to be a comma after May, before 2 in the section titled Program Updates under the Principal’s Report. The motion passed 5-0-0.

- E. Warrants-none

- F. Collaborative for Educational Services Report-Son Hui May attended the last meeting. There was discussion over a financial issue the Collaborative has had, the end of year budget reports and the chair evaluation. They will meet again next week.

- G. Capital Planning Committee Update-Scott Bastarache mentioned that at a town level, they are trying to get Capital Planning included early on in the budget talks instead of waiting until the end to see what may be available for Free Cash. Other than that, there is no news to report.

- H. Principal’s Report *Hand out 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: We have reached an agreement with Melissa Martin who will join EES in the role of Essential Skills Teacher, and Beth Flaherty as a Grade 5 Teacher. Superintendent Haggerty is meeting with the finalist for the Art Teacher position. We expect confirmation on the art position by the 14th. The search committee reached a final decision on the Head Custodian position, with

further discussions being held with the candidate. We wish all of our retirees (Rosemary Mathey, Nita Chase, Alana Mankowsky, Ann Kruzlic, Steve Chapman) a long and idyllic retirement. Thank you for your support of Erving students and all members of the community during your many years with us. You will be truly missed.

Lunch Program Update: The EOS Foundation has confirmed their approval for a grant in the full amount of \$12,500. This is wonderful news. The funds will support the purchase of a number of items, including hot and cold, wheeled bags that will replace the Big Y hot/cold bags. These bags will enable food to be transported securely between the cafeteria and classroom. Thank you to Aaron, Donna, and Jen for your work in support of this grant.

Program Updates: On Thursday, blue and black balloons, bunting, stars, and banners of congratulations adorned every inch of our building. Erving Elementary School had the pleasure and honor of welcoming ‘back’ all of the Turners Falls High School graduating seniors. Dressed up in their robes and mortarboards, seniors walked the hallways of our school, drawing enthusiastic cheers and applause at every step. The seniors were so very thankful for having this opportunity to return to the roots of their education. Many of our staff had the pleasure of working with the seniors when they were just beginning their exciting journey. Students were hugging staff, and high-fiving every student along the walk of fame. In the distance, hoots and screams could be heard as the long train of students wound its way through the school, from grade 6 all the way to preschool. The visit was especially gratifying for one of our educators, Mrs. Wendy Upham, whose daughter Sydney is a graduating senior. There was a special moment at the end of the walk, when all of the seniors who graduated Erving Elementary School posed for a picture – ‘an image of sheer delight and pride’. Thanks to Annie Leonard, Principal at Turners Falls High School for making this trip so very special for all.

During our All-School Sing we recently acknowledged some very special students who have ‘Made a Difference’ to the lives of others through personal sacrifice, and a willingness to serve their community. Taryn, Lainey, Logan and Cameron, showed us how community service can be both rewarding and fulfilling. During their free time outside of school, they filled ‘bucket’ loads of trash and recycling. This act of kindness and concern for others filled the ‘buckets’ of local people. Vincent showed us that by stretching and growing our comfort zone we grow our own buckets. Congratulations to these students.

Erving is certainly known for filling the buckets of people that we know and don’t know so well. Below is an email I received out-of-the-blue. It came from Caryn Butzke, Author and Business Manager of the Bucket Fillers Company in Pennsylvania.

Jim,

We saw the news story in The Recorder about your 4th grade students going to The National Braille Press recently. What a great bucket-filling effort for your students to raise the money to help get Braille books made for children.

Because we’re celebrating our 10th anniversary during the month of June, I would like to donate a “Will You Fill My Bucket?” book to each family in your school, both students and staff. Can you easily get me a count of how many you need, right away, so I can make sure you have the books before your last day of school? Also, let me know how many students and staff in total and I’ll send along a few other goodies.

Thank you for all you do and keep filling buckets!

Caryn Butzke, Business Manager & Author
Bucket Fillers, Inc.
Ph: 810-229-5468 Fx: 810-588-6782
www.bucketfillers101.com

We are pleased to announce that we are embarking on a project to construct a running/walking track on the field at Erving Elementary School. This incredible opportunity is a collaborative venture between the Erving Recreation Department, Town Planning Team, school staff, and local contractors who are stepping forward to offer their support and service. This project is in the planning stages and we have a long way to go to realize this dream. The track will be limited in size due to certain restrictions imposed by the boundaries of the field. We would like to ensure there are two lanes, allowing people to pass safely should one person be running and one walking. Our hope is that we have the template/base established by the summer, with additional work through the fall and next spring. If you would like to offer support, talent, or guidance, please reach out to a member of the Recreation Department, or stop by the school to chat with Mr. Gaetano, Nurse Dubreuil, or Principal Trill.

On behalf of the students and staff I would like to extend a big thank you to Mackin Construction for their generous donations to our school. Mackin recently donated the play sand for our preschool playground. It is truly appreciated that the management and employees of Mackin step in to support our school whenever we are in need. Mackin also came to the school to see if they could be of assistance with the new running track developments. They have presented a 2-phase proposal for the installation of a track. This proposal will be discussed with members of the Recreation Department, who have offered their financial support.

Thank you PTO for your incredible brunch in recognition of the Teachers and staff at Erving Elementary School. We certainly appreciated the wonderful spread of delicious foods.

Grade 6 graduation is on Thursday June 16, commencing at 6pm. Thank you to Mr. Burnett and Jessica Galvin for all of your work in preparing our students for this important step, in addition to arranging such a superb send off in New York City.

Technology: A final decision has been reached in regard to the awarding of a major technology upgrade at three of the four, U28 schools. The three schools will be working with the contractor 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.

Building and Grounds: The concrete pad underneath the shade has been poured and sealed by a local contractor. It looks great. Town Highway staff is removing an old set of donated bleachers that have been sitting in the field.

Calendar of Events:

IMPORTANT DATES

June 7-NYC Field Trip (Grade 6)
June 14-PTO Meeting
June 14-School Committee Meeting
June 15-Spring Concert 10:30 am
June 16-All School Sing
June 17-Grade 4 States Fair 1:45 pm

June 20-Field Day

June 20-PTO BBQ 6 pm

June 21-Last Day of School-11:30 am

Scott Bastarache noted that he heard great things about the Senior Walk Through and hopes that it continues to be a tradition. Son Hui May raised concerns over the idea of installing a track at school and making sure that the process is being done correctly. She asked questions over which Town boards have been involved, who has been part of the discussion and about the bidding process for the job. Some of these questions could not be answered since Principal Trill was unable to attend the meeting. Scott Bastarache mentioned that the idea of the track is still in the planning phase and information is being gathered as to how to move forward in the process. Son Hui May noted that she will pass along information to Principal Trill as to what Town Committees need to be involved in the process. Further discussion ensued. Lastly, Superintendent Haggerty again mentioned the 5 staff members who will be retiring at the end of the school year and thanked them for their service and dedication to EES and wished them the best of luck.

I. Director of Finance and Operations Report

a. Annual Budget Transfers-Aaron Osborne mentioned that finances looked good and that the expenditure report is trending well. He also brought forth a memo with a recommendation of transferring funds to close out account deficits. Voting on this now will avoid the need to meet over the summer to vote on this. Son Hui May made the motion that the Erving School Committee approve transfers from the General Fund to School revolving Funds for the purpose of closing out account deficits in an amount not to exceed \$20,000. Scott Bastarache seconded and the motion passed 5-0-0. Lastly, Aaron Osborne let the Committee know that the school did receive the EOS grant for the full amount of \$12,500. He will meet with cafeteria and other staff to find the best use for this grant money for the Breakfast in the Classroom program.

J. Superintendent's Report-Superintendent Haggerty reported that she has been working on the end of cycle report and her Superintendent evaluation. The leadership team has been meeting to plan Professional Development for next year. Lastly, she thanked the School Committee for a great first year.

K. Budget and Personnel Committee Report

a. Next Meeting: TBD

L. Union #28 Committee Report

a. Next Meeting: Wednesday, June 15, 2016 7:00 p.m. Swift River School

M. Old Business-none

N. New Business

a. Summer Schedule-The summer schedule for signing warrants was presented in a memo from BettyLou Mallet at Central Office. Each member stated when they were

available to sign warrants, so it can be ensured that there will be 3 signatures for each time. Renee Tela will be available for the first 3 times, Son Hui May is available for the last 4 and both Erik Semb and Katelyn Mailloux-Little are available each time.

O. Policy Review and Update

a. Second Reading, First vote on:

- i. EEA-1-Bus Transportation and Safe and Appropriate Conduct Policy-Scott Bastarache made a motion to approve policy EEA-1-Bus Transportation and Safe and Appropriate Conduct as written, Katelyn Mailloux-Little seconded and the motion carried 5-0-0.
- ii. IMD-Observance of Religious Holidays-Scott Bastarache made a motion to approve policy IMD-Observance of Religious Holidays as written, Son Hui May seconded and the motion carried 5-0-0.

b. Vote to Delete Policies; First Vote:

- i. ACAB-Sexual Harassment
 - ii. BDDA-Emergency Appointment of Acting Superintendent
 - iii. CFA-Principal Job Description
 - iv. GDB-Non-Professional Hourly Benefit
 - v. IHA-E-Access to Equal Educational opportunity in the Basic Instructional Program
 - vi. JKF-Discipline of Students Eligible for Special Education Services
- These policies are being brought forth for deletion because they have either been replaced, are no longer needed or have been recommended by Council to be deleted. It was mentioned that policy ACAB is in the process of being re-written and will be brought forth in the fall for a first read. It was decided to not delete that policy until the new one is voted in. Scott Bastarache then mentioned that policy BDDA is in the Union 28 Policy Handbook, but suggested that the Policy Committee craft a new one for the handbook that mimics the one in the Union 28 handbook. Scott Bastarache then made the motion to repeal Erving School Committee policies BDDA- Emergency Appointment of Acting Superintendent, CFA-Principal Job Description, GDB-Non-Professional Hourly Benefit, IHA-E-Access to Equal Educational opportunity in the Basic Instructional Program and JKF-Discipline of Students Eligible for Special Education Services. Erik Semb seconded and the motion carried 5-0-0.

P. Future Business

1. Next School Committee Meeting Date: There is no planned summer meeting; the next meeting date will be Tuesday, September 20, 2016 at 7:00 pm.

Q. Executive Session-Scott Bastarache made a motion to enter into Executive Session with the purpose of reviewing minutes from May 17, 2016 and contract negotiation, and to return to Public Session, Son Hui May seconded. Roll Call: Bastarache: aye, Mailloux-Little: aye, May: aye, Semb: aye, Tela: aye.

R. Adjournment-

Respectfully Submitted by Jillian Kolodziej