



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

DATE: Tuesday, November 7, 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 6:00 p.m.

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 exit at 7:58 p.m. return 8:05 p.m. |
| | <input checked="" type="checkbox"/> Maria Seddon, Southwick. exit at 7:25p.m. return 7:33 p.m. |
| | <input checked="" type="checkbox"/> Jessica Boldyga, Southwick |
| | Amy Stack, Southwick |
| Administration: | <input checked="" type="checkbox"/> Jennifer Willard, Superintendent, exit at 6:01p.m. return 6:15 p.m. |
| | <input checked="" type="checkbox"/> Stephen Presnal, Business Manager |
| | <input checked="" type="checkbox"/> Amy McLaughlin, Recording Secretary |
| Student Representatives: | Margaret Drohen, Carlos Pereira |
| News Media: | <input checked="" type="checkbox"/> Southwick News, Westfield Evening News |
| Observers: | <u>Approx. 19</u> |

B. Opening Ceremony – None

C. Secretary's Report

10/24/2017 Meeting Minutes: Accepted as written

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

D. Warrants - Circulated

E. Correspondence:

MASC Legal Alert

Mr. Houle reported on the Massachusetts Association of School Committees legal alert that was issued on October 24, 2017. The alert is related to the Attorney General's Revisions to Open Meeting Laws. Mr. Houle highlighted changes to Remote Participation and Meeting Minutes, specifically Executive Session.

II. PUBLIC COMMENT – excluding personnel issues

None

III. STUDENT ADVISORY REPORT

None

IV. EDUCATIONAL PRESENTATION

A. Woodland School – Holiday Concert Preparation

Mr. Rodgers introduced Mrs. Wadleigh the Woodland School Music Teacher. Mrs. Wadleigh was joined by Woodland School second graders who performed a selection of songs from the upcoming Winter Showcase. The Winter Showcase is scheduled for Thursday, December 14, 2017 at the Southwick Regional School Auditorium and will feature songs that highlight different cultures and their holiday traditions.

B. Student Recognition – Superintendent Willard

Superintendent Willard recognized Chancellor Tang for being awarded a \$1,000.00 scholarship from Worcester Polytechnic Institute for his performance at the 30th Annual WPI Invitational Mathematics Meet.

C. MCAS 2.0 Results

Kimberley Saso, Principal Powder Mill School

Mrs. Saso presented the Powder Mill School MCAS Baseline Data 2017. Taking the Committee through her PowerPoint presentation, Mrs. Saso reviewed the MCAS 2.0 with the Committee and reminded them that this is a new test from previous years. Mrs. Saso then highlighted the scores from each grade level and how they compared with the State and also surrounding and comparable communities. In the summaries and action plan, Mrs. Saso explained that the overall trend is that ELA scores are higher than the math. Professional development has been focused on ELA and Science over the past few years. Teachers will continue that work for success but as development is nearing conclusion, Powder Mill staff will shift their focus to math.

Joseph Turmel, Principal, Southwick Regional School

Mr. Turmel presented the Southwick Regional School MCAS Baseline Data 2017. Taking the Committee through his PowerPoint presentation, Mr. Turmel acknowledged Mrs. Saso's introduction to the new MCAS 2.0. Mr. Turmel then reviewed the scores with the Committee of students in Grade 10 looking at numbers for Advanced & Proficient in ELA, Math and Science and trends over the past five (5) years. Mr. Turmel stated that declines in science scores are attributed to teachers at the Regional School preparing for new standards which are coming but have not be implemented yet on the test.

Mrs. Petschke asked if SRS students take any other science tests than Biology. Mr. Turmel responded no.

Mr. Turmel presented data to the Committee on subgroups of the student population including students with disabilities. He highlighted the improvements over the past few years and that in 2017 no students with disabilities failed the ELA MCAS. He credited the hard work of the Special Education staff and the support of the inclusion model for this achievement. The second subgroup Mr. Turmel presented was economically disadvantaged students. Again, there were no students in the subgroup that failed the ELA MCAS.

Mr. Turmel then presented the middle school data for students in grades 7 and 8. Mr. Turmel highlighted that the middle school test data is lower than the state average, but the Student Growth Percentile, compared to last year, was a sign of growth. Mr. Turmel also presented data on the subcategory: Gender. Results show that male students as a group have scored lower than female students. He stated that teachers on each team are attending workshops to improve engagement for male groups.

Mr. Presnal asked if they is common among other schools at this age. Mr. Turmel explained that yes this is a common trend.

Ms. Petschke asked if this changes as students age. Mr. Turmel and Ms. Willard responded that it does, but not significantly so and it is a consistent pattern across the state.

Ms. Willard stated that overall the District expects to see growth and improvement in future testing as instructional coaches and professional development are continually implemented.

Ms. Boldyga asked how long ELA has been the focus. Ms. Willard responded that there was a three year plan to develop and focus on ELA and next year the District will move to focus on math.

D. International Field Trip – Janet Grunwald

Ms. Grunwald presented that the Southwick Regional School would like to plan and take a 10 day international trip to Ireland. This trip would take place in April of 2019. Ms. Grunwald stated that the trip will be booked through Educational Tours, which has been the group used in past years. The price of the trip will depend on the number of people who participate.

Mr. Turmel stated that while international travel always has safety concerns, the Southwick Regional School supports the trips as they always offer curriculum connections and once-in-a-lifetime opportunities for students and are seen as educational and growth experiences.

E. October 1, 2017 SIMS Enrollment Data – Superintendent Willard

Ms. Willard presented the SIMS Enrollment Data to the Committee and stated that there was a net loss of 31 students from 2016-2017. The Committee also reviewed a listing of students by grade and town.

Mr. Locke requested a listing of all Tolland students and where they attend, including out of district students.

Mr. LeBlanc asked what the average amount of money a school choice placement costs, in/out of district.

Mr. Presnal responded that the approximate amount is \$5,000.00

F. Office 365 Tutorial – Amy McLaughlin

Ms. McLaughlin presented to the Committee the instructions for accessing their District email addresses through the Office 365 web application. She also show the Committee the location of shared electronic documents which includes information on open meeting law and school committee roles and responsibilities.

V. EXECUTIVE SESSION

At 7:25 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, and Jessica Boldyga being present and voting individually and unanimously, the motion passes.

Motion by LeBlanc, seconded by Locke 5/0/0

- 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.

Clerical Unit Contract Review; Reunification Planning.

At 7:52 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, Jessica Boldyga and Maria Seddon being present and voting individually and unanimously, the motion passes.

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

VI. POLICIES

- A. Second Reading of Revised Policies
BDE – Subcommittees of the School Committee
No comments on the second reading
BEDE-E – Agenda Format
No comments on the second reading
EFG – Elevator & Lift Usage
No comments on the second reading

VII. ACTION ITEMS

- A. Approve 2017/2018 Line Item Transfers
Move to approve the FY18 Budget Appropriation Transfers as noted on the attached list.
Mr. Presnal stated that there was movement from the salary reserve to cover contractual salary obligations as well as adjusting the line item location for one of the salaries.
Motion by LeBlanc, seconded by Locke 6/0/0
- B. Approve Home School Applications
Move to approve 2017/2018 Home School Applications HS-1718-36 through HS-1718-37.
Motion by LeBlanc, seconded by Locke 6/0/0
- C. Approve Clerical Addendum
Move to approve the contract Addendum between the Southwick-Tolland-Granville Regional School District and the Southwick-Tolland-Granville Clerical Unit.
Motion by LeBlanc, seconded by Locke 6/0/0
- D. Accept Donation from MotoX
Move to accept the generous cash donation of \$1,000.00 from The Wick, Southwick 338. The items designated for use by the Southwick-Tolland-Granville Regional School District Athletic Fund.
Mr. Presnal informed the Committee that historically the MotoX owner has made a donation to the District. The current owner has continued that tradition to donate for the athletic fund. Mr. Houle asked if the District has looked into replacing the athletic department's golf cart. Mr. Presnal stated that the District would look into that.
Motion by LeBlanc, seconded by Locke 5/0/0 (Petschke stepped out)
- E. Approve SRS Fundraiser
Move to approve the 2017/2018 SRS Fundraisers
Motion by LeBlanc, seconded by Locke 6/0/0
- F. Approve 2019 Field Trip
Approve 2018 Field Trip to Ireland
Motion by LeBlanc, seconded by Locke 6/0/0

The Committee discussed the direct flight from Bradley to Ireland that is now offered and stated that might be an opportunity to save time and money in the travel. They also discussed the different ways students fundraise for the trip.

I. REPORTS

A. Superintendent

MASC Conference

Superintendent Willard reported that she had just returned from the MASC Conference, which Mr. Locke also attended, and that it was one of the best conferences she has attended. She urged all of the Committee members to attend if possible even for a single night, because it is beneficial to be around other school committee members.

B. Director of Finance and Operations

Transportation Bids for New School Buses

Mr. Presnal reported that the notices seeking bids for the three mid-sized school buses would be going out in the next couple of days and would be due on November 21, 2017 at which time there would be a public bid opening.

Mr. Presnal also reported that at the 10/24/2017 School Committee Meeting he incorrectly identified the purchaser of the salvage bus as being a company from Southwick but it was actually Michael's Towing from Westfield.

II. SUB COMMITTEES AND LIAISONS

Sub Committee Assignments

1. Policy G. LeBlanc, M. Seddon, A. Stack

Mr. Houle recognized Ms. Boldyga as having some policy questions.

Mr. Boldyga asked, in relation to the Bullying Policy, how does the District identify bullying. Mr. Willard responded that bullying includes: imbalance of power, intent, and repetitive behavior. Ms. Boldyga asked about identifying bullying at the lower grades, such as K-2. Ms. Willard responded that situations are investigated and examined against the criteria and that at the younger age levels children often are still learning about boundaries and many times it is student conflict. Ms. Willard reiterated that the District has strict protocols in place to investigate allegations of bullying.

Ms. Boldyga asked if there was a policy in place for how to handle student conflict. Ms. Willard stated that student conflict can take on many forms and it would be difficult to develop a policy surrounding that. Ms. Willard stated that written procedures and practices surrounding student conflict can be developed and school council is a great platform for the development of those practices.

Ms. Boldyga also asked about the Regional Transportation reimbursement. Mr. Presnal commented that in the next meeting or two, the Committee may want to take a position. Mr. Locke mentioned that MASS and MASC may have a motion for the Committee to review and pass.

Next meeting scheduled for 10/25/2017.

2. Transportation T. Locke, A. Stack

Mr. Locke requested scheduling of a transportation meeting. Will need to set up with Ms. Stack and Mrs. Wzorek once the both return. It will need to be after Thanksgiving.

3. Technology P. Petschke, T. Locke, M. Seddon

Mr. Locke requested scheduling a technology meeting. Ms. Willard and Ms. McLaughlin will set something up with the subcommittee and Mr. Grimaldi and Mr. Taglieri.

Liaison Assignments:

1. Curriculum & Instruction: P. Petschke, J. Boldyga
No report
2. SPED Liaison: J. Houle
No report
3. Legislative Liaison: open
No report
4. Southwick Capital Committee: J. Houle
No report.

III. PUBLIC COMMENT – excluding personnel issues

None

IV. COMMITTEE DISCUSSION

A. Old Business

Schedule 3-town budget discussion meeting

Mr. Houle asked for dates for scheduling the budget roundtable. The Committee decided upon Thursday, November 30, 2017 at 5:30 p.m. in the Superintendent's Conference Room. Mr. Houle recommended working closely together on the presentation and focusing on capital plans.

Mr. Houle also stated that each of the towns should be invited to participate in the annual building tours that the Town of Southwick takes. In 2016/2017 those tours took place during February vacation.

B. New Business

Remote meeting participation

Ms. McLaughlin reported that the recent changes to the Open Meeting Laws allow for more flexibility in remote meeting participation. Ms. Stack had requested a discussion of this topic and the issue has come up previously. Mr. Houle stated that if we do use remote participation, he wants the District to be set up appropriately so that the remote participant will clearly hear and be heard as well as have access to all presentation materials. Ms. McLaughlin stated she would investigate it further and report back.

Technology Grant

Mr. Presnal reported on a grant opportunity for technology infrastructure in which Districts will receive funding for development of wifi infrastructure in schools, but the receiving District is required to make a 50% matching contribution/purchase of end user devices within in 12 months.

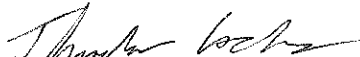
V. ADJOURNMENT

At 8:58 p.m., a motion was made to adjourn the meeting. With the members Jeffrey Houle, George Leblanc, Theodore Locke, Pamela Petschke, Amy Stack and Maria Seddon being present and voting individually and unanimously, the motion passes.

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

Meeting adjourned at 8:40 p.m.

Respectfully Submitted,



Theodore Locke, Secretary

VI. STAFFING

Appointments
Resignations
Retirements

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

- Agenda for the November 7, 2017 meeting
- Minutes for October 24, 2017 meeting
- Correspondence from MASC for Legal Alert
- Powder Mill School MCAS Baseline Data 2017
- Southwick Regional School MCAS 2.0 Data 2017
- STGRSD SIMS Report 5 Enrollment Statistics District Summary October 2017
- STGRSD Active Enrollment By Town: October 2017
- BDE – Subcommittees of the School Committee
- BEDB – E Agenda Format
- EFG – Elevator Lift and Usage
- STGRSD Fiscal Year 2018 Budget Appropriation Transfers
- STGRSD Home School Applications
- Clerical Unit Appendix A
- Clerical Unit Addendum
- The Wick 338 Donation to STGRSD
- SRS Fundraiser Descriptions
- SRS Ireland Field Trip Description

