

ERVING SCHOOL COMMITTEE

Final Minutes

September 26, 2017

PRESENT: Erik Semb, Chair; Katelyn Mailloux-Little, David Chagnon, Jr., and Brian Guerin, members; James Trill, Principal; Bruce Turner, Director of Finance and Operations; Jennifer Haggerty, Superintendent; Gillian Budine, Community Network for Children Coordinator; Rinky Black, Paraprofessional and community; Pam Ososky, Psychologist.

1. The meeting was called to order at 7:05 p.m. by Erik Semb, Chair
2. Reorganization:
 - a. Chair – Katelyn made the motion and was seconded by David, Erik Semb was voted to be the Chair of the Committee by a unanimous vote.
 - b. Secretary – Katelyn made the motion and was seconded by David, Katelyn Mailloux-Little was voted to be the Secretary of the Committee by a unanimous vote.
 - c. Union #28 Committee – Erik made the motion and was seconded by Brian Guerin to have all the Erving School Committee members be on the Joint Supervisory Committee by a unanimous vote.
 - d. Budget and Personnel – On a motion by Katelyn and seconded by Brian, Erik Semb was voted to be on the Budget and Personnel Committee by a unanimous vote.
 - e. Erving Policy Committee – On a motion by Erik and seconded by David, Katelyn Mailloux-Little and Brian Guerin were voted to be members of the Erving Policy Committee by a unanimous vote.
 - i. On a motion by Katelyn and seconded by Erik, Mr. James Trill and Ms. Jennifer Haggerty were voted to be on the Erving Policy Committee by a unanimous vote.
 - f. Capital Planning – On a motion by Katelyn and seconded by David, Erik Semb was voted to be on the Erving Capital Planning Committee by a unanimous vote.
 - g. CES Representative – The committee chooses to leave the position currently unfilled.
 - h. Warrants – On a motion by Brian and seconded by David, Erik Semb was voted to be the one signator for Erving bill and payroll warrants. David Chagnon was voted to be the alternate signator. AIF.
3. Public Hearings –
 - a. Gillian Budine, Community Partnerships for Children Director gave a presentation to the committee on the program and its benefits.
 - b. No other public hearings

4. Approval of the Minutes – On a motion by Katelyn and seconded by Brian, the minutes of June 20, 2017 were approved as written. AIF.
5. Sick Bank Committee – On a motion by David and seconded by Erik, the Committee nominated David Chagnon, Jr and Erik Semb to be on the sick bank committee. AIF.
6. Warrants – The following warrants were distributed and signed by the school committee:
 - a. June 30, 2017 - \$60,502.16 (General Fund \$54,047.92, Grants \$259.40, Student Activity \$5,268.53, Revolving \$926.31).
 - b. July 13, 2017 Payroll \$87,173.23
 - c. August 24, 2017 Payroll \$85,114.02
 - d. August 31, 2017 - \$3,850.13 (General Fund \$3,766.69, Grants \$20.09, Revolving \$63.35).
 - e. August 31, 2017 \$180.00 Encumbrances
 - f. August 31, 2017 \$4,725.00 Secondary Budget
 - g. September 21, 2017 – Payroll \$94,148.43
 - h. September 28, 2017 - \$2,333.22 – Food service
 - i. September 28, 2017 - \$24,407.31 Secondary budget
 - j. September 28, 2017 - \$24,620.18 (Elementary GF \$21,613.42, Grants \$2,931.39, Revolving \$75.39).
7. Report of the Gill-Montague Representative – No report given as representative did not attend.
8. Collaborative for Educational Services Report – No report given.
9. Capital Planning Committee Update – It was reported that information from the Town has still not been given.
10. Superintendent’s Report – Superintendent Haggerty updated the committee on events that have happened in the month of September 2017.
11. Director of Finance and Operations Report – Bruce Turner discussed Emergency Plans and Protocols meeting, meeting with the Town Administrator and meeting with Erving’s Senator and Reps. Rural Schools Initiative and that Erving has two out-of-district placements.
12. Principal’s Report – Jim Trill submitted his report as well as the cafeteria report to all school committee members via email. He gave an overview of Nature’s Classroom, the Preschool mums fundraiser and Chip Wood.
13. Budget and Personnel Committee Report – no report given as the committee has not met for FY18 at this time.
14. Union #28 Committee – No report given. The next meeting is scheduled to be held at Erving Elementary School on November 13, 2017 at 7:00 p.m.
15. Old Business – No old business was discussed.
16. New Business – Mr. Trill stated that the Family Handbook is online at the school website for the committee to review. On a motion by Katelyn and seconded by Brian, the 2017-2018 Family Handbook was approved unanimously.
17. SIP – School Improvement Plan – On a motion by Erik and seconded by Katelyn, the 2017-2018 School Improvement Plan was approved unanimously.

18. Agreement with W.B. Mason for 60-month lease of copier – On a motion by Brian and seconded by Katelyn, the committee accepted the agreement with W.B. Mason for 60 month copier lease. It was approved to enter into a five-year lease with CTI Bank N.A. for the purpose of providing three copier/printers for the Erving Elementary School. All in Favor.
19. Review of Policies and Update:
 - a. On a motion by Erik and seconded by Brian, policy IJA – Public Complaints about Instructional Materials was approved as a final vote. AIF.
20. Future Business – The next Erving School Committee will be held on October 17, 2017. The Policy Committee will be meeting at 6:30 p.m. followed by the School Committee at 7:00 p.m. at Erving Elementary School.
21. On a motion by Erik and seconded by Katelyn, the meeting adjourned at 8:10 p.m. AIF.

Respectfully submitted,

David Chagnon, Jr.

Erving School Committee member