

Erving School Committee
Final Minutes
Tuesday, February 22nd, 2016

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 7:02 p.m.

B. Public Hearings

- Learning Support Center-Behaviorist and Inclusion Specialist Carol Ortlip gave a presentation on the Learning Support Center (LSC) at Erving Elementary School. This program was created several years ago at the school, thanks to the support of Principal Trill. The LSC serves as a flexible inclusion room and an extension of the classroom. It is open to all students in the school to help meet their behavioral, social and academic skills. It is an area used to foster independence. Any curriculum based work done in the LSC is done so with collaboration from the classroom teacher. How the room is used is based on the individual needs of the student. It serves as a resource for students, staff and parents. The LSC is staffed by Carol Ortlip, as well as two paraprofessionals who then train other staff how to utilize the LSC and provide sensory breaks for students who need them. There was then discussion over what a sensory break is and tools classroom teachers are offered to provide structured movement breaks in their classrooms. The presenter then invited questions from School Committee members. Questions asked included how many students a day get sensory breaks, how many crisis calls do there tend to be within a year, what is the parent involvement and communication piece like. Superintendent Haggerty added that she has been very impressed with the LSC and the work being done there. Scott Bastarache invited Carol Ortlip back to speak next year on the changing trends in the school due to increased involvement from the LSC
- Other Public Hearings-none

C. Approval of Minutes from January 19, 2016—Renee Tela made a motion to approve the January 19, 2016 minutes as written, Son Hui May seconded. There was no discussion and the motion passed 5-0-0.

D. Warrants-none

- E. Report of Gill-Montague representatives-no report, as no one was able to attend. The Committee was reminded that the meetings are held at 7 pm on the second and fourth Tuesdays of the month in the media room of Turners Falls High School.
- F. Collaborative for Educational Services Report-Katelyn Mailloux was unable to attend the last meeting, but shared notes from the agenda. Items they were discussing were the hiring of the new Director of Finance, a presentation from the Technology Department and a discussion on the impact of Charter Schools.
- G. Capital Planning Committee Update-Erik Semb shared his apologies for not being able to attend the last meeting. He has been talking regularly to Steve Chapman about what is going on in regards to maintenance in the building. Scott Bastarache then discussed the Town Capital Planning meeting he attended. All the requested items were approved to be paid from the original \$110,000 the Town had approved for School items. The discussion on replacing windows was tabled. There was discussion about moving the cost of the new text books into Capital Planning, but that was not yet approved. The cost for the wiring upgrade for the schools technology will go to a Special Town Meeting. Lastly, there was discussion over the water meter that needed to be replaced at the recommendation of the town. This bill should also be covered by Capital Planning; Scott Bastarache will connect with the Town about that.
- H. Principal's Report-* Handout from Principal Trill (*ad ins in italics*)

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: Cassandra Putnam joined as a 1:1 paraprofessional

The school is interviewing for a part time evening custodian to fill Lynne Heath's vacancy. The advertisement for the Head custodian will go out in March, with the hopes that the new person will be in place in April and will have time to shadow with Steve Chapman before he retires. The part time day custodian position will be advertised again in June so that the new head custodian will have part in hiring their team.

Lunch Program Update: The CEP program continues to grow. Breakfast in the Classroom (BIC) adds a positive start to the day. Breakfast numbers continue to climb. The first week of February included counts as high as 85, 98, 81, 97 & 88 (449), compared to 158 the last week of December. Lunch is averaging 93 students daily. Donna is rolling out some changes to the menu, asking students for feedback. She is introducing student ambassadors, who will utilize their math skills to design healthy meals that they will eat, and meet nutrition guidelines. We are also increasing our use of compostable materials in support of our recycling and composting program.

Great start to the CEP and BIC programs. The January reimbursement for the cafeteria is holding its own. Students are really getting involved with the program and there is lots of good coming from this new program.

Program Updates: Although math may seem to be garnering the limelight, I want to assure you that we are moving forward as a school in developing a Literacy Action Plan. During the coming 18 months, a wide range of educators will be crafting this critical guiding document. The purpose of a Literacy Action Plan is to provide a roadmap that articulates literacy improvement goals and describes the steps that will be taken to achieve them. A comprehensive literacy Action Plan addresses key areas representing interconnected best practices in the area of literacy development. A strategic Literacy Action Plan also describes key supports the school will put into place to ensure that the goal of improving literacy is met. These include **district structures, professional development, resource allocation and policies and procedures**. Ongoing review of these supports is necessary to guarantee that adequate infrastructure for successful implementation of the plan is in place and that decisions being made in any of these areas are not, in fact, directly impeding or actively undermining progress toward the goals outlined in the plan. A District Literacy Action Plan is simultaneously a communication document, a vision statement, a call to action, and an implementation plan, which can be monitored. As such, a Literacy Action Plan can galvanize a collective focus on improving student literacy and have the potential for a tremendous impact on student achievement. *(Department of Elementary and Secondary Education, 2010)*

The second grade authors worked incredibly hard on three particular pieces of writing since their return to school in 2016. First, they wrote personal narratives based on a fun activity from their winter break. Secondly, they completed non-fiction writing based on their learning of simple machines; one piece written in the form of an informative mini-poster while the other compiled their learning into a Simple Machine Book. The authors were so proud that we decided to hold an Author's Tea. This gave the students an authentic opportunity to share their work with an audience. Our audience was comprised of many teachers and our friends from grade one. The visitors enjoyed a cup of tea and a

cookie as they listened to and discussed our pieces with us. Please visit their classroom blog to view the many smiles and warm moments from this event. On the EES website, go to: **Students** then click on **Student Links**, scroll down to “**Erving Elementary School Second Grade Blog**”. Enjoy!

Principal Trill joined Mary Glabach at a recent fundraiser for the ‘Talk, Read & Play’ program. This successful program is funded by a U28 family in support of promoting children’s literacy from birth through age 3. The program currently benefits families in the Town of Erving. It is our hope that we can generate sufficient funds to expand the program across all U28 school communities. Thank you to Gillian Budine for her awe-inspiring efforts.

A math survey is being sent home to all parents and guardians requesting feedback on how we should structure grade-level community math education. The events are aimed at educating members of the community on how current math education is presented to all students.

Grade 5 and 6 recently visited the State House, courtesy of Elizabeth DeSorgher and her father-in-law (Richard DeSorgher). The group was able to spend time with Senate President Rosenberg, and take seats in the House of Chambers while the Senate was in session.

At our recent All-School-Song, students, staff and visiting parents recalled the struggles for freedom experienced by all people living here in the United States, honoring the life of Martin Luther King Jr. through music. Noah K., Cameron J., and Jaylice G. were also recognized for their part in ‘Making a Difference’ in the lives of others. Please drop us a note explaining who should be recognized, and what for.

The before school program that started a trial run recently has not shown at this point to be a viable program. Kudos to Stephanie Mitchell and Michaela Loynd for giving this program a try.

Technology: Tom Smith 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.

Building and Grounds: Scott met with the BOS to discuss critical items relative to the School/Town Capital Improvement Plan. There are several items within the current year’s plan, including technology (see above). We are looking at the existing windows and exterior doors that need replacing. A project of this size will require bids, and approval from the Massachusetts School Building Authority for financial support.

Principal Trill stated that there are several critical items the school will be looking at in the next few years, one being the windows. This will be a process to get funding and approval, and grants will be researched.

Calendar of Events:

IMPORTANT MARCH DATES

March 1,2,3-Parent/Guardian Conferences

Mar 8- P.T.O Meeting

Mar 15-School Council Meeting

Mar 15-School Committee Meeting

April 12-P.T.O Meeting

April 13-All School Play (10 am and 7 pm)-No Charge

*2 snow days pushed our last day to June 20, 2016

I. Director of Finance and Operations Report-

a. FY 17 EES Budget-An updated version of the budget was passed out. Changes of note are that CEP and BIC are separate items (they work together, but are different programs), the removal of the increase for the Afterschool Program and the movement of the cost of the new text books to a Capital Planning item. At this point, the budget shows an increase of 3.1% and has included full funding for all grant sources. Two other handouts were reviewed: the expenditure report and the quick salaries analysis. Aaron Osborne noted that there is nothing new or special to note on the expenditure report, then discussed the spread sheet for salary analysis. It was asked, and answered, that all items that can be encumbered are, with the exception of the U28 expenses. Aaron Osborne will do a new spreadsheet for next meeting showing U28 expenses as encumbered. It was noted that due to the mild winter, fuel costs are running well and snow removal costs are down, which may lend to an area of surplus. Next there was discussion over locking in fuel rates, how that works and whether or not the school can purchase fuel and enter into a contract independent of the Town. After some discussion, it was decided that Aaron Osborne will email Scott Bastarache information on contracts done with other schools and Scott Bastarache will get in touch with the Board of Selectmen about when they are locking in their rates so the budget numbers can be set for next year.

J. Superintendent's Report-Superintendent Haggerty noted that her entry plan is over and that she is working on her entry findings report, which will be presented to the School Committee at the March meeting, as well as the at the Joint Supervisory Committee meeting. She is continuing to work with the leadership teams on crafting a vision plan for U28. She has been hearing lots of positive feedback from the PLC afternoons done around the Union. Superintendent Haggerty is working with other area Superintendents in seeing what impact Charter Schools are having and is passing that information on our

State Representatives. Lastly, Superintendent Haggerty noted she is in the midcycle educator evaluations for administrators.

- K. Budget and Personnel Committee Report-At the last meeting, there was discussion over the computers at the U28 building and a shared U28 employee and how that works.
 - a. Next Meeting: Monday, February 29, 2016 6:00 p.m. Erving Elementary School

- L. Union #28 Committee Report-no update; last meeting postponed
 - a. Next Meeting: Monday, February 29, 2016 7:00 p.m. Erving Elementary School

- M. Old Business-none

- N. New Business
 - a. School Committee Alternates to Budget and Personnel Committee-Vote-A motion was made by Scott Bastarache to appoint all members of the Erving School Committee as alternates to the Budget and Personnel Committee; Renee Tela seconded. It was mentioned that this is a way to cover and have representation as voting members at the meetings. If someone serves as an alternate, but is not voted as such, they are unable to have a vote during the meeting. All voted in favor, the motion passed 5-0-0.
 - b. Other-Principal Trill brought forth a request from a staff member to have their child attend Erving Elementary School starting fall 2016. Scott Bastarache made a motion to approve Nicole Lehtomaki's request to have her son attend Erving Elementary School, beginning in the 2016-2017 school year; Son Hui May seconded. There was discussion over the current numbers in that class and whether or not it can support having an additional student. It was also mentioned that the vote could be tabled until the June meeting. The Principal and Superintendent both recommend the request and seeing no further discussion, the motion was approved 5-0-0.

- O. Policy Review and Update-Two policies are up for a first read. At this point there is no vote or discussion needed.
 - a. First Reading on:
 - i. IKE: Promotion and Retention of Students
 - ii. JL: Student Welfare

- P. Future Business
 - a. Next School Committee Meeting Date: March 15, 2016

Q. Executive Session-Scott Bastarache made a motion to enter in to Executive Session for the purpose of approval of minutes from January 19, 2016 and negotiations, not to return to public session. Katelyn Mailloux seconded. Roll call: Bastarache: aye, Mailloux: aye, May: aye, Tela: aye, Semb: aye.

R. Adjournment: The meeting was adjourned at 8:33 p.m.

Respectfully Submitted by Jillian Kolodziej