

## ERVING SCHOOL COMMITTEE MEETING

FINAL Draft of Minutes

MONDAY, June 17, 2019

ERVING ELEMENTARY SCHOOL

7:00 p.m.

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

- A. **Call Meeting to Order-** The 6/17/2019 Erving School Committee Meeting was called to order at 7:00pm by Erik. AIF.
- B. **Pledge of Allegiance-** The Pledge of Allegiance was recited by all present.
- C. **Public Hearings-** None
- D. **Approval of Minutes from May 21, 2019-** The minutes from May 21, 2019 were approved with a motion by Jenn, seconded by David. AIF.
- E. **Warrants- Batch #125:** Payroll date 6/13/2019 for \$104,924.62; Voucher No: 1113: \$9,522.48 for the Elementary Budget, Title IIA, FED SPED, Student Activities, Food Service, and Pre-k tuition. Batch #124: Payroll date 5/30/2019 for \$103,857.38.
- F. **Report of the Gill-Montague Representative-** The TFHS students graduated on June 7<sup>th</sup>. The senior class only had 48 students. "By Literacy" is a new program like AP courses that provides recognition (college credits) for students who achieve a high level of literacy in a second language as well as excelling in English. 3 Gill-Montague students came very close to achieving it. The school committee met with current 8<sup>th</sup> graders to discuss their concerns about the school. They shared many concerns regarding bullying, facilities, cleanliness, and food safety. Also, the handbook not being followed by all members of the school community. The Gill-Montague School Committee voted to move forward with the discussions of regionalizing with Pioneer. The future of secondary education for Erving students is a big concern in the community. Almost half of the incoming 9<sup>th</sup> graders will not continue at TFHS next year.
- G. **Collaborative for Educational Services Report-** Next meeting June 26, 2019. There will be a program for new as well as veteran school committee members called Charting the course for School Committee members. It will be held on September 7<sup>th</sup>, 2019 at 8:30am.
- H. **Capital Planning Committee Update-** The school has a quote for carpeting. The town wants it to go to bid before it is accepted. The town may purchase bulk carpeting, and have it installed by another company. The process has begun. There is some remaining money in the budget to begin fixing things. The quotes given for the entire school was \$25,148-\$35,000. They will begin by just replacing the carpet in the front of the building. The roofs have been discussed but they are in working condition for next year. The \$100,000 kitchen redesign has been submitted to the town.
- I. **Superintendent's Report-** The superintendent has been busy wrapping things up for the end of the school year. There will be New principals at Erving Elementary and Leverett Elementary next year. The superintendent with other staff members performed a play to commemorate Mr. Trills retirement and all the amazing things he has done at EES. They did a fantastic job. She has also been preparing for the administrator's summer retreat.

- J. **Director of Finance and Operations Report-** The Central office has been experiencing server issues. No transfers currently.
- K. **Principal's Report\*-**
1. Enrollment- Gr 6 21, Gr 5 18, Gr 4 9, Gr 3 21, Gr 2 12, Gr 1 9, K 15, Pre-4 15, and Pre-3 11 for a Total of 131 students.
  2. Personnel- Kymberly Lewis has been appointed as the new Afterschool Director. Kym has been working across Union 28 schools for the past 3 years.
  3. Lunch Program Update- The design plan for a cafeteria upgrade has been forwarded to the Capital Planning Committee. The plan incorporates new equipment including a combo freezer/walk-in cooler, oven, mixer, dishwasher and hot/cold serving lines. We anticipate a response from the committee prior the start of the 2019-2020 school year.
  4. Program Updates- The Literacy Committee has completed the Literacy Action Plan. It has taken over 2 years to publish, and contains many action steps, along similar lines to our Math Action Plan. The new principal, Lisa Candito has spent 3 full days at EES working with staff, visiting classrooms, and attending administrative meetings. I would like to thank Superintendent Haggerty and our school committee for supporting the legacy planning work that has been in place since October of last year. Chip Wood has been working with our staff and the transition team throughout the process and will continue to be a valuable support for Lisa as she begins her work at EES in July. I will be meeting with Lisa on June 20 and 21 to review files and various other projects before my departure on June 28.
  5. Building and Grounds- The grounds look rather magnificent, and received many accolades from visitors, especially when Erving hosted the recent U28 professional development day. Thank you to Gary, Eric, Collin, Rinky, Becky and Pam O for their continued care of the grounds.
- L. **Budget and Personnel Committee Report-**Next meeting to be determined. Will be held over summer break.
- M. **Union #28 Committee Report-** No new report. Next meeting date: TBD
- N. **Old Business-** None
- O. **New Business-** None
- P. **Policy Review and Update-**
- First Reading on:
- AD- Educational Philosophy. The policy was read by all members.
- Second Reading on:
- IHAMA-Parental Notification Relative to Human Growth and Development. A motion was made by Erik and seconded by Jenn to approve policy IHAMA. AIF.
- Q. **Future Business**
1. **Next School Committee meeting-** Tuesday, September 17<sup>th</sup>, 2019 at 7:00p.m.
  2. **Erving Policy Committee-** Tuesday, September 17<sup>th</sup>, 2019 at 6:30p.m.
- R. **Executive Session-** To discuss strategy with respect to collective bargaining not to return.
- S. **Adjournment-** On a motion by Erik, seconded by Jenn; the meeting was adjourned at 7:35pm. AIF.

Respectfully Submitted,

Brittanie Mimitz

Erving School Committee Minute Taker

**\*Enclosures**

