

ERVING SCHOOL COMMITTEE MEETING

Final Draft Minutes

TUESDAY, November 20, 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, Andrea Elson, Mary Glabach, Chris Thurston, EES PTO; and Brittanie Mimitz, Minute Taker.

- A. The 11/20/18 meeting of the School Committee was called to order by Erik at 7:00pm. AIF.
- B. The Pledge of Allegiance was recited
- C. **Public hearings-** None
- D. **Warrants-** The following warrants were signed by the designee and chair, Eric Semb: **Batch # 109-** Voucher No:1106 for the SECONDARY BUDGET in the amount of \$9,511.92. Voucher No: 1017 for the ELEMENTARY BUDGET, STUDENT ACTIVITY, FOOD SERVICE, AFTER SCHOOL, PRE-K TUITION, AND KITCHEN EQUIPMENT in the amount of \$14,931.45. Voucher No. 1016: for FOOD SERVICE in the amount of \$2,133.10. **Batch # 107-** Voucher No: 1013 for the ELEMENTARY BUDGET, STUDENTS ACTIVITY, FOOD SERVICE, AFTERSCHOOL, and PRE-K TUITION in the amount of \$29,011.08. Voucher No: 1014 for EES A/P ENCUMBRANCES in the amount of \$274.68. Voucher No: 1105 for the SECONDARY BUDGET in the amount of \$19,818.17. Voucher No: 1015 for FOOD SERVICE in the amount of \$3,607.99. **Batch # 108-** Voucher No: 1021 for A/P ENCUMBRANCES in the amount of \$21.30. Voucher No: 1020 for FOOD SERVICE in the amount of \$1,374.85. Voucher No: 1018 for the ELEMENTARY BUDGET in the amount of \$18,219.82. Voucher No: 1019 for the ELEMENTARY BUDGET, FED SPED, TITLE 1, FOOD SERVICE, and PRE-K TUITION in the amount of \$21,701.12. Voucher No: 1107 for the SECONDARY BUDGET in the amount of \$9,405.54. **Batch # 110-** Voucher No: 1104 for the SECONDARY BUDGET in the amount of \$13,994.54. Voucher No: 1012 for EES A/P ENCUMBRANCES in the amount of \$3,500.00. Voucher No: 1011 for FOOD SERVICE in the amount of \$4,669.51. Voucher No: 1010 for the ELEMENTARY BUDGET, TITLE IIA, FED SPED, STUDENT ACTIVITY, FOOD SERVICE, PRE-K TUITION, and SCHOOL BUILDING APPROPRIATIONS in the amount of \$59,179.27. *
- E. **Report of the Gill-Montague Representative-** Theresa Kolodziej has attended all meetings since her appointment to the position last spring. The meetings are held the second and fourth Tuesday of each month. She reported that the 10th grade Science MCAS scores have been lower than in the past. TFHS is currently working to discover what a TFHS graduate should/could look like. A competency-based grading plan (not A's and B's) is being investigated to see if it would be a good fit for TFHS. The Food service department is looking into healthier meal options for the students under the management of the new Food Service Director. The school is looking to fix or replace the hot water heater due to poor performance and they have been working on a new logo to replace the old one.
- F. **Collaborative for Educational Services Report-** Jen reported that they are currently working on a new civics' curriculum for students. They are teaching website development and established a Proud of Western Mass Facebook page. Last meeting was Nov. 14. The next meeting will be in January.

- G. **Capital Planning Committee Update-** Requests for funds have been put in on behalf of EES. They are currently waiting for updates. The committee decided it would be a smart idea to request funds to set aside in case of an emergency for example the boiler needs fixing. That way the funds will be ready when/if they are needed.
- H. **Superintendent's Report-** The Superintendent announced that Mr. Trill has given notice of his retirement in June of 2019. He will be greatly missed. She will be interviewing Mr. Trill as well as staff members to begin legacy planning. Erving Elementary school was awarded a rural aid grant from the Department of Elementary and Secondary Education. The school met the criteria with 21 students per square mile and an average annual per capita income. The aid is in the amount of \$4,153.00.
- I. **Director of Finance and Operations Report-** A draft of the budget has been completed. Annie director of learning design will be increasing hours from .6-.8. The task of going through files and beginning clean out has started. There have been 1,000 hours allocated to this task.
- J. **Principal's Report-**
 - 1. Enrollment: Gr 6 20, Gr 5 18, Gr 4 9, Gr 3 21, Gr 2 12, Gr 1 9, K 15, Pre-4 15, and Pre-3 10 for a Total of 129 students.
 - 2. Personnel: Jaqueline Tuttle has joined the Erving Elementary School family. Jaq will be the schools new E.S.L. teacher. Mr. Trill confirmed his retirement and expressed his gratitude for EES.
 - 3. Lunch Program Update- The beginning of the school year has gone wonderfully. The food service department continues to integrate local produce and freshly made foods into the menu. The students and staff seem to really enjoy the recent updates to the breakfast and lunch menus. The salads will now be served pre-assembled. The plastic serving cups used to separate the items are not recyclable. This will reduce the trash production.
 - 4. Program Updates- Mr. Trill spoke of his time at Nature's Classroom with the Sixth-Grade students. They all had a wonderful time learning and bonding as a class. Two students were recognized for their work in making a difference. Sophie set up a website that focuses on eliminating litter and Ava spends her free time reading to a young boy with muscular dystrophy. Thank you to Capt. Ryan Betters and Brandon Breault for completing another successful Fire Prevention Week program with each class. The school underwent mandatory water testing and passed. The MassDEP indicates that the lead and copper levels be tested each year. The school is currently working to plan its annual Veterans Day assembly and breakfast. There are approximately 35-40 Veterans expected.
 - 5. Building and Grounds- Over the next couple years the school will begin replacing all carpeting and classroom furniture. They will begin with the carpeting and the furniture will follow. Money has been set aside to fund these replacements. *
- K. **Budget and Personnel Committee report-**
 - A. Next meeting Date- December 10, 2018 at 6:00pm. This will be a joint supervisory meeting at the central office. The Subject will be Budget based only.
- L. **Union #28 Committee Report-**
 - A. Next meeting Date- January 14, 2019
- M. **Old Business-** None

N. **New Business-**

- A. **PTO Report-** The PTO recently headed the Tree of thanks on the bulleting board at EES. Students, staff, and visitors wrote what they are thankful for on a hand print. Those hand prints were then hung up to make the leaves of a tree. They are also currently working on the Giving Tree to help support EES students and families that may need extra help during the holiday season. The Original works fundraiser was just mailed back to the company. PTO currently is working on an Erving station candy fundraiser for Jan. and the 2nd annual calendar raffle which was a huge success last year. The next meeting of the PTO will be held on December 10, 2018 at 6:30 pm in the EES Cafeteria.

O. **Policy Review and Update-**

First Reading on:

- **AC- Nondiscrimination*** Add pregnancy or related condition.
- **EEAG – Student transportation in private vehicles***
- **GBA-Equal employment opportunity*** Add pregnancy or related condition.
- **JB-Equal Education Opportunity***
- **JFBB-School Choice*** Not a school of choice but must add protective class language.

P. **Future Business-**

1. **Next School Committee Meeting Date:** Tuesday, December 18, 2018 at 5:30p.m.
2. **Next Erving Policy Committee Meeting:** Tuesday, January 15, 2019 at 6:30p.m.

Q. **Adjournment-** Meeting Adjourned by Erik at 7:46p.m. AIF.

Respectfully Submitted,
Brittanie Mimitz
Minute Taker

***Enclosures**