



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

DATE: Tuesday, December 5, 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 7:06 p.m. return at 7:09 p.m.
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, Director of Finance and Operations |
| | <input checked="" type="checkbox"/> | Amy McLaughlin, Recording Secretary |

Student Representatives:

News Media:

Observers: Approx. 6

B. Opening Ceremony – none

C. Secretary's Report

11/21/2017 Meeting Minutes: Accepted as written

Motion by LeBlanc, seconded by Locke 4/0/2 (Locke and Boldyga Abstain)

D. Warrants – circulated

E. Correspondence

Superintendent Willard reported on a letter received from the New England Association of Schools and Colleges regarding their review of the Southwick Regional Schools Two-Year Progress Report. She stated that the NEASC committee is pleased with many initiatives that SRS has already implemented. NEASC requests a Special Progress Report by October, 2018 and Five-Year Progress Report by March 2020. The Southwick Regional School and District are already working on the recommendations highlighted by the NEASC committee for those reporting periods.

II. PUBLIC COMMENT – excluding personnel issues

None

III. STUDENT ADVISORY REPORT

None

Mr. Houle noted that the Students have not been in attendance at the last couple of meetings and asked Mrs. McLaughlin to follow up with Mr. Turmel.

IV. EDUCATIONAL PRESENTATION

- A. Woodland School Site Strategic Plan, Jon Rodgers, Interim Principal, Woodland School and Jenny Sullivan, Director of Curriculum and Instruction

Mr. Rodgers introduced the Committee to the Woodland School Site Strategic Plan. He noted that the plan has been created to maintain alignment between both the lower elementary (K-2 Woodland) and upper elementary (3-6 Power Mill) school. He stated that the Woodland School team is focused on implementing the strategies and he has worked with them on Time on Learning as well as helping them identify what student engagement looks like in the classrooms.

Ms. Sullivan spoke to the Committee about the District Strategic Plan and stated that one of the District Level Initiatives, which was supported by the School Committee, for the 2017/2018 School Year is the addition of two Instructional Coaches. Ms. Sullivan then introduced Beth Grady, preK-5 STEM Instructional Coach, and Julie Dolan, preK-5 Literacy and Humanities Instructional Coach.

Ms. Grady and Ms. Dolan spoke to the Committee and described some of the educational implementation of the High Impact Initiatives to Support Site Strategic Objectives. Around Engaged Learning, they have been working on development of math fluency, first helping teachers identify what fluency looks like and then helping them develop lessons that provide hands-on engagement in the classroom. Teachers are at Stage 3 UBD curriculum development and the coaches are working with teachers to push the depth of knowledge for students in the classroom. Student-centered lessons with teachers providing guidance, is the goal. Additionally, the coaches are working with teachers at each grade level to implement curriculum that is vertically aligned through the grades.

Ms. Grady also described the Discovering Justice program that is being piloted in grade 1. Ms. Willard stated that this civic focused curriculum is endorsed by US District Judge Mark Mastroianni.

Ms. Dolan described some of the English Language Arts curricula which includes Lively Letters, a phonics program that has shown a high impact in students, including ELL students. Ms. Dolan also talked about moves away from classic spelling lists that require word memorization, to spelling pattern practice which helps students develop tools to decode words.

Ms. Petschke asked how these new programs fit into UBD and CEPA development and how many CEPAs are being created per subject. Ms. Sullivan replied that the summer work was designed to create more integrated CEPAs that pull from and tie into multiple content areas. She stated that the teams have been struggling a bit in doing that so they need to be flexible in how they implement that going forward. Perhaps some units will have a stand-alone CEPA whereas others will integrate multiple areas. She stated that there will be 4-6 units, or CEPAs, per year.

Mr. Locke asked what is a CEPA? Ms. Sullivan responded that CEPA stands for Curriculum Embedded Performance Assessment

Ms. Stack asked about community connections and applicable knowledge especially in math and science. Ms. Sullivan responded that the CEPAs are designed to make more authentic real world situations and they would love to partner with the community if possible.

Ms. Petschke asked if the new spelling approach would be transferred to the upper grades. Ms. Sullivan stated that the ideal is to provide differentiated spelling instruction for students depending on where students are experiencing difficulties. Mrs. Dolan stated that most of the pattern testing with nonsense words is in the foundational spelling at the earlier grade levels

Ms. Stack stated that she is excited for the investment in the coaches and thanked them for coming and sharing.

V. POLICIES

None

VI. ACTION ITEMS

A. Approval of Remote Participation in School Committee Meetings

Move to approve the allowance of remote participation for the Southwick-Tolland-Granville Regional School Committee Meetings in accordance with the requirements of 940 CMR 29.10. This vote to apply to all subsequent meetings of the Southwick-Tolland-Granville Regional School Committee and its committees.

Ms. Boldyga asked how the remote participation will happen. Mr. Houle responded that there are rules for quorums and the Committee is looking to participation options and the best tools to do that.

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

B. Accept Donation

Move to accept the generous cash donation of \$1,150.00 from Whalley Computer Associates. The funds designated for use by the Southwick-Tolland-Granville Regional School District to offset the cost of charter buses for the Varsity Soccer Team to state semi-final game.

Mr. Houle asked about how charter buses were approved. Mr. Presnal clarified that one charter bus was used and that the decision was made because the game was beyond the distance that a school bus would be used.

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

VII. REPORTS

A. Superintendent

Budget Roundtable

Superintendent Willard reported on the November 30, 2017 Budget Roundtable which had representation from all three district towns. She stated that the District was able to provide the towns information about financial concerns for FY19 which include some expenses, fixed cost increases of approximately \$700,000.00 with level services, continued decline in enrollment, and technology needs not included in the capital budget.

Ms. Petschke asked if the technology needs not included in the capital budget will be addressed and if so, where will the money come from. Superintendent Willard responded that those needed items will be included in the operating budget.

Ms. Petschke asked if the towns shared their financial status for the upcoming year. Mr. Houle responded that the discussion really focused on the schools and the plan of the District to continue on their capital borrowing plan in the future.

Mr. Presnal reported that the FY19 Budget Process would begin in the upcoming week with the administration team. He stated that there will be challenges with the fixed cost increases and declining enrollment.

Ms. Stack asked about data projections for future enrollment. Mr. Houle stated that the enrollment data completed by NESDEC is available currently and Superintendent Willard reported that the District uses census data from each of the Towns. Superintendent Willard informed the Committee that enrollment decline is happening in all rural schools across New England. Mr. Locke stated that urban schools have the opposite problem because their enrollment is rising.

B. Director of Finance and Operations

Syncarpha

Together with the Town of Southwick, the District is participating in net metering credits related to a solar project at Hancock, MA. A letter included in the packets is from Syncarpha and states that the commercial operation date of the project was November 20, 2017 and the District should soon be seeing some net metering credits related to that operation. Ms Stack asked how long the contract is with Syncarpha. Mr. Presnal responded that the contract length is 20-25 years and that the District is a customer of net metering credits.

FY2017 Audit

Mr. Presnal reported that the auditors were in the office last week for the field work and he expects to receive a draft of the financial statement and audit report before the end of December. The final report is typically issued in the early spring.

Now that the end of year report is completed, the District will file E&D certification with DESE.

Transportation Bids

Ms. Stack asked for an update on the status of the bus bidding process. Mr. Presnal reported that due to a typographical error on the bid specifications, one of the trade-in buses was listed with the incorrect model year. As a result it may be necessary to re-bid the buses.

I. SUB COMMITTEES AND LIAISONS

Subcommittee Assignments

Liaison Assignments:

Finance Subcommittee: Mr. Presnal reported that the subcommittee met on November 28, 2017 and discussed preparations for the Budget Roundtable presentation, building project closeout, and the end of year financial report filing. The building project closeout seems to be on track for the Feb 14, 2018 board meeting. For the end of year report, the filing was complete and the District met Net School Spending.

II. PUBLIC COMMENT – excluding personnel issues

None

III. COMMITTEE DISCUSSION

A. Old Business

Charter Schools

Ms. Willard reported that at the November meeting the Committee discussed their position on Charter Schools and the request of the Amherst Pelham Regional School Committee to write letters. Ms. Willard let the Committee know that their packets contained copies of the Resolution on Charter School Reform that the Committee acted upon on 10/18/2016.

B. New Business

December 19, 2017 Meeting

Mr. Houle proposed that the 12/19/2017 meeting be cancelled because of lack of agenda items. The Committee agreed.

VIII. EXECUTIVE SESSION

At 7:29 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, Jessica Boldyga and Amy Stack 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.

Interim Principal Contract.

At 8:02 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

IV. ADJOURNMENT

At 8:02 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 8:02 p.m.

Respectfully Submitted,



Theodore Locke, Secretary

V. STAFFING

Appointments
Resignations
Retirements

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

- Agenda for the December 5, 2017 meeting
- Minutes for November 21, 2017 meeting
- New England Association of Schools and Colleges, Inc. letter dated November 27, 2017
- STGRSD Strategic Plan; Woodland School Site Strategic Objectives
- 940 CMR 29.10
- Open Meeting Law Guide, October 6 2017, pages 13-15
- Whalley Computer Associates Donation Check Copy
- Peter Pan Bus Lines Inc Movement Details: Tuesday 11/14/2017
- Budget Roundtable Presentation, November 30, 2017
- November 20, 2017 Correspondence from Syncarpha Hancock 1, LLC
- October 18, 2016 Resolution Charter School Reform