



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

DATE: Tuesday, October 3, 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 6:02 p.m.

The Following were present:

- School Committee:
- Jeffrey Houle, Chairman, Southwick
 - George LeBlanc, Vice Chairman, Southwick
 - Theodore Locke, Secretary, Tolland
 - Pamela Petschke, Granville
Maria Seddon, Southwick.
 - Jessica Boldyga, Southwick
 - Amy Stack, Southwick
- Administration:
- Jennifer Willard, Superintendent
 - Stephen Presnal, Business Manager
 - Amy McLaughlin, Recording Secretary

Student Representatives:

News Media: Westfield Evening News

Observers: Approx. 35

B. Opening Ceremony – Pledge of Allegiance

C. Secretary's Report

9/19/2017 Meeting Minutes: Accepted as written

Motion by LeBlanc, seconded by Locke 5/0/1 (Petschke abstained)

D. Warrants - Circulated

E. Correspondence:

Superintendent Willard notified the Committee that correspondence had been received from the Granville Harvest Fair Committee. The Harvest Fair Committee had written to notify the District that they were no longer requesting to use District vehicles for their fair. They had found another company but appreciated the support in the past.

Ms. Willard notified the Committee of an email received from the Massachusetts Association of School Committees (MASC). MASC is holding a Resolutions Clinic and Legislative Update on October 18, 2017 at the Lower Pioneer Educational Collaborative in West Springfield, MA. The session is free and Committee members who are interested in attending should notify Ms. McLaughlin.

Ms. Willard notified the Committee of correspondence received from the Massachusetts Interscholastic Athletic Association. The Southwick Regional School has earned a place on the 2017 MIAA Sportsmanship Honor Roll. As part of this honor student athletes from the District would be selected to attend the Sportsmanship Summit on November 17, 2017 at Gillette Stadium.

II. PUBLIC COMMENT – excluding personnel issues

Troy Henke, Southwick VFW Post 872, stated that the organization had recirculated and sponsored its scholarship applications through the District office including Patriot's Pen Competition, Voice of Democracy and Citizenship Education Teacher award.

III. STUDENT ADVISORY REPORT

None

IV. EDUCATIONAL PRESENTATION

A. Kimberley Saso, Principal, Powder Mill School

Mrs. Saso, Principal of Powder Mill School presented to the Committee the beginning of the year initiatives for the entire school. At the beginning of the year, everyone in the school, students and staff alike, set goals for themselves. Throughout the year, teachers will review goals with students and check their progress. Mrs. Saso stated that her personal goal is to listen more and talk less. Mrs. Saso invited the students in her group to share the goals that they had set for themselves for the year. Students in grades 3-6 read their goals which included finishing books and book series, making new friends, explore and learn chemistry, help others, type without looking, get better grades each term and read one-half to three million words.

B. Noell Somers – Director of Special Education and Jenny Sullivan, Director of Curriculum and Instruction.

Noell Somers, Director of Special Education, presented to the Committee the results of the District's Coordinated Program Review (CPR) which took place in the spring of 2017 and the final report of which had just been received. A copy of which the Committee had to review. Ms. Somers began by reviewing the process with the Committee which included an on-site visit by the Department of Education and review of Special Education, Civil Rights and ELL. She explained that interviews with 6 District administrators, 47 teaching staff and a parent from the parent advisory group. This was a publicly posted process which invited community members to participate if they were interested as well as parent surveys which were sent home. As part of the CPR, approximately 39 special education records and 18 English language learner files were reviewed as well as classroom observations in all three buildings.

Ms. Somers reported that in 60 Special Education areas that were looked at, 55 areas were reported as implemented, 5 areas reported as partially implemented and 0 areas reported as not implemented. Ms. Somers together with Jenny Sullivan, explained to the Committee that the next steps is for the District to create and submit to the Department of Education, a corrective action plan. Ms. Somers then took the Committee through each of the 5 Special Education items that were reported as partially implemented. Ms. Willard highlighted that nearly all of the items were related to documentation and the need for more detailed information. Ms. Willard recognized the staff in the District for their hard work.

Ms. Sullivan then took the Committee through the areas of the findings on the Civil Rights portion of the review and discussed the corrective action plan. Of 27 areas reviewed, 18 were reported as implemented, 8 as partially implemented and 1 as not implemented. Similar to the Special Education section, the majority of these items are related to documentation.

Ms. Sullivan then took the Committee through the areas of the findings on the English Learner Education portion of the review and discussed the corrective action plan. Of 18 areas reviewed, 16 were reported as implemented and 2 as partially implemented.

Ms. Willard thanked Ms. Somers and Ms. Sullivan for their work on the review and recognized them and District teachers and the work that they are doing and continue to do for the students.

Ms. Petschke asked how many ELL teachers are in the District, and to whom do they report. Ms. Sullivan responded that there are 1.8 ELL teachers and identified herself as the person they report to.

C. Superintendent Willard – Superintendent Goals and Strategic Plan

Ms. Willard presented to the Committee her goals and the District Strategic Plan for the 2017/2018 Year. She stated that the goals and the strategic plan go hand-in-hand with the areas of focus that the Committee had identified at the end of the summer. Ms. Willard stated that a common goal for everyone included more effective communication and she hoped to leverage technology to do that. Academic Rigor is another goal that is a common focus throughout the District. She stated that academic rigor means the depth of the standard and goes beyond comprehension into problem solving and is identified by looking for cognitive engagement in the classrooms. District Instructional Coaches are a significant piece of the puzzle for academic rigor.

Ms. Willard reviewed the District Strategic Plan and its development through feedback from parents, teachers, students and the Committee. She highlighted the components of the plan including the social emotional pieces that the Committee identified as a focus area and how they are incorporated into the vision of persevere, adapt and thrive. The plan works to align with the Committee in each focus area.

Ms. Petschke asked what the next steps are. Ms. Willard responded that each school is working on a site strategic plan that will align directly with the District plan. Stating that they will first focus on a few impactful initiatives.

V. POLICIES

VI. ACTION ITEMS

A. Approve Theodore Locke as the delegate to the MASC Conference

Move to appoint Theodore Locke as the Official Voting Delegate to MASC Annual Meeting (Nov. 1-4, 2017)

Motion by LeBlanc, seconded by Locke 6/0/0

B. Approve participation with co-op for Girls Ice Hockey

Move to approve participation in a co-op for Girls Ice Hockey with Longmeadow Girls Ice Hockey.

Mr. Montagna, Athletic Director, shared with the Committee that Longmeadow is the host school for a girls ice hockey co-op team which includes 10 towns and approximately 33 girls. Mr. Montagna stated that the cost for a STGRSD student to participate is estimated \$1400-\$1600, minus the \$350 student fee and he has one student who is interested in participating and there may be a couple of more. He stated that this is a unique team as they are the only one in Western Mass.

Motion by LeBlanc, seconded by Locke 6/0/0

C. Approve MedEx renewal rates

Move to approve the acceptance of the MIIA Health Benefits Trust Medex Renewal Rates which will be effective from 1/1/2018-12/31/2018

Mr. Presnal stated that these are the monthly contribution rates for the medicare supplement plan which is available to District retirees. The District pays 50% of the premium and the retiree 50%.

Motion by LeBlanc, seconded by Locke 5/0/1 (LeBlanc abstained)

D. Approve memorial placement in foyer at the Southwick Regional School

Move to approve placement of plaques in the Southwick Regional School foyer to serve as a memorial to graduates of the District who have been killed in combat, in service to the United States of America.

Ms. Stack asked if the memorial had met the Committee's requirement that it be all inclusive. The Committee responded that they were satisfied that the requirement had been met. Ms. Boldyga asked about plans for a ceremony to dedicate the space. Ms. Willard responded that Mr. Henke was working on that and Memorial Day was a date that had been identified. Ms. Petschke stated that the Granville Village School had a tradition of a Memorial Day Ceremony and she thought this would be a good opportunity to continue that.

Mrs. Saso recognized veteran and Southwick resident, Mr. Bob Miller, who was present. Ms. Saso thanked Mr. Miller for his service and continued support to the schools over the years.

Mr. Houle recognized Troy Henke from the VFW and Principal Joseph Turmel for their work and collaboration. Mr. Turmel stated that he will be in touch with the Committee throughout the process.

- E. Approve Home Education Applications HS-1718-33; HS-1718-34; HS-1718-35;
Move to approve 2017/2018 Home School Applications HS-1718-33 through HS-1718-35.

Motion by LeBlanc, seconded by Locke 6/0/0

- F. Approved the agreement between the Southwick-Tolland-Granville Regional School Committee and the Southwick Education Association, Custodial Unit E

Move to approve the settlement agreement between the Southwick-Tolland-Granville Regional School Committee and the Southwick Education Association, Custodial Unit E

Motion by LeBlanc, seconded by Locke 6/0/0

- G. Approve the SRS Fundraiser

Move to approve the 2017/2018 SRS Junior Class Bake Sale Fundraiser.

Mr. Turmel stated that the students would like to participate in the Granville Harvest Fair by having a bakesale.

Motion by LeBlanc, seconded by Locke 6/0/0

VII. REPORTS

- A. Superintendent

None

- B. School Business Manager

MotoX Fundraising Results.

Mr. Presnal reported the revenue from the 2017 Moto-X 338 Parking Fundraiser which took place in July 2017. He stated that \$8329.50 was allocated proportionally to organizations that participated based on their number of volunteers.

Cellular Towers on Town-Owned Properties

Mr. Presnal reported that Mr. Wicander, Director of Buildings and Grounds, met with Verizon representatives. The representatives expressed an interest in placing a tower on the west side of the gymnasium at the Southwick Regional School. Ms. Willard advised the committee that the equipment is less like a tower and more like an antenna. Ms. Presnal stated that he is reviewing the proposal along with Mr. Wicander and the District legal counsel.

Budget Roundtable

Mr. Presnal reported that every year, in accordance with the Regional Agreement, the three Towns and the District come together in preparation of the budget development process. He reminded the Committee that this is a public meeting and that some dates need to be identified at the next School Committee Meeting.

Ms. Petschke stated that she believes the purpose of the meeting is unclear. Mr. Presnal stated that when the invitations are sent to the Towns, he will put the agreement language and meeting purpose in the letters.

Vehicle Accident

Mr. Presnal informed the Committee that a District vehicle, a van with a student passenger, had been involved in a motor vehicle accident on Depot Street in Southwick. He stated that the student had been transported to and released from Noble Hospital.

VIII. SUB COMMITTEES AND LIAISONS

Sub Committee Assignments

1. Negotiations: J. Houle, T. Locke, G. LeBlanc
No report
2. Finance: J. Boldyga, T. Locke, G. LeBlanc
The next meeting will be 10/5/2017. The Sub Committee agreed that going forward, the meetings would be scheduled for the third Thursday of the month at 9:00 a.m.
3. L.P.V.E.C. Bd. Gov G. LeBlanc
4. L.P.V.E.C. Bd. Dir. J. Houle
Next meeting on October 18, 2017 – same evening as MASC workshop.
5. Policy G. LeBlanc, M. Seddon, A. Stack
Next Meeting Scheduled for 10/4/2017,
6. School Building Committee T. Locke, J. Houle
7. Technology P. Petschke, T. Locke, M. Seddon
Ms. Petschke stated that they were invited to meet with Mr. Taglieri's group. Ms. Willard suggested a Sub Committee meeting be scheduled once the Capital issue is resolved.
8. Transportation T. Locke, A. Stack
First meeting scheduled for 10/19/2017

Liaison Assignments:

1. Curriculum & Instruction: P. Petschke, J. Boldyga
The instructional leadership team meetings will begin in October.
2. SPED Liaison: J. Houle
3. Legislative Liaison: open
4. Southwick Capital Committee: J. Houle

Mr. LeBlanc complimented Mr. Turmel and the Southwick Regional School on the School Profiles, copies of which the Committee had received. Mr. Turmel stated that SRS has just begun using Naviance, a new software for parents/students. The software helps with data related to students, colleges and career planning. He stated that Ms. Coviello and Ms. Downie will be visiting Longmeadow schools to see how it is being used there and to share information. Mr. Turmel said that the plan is to roll out the software to Juniors in the Spring of 2018.

IX. PUBLIC COMMENT – excluding personnel issues

Jean Reopel, Southwick, MA – Ms. Reopel asked if the District made any money from the recent Rugged Maniac event which was held at the MotoX. She also asked for clarification on Capital Spending.

X. COMMITTEE DISCUSSION

A. Old Business

Transportation

Ms. Petschke asked why the late bus is so late. Mr. Presnal stated that there are limited buses and drivers available and therefore there is only the 3:45 p.m. late bus. Mr. Presnal stated that there are concerns about the late bus and a meeting is scheduled to discuss a plan regarding age groups and group stops.

Ms. Petschke asked if regular routes are still being altered. Mr. Presnal stated that it appears that they will be able to make adjustments to 2-3 stops.

Ms. Petschke asked why the CTEC bus is taking so long to arrive to the school because Powder Mill students are waiting for that bus to arrive. Mr. Houle clarified that the delay has been identified and is specifically related to road construction that is occurring in Southwick and throughout surrounding towns. The transportation

department is doing everything it is able, but construction related delays will continue until construction is completed.

Capital Borrowing

Ms. Petschke stated that the Town of Granville will hold a Special Town Meeting to vote on the District Capital Borrowing, on Monday, October 23, 2017. Ms. Petschke stated that it appears unlikely the Selectboard will be supporting the Capital Improvement plan.

The Committee discussed possible information that may be presented at the meeting, by the District, in anticipation of questions.

Playground

Mr. Locke asked if there has been any noticeable changes to the drainage on the Powder Mill Playground as the Route 57 project nears completion. Ms. Willard stated that there has been minimal rain since early August so it is difficult to know for sure. Mr. Presnal stated that he would monitor the situation and work with Mr. Wicander, Director of Buildings and Grounds, and Mr. Grannells, Engineer for the Town of Southwick.

B. New Business

None

XI. EXECUTIVE SESSION

At 8:11 p.m., a motion was made to adjourn to Executive Session and not return to open session.

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

Motion by LeBlanc, seconded by Locke 6/0/0

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.

Custodial Unit E; Paraprofessionals

At 8:38 p.m., a motion was made to adjourn executive session. With the members Jeffrey Houle, George LeBlanc, Theodore Locke, Pamela Petschke, Jessica Boldyga and Amy Stack being present and voting individually and unanimously, the motion passes.

Motion by LeBlanc, seconded by Locke 6/0/0

XII. ADJOURNMENT

At 8:38 p.m., a motion was made to adjourn the meeting. With the members Jeffrey Houle, George LeBlanc, Theodore Locke, Pamela Petschke, Jessica Boldyga and Amy Stack being present and voting individually and unanimously, the motion passes.

Motion by LeBlanc, seconded by Locke 6/0/0

Meeting adjourned at 8:38 p.m.

Respectfully Submitted,



Theodore Locke, Secretary

XIII. STAFFING

Appointments		
Cassandra Vergnani	WS Paraprofessional	10/2/2017
Resignations		
Retirements		

XIV. LIST OF DOCUMENTS VIEWED OR DISCUSSED DURING THIS MEETING:

- Agenda for the October 3, 2017 meeting
- Minutes for September 19, 2017 meeting
- Correspondence from Granville Harvest Fair Committee dated September 26, 2017
- Correspondence from MASC for the Resolutions Clinic and Legislative Update
- Correspondence from MIAA for the 2017 Sportsmanship Honor Roll including listing of Honor Roll Schools
- STGRSD Coordinated Program Review Report on Findings
- School Committee Focus Areas
- Superintendent Goals for 2017-2018
- STGRSD Draft Strategic Plan 2017-2020
- Settlement Agreement with the Custodial Unit E
- MIIA Health Benefits Trust Renewal Proposal 1/1/2018-12/31/2018
- 2017 Moto-X 338 Parking Fundraiser
- Southwick Regional School Profile of 2017-2018

