

Erving School Committee
FINAL Minutes
Tuesday September 15, 2015

Present: Scott Bastarache, Son Hui May, Katelyn Mailloux, Erik Semb: 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 Hearing-Preschool teachers Mary Glabach and Jamie Parse gave a presentation about their new “Forest Friday” program they will be doing in preschool this year. Both teachers attend the “In Bloom” conferences over the summer and were inspired to create a program for Erving that encompasses nature based learning in an outdoor setting. Folders containing program information were presented to all in attendance. Principal Trill applauded the efforts of the Early Childhood staff and thanked them for the commitment to this project.

- C. Approval of Minutes from June 16, 2015-Son Hui May made a motion to approve the minutes from June 16, 2015 as written, Katelyn Mailloux seconded. There was no discussion and the motion was approved unanimously. On a side note, Scott Bastarache asked if there was a way for the minutes could be attached to the meeting confirmation email so that committee members have more time to read them over. Superintendent Haggerty will discuss this with Central Office staff.

- D. Warrants-Payroll batch 107 and Vouchers 1010 and 1011

- E. Report of the Gill-Montague Representatives-At this time, there is still no Representative for Gill-Montague. Scott Bastarache asked if the Gill-Montague Chair has been added to the monthly EES report. Principal Trill said yes, they have been. The legality of why an Erving School Committee member cannot serve as a representative for the Gill-Montague committee was again addressed. It was also mentioned that, in other districts, this role becomes a sub-committee for the sitting School Committee, with members rotating through attending the Gill-Montague meetings. The question was posed as to why, if Erving is a non-voting member, is it valuable to have a person there? It was said that it is important to be there so we are a voice in the conversation being had and to have better knowledge of what is going on. This is an issue that will continue to be discussed.

- F. Collaborative for Educational Services Report-Katelyn Mailloux reported that there has not yet been a meeting, so there is nothing to report.

G. Capital Planning Committee Update-The first update is on the boiler. Installation of the new one is to begin next week. Next, it was discussed that the cafeteria blinds are a priority, but other blinds in the building will need to have parts replaced, not the full blind itself. Lastly, there was discussion on the generator. From the Town level, there were questions as to the purpose the generator needs to serve and whether or not the current one is adequate. It was also asked that if the school is not serving as a warming center, is it necessary to update the generator so drastically? The Capital Planning Committee will continue to meet with the Select Board to discuss this issue and work out plans.

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

Enrollment: 134+2 preschool (2x3 y.o. REACH in Dec/Feb), + 3 pending verification=139

Gr 6 21

Gr5 14

Gr 4 21

Gr 3 18

Gr 2 16

Gr 1 8

K 20

Pre 4 5

Pre 3 11

Total 134

*We had 21 students withdraw during July and August. 14 of the 21 were grade 1 and below. 3 students were due to enter grade 6. We had 14 students register this August. 7 registered for Kindergarten!

*I was impressed to see the dedication of our staff and teachers, preparing all summer for the school year. Many thanks to our Administrative Assistant Ms. Pat Nauman, Custodians, Mr. Chapman, Mr. Tibbetts, Technology Coordinator, Mr. Tom Smith, along with our Central Office Union 28 staff. They have been working diligently to prepare our district and school for the start of the new school year. Thank you Rinky and Pam for the beautiful Butterfly Garden.

Principal Trill noted that there was a decrease in the numbers from those projected in the spring. Many of them are due to relocation.

Personnel: We are pleased to welcome the following staff to Erving Elementary School- Nathan Gaetano (P.E. and Music and Movement), Jill Kolodziej and Kerri Lapointe (Paras), Lynne Heath (Evening Custodian). We have had to reconfigure a couple of classrooms due to personnel matters. The staff has been extremely supportive during this initial changeover. We are currently conducting interviews for our Assistant Custodian,

and Afterschool Director, and we hope to appoint a successful candidate close to September 15.

Principal Trill thanked the staff for their patience and hard work at the start of the school year. He also thanked custodian Jon Tibbetts for all his hard work, as he will be leaving Erving.

Lunch Program Update: Principal Trill will provide a brief overview of the Community Eligibility Provisions (CEP) program.

Principal Trill brought forward information he has collected and been working on regarding Erving's involvement in the CEP program. Aaron Osborne was able to provide information on the financial aspect of this program and how it would work for our school. This is a national program that, for schools that are eligible, provides free breakfast and lunch to all students in the school, regardless of income. Financially, it will not be profitable, but the school should be able to maintain or even decrease what it subsidizes in the cafeteria. There was further discussion over the pros and cons of the program, how enrollment works and how the school can opt out if it is deemed to not be a successful program. There were also questions on the timing of breakfast, how it would interfere with class time and the possible need for increased staff. Lastly, it was noted that the program would need to be promoted in the school and community to ensure participants. Scott Bastarache then made a motion to authorize participation in the Community Eligibility Provisions (CEP) program offered through the Department of Elementary and Secondary Education. Erik Semb seconded, all voted in favor and the motion passed unanimously.

Program Updates: We had a wonderful start to the school year. Staff and students were glad to return to share stories, and their expectations for the coming school year. Some grades are already heading out to experience the outdoors. Visits have been planned to local apple orchards, and Nature's Classroom. Grade 6 students and staff head out to Nature's Classroom on Monday September 21. School Committee members are cordially invited to attend.

Thank you to our PTO for hosting the Ice Cream Social, which will be this coming Friday 11th.

At the time of writing this report our first mandated fire drill has been set for September 11. Based upon all prior drills we should get an 'A' rating from both the fire and police department. Our first lockdown drill is also scheduled.

*Preschool staff would like to spend a few moments presenting their new program to School Committee members: This year we will be giving preschoolers the wonderful opportunity to explore the amazing forest resources that Erving Elementary School has to offer right in our very own school's backyard; through a Forest Friday Program. Our students will develop science enquiry skills, a real world understanding of changes in

their environment, an appreciation of their school community, and invaluable language development through meaningful discussions and exploration. We are very excited to offer the children of Erving this precious opportunity to “Be the thing you see”!

Technology-Tom Smith has updated our lab with Mac Minis. These new machines are more compact, with faster speeds and capacity. All of our computers have been updates, along with the server, and a high-speed fiber Internet. Tom is also disseminating new Mac Books to specific staff who need to replace their outdated technology. Tom is also in the process of sending flyers out about our Afterschool Academy programming.

Safety Update: We are suspending published safety reports due to privacy and security matters.

Principal Trill mentioned that the school was looking into Lockdown Alarm Systems, the best of the three options being priced at \$16,000. It was questioned as to whether Capital Planning funds can be used for this purpose. There will be further conversation on this at a later time.

Calendar of Events:

Sept. 18	-School Pictures
Sept. 21-25	-Grade 6 Nature’s Classroom Field Trip
Sept. 24	-All School Sing
Oct. 3	-Erving Fall Festival
Oct. 12	-Columbus Day (No School)
Oct. 13	-P.T.O. Meeting
Oct. 20	-School Council Meeting
Oct. 20	-School Committee Meeting
Oct. 21	-Open House
Oct. 22	-All School Sing

- I. Review of Expenditure Report-Aaron Osborne brought forth three reports. He stated that the first two look to be in good order, but that the third one (secondary education) needs to be looked at closer, as there appears to be a tuition deficit. Scott Bastarache mentioned that they should have a better idea of numbers by the time the Town has the Special Town Meeting in November and can look to make any adjustments at that time.
- J. Superintendent’s Report-Superintendent Haggerty stated that she has made visits to all the schools in the Union. Opening day went well with staff from all the schools in attendance. Also reviewed was the handout regarding the Superintendent Entry Plan and the graphic organizer that accompanied it. Lastly it was mentioned that the Suspension

Policy is being reviewed to make sure that the Union is in compliance with the new policy that took effect January 1, 2014.

- K. Budget and Personnel Committee Report-Superintendent Haggerty stated that the discussion of the meeting was centered mainly around the Superintendent Evaluation, and it will be brought to the next Union #28 meeting.
 - a. Next Meeting: T.B.D.

- L. Union #28 Committee Report-The Committee was reorganized at the last meeting; Dan Hayes is still the Chair. There was discussion of Central Office improvement requests, forming a policy subcommittee to meet on an as-needed basis and about encouraging all committee members for utilize resources available to them and to advocate for and enact change where needed.
 - a. Next Meeting: Wednesday, October 28, 2015 7:00 p.m. Shutesbury Elementary School

- M. Old Business-None

- N. New Business
 - a. SIP *Handout-The School Improvement Plan created by the School Council was shared for viewing. The recent addition to the plan was the Literacy Plan.
 - b. Family Handbook-All the pieces have been updated, Pat Nauman and Megan Gagne are retyping the whole thing. It is currently available on line in a PDF document.
 - c. Home School Application-Scott Bastarache made a motion to approve the application for homeschooling submitted by Brandon and Michele Turner, Son Hui May seconded. All voted in favor and the motion was approved unanimously.

- O. Policy Review and Update
Review and Final Vote On:
 - 1. ADF Wellness Policy-Scott Bastarache made a motion to approve ADF Wellness Policy as written, Son Hui May seconded, there was no discussion and the motion passed unanimously.
 - 2. KF-R- Community Use of School Facilities-Scott Bastarache made a motion to approve KF-R- Community Use of School Facilities policy as written, Katelyn Mailloux seconded, there was no discussion and the motion was approved unanimously.

- P. Future Business
 - a. Next School Committee Meeting Date: October 20, 2015

Q. Adjournment- Scott Bastarache made a motion to adjourn, Son Hui May seconded, all voted in favor and the motion passed unanimously.
Meeting was adjourned at 8:50 p.m.

Respectfully Submitted by Jillian Kolodziej