



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

**DATE: Tuesday, May 1, 2018**

**TIME: 6:00 PM**

**LOCATION: \*Powder Mill School Cafeteria**

Powder Mill School, 94 Powder Mill Road, Southwick, MA 01077

\*Note Location

**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                          |
|                          | <input checked="" type="checkbox"/> Maria Seddon, Southwick. Departed at 7:26 p.m.      |
|                          | <input 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. 105</u>  |

**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**

4/3/2018 Meeting Minutes: Accepted as written

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

**D. Warrants – circulated**

**E. Correspondence**

Massachusetts School Building Authority Final Grant Letter – Powder Mill School

Superintendent Willard reported that the MSBA sent a letter notifying the District that the final audit results were available for the Powder Mill School project and a final grant payment of \$66,710 will be made on Thursday, April 19, 2018.

**II. EDUCATIONAL PRESENTATION**

**A. Powder Mill School Principal Appointment**

Superintendent Willard introduced Erin Fahey Carrier to the Committee as the newly appointed Principal of the Powder Mill School. Ms. Willard described the hiring process for the principal search and welcomed Ms. Carrier to the District. Ms. Carrier addressed the Committee as well as the audience and said how happy she was to be coming to Southwick-Tolland-Granville.

The Committee congratulated and welcomed Ms. Carrier

**B. Powder Mill School Drama Club**

Ms. Saso was joined by Ms. Roit and four student members of the Powder Mill Drama Club. She explained that the drama club was created at the request of two students and the response was so overwhelming that the group was split into grades 3/4 and 5/6 sessions. Ms. Roit and the students then performed two skits that they learned in the grades 3/4 session. The Committee enjoyed the performance.

**C. Southwick Regional School Ice Hockey Program**

Mr. Montagna, Athletic Director, and Mr. Turmel, Southwick Regional School Principal presented information regarding the SRS Ice Hockey Program. Mr. Montagna addressed the Committee and reviewed that he anticipated 16 returning players and 12 new players for the 2018/2019 school year. He then took them through his document with answers to questions that had been raised by the District including information about other Districts that offer Ice Hockey, the process for becoming part of the league and cost considerations.

Mr. Montagna stated that he supported the move from a single Junior Varsity team to two teams: Junior Varsity and Varsity. He spoke about the progression of the team and the positive excitement he has witnessed.

Ms. Petschke thanked Mr. Montagna and the parents for the work they had done to clarify some of the Committee's questions. She asked about costs estimated to be offset by ticket sales and what is the cost of the typical ticket. Mr. Montagna stated that tickets usually are \$5.00 for adults and \$3.00 for seniors, students and veterans.

Ms. Seddon thanked the parents for all of their support of the players throughout the entire process and for coming to the meeting to show their support. She thanked everyone who supplied additional data and information for consideration.

Mr. Turmel stated that he understands the questions about the financial impact and sustainability of the programs. While the request has come to the Committee a year ahead of schedule he feels all of the right pieces are in place to work collaboratively and support the program.

Mr. Houle thanked everyone and the parents for their support. Mr. Houle highlighted that the proposal for two teams did not follow the process to bring it forth in a timely manner, specifically regarding budgeting. He stated the importance of the process and the need to follow it.

Mr. LeBlanc stated that when the building project was presented to the towns, one of the selling points was that the 7<sup>th</sup> and 8<sup>th</sup> grade students would have additional opportunities to participate in athletics. In considering all of the information, he supports the program proposal and is excited about the enthusiasm that the team is generating.

Ms. Stack thanked the community for their attendance at the meeting and the communication that had been received to provide additional data.

**III. STUDENT ADVISORY REPORT**

Margaret Drohen reported the spring awards assembly was scheduled for Friday, May 4 and the talent show would take place in the evening of the same day. Also upcoming are Mr. Southwick; AP exams which students are preparing for; prom on May 12; and senior exams on May 23-24. She also reported that spring sports are underway and the teams are doing well.

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

Sharon Ensign, Southwick MA

Ms. Ensign read a statement on behalf of all of the families and community members in support of the varsity and junior varsity Ice Hockey programs for the 2018/2019 school year. Ms. Ensign noted the letters and data sent to

Committee members which emphasized the commitment by the families. She commented about a number of students who have left the District to play hockey at other schools; youth hockey programs in the area and the support that is being provided by the local rink. Ms. Ensign thanked the Committee for their time and consideration.

Jean Reopel, Southwick, MA

Ms. Reopel spoke in support of the Ice Hockey program and stated that if not approved, the District will lose revenue due to school choice.

**V. ACTION ITEMS**

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

- A. Approve a Varsity and Junior Varsity Ice Hockey Team for the Southwick Region the 2018/2019 School Year  
Move to approve a Varsity and Junior Varsity Ice Hockey team at the Southwick Regional School for the 2018/2019 School Year.

Motion by LeBlanc, seconded by Locke motion passes: 6/0/0

**VI. POLICIES**

JIC – Student Discipline: 1<sup>st</sup> Reading

Ms. Willard explained that the JIC Student Discipline was missing one section that is required for the District CPR Audit. The addition of the section would reflect current practice and meet the requirements.

EEAA – Walkers and Riders: 1<sup>st</sup> Reading

Ms. Stack explained that the revised document includes language related to hazardous road conditions. Ms. Petschke asked about the statement (b.) which makes reference to “students who live more than one mile from the nearest bus stop”. The Policy subcommittee agreed to research and review and address Ms. Petschke’s question.

**VII. ACTION ITEMS**

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

- B. Accept Donation of Braille Books for Woodland School Library  
Move to accept the generous donation of braille books, valued at \$150.00, from Girl Scout Troop 12916 to be used in the Woodland and Powder Mill School Libraries.

Motion by LeBlanc, seconded by Locke motion passes: 6/0/0

- C. Approve SRS Fundraiser  
Move to approve the SRS Health Careers Club 5K fundraiser.

Motion by LeBlanc, seconded by Locke motion passes: 6/0/0

- D. Approve Alternative Structured Learning Days Pilot for the 2018/2019 School Year  
Move to approve three Alternative Structured Learning Days, to be used at the discretion of the Superintendent, for the 2018/2019 School Year.

Motion by LeBlanc, seconded by Locke motion passes: 6/0/0

- E. Approve School Choice Seats for the 2018/2019 School Year  
Move to accept School Choice students\* in the Southwick-Tolland-Granville Regional School District during the 2018/2019 school year, as follows:

Grade	K	1	2	3	4	5	6	7	8	9	10	11	12
WS	10	5	5										

PMS				3	0	0	0						
SRS								5	5	3	7	3	0

*\*PLEASE NOTE: We do not offer School Choice seats in substantially separate or alternative education programs*

Motion by LeBlanc, seconded by Locke motion passes: 6/0/0

- F. Waive final two readings of Policy JIC Student Discipline

Move to waive the three (3) readings for the revised JIC Student Discipline Policy.

Motion by LeBlanc, seconded by Locke motion passes: 6/0/0

- G. Approve Policy revisions to JIC Student Discipline

Move to approve the revised policy JIC Student Discipline.

Motion by LeBlanc, seconded by Locke motion passes: 6/0/0

- H. Approve Instructional Technology Specialist Job Description

Move to approve the Instructional Technology Specialist Job Description.

Ms. Petschke asked when the job would be posted and who would interview. Ms. Willard responded that, if approved, it was scheduled to post the following day and Ms. Sullivan would conduct the interviews.

Motion by LeBlanc, seconded by Locke motion passes: 6/0/0

- I. Approve Digital Literacy and Computer Science Instructor Job Description

Move to approve Digital Literacy and Computer Science Instructor Job Description.

Motion by LeBlanc, seconded by Locke motion passes: 6/0/0

## VIII. REPORTS

- A. Superintendent

### School Safety/Security

Superintendent Willard reported that District Administration received training with the State Police Department on Reunification, in the event that there would be a need to evacuate students to another location. She stated that in the 2018/2019 school year, existing drills would continue with the addition of reunification drills. She also stated that she had spoken to State Police and the School Resource Officer regarding a parent information night to take place in the fall of 2018.

### Buildings and Grounds

Superintendent Willard recognized the District grounds crew for their hard work on the grounds and thanked them for their work.

- B. Director of Finance and Operations

### Moto X

Mr. Presnal reported that the MotoX Nationals are scheduled to take place on 6/30/2018. He anticipates that the District will again be interested in conducting a parking fundraiser.

**IX. SUB COMMITTEES AND LIAISONS**

No Reports

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

None

**XI. COMMITTEE DISCUSSION**

**A. Old Business**

Superintendent Evaluations

Mr. Houle reported to the Committee the results of the Superintendent Evaluation. He highlighted Superintendent Willard's leadership while incorporating all students on one campus and her leadership focus on educational improvements "in the interest of all students". He stated that in the Evaluation results she met or exceeded expectations. Ms. Willard thanked the Committee for all of their support and encouraged them to schedule a time to meet individually to go over feedback.

**B. New Business**

June 5, 2018 School Committee Meeting reschedule to May 29, 2018

Mr. Houle stated that due to a scheduling conflict, the June 5 meeting would take place on May 29, 2018.

He also reminded Committee members that the May 15, 2018 meeting would be held in the SRS Library, prior to the Southwick Special Town Meeting.

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.

Building Project Closeout

Ms. Petschke asked if there are ongoing building maintenance issues with Powder Mill School. Stating that it had been reported to her that tiles were broken and peeling; a sewage pipe was backing up; battery issues in auto flush toilets. Mr. Presnal reported that there are some known issues, and some of those are unrelated to the building project. Mr. Presnal recommended that the Buildings and Grounds subcommittee reconvene to review the issues.

**XII. EXECUTIVE SESSION**

At 7:28 p.m. a motion was made to go into Executive session.

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.

Principal Contract

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

At 8:17 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 Amy Stack all voting individually and unanimously, the motion passes.

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

### XIII. ADJOURNMENT

At 8:17 p.m., a motion was made to adjourn the meeting.

With the members Jeffrey Houle, George LeBlanc, Theodore Locke, Pamela Petschke, and Amy Stack all voting individually and unanimously, the motion passes

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

Meeting adjourned at 8:17 p.m.

Respectfully Submitted,



Theodore Locke, Secretary

### XIV. STAFFING

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

- Agenda for the May 1, 2018 meeting
- Minutes for April 3, 2018 meeting
- Massachusetts School Building Authority, Final Grant Letter – Powder Mill School
- SRS Athletics Budget Summary

- Responses from Athletic Director to question posted by District
- Southwick Rams Hockey Hockey Handout from Parents
- Policy JIC Student Conduct
- Policy EEAA Walkers and Riders
- Braille Book donation Memorandum from Kimberley Saso
- SRS Fundraiser/Activity Request Form: Health Careers Club 5K
- Alternative Learning Days Pilot Proposal
- School Choice Data for the 2018/2019 School year
- Instructional Technology Specialist Job Description
- Digital Literacy and Computer Science Instructor Job Description
- Lucas Oil: Southwick National
- Superintendent 2017/2018 Evaluation Summary & Review