

ERVING SCHOOL COMMITTEE

Minutes

TUESDAY, November 19, 2019

ERVING ELEMENTARY SCHOOL

7:00 p.m.

AGENDA

Present: Erik Semb; Chair, Jenn Eichorn, Brian Guerrin, Mark Blatchley; members, Jennifer Culkeen; superintendent, Bruce Turner; Director of finance, Brittanie Mimitz; Minute Taker, Theresa Kolodziej, Tracy Saharceski; teacher, Lisa Candito; Principal

- A Call Meeting to Order:** Meeting called to order at 7:02p.m. by Erik. AIF.
- B Pledge of Allegiance:** The pledge was recited by all in attendance.
- C Public Hearings:** None
- D Approval of Minutes from September 17, 2019* and October 2, 2019*:** The minutes from September 17 and October 2, 2019 were approved by Erik and seconded by Jenn. AIF.
- E Warrants:**
 - 1. Batch #107, Payroll date: 10/3/2019 in the amount of \$103,149.36.
 - 2. Batch #108, Payroll date: 10/17/2-19 in the amount of \$106,467.16.
 - 3. Batch #109, Payroll date: 10/31/2019 in the amount of \$106,296.31
 - 4. Voucher No: **1004** in the amount of \$47,602.42 for the Elementary budget, Title IIA, FED SPED, Student Activity, and Pre-k Tuition.
 - 5. Voucher No: **1005** in the amount of \$3,036.65 for Food Service.
 - 6. Voucher No: **1006** in the amount of \$16,230.13 for Secondary Budget.
 - 7. Voucher No: **1007** in the amount of \$117,621.01 for the Elementary Budget, Fed Sped EC, Title I, Student Activity, Food Service, Afterschool, Pre-k Tuition, and EES Computers and Accessories.
 - 8. Voucher No. **1008** in the amount of \$17,304.71 for the Elementary Budget, Title IIA, Student Activity, and Food Service.
 - 9. Voucher No. **1009** in the amount of \$3,526.72 for Food Service.
 - 10. Voucher No. **1010** in the amount of \$92,966.35 for the Elementary Budget, Title I, and EES computers and Accessories
 - 11. Voucher No. **1011** in the amount of \$3,388.60 for Food Service.
 - 12. Voucher No **1101** in the amount of \$36,942.80 for the Secondary Budget.
 - 13. Voucher No. **1102** in the amount of \$4,125.00 for the Secondary Budget.
 - 14. Voucher No. **1103** in the amount of \$23,175.10 for the Secondary Budget.
 - 15. Batch #111, Payroll Date: 11/27/2019 in the amount of \$107,463.45
- F Report of the Gill-Montague Representative:** Superintendent Sullivan announced his retirement beginning July 1st. A committee will be formed to begin the process of finding a replacement for Superintendent Sullivan. The committee will meet beginning in December.

G Collaborative for Educational Services Report: Gateway and Worthington (2 new districts) would like to join the collaborative. The committee voted to allow Gateway and Worthington to join the collaborative with a motion by Erik, which was then seconded by Brian. AIF. The next meeting will be January 29th, 2020.

H Capital Planning committee Update: Phase 2 of carpeting replacement at EES is being planned. Following the completion of the carpeting would be the sky lights in the library and the gym along with the roof.

I Superintendent's Report: Oct. 11th Shutesbury Elementary school hosted a professional development day. This year a variety of staff members were presenters including Carol O. and Gillian Budine. Some of the different workshops offered were circle drumming and sketch noting. The learning Design team attended a conference on Deeper learning. The superintendent stated that Erving was awarded \$7,179 in rural aid. Also, the Kaleidoscope grant. The kaleidoscope grant is designed to provide participants with flexibility and support to foster and scale Deeper Learning models that improve learning for all students within Kaleidoscope.

J Director of Finance and Operations Report: * Phase one of replacing the carpet will happen over Christmas break. The lowest bid for the project was made by Capital Carpet and Flooring for \$22,875. The Committee voted to accept the proposal made by Capital, Carpet and Flooring and to award them the contract. A motion was made by Erik and seconded by Jenn. AIF. The FY21 budget was handed out to the committee but further discussion was tabled until the January meeting. A group has been formed to begin looking at the power usage at EES and how to decrease the amount of power we use.

K Principal Report:

- Enrollment-There are currently 133 students attending Erving Elementary School.
- Personnel- Currently two staff members are out on maternity leave. Molly Alvin and Cassie Putnam will be returning after the holiday break on Jan. 2nd, 2020.
- Lunch Program Update- Donna Laclair is currently working with a liaison from the state to increase reimbursement. The numbers from the school must match the numbers from the state.
- Program Updates- Jennifer Smith did an amazing job facilitating EES's annual Veterans Day assembly. Thursday EES will be hosting a family style Thanksgiving lunch for all the students, staff, and some community members. The first lunch will be at 11:15 and the second at 12:00. Chip Wood hosted the first of a 5-part parenting series. The next will be held December 11, 2019. EES has been awarded an early childhood grant for writing. It ties in with both school plans contains a writing sequence from Pre-k- Grade 6.
- Buildings and Grounds – The first and fourth grade classes worked with individuals from the Nolan Beaker project to begin a Pollinator garden at EES. EES is fortunate to be one of the eight schools in franklin county to work with the Nolan Beaker Project on a Pollinator garden.

L Budget and Personnel Committee Report:

- Next Meeting Date – November 25, 2019 @ Leverett Elementary School – 6:00 p.m.
- The Budget was presented to the committee.

M Union #28 Committee Report:

- Next Meeting Date – Monday, November 25, 2019 @ 7:00 p.m.
- JSC – Policy Sub-Committee – Monday, November 25, 2019 @ 6:45 p.m.

N Old Business: None

O New Business:

- Community Representatives to The Gill-Montague/Pioneer regionalization Civic Leaders group: They are looking for two members. One school committee member and one community member. Erik made a motion that Jennifer Eichorn would represent Erving as the Committee member volunteer. The motion was seconded by Brian. AIF.
- Family Handbook* – Vote- A motion was made by Erik to accept the family handbook. The motion was seconded by Jenn. AIF.
- School Improvement Plan: * Erik motioned to accept the school improvement plan which has shifted from a math to a literacy-based focus. The motion was seconded by Mark. AIF.
- Accept Proposal and Award contract for carpet replacement: The Committee voted to accept the proposal made by Capital, Carpet and Flooring and to award them the contract. A motion was made by Erik and seconded by Jenn. AIF
- MOA between the ESC and ETA – Discussion and Vote. The Committee voted to accept the MOA between the ESC and ETA with a motion by Jenn, seconded by Erik. AIF.
- PTO Report- The PTO recently finished The Original Works fundraiser. It also recently finished the annual Tree of Thanks project. Every student and staff member were asked to trace their hand and fill it in with words and pictures of what they are thankful for this year. Each hand becomes a leaf on the EES Tree of Thanks to be displayed for the Thanksgiving luncheon through the Holiday season. The PTO has begun the planning of the third annual calendar raffle. Donations are starting to come in and it is starting to come together.
- Possible Discussion – FY21 Budget: The discussion will be continued at the next meeting. Please attempt to keep all budget requests within 3%.

P. Policy Review and Update:

First Reading on:

ADC – Tobacco Products on School Premises Prohibited*

BBA – School Committee Powers and Duties*

BBBC – School Committee Member Resignation

- **All Policies were read by the committee to be further discussed at the January meeting.**

Final Vote on:

AD- Educational Philosophy* Erik made a motion to accept policy AD, which was then seconded by Jenn. AIF.

P Future Business

- Next School Committee Meeting Date: **Tuesday, January 21, 2020 7:00 p.m.**
- Erving Policy Committee – **Tuesday, January 21, 2020 6:30 p.m.**

Q Adjournment- Motion to adjourn the meeting by Erik, then seconded by Brian. AIF.

* Enclosures