



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

**DATE: Tuesday, February 6, 2018**

**TIME: 5:00 PM**

**NOTE TIME**

**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 5:03 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                              |
|                          | <input checked="" type="checkbox"/> Maria Seddon, Southwick exited at 8:16 p.m.             |
|                          | <input checked="" type="checkbox"/> Jessica Boldyga, Southwick                              |
|                          | <input checked="" type="checkbox"/> Amy Stack, Southwick – Participating remotely via phone |
| 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:              | <input checked="" type="checkbox"/> Southwick News  |
| Observers:               | <u>Approx. 50</u>   |

**II. EXECUTIVE SESSION**

At 5:03 p.m., Mr. Houle called for a motion to enter Executive Session for the purpose of hearing the UFCW Level III Grievance.

With the members Jeffrey Houle, George LeBlanc, Theodore Locke, Maria Seddon, Pamela Petschke and Jessica Boldyga being present, and Amy Stack participating remotely, and all 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.

**UFCQW Level III Grievance**

At 6:06 p.m., Mr. Houle called for a motion to adjourn Executive Session and return to open session. With the members Jeffrey Houle, George LeBlanc, Theodore Locke, Maria Seddon, Pamela Petschke and Jessica Boldyga being present and Amy Stack participating remotely, and all voting individually and unanimously, the motion passes

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

**III. ROUTINE**

**B. Opening Ceremony**

Mr. Houle notified everyone present that the meeting was being recorded and also that Committee member Amy Stack was participating remotely.

Pledge of Allegiance

**C. Secretary's Report**

1/16/2018 Meeting Minutes: Accepted as written

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

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

**D. Warrants – circulated**

**E. Correspondence - None**

**IV. PUBLIC COMMENT – excluding personnel issues**

Deb Patryn, Southwick, MA – Ms. Patryn stated that she had been an educator with the District since 1978. During her time one of the best changes she witnessed was placing paraprofessionals in the classrooms at each grade level to support classroom teachers. Ms. Patryn described the paraprofessionals of the District as hard working and dedicated professionals. She stated that the practice of paraprofessionals having five family illness days should continue and encouraged the administration and school committee to leave the five family illness days in the paraprofessional contract.

Jan Tingley, Agawam, MA – Ms. Tingley stated that she is currently a fifth grade teacher at Powder Mill School and that she began her career as a paraprofessional. Ms. Tingley stated that the duties of paraprofessionals have changed over the years and that today's paraprofessional is in the classroom working with students dealing with learning disabilities and behavior issues and helping the classrooms run smoothly. Ms. Tingley stated that she hopes the paraprofessionals get a fair contract.

Judy Frenette, Southwick, MA – Ms. Frenette presented letters of support from colleagues from all three buildings.

Terry Portenstein, Westfield, MA – Ms. Portenstein stated that she is currently a fourth grade teacher at Powder Mill School. She stated that she began as a Title I paraprofessional. During her time as a classroom teacher, she has seen an increase in the number of students on IEPs and all of the classrooms are inclusion classrooms. She stated that she supports the paraprofessionals and hopes they get a fair contract.

Karen O'Connor, Southwick, MA – Ms. O'Connor stated that she is a paraprofessional in the district and has been for over ten years. Ms. O'Connor stated that the paraprofessionals are the lowest paid employees of the district and serve the neediest children. She stated that she hopes mediation process comes to a quick and amenable solution.

Michelle Parrow, Southwick, MA – Ms. Parrow stated that she is a substitute teacher in the district as well as a parent. She stated that the TAs can do the job of teachers and are able to step up and teach and be the sub and do their jobs well. She stated that she hopes the Committee will reconsider.

Sue Quinn, Southwick, MA – Ms. Quinn stated that she retired as a paraprofessional because she was unable to live on the salary. She stated that it is a shame that the committee is considering taking away paraprofessional sick days.

Eva Gray, Westfield, MA – Ms. Gray stated that she has been a 6<sup>th</sup> grade paraprofessional for 13 years. Ms. Gray stated that she had been subbing for the past three days. Ms. Gray stated that she takes home \$80.00/week because she loves what she is doing.

Danielle Sullivan, Granville, MA – Ms. Sullivan stated that she is a new paraprofessional with the district. She stated that her children are currently sick and she would be out all week and the family sick time is a relief for her in that situation.

Kim Lynch, Ludlow, MA – Ms. Lynch stated that she has been a paraprofessional in the district for almost 11 years and during that time has witnessed the changes in the position and how everyone works together, teachers and paraprofessionals. She stated that when a paraprofessional is not there, she has seen how the classroom and system breaks down. She stated that everyone in the district should be supported to provide the support that students need.

Sue Ward, Southwick, MA – Ms. Ward stated that she is the oldest paraprofessional in the district and been there approximately 30 years. Ms. Ward stated that the expectations of the paraprofessionals has changed considerably over that time. Ms. Ward stated that after 30 years, her salary is \$18,000 per year. She asked the committee to please not do this to the paraprofessionals.

#### **V. STUDENT ADVISORY REPORT**

None

#### **VI. EDUCATIONAL PRESENTATION**

Powder Mill School – Powder Mill Rocks: Kimberley Saso, Principal, Powder Mill School and Cherie Curran, Assistant Principal, Powder Mill School

Ms. Saso and Ms. Curran introduced the Committee to the School Wide Behavior Norms that have been established at Powder Mill School. The norms are: Respect, Ownership, Cooperate, Kind, and Self Control. Students in the Health class worked together to create superheroes with those qualities. Students from fourth and fifth presented their superheroes to the Committee. The superheroes included Mr. Respecto, Dr. O, Cooperation-Bot, Sensei Kindness, and Self-Control Guy.

School Safety Grant – School Resource Officer Michael Taggart and Nicholas Boldyga, Representative

Superintendent Willard introduced Representative Boldyga and School Resource Officer Taggart to the Committee. She recognized Officer Taggart and his continued work on school safety and security. She also introduced the work that Officer Taggart and Representative Boldyga did together in obtaining State funding for school safety.

Representative Boldyga explained the process that he and Officer Taggart underwent to secure a line item of \$50,000 in the State budget for the Southwick-Tolland-Granville Regional School District and school safety.

Officer Taggart discussed some of the District security needs that would be addressed by the funds, including, Go Bags, and camera system upgrades. Officer Taggart recognized the District staff for all of their hard work and cooperation in school safety.

The Committee thanked both Representative Boldyga and Officer Taggart for the work they did on behalf of the District.

#### Trauma Informed Schools, Dr. Alex Hirshberg, Psy. D

Superintendent Willard introduced Dr. Alex Hirshberg, the Managing Director at James Levine and Associates. A licensed clinical psychologist, he is providing consultation and training to the administrators and teachers in the District on trauma informed schools. Throughout his presentation, he explained how Adverse Childhood Experiences can demonstrate themselves as classroom difficulties. He summarized some examples of response techniques and action plans that could be put into place.

Ms. Petschke asked Dr. Hirshberg how he is working with STGRSD. Dr. Hirshberg responded that he is working with administrators and counselors. They are building a coalition and getting buy-in. They are also working on identifying the needs and creating action plans at all three schools.

Ms. Boldyga asked if the work with Dr. Hirschberg is connected to the District Strategic Plan. Superintendent Willard responded that it is related to promoting care and respect and diversity.

Ms. Petschke commented that Ms. Saso's educational presentation was a great connection to this and she hopes there will be professional development time to support Dr. Hirschberg's trainings.

#### Site Strategic Plan, Powder Mill School, Kimberley Saso, Principal

Ms. Saso reviewed with the Committee the Powder Mill School Site Strategic Plan. She discussed each of the High Impact Initiatives to Support Site Strategic Objectives:

**Engaged Learning:** Ms. Saso reviewed with the Committee that work began over the summer and there has been staff development on increasing student engagement. She stated that the teams have been using the depth of knowledge wheel to help understand the level of rigor.

**Shared Leadership:** Ms. Saso presented that the team leaders have been working very closely with the coaches and that the school has developed a walk-through feedback form for observations. She explained that the team is working toward to peer observations in the future.

**Assessment:** Ms. Saso explained to the Committee that the staff is continuing their CEPA work and that school administration is working on a shift to standards based report cards with staff before educating parents. Staff is implementing Learning Targets which are a tool for students to know what they are doing, and why.

**Guaranteed and Viable Curriculum:** Ms. Saso presented that weekly team meetings and teacher preparation time is an opportunity to focus on curriculum development. For the 2018/2018 school year, ELA is the focus and math will be the focus for the 2018/2019 school year.

Mr. Houle asked if teachers have the opportunities to see the best practices as displayed by their fellow teachers. Ms. Saso responded that the staff members have not reached that level of development and comfort, but the goal is for them to get there.

## VII. POLICIES

- A. Second Reading of Policy EEA Student Transportation Services

## VIII. ACTION ITEMS

- A. Approve SRS Fundraiser for AED pole

Move to approve 2017/2018 Southwick Regional School Health Careers Club fundraiser.

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

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

- B. Approve the Southwick Regional School Site Strategic Plan

Move to approve the Southwick Regional School Site Strategic Objectives for the 2017/2018 School Year.

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

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

- C. Approve changing the title of the Food Service Department to the School Nutrition Department

Move to approve the title change of the Food Service Department to the School Nutrition Department.

Mr. Presnal explained that this requested change is in alignment with the terminology currently being used by the USDA and DESE.

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

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

- D. Approve one grade K school choice seat

Move to approve one grade K school choice seat for the 2017/2018 school year.

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

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

- E. Approve 2018/2019 District Calendar

Move to approve the 2018/2019 District Calendar.

Superintendent Willard noted that the calendar is very similar to previous years. The only change is the parent teacher conference schedules have been adjusted in the 2018/2019 schedule so that the evening conferences come before the afternoon conferences.

Ms. Boldyga asked if the last day of PreK could be added. The Committee agreed that with the addition of this notation, the calendar could be approved.

Ms. Petschke stated that the number of ½ school days scheduled by the District is high, especially for working parents.

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

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

F. Approve 2016/2017 Annual Report

Move to approve the 2016/2017 Annual Report to be submitted to each of the three towns.

Mr. Houle noted that in past years a Secretaries report from the Committee was included in the Annual reports. Ms. McLaughlin noted that it has been a few years since that happened. As a result, she had just discovered that when going further back to look at old versions. Due to timing, it was agreed that beginning next year, the Committee Secretary will include a report.

Ms. Stack asked if the Finance Committee needs to review the report. Mr. Locke explained that the Annual Reports for the Towns are not a financial reports.

The following edits were noted and the report approved with them included: Update the title for the School Nutrition Department, Add the last day of PreK to the calendar, add Paul Petit as the District Treasurer.

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

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

G. Approve transportation bid

Move to award a contract pursuant to School Bus Bid #307A for the purchase of three (3) Type C 47-passenger school buses to ANDCO, Inc. d.b.a. Anderson Blue Bird Bus Sales of East Providence, RI for their low bid in accordance with the bid specifications in the amount of \$219,227. Said bid reflects trade-in value on three (3) used buses in the amount of \$14,500.

The Committee discussed if the concerns over maintenance and warranty work had been addressed. Mr. Presnal responded that they have spoken to the dealer and all concerns have been addressed.

Ms. Petschke asked when the buses will be available. Mr. Presnal responded that they are anticipated to be available in April or early May.

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

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

**IX. REPORTS**

A. Superintendent

Snow Day Closing

Superintendent Willard reported that District schools will be closed tomorrow, February 7, 2018.

2019 Budget

Superintendent Willard reported that the Governor's Budget had been released with a slight increase in the District budget, and resident student enrollment for the foundation budget as being decreased.

B. Director of Finance and Operations

Sewer Project

Mr. Presnal reported that Tighe&Bond has issued a change order proposal for on campus connections at approximately \$200,000. The goal is to complete the connections by the end of the summer but they may begin earlier, as early as April vacation. The Southwick DPW has also received a copy of the change order. Mr. Presnal reported that he will return to the Committee with recommendations. Mr. Presnal also reported that the FY 19 budget is being developed with the anticipated sewer fees.

**I. SUB COMMITTEES AND LIAISONS**

No reports were made because subcommittees have not met since the last meeting.

**II. PUBLIC COMMENT – excluding personnel issues**

Jean Reopel, Southwick, MA – Ms. Reopel stated that she assumed that the purchase of the new school buses means that the District is no longer considering outsourcing transportation. Mr. Houle noted that the transportation subcommittee has been established to review the transportation department on an ongoing basis.

Diane Houle, Southwick MA – Ms. Houle commented that it was awesome to see the Powder Mill students in attendance at the meeting and noted that the education of students is the work of the School Committee.

**III. COMMITTEE DISCUSSION**

**A. Old Business**

Ms. Petschke asked Mr. Presnal about the status of a West Granville Bus Stop that had been changed. Mr. Presnal explained that the stop had been relocated to accommodate a family's request last fall, but during the winter weather, conditions were such that the bus was unable to turn around. As a result of safety concerns, it is most likely that the stop will be returned to its original location for the duration of the winter season.

Ms. Petschke asked Mr. Presnal if there will be security equipment upgrades in all three schools. Mr. Presnal stated that the needs at each school were different but each school was anticipated to receive something.

Ms. Petschke asked what the status is with the standards based report cards? Ms. Willard responded that there is still quite a bit of work to be done before implementing those.

Ms. Petschke asked when the Blizzard Bag presentation will be. Mr. Houle noted the Blizzard Bag presentation had been moved to March 6 due to the quantity of other items on the agenda.

**B. New Business**

Woodland School Flag and Pole

Ms. Boldyga stated that the flag and flagpole at Woodland School are in need of attention. She requested that the pole be painted white and a new flag be raised.

**X. EXECUTIVE SESSION**

At 8:02p.m., Mr. Houle called for a motion to enter Executive Session for the purpose of discussion strategy related to the paraprofessional negotiations.

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

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

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- 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 8:22 p.m., Mr. Houle called for a motion to adjourn Executive Session and return to open session. With the members Jeffrey Houle, George LeBlanc, Theodore Locke, Pamela Petschke and Jessica Boldyga being present and Amy Stack participating remotely, and all voting individually and unanimously, the motion passes

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

#### IV. ADJOURNMENT

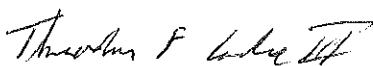
At 8:22 p.m., a motion was made to adjourn the meeting.

With the members Jeffrey Houle, George LeBlanc, Theodore Locke, Pamela Petschke and Jessica Boldyga being present and Amy Stack participating remotely, and all voting individually and unanimously, the motion passes

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

Meeting adjourned at 8:22 p.m.

Respectfully Submitted,



Theodore Locke, Secretary

#### V. STAFFING

Appointments		
Elizabeth Woosley	WS; Paraprofessional	1/30/2018
Resignations		
Retirements		

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

- Agenda for the February 6, 2018 meeting
- Minutes for January 16, 2018 meeting
- Letters from District staff members in support of paraprofessionals, handed out by Judy Frenette
- Powder Mill School School Wide Behavior Norms



- Letter from Representative Nicholas Boldyga date February 6, 2018
- Trauma Informed Schools Presentation
- STGRSD Strategic Plan; Powder Mill School Site Strategic Objectives
- Powder Mill School Classroom Walk Through Feedback Form 2017-2018 School Year
- Draft Policy EEA Student Transportation Services
- SRS Health Careers Club Fundraiser Information Letter
- STGRSD Strategic Plan; Southwick Regional School
- School Choice Application
- 2018/2019 District Calendar
- 2017 Town Annual Report
- Massachusetts DESE FY19 Chapter 70 Regional District Enrollment and Contributions by Member City or Town
- Massachusetts DESE FY19 Aid Calculation
- Massachusetts DESE FY19 Chapter 70 Foundation Budget

