

Erving School Committee  
FINAL Minutes  
Tuesday November 17, 2015

Present: Scott Bastarache, Son Hui May, Katelyn Mailloux, Erik Semb, 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 7:06 p.m.
- B. Public Hearings-none
- C. Approval of Minutes from October 20, 2015-It was noted that committee member Renee Tela's name was not included as present in the October minutes; an amendment is needed. Scott Bastarache made a motion to approve the minutes from October 20, 2015 as amended, Erik Semb seconded. There was no further discussion and the motion was approved 3-0-0.
- D. Warrants-Cafeteria warrants were circulated; no numbers for these
- E. Report of the Gill-Montague Representatives-Scott Bastarache attended the last meeting. He did mention to the board that Principal Trill will be reaching out to them at some point about curriculum. Scott Bastarache also mentioned that at each meeting, there is a presentation from a different department of the school during the public hearing. It was mentioned that this may be a feature to bring to Erving School Committee meetings as well. Erik Semb asked again about the stipend received for serving as a representative and posed the question of increasing the fee to entice more people. There was discussion as to why the fee is set and how it was decided. Lastly, the other big topic at the meeting was the school MCAS results. The next meeting date is December 8 2015 at 6:30 in the AV/TV room. Scott Bastarache asked if anyone has anything to report back, to email him and he will bring it to the G-M school committee.
- F. Collaborative for Educational Services Report-Nothing to report; the meeting is November 18, 2015
- G. Capital Planning Committee Update-Erik Semb met with Selectman Bill Bembury recently to talk about upgrades needed at school. Mr. Bembury will be sending out a form to all department heads to fill out regarding what items/repairs they see needing within the next 5 years so the town can compile a list and start putting away money for necessary items/repairs. Principal Trill asked about getting approval for using the money raised and appropriated for capital planning to pay for the work the school recently had to have done on the roof. Erik Semb will be in contact with the Select Board to get that discussion of their next meeting agenda.

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

**Enrollment:** 133+3 Preschool (2x3 y.o. REACH in Dec/Feb), & 1 Kindergarten (Jan) =137

Gr 6	21
Gr 5	13
Gr 4	21
Gr 3	18
Gr 2	16
Gr 1	8
K	20
Pre 4	5
Pre 3	11
Total	133

**Personnel:** We are currently conducting interviews for our Assistant Custodian. We expect to have the appointment filled by Dec. 1. We are currently posting for a paraprofessional to fill the vacant position that has recently opened up in our Kindergarten class.

*Principal Trill stated they will be interviewing Friday for the Assistant Custodian position. Given that Head Custodian Steve Chapman just submitted his letter of retirement, the plan is to start advertising the Head Custodian position in March and appoint someone in April to work alongside Steve Chapman until his retirement. Since the Head Custodian has a hand in picking the Assistant Custodian, this position that is open now will be a temporary position filled until June. The position will open up again so that the new Head Custodian can be part of the process, but the candidate who is hired now can choose to reapply in June.*

**Lunch Program Update:** The CEP program is still on track for a January 1, 2016 roll out.

Aaron Osborne, Donna LaClaire and Principal Trill continue to meet to discuss the logistics for this program, and how we intend to meet the increased demand for breakfast and lunch. We are receiving surveys back from the school community. A representative from the Dept. of Education visited Erving this week to carry out an administrative review of our cafeteria program. The evaluation occurs every 6 years, with a mid-cycle review after three years. Donna expects to receive a report from DESE within the next month.

*There is an upcoming meeting on November 24<sup>th</sup> with the Department of Education regarding the CEP program. Visits have been done to other CEP schools to see how it is working.*

**Program Updates:** We had an incredible turnout for our preschool 'Monkey Around' night.

Over 60 people were in attendance across both preschool classes. The large number of parents, grandparents, and family members sends a clear message about how the Erving community continues to support the educational opportunities for our youngest students. Students were engrossed in a wide variety of monkey-based activities, drama, and of course food. Thank you Mary Glabach, Jaime Parse, Andrea Elson, Julie Wheeler, Kerri Lapointe, Samantha Brook and Mackensy Bailey for putting this event together.

Parent conferences coincide with our committee meeting on November 17, continuing the 18<sup>th</sup> and 19<sup>th</sup>. It is a wonderful opportunity for parents to spend some quality time talking with their

child about their educational progress, and how they can be of support to them, especially around reading, writing and math. We hope to have 100% turnout across all grades. While on the subject of academic progress, Polly Wagner (math coach) is rolling out a series of evening math workshops and events aimed at providing math support for parents, guardians and students. We want to keep these evenings relaxed and enjoyable, introducing fun ways to learn, while also providing parents and guardians with the support they need around our new math programs.

\*On Tuesday November 10, at 9:30 am, Erving Elementary School staff and students will again pay tribute to a large number of honored guests during our Veterans Day assembly. This is an extremely moving occasion, providing our students with the opportunity to thank Veterans for their sacrifice to our country.

*Principal Trill thanked everyone who was able to attend the Veterans Day program.*

*Superintendent Haggerty gave kudos to Principal Trill, the staff and students for a wonderful program that was full of honor and respect for our Veterans.*

**Technology:** Tom Smith launches the latest S.T.E.M Afterschool Academy on Tuesday November 10. Every seat is filled as students look forward to working on the complex and fascinating projects. All sessions are free and offered on a first come basis. Following the program, a late bus drops students off.

**Building and Grounds:** The Town of Erving Highway Department staff will wait until spring to pour the concrete pad for the shade.

*Principal Trill noted that on November 19 would be the annual Thanksgiving dinner at the school. He also stated that he has reached out to Great Falls Middle School to start discussing transition for our grade 6 students and how we can better prepare our students leaving us for middle school. PARCC results have come in, parent reports will go out in December. As expected, the school as a whole did well in ELA, but showed some struggles with math. A question was posed by Scott Bastarache as to the position on the Volunteer Coordinator. It was asked whether or not it is an appointed position, what is the criteria to hold the position, who utilizes those services provided and does the position have to be held by a current employee. There will be more of a discussion of this role at a later date. Lastly Principal Trill noted that the new Afterschool Director, Stephanie Mitchell would like to come present to the School Committee and a future meeting. Other staff have come forward about the opportunity to share some of their work with the Committee as well.*

**Calendar of Events:**

Nov 17-19	-Parent/Guardian Conferences
Nov 17	-School Council Meeting
Nov 17	-School Committee Meeting
Nov 18	-FAIR Program (Free Family Dinner)
Nov 19	-Annual Thanksgiving Dinner
Nov 25-27	-Thanksgiving Break (No School)
Dec 8	-PTO Meeting
Dec 15	-School Council Meeting

Dec 15	-School Committee Meeting
Dec 23	-Holiday Concert & Cookie Exchange
Dec 24-Jan 2	-No School
Jan 4	-School Opens 2016
Jan 4	-CEP Program (Free Breakfast and Lunch)

- I. Director of Finance and Operations Report-\*Handouts-Aaron Osborne presented the committee with up to date expenditure reports and stated that they look good. It was mentioned that there was a large balance in the custodial salary line due to the open position. Aaron Osborne also recommended that the committee place Internet Service on its own line item for the next year's budget. Some changes will be occurring due to the increase in band width and demand on the server and recommend setting a line item of \$6,000 for that service. Next item addressed was the memo that was brought forth regarding student activity accounts. DESE is asking that school committees formalize adoption of accounts for each class. Although Erving already has something similar going on, it needs to be formalized. The accounts will need to be reauthorized yearly. There was discussion over the ins and outs of the process and the accounts. Scott Bastarache then made a motion to authorize the Student Activities Accounts as noted in the memorandum dated November 110, 2015 and Renee Tela seconded. All voted in favor and the motion passed 4-0-0.
  
- J. Superintendent Report-Superintendent Haggerty reported that at the October 29, 2015 meeting of the Joint Supervisory Committee, they voted to approve the Superintendent goals for the 2016-2016 school year. Packets with all the information were handed out for committee members and goals 1-4 were reviewed. Scott Bastarache mentioned that there was discussion over the fact that the goals are fluid, not static and things may change as needed. It was also mentioned that all this is done in an open meeting and a public session. Superintendent Haggerty also stated that it is more of a 6 month evaluation process rather than a year long one and the plan is to get the goals out sooner next year to allow all involved more time to review them. Next, Superintendent Haggerty shared that she has been busy visiting schools and recently shared in part of a Forest Friday with preschool here at Erving. She gave a big kudos to all the preschool staff for their hard work and dedication to that program. Superintendent Haggerty has been part of a leadership PLC and held a Superintendent Round Table here at Erving last week. Superintendent Haggerty also shared that she has created a Twitter account and her handle is @Supt\_U28 for anyone who wants to follow her. Next it was discussed that State Board voted 8-3 to move to MCAS 2.0 for the spring of 2017. Districts who administered PARC last year must again this year, but will held harmless again. By 2019, schools will transition to all computer testing. Superintendent Haggerty has a list of questions she is waiting to be answered by Representative Mitchell Chester and will report back one she hers more.
  
- K. Budget and Personnel Committee Report-no meeting, none scheduled

L. Union #28 Committee Report-The meeting focused on the Superintendent goals and evaluation process that Superintendent Haggerty shared in her report. The meeting date for January has not yet been finalized.

M. Old Business-none

N. New Business-none

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

a. First Reading on:

- i. JIC-Student Discipline-This policy was enacted in 2014, but it is not up to date and not in compliance. The policy is based on Massachusetts law, so there is not a lot of wiggle room for change. There was some discussion over the policy and some of the wording used in it. It was noted that on page 4 in the last paragraph there was a repeated statement. This policy will come back in untracked form for a second read in December.
- ii. JKAA-Physical Restraint of Students-This is a new policy, there is no existing one. This one needs to be in place by January 2016 to be in compliance. The policy was discussed and some of the wording was discussed. It was also asked how many of the current staff are trained under CMR. It was also decided by the committee that in order to be in compliance and have this policy in place by January 2016, they would forgo a second read and bring it to a first vote at the December meeting.
- iii. JLCG-Head Lice Policy-This policy has been edited by the nurse to make sure it is in compliance. It is meant to be simple and keep it under the jurisdiction of the nurse. The current policy is labeled at U28 Head Lice Policy. It was asked by the committee to make it a new policy labeled JLCG-1 and call it the Head Lice Policy. Once the new policy is voted in, the old one can be repealed.

P. Future Business

1. Next School Committee Meeting Date: December 15, 2015-Scott Bastarache did mention that he will be unable to attend the December meeting.

Q. Executive Session-Scott Bastarache made a motion to enter into Executive Session for the purpose of negotiation contract discussion for Contract A, not to return to public session, Son Hui May seconded. Roll call: Bastarache: *aye*, Mailloux: *aye*, May: *aye*, Semb: *aye*, Tela: *aye*.

R. Adjournment: The meeting was adjourned at 8:34 p.m.

Respectfully Submitted by Jillian Kolodziej