

Erving School Committee
Final Minutes
Monday, March 21, 2017

Present: Katelyn Mailloux-Little, Breta Petraccia, 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 pm
- B. Public Hearings
- FY 18 Budget-The FY 18 budget was presented by both Interim Director of Finance and Operations Stephen Cass and Principal Jim Trill. Stephen Cass noted again the loss of the Inclusive Preschool Learning Environment Grant (IPLE) and this loss is reflected in line 116 of the budget. The budget increase the school is asking for is 3.75%, as opposed to the 3% that the School had originally discussed with the Finance Committee and Select Board, due both the loss of the IPLE grants and provisional planning for an increase in preschool numbers for the fall. Principal Trill has been in touch with Town Administrator Bryan Smith as to the change and what is reflected in that change.
 - Other Public Hearings-none
- C. Approval of Minutes from February 27, 2017-Breta Petraccia made a motion to approve the minutes from February 27, 2017 as written. Katelyn Mailloux-Little seconded. Hearing no discussion, the motion was approved 3-0-0.
- D. Warrants-none
- E. Collaborative for Educational Services Report-no report, the next meeting takes place the following week
- F. Capital Planning Committee Update-Erik Semb shared that he, Principal Trill and Custodian Gary Porlier met with a representative from Sunderland Floors in Amherst to get ideas on costs for replacing some of the classroom carpeting. This was just a first step in the process, and seeing as though it is a major project to re-carpet the whole school, it will require lots of planning. Selectman Scott Bastarache was present and shared that approval of other Capital Planning Items for the school, including kitchen supplies and classroom improvement are on the agenda for the Annual Town Meeting.
- G. Superintendent's Report- Superintendent Haggerty shared that she has been busy working with the schools in the Union around budgets. She has also been continuing her work on

Universal Design for Learning (UDL) by doing walkthroughs at schools with Principal's to see how UDL is being used in classrooms. Superintendent Haggerty also shared that she will be attending the Superintendents conference this summer and just got the good news that she and Director of Student Support Services Prudy Marsh will be presenting at the conference on the theme of UDL and Inclusive Learning within Union 28. Her work with the rural Superintendents has been continuing and they recently held a summit on March 7 at Mohawk. There was a varied audience and they hope to more summits connecting schools and towns in rural areas. Lastly, Superintendent Haggerty noted that she has been working on the continued search for the new Director of Finance and Operations. There have been five interviews held and the field has been narrowed to three candidates for the next phase of interviews.

H. Director of Finance and Operations Report-no further report

- I. Principal's Report- A copy of the report was shared with all Committee Members. Principal Trill thanked Tom Smith and Pam Rogers for all their hard work in regards to preparing the school, the staff and the students for the upcoming MCAS, which 4th grade will be doing on the computer. He also again thanked custodians Gary Porlier and Thomas Duffy for all their great work with the snow removal. Superintendent Haggerty thanked Principal Trill for sharing the custodians, since there is no maintenance person for the Union 28 building. She commented that they are both wonderful, dedicated and professional people always willing to lend a hand. Lastly, Principal Trill recognized the staff and students for their participation in the Franklin County Community Meals Brown Bag Challenge.

1. Enrollment
2. Personnel
3. Lunch Program Update
 - a. CEP Program
4. Program Updates
5. Building and Grounds

- J. Budget and Personnel Committee Report-The B&P Committee met on the previous night. The main focus of the meeting was the search for the Director of Finance and Operations, as well as the Superintendent contract. Stephen Cass then spoke to the fact that if you view the Union 28 budget, the numbers for employee benefit payout seem skewed. He noted that the number of employees in the Central Office taking benefits went from three to five. This expense will be flat over the next three years, although it may not appear that way.

- a. Next Meeting Date-Monday, March 20, 2017 6:00 p.m. Shutesbury Elementary

K. Union #28 Committee Report-The discussion at this meeting focused on the search for the Director of Finance and Operations, the Superintendent's contract, as well as her mid-cycle report and reports from each of the schools.

a. Next Meeting Date- Monday, March 20, 2017 6:00 p.m. Shutesbury Elementary

L. Old Business

a. FY 18 EES Budget-Vote-Renee Tela made a motion to approve the Erving Elementary School FY 18 budget for the total of \$2,947,297. Katelyn Mailloux-Little seconded and hearing no discussion the motion passed 4-0-0.

M. New Business

a. Enrollment Request-Superintendent Haggerty presented a letter from staff member Cassie Putnam to have her children Jackson and Savannah attend EES for the 2017-2018 school year, in the Kindergarten and Preschool classes respectively. There was discussion over numbers in both classes and the issue of the large preschool class next year. It was noted that the Kindergarten for next year is currently at 16 students. Renee Tela then made a motion to approve the enrollment request for Jackson and Savannah Putnam, subject to enrollment numbers and Principal discretion. Breta Petraccia seconded. There was no discussion and the motion passed 4-0-0.

b. Gill-Montague Representative-Vote-item passed over, no person present to vote on

c. FY 18 Academic Calendar-Principal Trill noted that the one major change to this calendar is the move of the Curriculum Day from May back to March, as it used to be, due to the MCAS testing window. Erik Semb made a motion to approve the academic calendar for the 2017-2017 school year. Renee Tela seconded. There was no discussion and the motion passed 4-0-0.

d. Miscellaneous-Selectman Scott Bastarache shared a thank you to Renee Tela, as a Recreation Committee member, on behalf of Dan Hayes for her role in keeping the Union 28 Central Office building up to par.

N. Policy Review and Update

a. Final Vote on:

i. IHAMB-Teaching About Alcohol, Tobacco and Drugs

ii. JICH-Alcohol, Tobacco and Drug Use by Students Prohibited-Renee Tela made a motion to approve policies IHAMB-Teaching About Alcohol, Tobacco and Drugs and JICH-Alcohol, Tobacco and Drug Use by Students Prohibited. Breta Petraccia seconded and hearing no discussion the motion passed 4-0-0.

b. First Reading on:

i. IJL-Library Materials Selection and Adoption-Superintendent Haggerty shared that this is a policy that has been worked on by herself, Principal Trill, the Policy Committee and school librarian Jane Urban. The items in red were added to

the existing policy by the librarian. Breta Petraccia noted that the Cross Reference number and file name at the bottom will need to change in the next draft. The policy was moved to a second read, first vote to take place at the next meeting.

O. Future Business

1. Next School Committee Meeting Date: Tuesday April 18, 2017-This date falls over spring recess. The meeting will be held instead on April 25, 2017 at 7:00 pm, will the Policy Committee meeting the same night at 6:30 pm

P. Executive Session-Erik Semb made a motion to enter in to Executive Session for the purpose of discussing strategy with respect to collective bargaining or litigation, not to return to public session. Breta Petraccia seconded. Roll call vote: Mailloux-Little: *aye*; Petraccia: *aye*; Semb: *aye*; Tela: *aye*

Q. Adjournment-The meeting was adjourned at 7:45 pm

Respectfully Submitted by Jillian Kolodziej