

## ERVING SCHOOL COMMITTEE MEETING

Final Minutes

TUESDAY, September 18, 2018

ERVING ELEMENTARY SCHOOL

7:00 p.m.

**PRESENT:** Erik Semb, Chair; David Chagnon Jr., Jennifer Eichorn, Brian Guerin, members; Jennifer Haggerty, Superintendent of Schools; Bruce Turner, Director of Finance and Operations; James Trill, Principal; Theresa Kolodziej, Gill-Montague Rep, and Brittanie Mimitz, Minute Taker.

- A. Call Meeting to Order-** Meeting called to order by Eric at 7:00pm.
- B. Public Hearings-** Review of policy EEAG; Student transportation in private vehicles. The policy was read and discussed. The committee will vote at the November meeting.
- C. Approval of Minutes from June 18, 2018-** The minutes from June 18<sup>th</sup> were accepted as is, in a motion by Eric, Seconded by Jenn. AIF.
- D. Warrants –** The following warrants were signed by the designee and chair, Eric Semb:  
Batch # 126-Voucher No: 1119 for the SECONDARY BUDGET, in the amount of \$9,726.00. Voucher No: 1047 for the ELEMENTARY BUDGET, FED SPED, STUDENT ACTIVITY, FOOD SERVICE, AFTERSCHOOL, PRE-K TUITION, and EES COMPUTERS & ACCESSORIES in the amount of \$44,716.84. Batch # 101-Voucher No: 1001 for the ELEMENTARY BUDGET in the amount of \$1,042.50. Voucher No: 1002 for ELEMENTARY BUDGET, TITLE IV, EARLY GRADES LITERACY, STUDENT ACTIVITY, and PRE-K TUITION in the amount of \$3,635.52. Voucher No: 1003 for FOOD SERVICE in the amount of \$3,607.96. Voucher No: 1004 for FY18 EES A/P ENCUMBRANCES in the amount of \$9,659.54. Voucher No: 1101 FY18 EHS A/P ENCUMBRANCES in the amount of \$5,200.00. Batch # 102 – Voucher No: 1005 for the ELEMENTARY BUDGET, STUDENT ACTIVITY, PRE-K TUITION in the amount of \$15,711.46. Voucher No: 1006 for FY18 EES A/P ENCUMBRANCES in the amount of \$7,255.96. Batch # 103 – Voucher No: 1102 for the SECONDARY BUDGET in the amount of \$14,952.97. Voucher No: 1103 for FY18 A/P ENCUMBRANCES in the amount of \$24,934.07. Voucher No: 1007 for the ELEMENTARY BUDGET, FED SPED, and STUDENT ACTIVITY in the amount of \$6,829.94. Batch # 105- Voucher No: 1009 for the ELEMENTARY BUDGET in the amount of \$17,554.99. Batch # 106- Gross Total=\$99,393.24.
- E. Report of the Gill-Montague Representative-** No report.  
Theresa Kolodziej of Erving presented her interest in becoming a Gill/Montague Representative. On a motion by Eric, seconded by David; Theresa Kolodzies will be a Gill/Montague representative. AIF.
- F. Collaborative for Educational Services Report-** There will be a meeting next week.
- G. Capital Planning Committee Update-** The committee has been working on the 25-year improvement plan for the school. It will be looking into the Mass School Building Authority for grants that would assist in the accelerated repair of larger ticket items, such as the roof.
- H. Superintendent's Report-** The superintendent spoke about "HOPE" which was the theme of this years opening day breakfast. It was a great success. The learning design team has been working on a 2-year investigative design concept. The Central office is creating a drop box for all the data collected to make it more accessible to analyzing. 1.5 million dollars was

approved by the legislature to be designated to the rural superintendent's group, which has been working on allocating the funds.

**I. Director of Finance and Operations Report-** Bruce Turner presented the committee with a memo asking them to make an end of year transfer in the amount of \$5,500 from the EES General Fund to the EES Food Service account. On a motion by Eric, seconded by Brian the committee accepts the transfer of funds in the amount of \$5,500 from the General Fund to the Food Service fund.

**J. Principal's Report-**

1. Enrollment- Student enrollment has decreased slightly from a total of 144 in June down to 129 in September.
2. Personnel- There are several new people joining the EES team. Molly Alvin is the new school Psychologist, Cameron Lewis will be the PE teacher, Deb Porlier has joined the kitchen staff and Eric Harris will be the new assistant custodian. Michelle Fisher will be returning as an office assistant and unified arts paraprofessional. Allison Graichen will be teaching math and Anne Grosky will join the LSC team working the development of an 'Experimental Learning Program'. Jaqueline Tuttle has been hired as the school's new ESL teacher. The entire staff of EES will be participating in an all staff development training at Northfield Mountain on Wednesday September 19, 2018. They will be continuing their work with Chip Wood on 'Building Adult Community' at EES. This will expand out into the community over the next two years.
3. Lunch Program Update- EES food Service department has been working hard implementing the new changes to improve the breakfast/lunch program. Jeff Brynn, Food Service Director for the Lamoille Supervisory Union in Morrisville, VT will visit EES on September 24, 2018 to provide insight into how they were able to improve their Food Service Program. Donna continues to look for new avenues to purchase produce locally. Dan's Veggies and Clarkdale Farm are two of the vendors that the school has reached an agreement with. The new preschool menu guidelines were put into effect.
4. Program Updates- The start of the school year has gone quite smoothly. Mr. Trill thanked everyone who has made the first few weeks of school great for the students and staff. On September 7th the first fire drill was completed with no problems. The Safety Committee had its first meeting in order to review the emergency procedures. The first lockdown drill is scheduled for some time this fall.
5. Buildings and Grounds- The 5<sup>th</sup> grade classroom has become the test room for the innovative classroom design. The carpet was the first renovation done. Due to an especially humid summer; it needed to be replaced. There are funds set aside in the capital plan to continue the renovations.

**K. Budget and Personnel Committee Report**

- a. Next Meeting Date – October 2018. The committee will go over a timeline for the budget and decide on a meeting schedule.

**L. Union #28 Committee Report**

- a. Next Meeting Date –Monday November 19, 2018 6:00 p.m. Erving Elementary School.

**M. Old Business – None.**

**N. New Business-** A motion was made by Eric to accept the family handbook. That motion was second by Jen. AIF. A motion was also made to accept the school improvement plan by David and seconded by Brian. AIF. The committee will not approve the new rubric for teachers. It will remain the same for the FY19 school year.

**O. Policy Review and Update**

**Final Vote on:**

- ADDA – Background Checks: Eric motioned to approve final vote of Policy ADDA and it was second by Brian. AIF.
- AE – Commitment to Accomplishment: Jen motioned to approve a final vote of policy AE, it was second by David. AIF.

**Second and Final Vote to Delete:**

- JFABAE – Students of Families Intending to Move to Erving \*
- JFABAI – Students of Employees Non-Residents Policy\*
- JKD – Suspension Policy \*
- JLF – Protocol and Procedures on Detecting and Reporting Child Abuse and Neglect \*

A final motion was made by Eric to delete Policies JFABAE, JFABAI, JKD, and JLF. The motion was seconded by Jenn. AIF.

**P. Future Business**

1. Next School Committee Meeting Date: **Tuesday, November 20, 2018 at 7:00 p.m.**
2. Erving Policy Committee – **Tuesday, November 20, 2018 6:30 p.m.**
3. The EES PTO will be added to the Agenda beginning in November.

**Q. Adjournment-** On a motion by Eric Seconded by Brian the meeting was adjourned at 8:00pm. AIF.

Respectfully Submitted,  
Brittanie Mimitz  
Erving School Committee Minute Taker