



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

DATE: Tuesday, April 3, 2018

\*TIME: 5:30 PM

\*LOCATION: Superintendent's Conference Room

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

\*NOTE: Time

## 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 5:30 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. Arrived at 5:37 p.m.; Departed at 7:14 p.m. |
|                          | <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: | <input checked="" type="checkbox"/> | Margaret Drohen  |
| News Media:              | <input checked="" type="checkbox"/> | Southwick News;  |
| Observers:               |                                     | <u>Approx. 51</u>  |

### II. EXECUTIVE SESSION (5:30 p.m.)

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.

Paraprofessional Unit; Computer Network Technician Contract; Accountant Addendum

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

At 6:29 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, Maria Seddon, Jessica Boldyga and Amy Stack all voting individually and unanimously, the motion passes.

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

**B. Opening Ceremony – 6:36 p.m.**

Mr. Houle notified everyone present that the meeting was being recorded.  
Pledge of Allegiance

**C. Secretary's Report**

3/20/2018 Meeting Minutes: Accepted as written

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

**D. Warrants – circulated**

**E. Correspondence**

Dedication Ceremony for Veterans Memorial Foyer

Superintendent Willard reported that she and Mr. Houle received invitations to the Veterans Memorial Foyer from VFW member Troy Henke. She stated that the District would be sending out invitations to the event, after she has an opportunity to meet with Mr. Henke.

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

None

**IV. STUDENT ADVISORY REPORT**

Margaret Drohen reported the 3<sup>rd</sup> quarter is ending Friday; History students will be visiting Boston to walk the Freedom Trail; two SRS students will be attending student government day in Boston, also on Friday, April 6, at this event the students will be debating four potential laws with other high school students from across the state; the college fair at the Big E will take place next week for juniors; the Business Educational Alliance appreciation dinner is scheduled for Wednesday, April 11, 2018; upcoming events for May are scheduled for all students and especially the senior class, Maggie distributed invitations to the Committee members; Maggie also distributed all of the upcoming testing dates.

**V. EDUCATIONAL PRESENTATION**

**A. Woodland School: Woodland School CARES Program**

Mrs. Scherpa and Mrs. Rigby from Woodland School, presented to the Committee the Woodland School CARES Program. They explained that the program established clear and consistent school-wide and classroom norms that are the foundation for a respectful and positive school culture. It is important for administrators, teachers, support staff, students and families to all understand the expectations and take personal responsibility for meeting the expectations. Mrs. Scherpa and Mrs. Rigby thanked their fellow staff members and the administration for supporting this program.

Mrs. Scherpa and Mrs. Rigby then introduced Woodland School Students Sydney, Noah, Mitchell, Ian and Emily who presented the meaning of the CARES program:

- We Cooperate
- We Act Responsibly
- We Respect All
- We Exhibit Effort
- We Show Self Control

Together with Mrs. Rigby, the students also explained the Zones of Regulation, a cognitive behavior approach for helping students self-regulate their behaviors, emotions and sensory needs.

- Green Zone – I am good to go
- Yellow Zone – I need to take action
- Blue Zone – I am running slow
- Red Zone – I need to STOP

The Committee thanked Mrs. Rigby, Mrs. Scherpa, the students and their parents for all attending.

**VI. ACTION ITEMS**

Chairman Houle highlighted that the Committee would take some action items out of order of the agenda.

**A. Approve Computer Network Technician Contract**

Move to approve the agreement between the Southwick-Tolland-Granville Regional School Committee and the Computer Network Technician, Momoh Kamara, for the period July 1, 2018 through June 30, 2021.

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

**B. Approve Addendum to the Contract for the District Accountant**

Move to approve the contract addendum between the Southwick-Tolland-Granville Regional School Committee and the School District Accountant for the period July 1, 2018 through June 30, 2019.

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

**C. Approve the FY2019 STGRSD Assessment Ratios to Member Towns**

Move to approve the FY2019 Southwick-Tolland-Granville Regional School District assessment ratios to the member towns, as follows:

|                                    | <u>Southwick</u> | <u>Tolland</u> | <u>Granville</u> | <u>TOTAL</u> |
|------------------------------------|------------------|----------------|------------------|--------------|
| <b>Operating Assessment Ratios</b> | 83.53%           | 3.51%          | 12.96%           | 100%         |
| <b>Capital Assessment Ratios</b>   | 83.11%           | 3.69%          | 13.20%           | 100%         |

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

**D. Approve the FY2019 STGRSD Budget**

Move to approve the Southwick-Tolland-Granville Regional School District FY2019 Budget in the amount of \$24,438,518.

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

- E. Approve the FY2019 STGRSD Assessment Ratios to Member Towns  
Move to approve the FY2019 Southwick-Tolland-Granville Regional School District assessment ratios to the member towns, as follows:

|  | <u>Town</u>      | <u>Appor.%</u> | <u>Assessment</u>      |
|--|------------------|----------------|------------------------|
| <b>Operating Assessment (Transportation)</b>             | Southwick        | 83.53          | \$618,122.00           |
|  | Tolland          | 3.51           | \$25,974.00            |
|  | Granville        | 12.96          | \$95,904.00            |
| <b>Capital Assessment</b>                                | Southwick        | 83.11          | \$1,647,342.00         |
|  | Tolland          | 3.69           | \$73,221.00            |
|  | Granville        | 13.20          | \$262,305.00           |
| <b>Minimum Contribution</b>                              | Southwick        |                | \$8,684,186.00         |
|  | Tolland          |                | \$431,147.00           |
|  | Granville        |                | \$1,484,565.00         |
| <b>Discretionary Charges</b>                             | Southwick        | 83.53          | \$115,343.00           |
|  | Tolland          | 3.51           | \$4,847.00             |
|  | Granville        | 12.96          | \$17,896.00            |
| <b>Non-Discretionary<br/>(District Services to Town)</b> | Southwick        |                | \$12,000.00            |
|  | Tolland          |                | ---                    |
|  | Granville        |                | ---                    |
| <b>TOTAL ASSESSMENT</b>                                  | <b>Southwick</b> |                | <b>\$11,076,993.00</b> |
|  | <b>Tolland</b>   |                | <b>\$535,189.00</b>    |
|  | <b>Granville</b> |                | <b>\$1,860,670.00</b>  |

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

F. Approve the FY2019 Capital Improvement Plan

Move to approve the authorization to incur debt by the issuance and sale of bonds or notes for the amount of \$600,000 for the purchase of all items specified in the STGRSD FY2019 Capital Improvement Plan, as follows:

|                         |              |
|-------------------------|--------------|
| Transportation Vehicles | \$185,000.00 |
| Technology              | \$125,000.00 |
| Building Improvements   | \$115,000.00 |
| Grounds/Paving          | \$175,000.00 |

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

VII. EDUCATIONAL PRESENTATION

B. Audit Report Findings: Richard Sullivan, Powers & Sullivan

Mr. Sullivan opened his presentation by thanking the District for being a client of over five years. He then outlined the process by which the audit is conducted. He described the auditing standards by which Powers&Sullivan conducts their audits, including Government Auditing Standards. Mr. Sullivan then discussed the schedule of the audit process which begins in the spring, before the year-end. During the spring audit testing the team is able to get some things done to expedite the full audit process in December which takes place in December. Both audits involve a representative from Powers&Sullivan spending a few days in the District office. Generally documents are requested ahead of the visits and Mr. Sullivan complemented Mr. Presnal and Ms. Grise on their thorough preparedness, what called "audit ready".

Mr. Sullivan described the "professional skepticism" that is used by the auditors to examine documents which include, but are not limited to: balance sheets, MSBA borrowing; cash and fund accounts. He then presented the audit results in which he stated that no adjustments are needed and the District has been issued an "unmodified" opinion, which is the best possible opinion.

Mr. Sullivan concluded by reviewing the Management letter with the Committee. The Committee thanked Mr. Sullivan for his work and his presentation.

C. SRS Ice Hockey Program: Frank Montagna, Athletic Director

Mr. Montagna presented to the Committee the current status of the Ice Hockey team at SRS which just completed its second season as a Junior Varsity Team. During the 2017/2018 season, the team had 17 players and finished the season with a record of 3 wins/5 losses/2 ties.

Mr. Montagna then presented information related to transitioning the program from a Junior Varsity program only to a Junior Varsity and Varsity program for 2018/2019. As part of his presentation, Mr. Montagna reviewed the numbers of players and the costs associated with fielding two teams. Ms. Montagna stated that reconfiguring Hockey to a JV and Varsity team was included in his 2018/2019 athletics budget. He also stated that the move to two teams, JV & Varsity would see some players playing on both teams to round out the rosters and that a seat in the local league is dependent on another school that is anticipated to leave. If a seat in the league is not secured, then all Varsity games would be scheduled by Mr. Montagna and would be independent games. Mr. Montagna highlighted parent support for the teams and their willingness to fundraise.

Mr. Houle asked if there is a deadline for making the decision. Mr. Montagna responded that the sooner the better for students who may attend SRS next year based on Ice Hockey, and that the conference will need a letter within the next month or so to accept the team, then it would later be determined if a league position opens up.

Mr. LeBlanc asked about the team configuration with two teams and 28 players. Mr. Montagna responded that some players could play on both JV and Varsity to round out both of the teams.

Ms. Petschke asked if there would be two separate coaches. Mr. Montagna responded yes.

D. SRS Senior Week: Joseph Turmel, Southwick Regional School

Mr. Turmel presented the schedule of events for SRS Senior Week to the Committee. Discussion was made of some of the traditional events of senior week, specifically the senior awards ceremony which has seen waning attendance. The Committee recommended that Mr. Turmel consider making it mandatory for graduates. Mr. LeBlanc encouraged Mr. Turmel to present the concerns to the students and asked them to help identify ways to improve attendance at senior week events.

VIII. POLICIES

None – Policy subcommittee meeting scheduled for Wednesday, April 25, 2018

IX. ACTION ITEMS

G. Accept Donation from Scibelli's Mobil

Move to accept the generous cash donation in the form of a grant of \$500.00 from Scibelli's Mobil, Inc. The funds designated to be used in the maintenance and support of the Southwick Regional School in the area of Math and/or Science.

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

H. Approve Proposed Work Change for Sewer

Move to approve the Proposed Work Change Directive dated 2/5/2018 from J.L. Raymakers & Sons, Inc. in the amount of \$260,000 which includes decommissioning existing septic systems, connections to new sewer system, appurtenances and associated site work, septic pumping and contingency (15%).

Mr. Presnal described the work change order for the sewer and explained that the change order would cover decommissioning the existing septic tanks at all three schools and connections to the new system as described in the attached summary sheet. Mr. Presnal explained that the funding is available through unspent contingency from the original project fund allocations as well as unspent bond proceeds.

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

I. Approve 2018/2019 participation in the METCO program

Move to approve the Southwick-Tolland-Granville Regional School District's participation in the METCO program for the 2018/2019 school year.

Ms. Petschke asked how many students attend STGRSD through the METCO program. Ms. Sullivan responded that 20 students attend STGRSD through the METCO program.

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

J. Approve Kindergarten school choice seat

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

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

K. Approve grade 3 school choice seat

Move to approve one grade 3 school choice seat for the 2017/2018 school year.

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

**X. REPORTS**

**A. Superintendent**

**Alternative Structured Learning Days**

Jenny Sullivan, Director of Curriculum and Instruction, presented the Alternative Learning Days Pilot Proposal to the Committee. Ms. Sullivan described the proposal which would include three Alternative Learning Days for the 2018/2019 school year, to be used at the discretion of the superintendent. The assignments would be designed and created as interdisciplinary projects due during the final grading period of the school year. She additionally the process of development and completion of the assignments as well as implementation of the days with staff. At the end of the pilot, in the spring of 2019, all stakeholders would be surveyed to determine the success/weakness of the pilot.

Ms. Willard stated that the next steps would be for the Committee to vote to approve the pilot, then a Memorandum of Understanding would need to be established with the Teachers' Union to formalize staff expectations for the Alternative Learning Days. If the pilot is approved, Ms. Sullivan would work with instructional coaches and teachers to immediately begin developing the assignments.

Ms. Petschke expressed a concern about consequences for completing assignments and Mr. Locke stated that Tolland students do not have the same access to technology as the residents of the other Towns. Ms. Sullivan noted both concerns and said that those concerns would be taken into account during the planning and implementation of the pilot.

**B. Director of Finance and Operations**

No Report

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

None

**XII. COMMITTEE DISCUSSION**

**A. Old Business**

**Superintendent Evaluations**

Mr. Houle reminded the Committee members that the Superintendent Evaluations are due and should either be given to Ms. McLaughlin or him.

**Budget Hearing**

Ms. Boldyga asked if the District could work on a way to problem solve to increase attendance at the Budget Hearing meetings. Mr. Presnal and Ms. Willard responded that historically there is low attendance and this year was improved over previous years. The District would continue to look to ways to improve attendance.

**B. New Business**

**April 17, 2018 Committee Meeting Schedule**

Mr. Houle stated that due to April vacation, the April 17, 2018 meeting was TBD. He would review the agenda items and let the Committee know.

**May 15, 2018 Committee Meeting Schedule**

Mr. Houle reminded the Committee that the May 15, 2018 meeting was the same evening as the Southwick Annual Town Meeting and the Committee would meet that evening, beginning at 5:30 p.m. in the SRS Library and end in time to attend the Annual Town Meeting.

#### Sick Leave Bank Request

Ms. Willard explained that a request had been made from a member of the Transportation Department. Per the contract, one School Committee member needs to participate. Mr. Houle stated that he would be available.

#### Ice Hockey Team

The Committee discussed the proposal for a Varsity Ice Hockey team. Some of the concerns raised were financial expenses, ages of the players and numbers of players, with the need for some students to play both, and no seat in the league. Committee members discussed what had been done in the past with previous sports. Based on current information, the Committee consensus is that they should remain JV for one more year.

#### Powder Mill Principal Search

Ms. Petschke asked how the Powder Mill School Principal search was progressing. Ms. Willard stated that applications were being received and planning is being made to complete the paper search.

### XIII. ADJOURNMENT

At 8:30 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 all voting individually and unanimously, the motion passes

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

Meeting adjourned at 8:30 p.m.

Respectfully Submitted,



Theodore Locke, Secretary

### XIV. STAFFING

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

- Agenda for the April 3, 2018 meeting
- Minutes for March 20, 2018 meeting
- Veteran's Memorial Foyer Invitation from VFW
- Woodland School CARES Program
- Powers & Sullivan: Southwick-Tolland-Granville Regional School District Report on Examination of Basic Financial Statements, Year Ended June 30, 2017
- Powers & Sullivan: Southwick-Tolland-Granville Regional School District Management Letter, June 30, 2017
- Powers & Sullivan: Southwick-Tolland-Granville Regional School District Report on Federal Award Programs, Year Ended June 30, 2017
- Transition of JV Ice Hockey to Varsity and JV
- Southwick Regional School Senior Week: Class of 2018
- Southwick Regional School Testing Schedule: 2017-2018
- Contract: Computer Network Technician
- Contract Addendum: School District Accountant



- Proposed FY19 Regional School Assessment
- Proposed FY19 Budget Summary
- Proposed FY19 Capital Spending
- Changes to Proposal since Budget Hearing of 3/20/2018
- Exxon Mobil Corporation Donation to SRS
- Proposed Work Change Directive Estimate from Tighe & Bond, Inc.
- Email: School Septic Pumping Costs from Daniel S. Holmes, Tighe&Bond
- Kindergarten School Choice Application
- Grade 3 School Choice Application
- Alternative Learning Days Pilot Proposal
- Contract pages 11-12: UFCW Local 1459; Sick Leave Bank

