

Erving School Committee
FINAL Minutes
Tuesday December 15, 2015

Present: Son Hui May, Katelyn Mailloux, Erik Semb, Renee Tela: committee members;
Jim Trill, Principal; staff and community members.

- A. Call Meeting to Order-The meeting was called to order at 7:12 p.m.
- B. Public Hearings
- After School Director Presentation-Stephanie Mitchell presented a PowerPoint presentation on the afterschool program at EES discussing where the program has been and the plans for the future of the program. A survey was recently handed out to all families of EES and the results are being used to help shape the program. Key points were that people are looking for and receiving dynamic programming that is quality, hands on and supports students socially, emotionally and academically. The hope is to become more of an “After School Academy” full of electives that are exciting for kids. There are also ways older students are being engaged through mentorship programs. Questions were then taken from the Committee and the public. There was discussion over fees for the program and where it sits on the budget and how that may look in the future as the program grows. There was also discussion on the interest in a before school care program and how that could play a part in the CEP breakfast program.
 - Other Public Hearings-none
- C. Approval of Minutes from November 17, 2015-Erik Semb made a motion to approve the minutes from November 17, 2015, Son Hui May seconded. There was no discussion and the motion passed 4-0-0.
- D. Warrants-none
- E. Report of the Gill-Montague Representatives-none
- F. Collaborative for Educational Services Report-Katelyn Mailloux reported that the last meeting focused on the budget and the annual audit. Nothing new to report.
- G. Capital Planning Committee Update-Erik Semb met with Principal Trill and will be meeting with custodian Steve Chapman to go through the school and come up with a 10

year plan for the building. They will be looking at all aspects of the building for the report.

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

Enrollment: 133 +4 Preschool (2x3 y.o REACH in Dec/Feb), & 1 Kindergarten
(Jan) = 138

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 have appointed Kelly Trinque to the position of Assistant Custodian. We are interviewing for the Kindergarten paraprofessional position on December 10, and hope to have the appointment filled by January 4, 2016.

Principal Trill noted that numbers in Early Childhood continue to grow. A candidate has been recommended for the Kindergarten paraprofessional position.

Lunch Program Update: The CEP program is on track for a January 1, 2016 roll out. Aaron Osborne, Donna LaClaire and Principal Trill met with DESE staff to discuss the logistics for this program, and how we intend to meet the increased demand for breakfast and lunch. Both Aaron and Donna have visited, and connected with area schools that currently offer the CEP program.

Donna LaClaire will be presenting to staff how the breakfast portion of the CEP program will work and how it will affect morning routines. Everyone is very excited to roll out this program.

Program Updates: Students representing the Turners Falls High School Football Team recently paid a couple of visits to Erving Elementary School to read to our students. Coach Chris Lapointe was the architect of this program. The team spent a number of hours visiting classes from preschool to grade 5, and it was clear to see how powerful it was to have older role models reading alongside younger audiences. Our students were so impressed with the students, not just for their reading abilities, but also their appearance, wearing collar, ties and their uniforms. We would like to express our sincere

appreciation to Chris for leading an activity that strengthens the connections between our two schools. On December 10, Turners Falls Principal Annie Leonard will be welcomed to Erving Elementary School as we continue our goal to build collegial relationships between our staff and communities. There are many wonderful opportunities to explore as we endeavor to provide our grade 6 students with a safe, positive transition to Great Falls Middle School.

On Wednesday, December 2, I had the pleasure of attending our 5th grade parent education math evening. It was great to see the parents share some time on learning with their children. Parent feedback and questions were extremely valuable for us to hear. Parents were keen to discover how we are preparing their child to become deep, critical thinkers about math. Thank you to Elizabeth DeSorgher, Polly Wagner and Ben Rubin for planning and attending this event. Over the coming weeks we will begin a series of newsletters articles about math at Erving Elementary School.

We are looking forward to an exciting Holiday Concert on Wednesday Dec 23rd at 11:10 am. As a part of this annual tradition, the band, the chorus and each class will perform a selection of music that will lift the spirits of all in attendance. Following the program, all students and members of the community will be invited to take home a selection of cookies.

Mark your calendars! Even though April 13, 2016 seems a long way off, action has already begun on the school play. Grade 5 and 6 students are presently auditioning for parts, and rehearsing lines. Thank you to all who have shared in the play writing and planning thus far: Miss B.C., Mr. G., Mrs. Chase, Mrs. Urban, Mrs. Mathey, and Mrs. Samuels.

The first math night was a big success, thanks to Polly Wagner and everyone else involved. There are plans in the work to have a math night for each grade. Polly Wagner will be presenting at the January School Committee meeting. Everyone is getting ready and excited for the Holiday Concert-kudos to Rebecca Bosworth-Clemmons for getting everyone involved in the program.

Technology: Code.org, the world hour of code is happening at Erving Elementary School. Specifically written for students from Kindergarten through grade 12, Code.org educates students on how to program computers. Tom Smith is working with every class to provide them with a window into computer programming. Tom is working alongside Union 28 schools on a plan to replace our current network switches, airport hubs and cabling. Vendors will be submitting quotes to replace the outdated airport hubs, upgrading Cat 5E cabling to new generation Cat 6. More info will follow.

Building and Grounds: Jamrog installed a new water heater. They recently carried out a number of service updates to the HVAC system. Erik Semb will be meeting with Principal Trill to discuss adjustments to the Town Capital Plan for Erving Elementary School. We are required to replace the existing gate to the front and install a new gate to the back of the current preschool playground (\$1300).

Principal Trill is currently looking at several items needing improvement and figuring out costs and how to pay for what needs to be done.

Calendar of Events:

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 & Lunch)
Jan 12	-PTO Meeting
Jan 18	-Martin Luther King Jr. (No School)
Jan 19	-School Council Meeting
Jan 19	-School Committee Meeting
Jan 21	-All School Sing

I. Director of Finance and Operations Report

a. FY 17 Budget-Draft-As of this first draft of the budget, there is expected to be a significant increase from last years budget. Two items affecting the increase are grants-the CPC grant and the Kindergarten grant. There is a possibility some of the grant money will be available, but not all of it and the budget is written to reflect no funding received from these grants. The other increase that cannot be controlled is the increase in Special Education transportation. Other items in the budget include the purchase of the Investigations math program, and increase in time from the Math Coach and Occupational Therapist to meet student needs. There was more discussion over lines in the budget. At this point, this is just a first draft, but it is recommended that a conversation be started with the town Finance Committee over the budget. After sharing and discussing the budget, Aaron Osborne spoke briefly on the expenditure report and noted that all items are trending fine.

J. Superintendent's Report-Superintendent Haggerty was unable to attend the meeting; no report to give.

K. Budget and Personnel Committee Report-no December meeting

- a. Next Meeting: January 13th, 2016 at Swift River School

L. Union #28 Committee Report-no previous meeting

- a. Next Meeting: January 13th, 2016 at Swift River following B&P

M. Old Business-none

N. New Business-none

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

- a. First Reading on:

- i. JKF-Discipline of Students Eligible for Special Education Services-It was mentioned that this policy is in compliance with SPED laws and mirrors the policy and laws on student discipline. There was discussion over the fact that this policy was drafted by lawyers to be in compliance with the law and that there is no wiggle room and that the policy should be moved to a first read, first vote. Son Hui May made the motion to approve policy JKF as written, Katelyn Mailloux seconded and the motion passed 4-0-0.

- b. Second Reading, First Vote on:

- i. JIC-Student Discipline-Son Hui May made the motion to approve policy JIC as written, Erik Semb seconded. There was discussion again over the fact that this is written to be in compliance with the law and there is not much wiggle room. After discussion, the motion was passed 4-0-0.
- ii. JLCG-1-Head Lice Policy-Son Hui May made the motion to approve policy JLCG-1 as amended, Katelyn Mailloux seconded. It was asked that in paragraph 3, the T at the end of it be removed. With no other discussion the motion passed 4-0-0.

- c. Second Reading and Final Vote on:

- i. JKAA-Physical Restraint of Students-This version has been condensed from the original and is fully compliant with the law. Son Hui May made a motion to approve policy JKAA as written, Erik Semb seconded and the motion passed 4-0-0.

P. Future Business

1. Next School Committee Meeting Date: January 19, 2016

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

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

Respectfully Submitted by Jillian Kolodziej