

## ERVING SCHOOL COMMITTEE

### Final Minutes

December 19, 2017

**PRESENT:** Erik Semb, Chair; Katelyn Mailloux-Little and David Chagnon, Jr., members; James Trill, Principal; Bruce Turner, Director of Finance and Operations; Jennifer Haggerty, Superintendent of Schools; Jane Urban, EES Librarian.

1. The meeting was called to order at 7:00p.m.
2. There were no public hearings.
3. The minutes of November 21, 2017 were reviewed, and an edit was made by adding “Little” to Katelyn’s last name. On a motion by Katelyn and seconded by David, the revised minutes were approved. AIF.
4. The following warrants have been signed by Erik Semb who is assigned the designee of warrant signatures:
  - a. Payroll #112 in the amount of \$98,583.38
  - b. A/P #1110 for secondary budget \$16,600.97, #1022 for Food Service \$2,652.52 and #1023 for the elementary budget, FedSped 240, student activity, food service, afterschool and kitchen equipment \$10,424.43.
5. Report of the Gill-Montague Representative – Erik went to a meeting and stated our cost is down currently but will be going back up.
6. Collaborative for Educational Services Report – Nothing to report.
7. Capital Planning Committee Update – A plan has been submitted. January and February should be the timeframe when more will be available for projects. Current quotes are being made for carpeting. The building (EES) is going to be evaluated for heat loss. Currently have vendors checking into sealing the school. Currently the windows look to be in good shape. May just need resealing.
8. Superintendent’s Report – Jen submitted her report for the month of December.
9. Director of Finance and Operations Report – A budget and expenditure report was submitted.
10. Principal’s Report – Mr. Trill submitted his monthly report along with the cafeteria update on expenses. Also as a staff recognition, Mr. Trill stated the new custodial staff is doing an amazing job.
11. Budget and Personnel Committee Report – Nothing to report as the meeting was not held on December 13, 2017.
12. Union #28 Committee Report – The Joint Supervisory Committee will be meeting on Wednesday, January 10, 2018 at 7:00 p.m. at the Leverett Elementary School.
13. Old Business – There was no old business to report.
14. New Business – Looking into a new lease for technology for personal (Mac) computers and iPads. Looking for a vote for support for the new lease. Erik made a motion to allow for negotiating the lease for technology for Erving Elementary School for the next 4 years. David seconded the motion. AIF.

**15. Policy Review and Update** – The following policies were presented as a first read to the committee:

- a. ACAB – Sexual harassment
- b. GBAA – Sexual harassment
- c. JICFA – Prohibition of Hazing
- d. JICFB – Bullying Prevention
- e. AC – Nondiscrimination
- f. GBED – Tobacco Use on School Property by Staff Members Prohibited
- g. KBBA – Non-Custodial Parents’ Rights

On a motion by Erik and seconded by David, the policies above ere accepted as a first read. AIF.

**16. Future Business** – The next meeting is scheduled for January 16, 2018.

**17.** On a motion by Erik and seconded by Katelyn, the meeting adjourned at 8:17 p.m. AIF.

Respectfully submitted,

David Chagnon, Jr.

Erving School Committee member