



**Southwick-Tolland-Granville Regional School District School Committee
Regular Meeting**

DATE: Tuesday, August 29, 2017

TIME: 6:00 PM

LOCATION: Superintendent's Conference Room

Powder Mill School, 86 Powder Mill Road, Southwick, MA 01077

MINUTES

The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law

I. ROUTINE

A. Attendance

The meeting was called to order by Mr. Houle at 6:04 pm

The Following were present:

- | | |
|-------------------|--|
| School Committee: | <input checked="" type="checkbox"/> Jeffrey Houle, Chairman, Southwick |
| | <input checked="" type="checkbox"/> George LeBlanc, Vice Chairman, Southwick |
| | <input checked="" type="checkbox"/> Theodore Locke, Secretary, Tolland |
| | <input checked="" type="checkbox"/> Pamela Petschke, Granville |
| | <input checked="" type="checkbox"/> Maria Seddon, Southwick |
| | <input checked="" type="checkbox"/> Jessica Boldyga, Southwick |
| | <input checked="" type="checkbox"/> Amy Stack, Southwick |
| Administration: | <input checked="" type="checkbox"/> Jennifer Willard, Superintendent |
| | <input checked="" type="checkbox"/> Stephen Presnal, Business Manager |
| | <input checked="" type="checkbox"/> Amy McLaughlin, Recording Secretary |

Student Representatives:

News Media:

Westfield Evening News, Southwick News

Observers:

Approx. 7

A. Opening Ceremony – Pledge of Allegiance

B. Secretary's Report

6/20/2017 Meeting Minutes: Accepted as written

Motion by LeBlanc, seconded by Locke 6/0/1 (Locke Abstained)

8/16/2017 Meeting Minutes: Accepted as written

Motion by LeBlanc, seconded by Locke 7/0/0

C. Warrants – Circulated

D. Correspondence – None

II. PUBLIC COMMENT – excluding personnel issues

None

III. STUDENT ADVISORY REPORT

None

IV. EDUCATIONAL PRESENTATION

A. Out-Of-State Field Trips – Joseph Turmel, Principal, Southwick Regional School

Mr. Turmel presented the list of SRS Out-Of-State Field trips to the Committee. Ms. Petschke asked if all of the trips are going to happen or are some just possibilities. Mr. Turmel responded that they are all scheduled to take place as planned with the exception of the band trip which has not yet been finalized.

Ms. Stack asked if there is a charge for the trips for students. Mr. Turmel responded that it depends on the trip and some do have student participatory fees.

B. SRS Fundraisers – Joseph Turmel, Principal, Southwick Regional School

Mr. Turmel presented the scheduled fundraisers for the SRS for the year.

C. Basketball Hall of Fame Induction of Rebecca Lobo – Joseph Turmel, Principal, Southwick Regional School Principal

Mr. Turmel explained to the Committee that 1991 graduate, Rebecca Lobo, is being inducted into the Basketball Hall of Fame on September 8, 2017. Mr. Turmel has been working closely with the Hall of Fame and Regional School staff to develop a full page ad that will appear next to Rebecca's page in the exclusive Hall of Fame Yearbook. Mr. Turmel explained that he is working with the Hall of Fame to identify opportunities throughout the induction weekend for STGRSD students to participate. He has offered the school for interviews and photo opportunities and the Hartford Courant is scheduled to come to the Regional School to conduct interviews with Rebecca's STRHS Basketball Coach Jim Vincent and former teammate, and SRS Guidance Director, Marcy Coviello.

D. Washington, DC Trip for 8th – Joseph Turmel, Principal, Southwick Regional School Principal

Mr. Turmel explained to the Committee that the staff and administration at the Regional School is planning to explore other field trip opportunities than the Washington, DC trip for the 8th Graders. Over recent years they've seen the cost of the trip increase substantially while the educational opportunities for students have decreased. They are looking to identify another trip that has a closer tie to the 8th grade curriculum. The Committee supported this endeavor.

E. Dedication Request, Auxiliary Gym – Joseph Turmel, Principal, Southwick Regional School Principal

Mr. Turmel explained that he had received a request from Troy Henke of the Southwick VFW regarding the naming of the SRS auxiliary gym to the Veteran's Memorial Gym. Mr. Turmel explained that he invited Mr. Henke to the school to tour the gym and consider if that space is most appropriate for this important tribute. Mr. Turmel stated that Mr. Henke agreed that another location would better showcase the memorial and they spoke about other possible locations in the building. Mr. Turmel reported that Mr. Henke was scheduled to return with his commander.

Ms. Willard stated that moving the memorial to another location was more in line with the policy regarding naming facilities and establishing memorials.

Mr. Houle asked what would happen to the existing memorial. Mr. Turmel responded that it would be moved and any components not used or updated would be returned to the families.

Mr. LeBlanc expressed his support for the new memorial and stated that when developing the policy, it was the Committees desire and intention that all veteran's organizations and town officials would have the opportunity to be included. He asked Mr. Turmel to be sure everyone is included and no individuals are overlooked when identifying who should be memorialized.

V. EXECUTIVE SESSION

At 6:22 p.m., a motion was made to adjourn to Executive Session and return to open session.

With the members Jeffrey Houle, George Leblanc, Theodore Locke, Pamela Petschke, Maria Seddon, Jessica Boldyga and Amy Stack being present and voting individually and unanimously, the motion passes.

Motion by LeBlanc, seconded by Locke 7/0/0

- 1. Move to go into Executive Session to discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties; and to reconvene in Open Session.
- 2. Move to go into Executive Session to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel; and to reconvene in Open Session.
- 3. Move to go into Executive Session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the public and the chair so declares; and to reconvene in Open Session.
- 4. Move to go into Executive Session to discuss the deployment of security personnel or devices or strategies with respect thereto; and to reconvene in Open Session.
- 5. Move to go into Executive Session to investigate charges of criminal misconduct or to consider the filing of criminal complaints; and to reconvene in Open Session.
- 6. Move to go into Executive Session to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body; and to reconvene in Open Session.
- 7. Move to go into Executive Session to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements; and to reconvene in Open Session.
- 8. Move to go into Executive Session to consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening; and to reconvene in Open Session.
- 9. Move to go into Executive Session to meet or confer with a mediator, as defined in section 23C of chapter 233, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity; and to reconvene in Open Session.
- 10. Move to go into Executive Session to discuss trade secrets or confidential, competitively-sensitive or other proprietary information; and to reconvene in Open Session.

At 7:11 p.m., a motion was made to adjourn executive session and return to open session. With the members Jeffrey Houle, George Leblanc, Theodore Locke, Pamela Petschke, Maria Seddon, Jessica Boldyga and Amy Stack being present and voting individually and unanimously, the motion passes.

Motion by LeBlanc, seconded by Locke 7/0/0

VI. POLICIES

None

VII. ACTION ITEMS

- A. Approve SRS 2017/2018 Out of State Field Trips

Move to approve 2017/2018 out-of-state field trips for Southwick Regional School.

A motion was made to approve:

Motion by LeBlanc, seconded by Locke 7/0/0

- B. Approve SRS 2017/2018 Fundraising

Move to approve 2017/2018 fundraisers for Southwick Regional School.

Maria Seddon asked if new fundraisers are added, will they come back for approval. The Committee confirmed that new fundraisers would need to come back for approval. They also noted that the Woodland and Powder Mill Fundraisers for 2017/2018 had already been approved in June.

A motion was made to approve:

Motion by LeBlanc, seconded by Locke 7/0/0

- C. Approve Leave of Absence
Move to grant Table a leave of absence from teaching duties to Christopher Kennedy through June 30, 2018.
 Superintendent Willard commented that this request has been withdrawn by the employee.
- D. Approve PreK Friday schedule change
Move to approve a schedule change for full and half-day pre-school so the Friday schedule is the same as the Monday through Thursday schedule.
 A motion was made to approve:
 Motion by LeBlanc, seconded by Locke 7/0/0
- E. Approve singleton contract for Data Manager
Move to approve the contract addendum between the Southwick-Tolland-Granville Regional School Committee and the Data Manager for the period July 1, 2017 through June 30, 2018.
 A motion was made to approve:
 Motion by LeBlanc, seconded by Locke 7/0/0
- F. Approve singleton contract for Transportation Mechanic
Move to approve the contract addendum between the Southwick-Tolland-Granville Regional School Committee and the Transportation Mechanic for the period July 1, 2017 through June 30, 2018.
 A motion was made to approve:
 Motion by LeBlanc, seconded by Locke 7/0/0
- G. Approve singleton contract for Supervisor of Buildings and Grounds
Move to approve the contract between the Southwick-Tolland-Granville Regional School Committee and the Supervisor of Buildings and Grounds for the period August 21, 2017 through June 30, 2020.
 A motion was made to approve:
 Motion by LeBlanc, seconded by Locke 7/0/0
- H. Approve singleton contract for Speech Language Pathologist Assistant
Table the approval of a singleton contract for Speech Language Pathologist Assistant. Move to approve the Job Description for the Speech Language Pathology Assistant.
 A motion was made to approve:
 Motion by LeBlanc, seconded by Locke 7/0/0
- I. School Choice seats for 2017/2018 School Year
Move to approve two Grade 4 School Choice Seats for the 2017/2018 School Year.
 A motion was made to approve:
 Motion by LeBlanc, seconded by Locke 7/0/0
 Ms. Petschke and Ms. Stack asked about the addition of these seats and incoming students. Ms. Willard explained the desire to make these seats available for waiting list students so they could begin the school year and that class sizes are within the District guidelines.
Move to approve two Grade 5 School Choice Seats for the 2017/2018 School Year.
 A motion was made to approve:
 Motion by LeBlanc, seconded by Locke 7/0/0
Move to approve one Grade 11 School Choice Seat for the 2017/2018 School Year.
 A motion was made to approve:
 Motion by LeBlanc, seconded by Locke 7/0/0
Move to approve one Grade 12 School Choice Seat for the 2017/2018 School Year.
 A motion was made to approve:
 Motion by LeBlanc, seconded by Locke 7/0/0
 Mr. LeBlanc and Ms. Boldyga asked for clarification about the addition of a grade 12 seat. Ms. Willard explained that this seat is for an existing student whose family has moved out of the District over the summer. Retirement Resolution
- J. Retirement Resolution

Be it resolved, that the Southwick-Tolland-Granville Regional School Committee hereby extend their congratulations to Eric Morgan in recognition of twenty-eight years of excellence as Supervisor of Buildings and Grounds, and we hereby convey our sincere appreciation for your valuable efforts, dedicated service, and assistance rendered, which has enhanced the image of the Southwick-Tolland-Granville Regional Schools, and a record of these resolutions shall be permanently entered into the minutes of this School District.

A motion was made to approve:

Motion by LeBlanc, seconded by Locke 7/0/0

K. Accept Donation from Houle Family

Move to accept the generous donation of a table, two chairs and a lock box, valued at \$347.37, from Jeffrey and Dianne Houle. The items designated for use by the Southwick Regional School Field Hockey Program.

A motion was made to approve:

Motion by LeBlanc, seconded by Locke 6/0/1 (Houle Abstained)

VIII. REPORTS

A. Superintendent

Superintendent Willard reported on staff opening day and thanked Pam Petschke, Amy Stack, Ted Locke, and George LeBlanc for their attendance and participation. She stated that the staff appreciated the picnic and attendance of the Committee and the feedback had been positive to the changes to opening day.

B. School Business Manager

Transportation

Mr. Presnal reported that route stop letters went out to all families on 8/16/2017. There was a need to adjust some Granville bus stops to group stops because of the unavailability of mid-sized buses that were to be purchased as part of the capital borrowing. One route is affected by this situation. The Committee should note that the Transportation is running with no spare mid-size buses which is a potential problem.

The late bus is schedule to begin on September 18 but there is some work that needs to be done regarding stops and grade eligibility.

Facilities

Mr. Presnal reported that Erik Wicander is on board to replace Eric Morgan as Supervisor of Buildings and Grounds and that he has hit the ground running. The schools are in excellent condition for the students and staff to start the new school year and Mr. Presnal recognized Mr. Morgan and the entire custodial staff on their efforts to prepare the buildings over the summer.

Feeding Hills Road Project

Mr. Presnal reported that the project is still underway but the base coat of asphalt had been laid and that in close communication with the Town of Southwick they were planning for two-way traffic for the first day of school hopefully eliminating any major delays.

Sewer Project

Mr. Presnal reported that the sewer project has begun and the dedicated sewer line is installed. He believes it is complete from the corner of the Woodland/Powder Mill Road point to the interceptor. The next phase is construction of the pump station in the southeast corner of the Powder Mill lot which is along Powder Mill Road. He stated that the contractor is scheduled to clean up the lot as much as possible for safe use for parent drop off/pick up.

Ms. Petschke asked for an “all call” notifying families. Ms. Willard stated that there will be a welcome back call reminding everyone of the construction.

MSBA Building Project Closeout

Mr. Presnal reported that the MSBA Building Project Closeout continues and that there is the need to resubmit some budget adjustment requests as well as process paperwork for LEED energy application. Mr. Presnal reported that an AC issue at the Southwick Regional School is still being examined and that it is hoped that a recent adjustment will fix it. If the AC issue is not resolved soon, there may be a need to extend the temporary financing on the project.

Budget

Mr. Presnal reported that when Governor Baker passed the State Budget, the minimum local contributions for all three towns increased. Tolland is most impacted with the greatest increase. Mr. Presnal is investigating the implications of this but it may require an amended budget adoption by the Committee which is then passed along to the towns. Ms. Petschke if the towns would be required to re-vote. Mr. Presnal stated that more research is necessary but he believes it is up to the towns to determine that.

Ms. Presnal also reported that Chapter 70 also increased slightly and the estimate for the transportation reimbursement went up slightly. Ms. Boldyga asked about the transportation reimbursement and Mr. Presnal emphasized that the state *estimate* is higher than the District *estimate*, but the actual would not be know until much later in the year.

Ms. Petschke asked about how this increase in revenue would affect the budget and Mr. Presnal and Ms. Willard clarified that while these items increased, there were also adjustments made by the state to expense estimates that could virtually negate any increases.

Ms. Petschke asked for more information on student enrollment data. Mr. Presnal responded that October 1 is the student enrollment SIMS deadline and that information will be available at that time.

C. Sub Committees and Liaisons – subcommittee assignments and scheduling

Ms. McLaughlin distributed a summary sheet with information describing each Subcommittees roles and responsibilities.

Mr. Houle stated that to better use everyone’s time, the goal for 2017/2018 is to leverage these committees and have them report back to the full committee.

Mr. Houle distributed an update to a Committee timeline of events for the year. In an effort to keep the Committee on schedule and make the members aware of upcoming decisions, the timeline shows the month-by-month progress and action items of the committee throughout the year. Mr. Houle stated that this is designed to be a working document that can be modified based on the Committee needs.

Sub Committee Assignments

1. Negotiations: J. Houle, T. Locke, G. LeBlanc
Schedule a meeting within the next two weeks
2. Finance: J. Boldyga, T. Locke, G. LeBlanc
Another meeting will be scheduled. Mr. Presnal will reach out.
3. L.P.V.E.C. Bd. Gov G. LeBlanc

Mr. LeBlanc meets monthly and encourages the Committee members to visit the collaborative. If interested we can schedule a tour. Also, the Committee will invite Andy Churchill to come from LPVEC to present at one of the Committee meetings.

4. L.P.V.E.C. Bd. Dir. J. Houle
5. Policy G. LeBlanc, M. Seddon, TBD,
Ms. Stack Added
6. School Building Committee T. Locke, J. Houle
Will be wrapping up in the near future as the issue with the MSBA is resolved. Likely one more meeting.
7. Technology TBD, T. Locke, M. Seddon
Ms. Petschke Added
8. Transportation T. Locke, TBD
Ms. Stack Added

Liaison Assignments:

1. Curriculum & Instruction: P. Petschke, J. Boldyga
2. SPED Liaison: J. Houle
3. Legislative Liaison: TBD
The Committee discussed the Legislative Liaison position and its roles and responsibilities. Mr. Locke has filled this role in the past with his delegation to the MASC Conference. The members agreed that with their MASC membership the information is made readily available and for now this position will remain TBD.
4. Southwick Capital Committee: J. Houle
Mr. Houle stated that this assignment is in the bylaws of the Town of Southwick and believes it may be a holdover from before regionalization. He will reach out to the Town to see if they still wish for a School Committee member to be part of their capital committee.

IX. PUBLIC COMMENT – excluding personnel issues

None

X. COMMITTEE DISCUSSION

A. Old Business

Capital Borrowing Ballot Vote Cost Estimates

Ms. McLaughlin explained that the Ballot Vote Cost Estimates obtained from the Towns are exactly that, estimates. There are MGL guidelines that dictate the process for a District Capital Vote and they may or may not align with the Town requirements for executing a ballot vote. Ms. McLaughlin recognized the Southwick Town Clerk for her information and stated that should a ballot vote be pursued, more work would need to be done to make sure all three Towns are in alignment with all MGL requirements.

Ms. Petschke asked if, when determining the amount, if it could be reduced in any way. Ms. Boldyga asked if we still need the three buses in the original capital improvement plan. Mr. Presnal responded that to maintain the overall fleet, there is a schedule of replacement and to deviate from that schedule could be detrimental to the District. Additionally we are currently operating with vehicles that are nearing the end of their dependable life cycle without adequate back-ups. Ms. Wzorek stated that she was able to have a minimal impact for the beginning of the school year but if a bus goes out of service, which is likely, then the impact for Granville will greatly increase because of the lack of mid-sized buses available.

Mr. Locke stated that not purchasing buses in FY18 would mean an even greater increase in required bus purchases in FY19 to maintain the fleet replacement schedule.

Mr. Houle asked for the allocation amount for paving from the FY18 Capital Improvement Plan. Mr. Presnal responded that it was \$150,000. Mr. Houle recommended cutting the amount of the capital by \$75,000 and

allocating the remaining \$75,000 for paving to Technology. The new total amount of capital borrowing to be \$525,000. The Committee agrees to this change and will send back to all three communities.

B. New Business

Schedule

Ms. Petschke stated that she is unable to attend the 9/19/2017 meeting due to a scheduling conflict and has a similar situation in March. All other Committee members are available that evening.

Washington, DC Trip

Mr. Houle stated that based on his experience as a student and a parent, he is in support of the exploration of changes to the Washington, DC trip. While it is a trip that has historically taken place for the 8th grade, over time the cost of the trip has increased and the scheduling and coordination has declined. He is supportive of identifying another trip opportunity that is more in line with the curriculum.

XI. EXECUTIVE SESSION

Not held

XII. ADJOURNMENT

At 8:45 p.m., a motion was made to adjourn the meeting. With the members Jeffrey Houle, George LeBlanc, Theodore Locke, Pamela Petschke, Maria Seddon, Jessica Boldyga and Amy Stack being present and voting individually and unanimously, the motion passes.

Motion by LeBlanc, seconded by Locke 7/0/0

Meeting adjourned at 8:45 p.m.

Respectfully Submitted,



Theodore Locke, Secretary

XIII. STAFFING

Appointments

Ashley Brown	Paraprofessional: WS Grade K	8/28/2017
Linda Christofori	Teacher: PMS SPED	8/28/2017
Leslie Clark-Yvon	Long Term Sub: PMS Grade 3	8/28/2017
Cherrie Curran	Assistant Principal: PMS	7/1/2017
Tara Daley	Teacher: PMS Grade 6	8/28/2017
Donna DeCaro	Adjustment Counselor: PMS	8/28/2017
Julianne Donahue	Teacher: WS/PMS Health	8/28/2017
Anthony Fishel	Teacher: SRS Science	8/28/2017
Amber Hall	Teacher: SRS English	8/28/2017
Karen Kaminski-Marchetto	Paraprofessional: WS Grade K	8/28/2017
Melanie Kiniry	SLPA: PMS (0.4 FTE)	8/28/2017
Robert Labrie	Teacher: SRS Science	8/28/2017
Sarah Long	Teacher: WS Grade 1	8/28/2017
Kate May	Teacher: SRS Art	8/28/2017
Karen Muse	SPL: PMS (0.6 FTE)	8/28/2017
Marisol Rivera	Teacher: SRS Foreign Language	8/28/2017
Joubethzy Rodriguez	Teacher: SRS Foreign Language	8/28/2017
Nicole Wadleigh	Teacher: WS Music	8/28/2017
Alex Wendzel	Paraprofessional: SRS	8/28/2017
Erik Wicander	Supervisor of Buildings and Grounds	8/21/2017

Resignations

Alex Baker	Teacher: WS/PMS Health	7/14/2017
Kaylin Blair	Teacher: SRS Foreign Language	6/30/2017

Rio Cruz	Paraprofessional: PMS	8/14/2017
Timothy Donahue	Teacher: WS Music	6/30/2017
Cory Hafer	Teacher: SRS Science	8/27/2017
Kately Nowicki	Teacher: PMS SPED	7/20/2017
Benjamin Prouser	Paraprofessional: SRS	6/30/2017
Nicole Roderick	Teacher: SRS Science	7/5/2017
Joanne Sico	Sub Caller	7/7/2017
Jennifer Simao	Teacher: PMS Grade 6	6/30/2017
Kristen Tetrault	Teacher: SRS English	7/17/2017
Laura Fitzgerald	Teacher: SRS Math	6/30/2017
Erin Wilson	Teacher: SRS SPED	6/30/2017

Retirements

Jean Despard	Food Services	6/30/2017
Frances Hull	Paraprofessional: GVS	6/30/2017
Joanne Krawczyk	Teacher: SRS Art	6/30/2017
Patricia Mocarsky	Paraprofessional: WS	6/30/2017
Eric Morgan	Supervisor of Buildings and Grounds	9/29/2017
Gloria Penny	Food Services	6/30/2017
Jonathan Rodgers	Assistant Principal: WS/PMS	10/18/2017

List of documents viewed or discussed during this meeting:

- Agenda for the August 29, 2017 meeting
- Minutes for June 20, 2017 meeting
- Minutes for August 16, 2017 meeting
- SRS 2017/2018 Out-Of-State Field Trips
- SRS 2017/2018 Fundraisers
- Rebecca Lobo Yearbook Page
- Leave of Absence Request, Christopher Kennedy
- PreK Schedule Change letters to parents for ½ day and full day programs
- Data Manager Contract Addendum
- Transportation Mechanic Contract Addendum
- Supervisor of Buildings and Grounds Contract
- Job Description for Speech Language Pathology Assistant
- Subcommittee Assignments Roles and Responsibilities
- School Committee Timeline
- Capital Ballot Vote Estimates by Town
- MGL Chapter 71, Section 16