

ERVING SCHOOL COMMITTEE MEETING

Final Minutes

MONDAY, June 18, 2018

ERVING ELEMENTARY SCHOOL

7:00 p.m.

PRESENT: Erik Semb, Chair; Katelyn Mailloux-Little, David Chagnon, Jr., Jennifer Eichorn, member; Jennifer Haggerty, Superintendent of Schools; Bruce Turner, Director of Finance and Operations; James Trill, Principal; Winniphred Stone, Gill-Montague Representative; Brittanie Mimitz, Minute Taker.

- A. Call Meeting to Order-** Meeting called to order by Eric at 7:00pm.
- B. Public Hearings-** There was a lengthy discussion regarding the size and configuration of the upcoming third grade class at EES. Parents of the students expressed many concerns about the decision to merge the two classes into one for the 2018-2019 school year. The Superintendent and Mr. Trill will meet to discuss the many questions posed during the meeting. There will also be two information sessions where parents can ask any unanswered questions or concerns about the new class formation.
- C. Approval of Minutes from May 15, 2018-** The minutes from May 15th were accepted as is, in a motion by Katelyn Seconded by Jenn. AIF.
- D. Warrants –** The following warrants were signed by the designee and chair, Eric Semb: Voucher No: 1043 for ELEMENTARY BUDGET, TITLE IIA, FED SPED, STUDENT ACTIVITY, FOOD SERVICE, and PRE-K TUITION in the amount of \$35,439.46, Voucher No. 1044 for Food Service in the amount of \$3,385.13; Voucher No: 1045 for ELEMENTARY BUDGET, FED SPED, TITLE IV, EARLY GRADES LITERACY, STUDENT ACTIVITY, FOOD SERVICE, PRE-K TUITION, EES COMPUTERS & ACCESSORIES, EES KITCHEN EQUIPMENT in the amount of \$31,402.00; Voucher No. 1117 for SECONDARY BUDGET in the amount of \$435,223.61; and Voucher No. 1118 for SECONDARY BUDGET in the amount of \$20,254.18.
- E. Report of the Gill-Montague Representative-** On a motion by Eric seconded by David, Winniphred Stone was appointed as the new Gill-Montague Representative. AIF.
- F. Collaborative for Educational Services Report-** The last meeting was held on May 30th to introduce summer programs. The next meeting will be June 27,2018.
- G. Capital Planning Committee Update-** The committee has yet to meet. There will be a meeting this summer to work on the 25 year plan.
- H. Superintendent's Report-** The superintendent thanked the town for planting a beautiful garden at the central office. It is getting a lot of use. The open positions due to retirements at central office have been filled. There will be a new student coordinator replacing Terri Evans and Pam Rogers will replace BettyLou Mallett as

the Executive Assistant. The annual summer retreat is June 27, 2018. They have been working hard on educator Evaluations.

I. Director of Finance and Operations Report*

- a. Annual Budget Transfers- A motion by Eric seconded by David to transfer \$25,000.00 from Erving Elementary School Accounts 10001.01.3.100.8.03.37.0.00, 10001.01.3.300.1.04.47.0.00, and 10001.01.3.300.2.04.47.0.00 to Erving Elementary School Accounts 10001.01.2.305.1.01.10.0.00, 10001.01.2.320.2.04.47.0.00, and 10001.01.2.357.1.04.47.0.00. AIF.
- b. A motion was made by Eric and Seconded by David to transfer \$12,000.00 from Erving Secondary School Account 10011.11.9.100.1.00.85.0.00 to Erving Secondary School Account 10011.11.3.300.2.04.47.0.00. AIF.

J. Principal's Report *

1. Enrollment- Student enrollment has remained steady at a total of 144 students.
2. Personnel-Mr. Trill announced that Madeline Mandel has been hired as the school's new ESL person. They have also been successful in hiring a replacement School Psychologist, Dr. Molly Alvin will be mentored over the next two years by the retiring Pam Ososky in effort to support the passing along of critical information. Chris Anne Burault will also be retiring at the end of the school year.
3. Lunch Program Update- EES food Service department has been working hard to improve the lunch program. Jeff Brynn, Food Service Director for the Lamoille Supervisory Union in Morrisville, VT visited EES to provide insight into how they were able to improve their Food Service Program in hopes of helping EES do the same. Donna continues to investigate the opportunity to purchase local produce with many meetings set up over the summer months along with a visit to observe the program set up by Jeff Brynn in the Fall.
 - a. CEP Program- As of June 1st the EES Cafeteria will serve foods that meet the USDA guidelines for 3-year-old students. The USDA has established certain foods that cannot be served to 3-year old's. As of September 1, 2018, Pre-k students will be served a separate menu in accordance with the new guidelines. The school has welcomed parents to contribute ideas to the new menu.
4. Program Updates- Mr. Trill thanked the Erving Fire Department for their great work educating students on fire safety. The MCAS testing window is now complete. A special thanks to all the staff especially Tom Smith and Michelle Fisher for helping the students with the transition from a paper and pencil test to a computer version. Mr. Trill teamed up with members from the Internet Safety task force to educate the 4th, 5th, and 6th graders on internet

safety and the consequences they could face if their cyber world actions interrupt or impact the education of the EES Students.

5. Buildings and Grounds- The custodians are getting ready for a very busy summer. On the agenda for summer is shampoo and wash carpeting (which includes moving all furniture), strip and wax all floors, clear out storage areas then build shelving for the gym and custodial closets, and paint/touch up all classrooms and hallway walls.

K. Budget and Personnel Committee Report

- b. Next Meeting Date – No report was given and no meeting is scheduled.

L. Union #28 Committee Report

- a. Next Meeting Date – Thursday, June 28, 2018 6:00 p.m. Erving Elementary School.

M. Old Business - On a motion by Eric seconded by Jenn the committee accepted the meeting schedule of September, November, January, February, March, May, and June for the 2018/2019 school year. AIF.

N. New Business- Katelyn notified the committee that she will not be renewing her seat on the committee due to many new obligations and responsibilities.

O. Policy Review and Update

Second Reading, First Vote on:

- ADDA – Background Checks: Katelyn motioned to approve Policy ADDA and it was seconded by David. A final vote will be held in September.
- AE – Commitment to Accomplishment: Motion by Katelyn seconded by David to approve Policy AE. AIF.

Final Vote on:

- IHAM – Health Education: On a motion by Eric seconded by Katelyn Policy IHAM was voted to accept. AIF.

Second and Final Vote to Delete:

- ADA – School District Goals and Objectives: Jenn motioned to delete policy ADA. The motion was seconded by Katelyn. AIF.

First 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 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, September 18, 2018 7:00 p.m.**

2. Erving Policy Committee – **Tuesday, September 18, 2018 6:30 p.m.**

Q. Adjournment- On a motion by Eric Seconded by Katelyn the meeting was adjourned at 8:35pm.