

Erving School Committee
Final Minutes
Tuesday, March 15th, 2016

Present: Scott Bastarache, Son Hui May, Katelyn Mailloux, 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 7:02 p.m.
- B. Public Hearings
 - FY 17 Budget-There have been no changes to the budget over the last few read throughs. It remains at a 3.1% increase over last year. As mentioned at a previous meeting, the status of the Community Partnerships Grant is still unknown. The lack of funding for that grant would change the budget amount. Hearing no questions or discussion, it was mentioned that the vote would take place later in the meeting.
 - Other Public Hearings-none
- C. Approval of Minutes from February 22, 2016- Scott Bastarache made a motion to approve the February 22, 2016 minutes as written, Son Hui May seconded. There was no discussion and the motion passed 5-0-0.
- D. Warrants-Warrants numbered 1116, 120, 1027 and the Cafeteria warrant were circulated and signed.
- E. Report of the Gill-Montague Representatives-At this point, there is still no representative and no information to share. There was some discussion over the difficulty in getting the position filled and information on how other towns fill the role.
- F. Collaborative for Educational Support Services Report-Next meeting date is March 30, 2016; nothing new to report. Scott Bastarache asked if there is an alternate voted in to attend the CES meetings-there is not. Son Hui May noted her availability to serve as an alternate in Katelyn Mailloux's absence. Scott Bastarache made a motion to nominate Son Hui May as an alternate to the Collaborative for Educational Support Services meetings, Erik Semb seconded. There was no discussion; the motion approved 5-0-0 and Son Hui May was named the CES alternate.
- G. Capital Planning Committee Update-No news to report. Principal Trill was unable to attend the School Committee meeting.

H. Principal's Report--* Handout from Principal Trill

Enrollment: 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 15

Total 137

Personnel: We have posted 5 positions that will be open July 1, 2016. We received notification of the forthcoming retirements (June 2016), of Rosemary Mathey (Grade 5), Alana Mankowsky (Essential Skills), Nita Chase (Art), Ann Kruzlic (Paraprofessional), and Steve Chapman (Head Custodian). These five members of staff will retire after 153 years of service at Erving. They have made a remarkable contribution to the lives of our students, staff and members of the Erving community. We wish Rosemary, Alan, Nita, Ann, and Steve our heartfelt congratulations and a happy and fulfilling retirement. They will be greatly missed.

Lunch Program Update: The CEP program continues to move in a positive direction, both financially and in participation. We are increasing our use of compostable materials in support of our recycling and composting program. Donna will be presenting a brief update to the School Committee at our April meeting.

Program Updates: Erving is hosting a variety of special events over the course of coming weeks. We would like to thank Jane Urban for making all of these events possible. Jane wrote grants, attended multiple meetings, and met with outside groups to ensure these particular events went off without a hitch. Poet, Mara Bright, came to Erving Elementary School to work with all of our students. Mara worked with our teachers and students on developing the critical skills needed in composing various forms of poetry. Mara's visit was supported in part by a grant from the Erving Cultural Council. Mara will be back to continue her work on poetry. Local historians Sara Campbell and Shari Strahan will be at Erving Elementary School for two evenings in March. Sara and Shari will be providing child and adult teams with an opportunity to become history detectives. The groups will learn how to uncover clues about our ancestors and/or other past Erving residents.

Ms. Urban also had a hand to play in the incredible success of our Dr. Seuss Breakfast and Puppet Show. The Community Center was packed from the first batch of Green Eggs and Ham, the scrumptious cake supplied by Mackensy Bailey, to the final laugh of the puppet show.

While on the subject of events, a special mention to an upcoming community event at Erving Elementary School. CNC has a wonderful workshop series with Sarah Patton **“Positive Solutions for Parents”**. This 6 part series is FREE and available to all families with children, no matter what town. Each one is from 6:00-7:30 and FREE dinner and FREE childcare. Thank you to Gillian Budine and the CNC team for the wonderful work you do in support of our Erving students.

Our After School program offers a wide array of activities for our students. Each week students are exposed to science experiment, baking, arts and crafts, STEM, sports, social engagement, plus countless other opportunities. This past week they carried out, a water and string experiment, making a fleece octopus, art portraits, melted crayon art show and a show and tell from Aruba. During one of my visits to their program students were excited to tell me about their science findings and how water can travel from one jar to another along a string! Fascinating :0) On a separate note the students are generating funds for their programs by holding a fundraiser at the French King Bowling Center. Thank you to Mr. Semb for your support of our students.

Parent/Guardian conferences were well attended this past week. Thank you to our staff for being so flexible with the timing of conferences. I hear a lot of positive feedback from visiting families.

Technology: Tom Smith is putting together a schedule to replace the outdated airport hubs, upgrading Cat 5E cabling to new generation Cat 6. This is a project that is expected to happen during the summer. The upgraded cabling will support the next generation state testing that will occur during FY 18.

Building and Grounds: Jamrog visited the school to review a systems problem with the Schneider Electric Building Management System. The cost for repair of one controller is \$2298.00. Labor accounts for \$1843.00. We have to use Schneider Electrics to manage their own system due to a labor agreement. This system is currently 15 years old.

Calendar of Events:

IMPORTANT MARCH DATES

Mar 17-All School Sing

April 4-DARE Graduation (6 pm)
April 12-School Council Meeting
April 12-PTO Meeting
April 13-All School Play (10 am and 7 pm)-No Charge
April 18-22-No School (Vacation Week)
April 26-School Committee Meeting
May 2-PARCC/MCAS Testing
*2 snow days pushed our last day to June 20, 2016

- I. Director of Finance and Operations Report-Aaron Osborne reported that the Food Services program is trending within the budget. A grant to help support Breakfast in the Classroom has been submitted. If awarded this grant, it would be used for items to help make the program more efficient. Another grant is being written and submitted that would provide funds for capital items in the kitchen. When looking at the expenditure report, it was noted that the line for Networking/Telecom Materials was well over. Aaron Osborne explained that there was some paperwork confusion and that the school is waiting to receive a rebate that will bring that line item within where it should be trending. There was also a bit more discussion over fuel costs and locking in rates for the next school year.
- J. Superintendent's Report-Superintendent Haggerty reported that the next Union-wide Professional Learning Community (PLC) will be held on March 23, 2016 at Leverett Elementary School. She also mentioned that she has been meeting with Superintendents from Franklin and Hampshire County and discussing how the needs of our rural schools differ from those of urban schools in other counties throughout the state. Superintendent Haggerty continues to meet with the leadership team to craft a vision for all of Union 28. She also reported on a "Women in Education" workshop she attended with some of the Central Office staff.
- K. Budget and Personnel Committee Report-A brief budget discussion took place at the last B&P meeting.
 - a. Next Meeting: Wednesday, March 23, 2016 6:00 p.m. Leverett Elementary School
- L. Union #28 Committee Report-The Union 28 budget was voted on and approved; it is now part of each local budget. There was then an update on the topic of regionalization. It was noted that Amherst-Pelham has delayed any regionalization discussion until the fall time. There was then a presentation from Aaron Osborne and Prudence Marsh on Chapter 70 funding and circuit breaker money on how they work and how to use it.
 - a. Next Meeting: Wednesday, March 23, 2016 7:00 p.m. Leverett Elementary School

M. Old Business

- a. FY 17 EES Budget-Vote-Scott Bastarache made a motion to approve the FY 17 budget for the Elementary School in the amount of \$2,785,556. Renee Tela seconded and seeing no discussion to motion was passed 5-0-0. Next Scott Bastarache made a motion to approve the FY 17 Erving Secondary budget in the amount of \$1,619,784. Renee Tela seconded. There was mention that there was a substantial increase to this budget due to out of district costs and needs, as well as special education costs. It was asked if there is a way to track students once they leave Erving and what their needs are to see how the early intervention that is done with them is working. There was some discussion over special education costs, then the motion was approved 5-0-0.

N. New Business

- a. FY 17 Academic Calendar-One calendar for the FY 17 school year was presented. It keeps the 2 curriculum days in October and May, as on the FY 16 calendar. Other dates are in line with past school years. Scott Bastarache made a motion to approve the 2016-2017 school year academic calendar, Son Hui May seconded. It was asked by a member of the public why the staff did not receive a copy of the calendar to review. It was mentioned that the staff did last year because there were two different start and end dates due to the lateness of Labor Day and staff was polled for their opinion. The Committee members asked the staff present if they felt it should be distributed to all staff before voting on it, or if they felt it was in line with past years and that staff would not feel the need to review. It was mentioned that it looked very much in line with past academic years, and no concerns were brought forth. Hearing that, the motion to approve the calendar was passed 5-0-0. Scott Bastarache did note that if staff heard of any problems or issues with it, to please bring it forth to the Committee.

O. Policy review and Update

- a. Second Reading, First Vote on:
 - i. IKE: Promotion and Retention of Students-Scott Bastarache made a motion to approve policy file IKE: Promotion and Retention of Students, Son Hui May seconded. The previous version of this policy was procedural in nature, where as this one is now a global policy that puts the procedure in the hands of the Administration. Hearing no more discussion, the motion passed 5-0-0.
 - ii. JL: Student Welfare: Scott Bastarache made a motion to approve policy file JL: Student Welfare, Son Hui May seconded. There was no discussion and the motion passed 5-0-0.

b. First Reading on:

- i. DI-A: Food Service Accounts Policy-This is a first read on the policy, the first vote will be in April

P. Future Business

1. Next School Committee Meeting Date: April 26, 2016

Q. Executive Session-Scott Bastarache made a motion to enter in to Executive Session, not to return to public session, for the purpose of the approval of the minutes from the February 22, 2016 meeting and for Contract A negotiations. Son Hui May seconded. .
Roll call: Bastarache: aye, Mailloux: aye, May: aye, Tela: aye, Semb: aye.

R. Adjournment- The meeting was adjourned at 7:52 p.m.

Respectfully Submitted by Jillian Kolodziej