

**SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**School Committee Meeting**

**Minutes –August 25, 2016**

**SCHOOL COMMITTEE TOURS OF DISTRICT SCHOOLS 3:30 p.m.**

**SCHOOL COMMITTEE MEETING 5:00 p.m.**

**EXECUTIVE SESSION TO FOLLOW**

**SECTION I – Routine:**

- A. 1. Attendance:
  - Jeffrey Houle, Chairperson
  - George LeBlanc, Vice Chairperson
  - Theodore Locke, Secretary (Tolland Rep.)
  - Jean McGivney-Burelle
  - Pamela Petschke (Granville Rep.)
  - Maria Seddon
  - Kelly Clendenin  Left mtg. 7:35 p.m.
- 2. Administration:
  - Jennifer Willard, Superintendent
  - Stephen Presnal, School Business Manager
  - Amy McLaughlin, Recording Secretary
- 3. Student School Committee:
  - Margaret Drohen
  - Carlos Pereira
- 4. News Media:
  - Westfield Evening News
  - Southwick/Suffield – Greg Scibelli

**OPENING CEREMONY**

Observers: 1

**SECTION II:**

- A. Secretary’s Report: 6/29/16, 8/9/16 Accepted as Written
- B. Bills: Circulated
- C. Correspondence:

**SECTION III: PUBLIC COMMENT - None**

**SECTION IV: STUDENT ADVISORY REPORT - None**

**SECTION V: EDUCATIONAL PRESENTATION**

- SRS Schedule – Joseph Turmel, Principal, Southwick Regional School

Mr. Turmel reported that evaluation of the High School schedule began in approximately 2012 but was put on hold during the building project. Mr. Turmel said that now that the building project is nearly completed the question of the schedule for the 7/8 and 9-12 students at the Southwick Regional School can be addressed. Mr. Turmel presented advantages and disadvantages of block scheduling vs. traditional scheduling. Block scheduling features fewer, longer periods and traditional scheduling provides a greater number of shorter periods. Currently the 7/8 and 9-12 students are not on the same schedule. Ms. McGivney-Burelle commented that part of the building project goal was that the 7/8 and 9-12 students would be on similar schedules so that 7/8 students could take advantage of 9-12 course offerings. Mr. Turmel said that he is optimistic about opportunities to merge the two schedules.

Mr. Turmel proposed focusing the evaluation on three schedule options with a presentation to parents by October with a recommendation to be made in November 2016. Ms. Petscheke remarked that presentations to parents and surveys must be absolutely clear. Mr. Houle asked if the timeline was too aggressive. Mr. Turmel remarked that a lot of time has passed already and he thinks it is important to address the question of the schedule. School Committee members directed Mr. Turmel to will move forward with research on schedule options. Mr. Turmel will create a presentation and bring to the School Committee before presenting to the community.

- SRS Twitter – Joseph Turmel, Principal, Southwick Regional School

Mr. Turmel reported that, together with Vice Principals, Ben Tagliari and Serena Shorter, he attended training on the use of Twitter as a communication tool. Twitter would be an additional way to send information directly to students. Mr. Turmel said that Mr. Montagna is using it successfully in the Athletic Department as a tool to deliver information to students. Mr. Turmel commented Twitter would be a way to communicate with students and parents without placing a Connect Ed call. Mr. Turmel said that the focus would be on positive communication.

- Mr. Turmel commented that Jenny Sullivan and Superintendent Willard have brought lots of positive changes and excitement to the District.

- STEM Coach Job Description, Jenny Sullivan, Director of Instructional Programs and Grants

Ms. Sullivan reported that the STEM Coach is a position that also encompasses math. The proposed STEM Coach position is K-12 for the 2016/2017 school year. Ms. Sullivan said that the desire is to add two new coach positions in the 2017/2018 school year, distributing the workloads between K-6 and 7-12 for both literacy and STEM.

Ms. Sullivan said that she is working on a 5 year plan to foster educational leaders in the District and focus on curriculum development.

**SECTION VI: POLICIES –**

**SECTION VII: ACTION ITEMS**

	<u>Motion</u>	<u>2<sup>nd</sup></u>	<u>For</u>	<u>Opp.</u>	<u>Abs.</u>	<u>* Reminder</u>
1. Move to approve the STEM Coach Job Description.	GL	TL	6	0	1	
2. Move to approve 2016/2017 out-of state field trips for Southwick Regional School.	GL	TL	6	0	1	
3. Move to approve 2016/2017 fundraisers for Southwick Regional School.	GL	TL	6	0	1	
4. Move to approve the use of District buses for the Granville Harvest Fair.	GL	TL	6	0	1	
5. Move to award Building Project Bond Bid.	GL	TL	6	0	1	
6. Move to award School Bus Bid.	GL	TL	6	0	1	

• Subject to Conflict of Interest Law

**SECTION VIII: REPORTS**

**A. SUPERINTENDENT:**

1. Feasibility Study Update

Superintendent Willard reported that John Kennedy from NESDEC will be presenting to the School Committee at the next meeting on September 6, 2016. Mr. Kennedy is currently working with all four building principals to gather preliminary information before he begins his study. Mr. Kennedy has scheduled visits to all four schools during the period of September 19-20, 2016 with a third day on September 21, 2016 if necessary.

2. Transportation Study Update

Superintendent Willard reported that Rich Labrie will present and update on the Transportation Study to the School Committee at the September 20, 2016 meeting.

**B. SCHOOL BUSINESS MANAGER:**

**SUB COMMITTEES:**

1. Negotiations

J. Houle, T. Locke, G. LeBlanc

Transportation negotiations on Sept. 9. 2016

2. Finance

TBD, T. Locke, G. LeBlanc

3. L.P.V.E.C. Bd. Gov.

G. LeBlanc

- Mr. LeBlanc reported that the most recent meeting featured only positive comments about Superintendent Willard.

- Mr. LeBlanc reported that the L.P.V.E.C has part time data analysis individuals who are available to provide assistance to us if needed. Ms. Willard remarked that we have already leveraged those individuals to present at the recent administrator's retreat.

4. L.P.V.E.C. Bd. Dir.

J. Houle

- |                              |   |  |
|------------------------------|---|--|
| 5. Policy                    | G. LeBlanc, J. McGivney-Burelle, <del>P. Petschke</del> ;<br>K. Clendenin | Ms. Petschke gave up her position on Policy Subcommittee so Ms. Clendenin can participate. |
| 6. School Building Committee | T. Locke, J. Houle  |  |
| 7. Technology                | J. McGivney-Burelle, T. Locke, G. LeBlanc                                 | Next Meeting Thursday Sept 8, 2016 at 8:00 a.m.  |
- LIAISONS:**
- |                                |   |
|--------------------------------|---|
| a. Curriculum & Instruction    | J. McGivney-Burelle, P. Petschke, M. Seddon |
| b. Legislative Liaison         | TBD   |
| c. SPED Liaison                | J. Houle                                    |
| d. Southwick Capital Committee | TBD   |

### SECTION IX: PUBLIC COMMENT

- Diane Houle said that in her experience coming to School Committee meetings, the discussion that took place this evening has her feeling very encouraged and excited for the District with the new energy that she witnessed in the School Committee meeting.

### SECTION X: COMMITTEE DISCUSSION

#### **A. Old Business**

#### **B. New Business**

- Superintendent Willard reminded everyone that they are invited to the Staff Opening Day on Monday August, 29, 2016 beginning at 8:00 a.m. with lunch being served to the staff at 12:00 p.m. Ms. Willard invited all School Committee members to come and assist in lunch service.
- Ms. Clendenin reported that she is getting questions from the community. Mr. Houle remarked that, as presented by Attorney Dupere at the August 9, 2016 meeting, School Committee members should refer all complaints to the appropriate administrator.
- Mr. Houle said that Professional Development for paraprofessionals should include a program that provides more effective instruction.
- Mr. Houle reported that the scoreboard on the track, and other signs at the Southwick Regional School still have incorrect names on them.
- Mr. Houle reported that the flashing street light on Powder Mill Road is not working properly.
- Mr. Houle said that the School Committee no longer has a representative on the sewer project. Mr. Presnal reported that Mr. Steinhart is going to provide monthly updates on the project for the School Committee.
- Mr. Houle commented that the janitorial staff did a great job over the summer.
- Ms. McGivney-Burrelle commented that there is a long list of new hires for this beginning of the school year.

**SECTION XI: EXECUTIVE SESSION**

**TIME:**

- 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.

**MOTION:** \_\_\_\_\_ ; **SECOND:** \_\_\_\_\_ ;

**VOTE:** J.H. ; G.L. ; T.L. ; J.M-B. ; P.P. ; M.S. ; K.C.

Return to Open Session – Time: \_\_\_\_\_ p.m.

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**VOTE:** J.H. ; G.L. ; T.L. ; J.M-B ; P.P. ; M.S. ; K.C.

Meeting adjourned: 7:39 p.m. p.m.

**MOTION:** GL **SECOND:** TL **VOTE:** **FOR:** 5 **OPPOSED:** 0

Respectfully submitted,  
Theodore Locke, Secretary  
*Theodore Locke III*

**A. Dates to Remember:**

- August 29 Staff Opening Day  
 30 Staff Professional Development  
 31 Staff Professional Development  
 September 1 First Day of School – Grades 1-12 & PK Orientation  
 2 First Day PK & K Orientation  
 5 Labor Day – NO SCHOOL  
 6 First Day Kindergarten  
 13 Open House PM 3&4  
 14 Open House SRS 7-12  
 15 Open House PM 5&6  
 21 Open House WS &GVS  
 22 Half Day – Staff Collaboration

## Early Release:

- 11:00 SRS  
 11:30 PMS  
 11:30 GVS  
 12:00 WS

**Personnel:****Appointments**

- |                         |   |
|-------------------------|---|
| 1. Katelyn Nowicki      | PMS SPED Teacher                            |
| 2. Shelly Roit          | PMS Grade 4 Teacher (effective 10/17/16)    |
| 3. Grace Gustafson      | PMS Grade 6 Teacher                         |
| 4. Rio Cruz             | PMS Paraprofessional                        |
| 5. Erin Kolasinski      | PMS Adjustment Counselor                    |
| 6. Rebecca Whalley      | PMS Paraprofessional                        |
| 7. Louis Evans          | PMS Custodian FT Nights                     |
| 8. Carolyn Roberts      | SPED Psychologist                           |
| 9. Position Elim.       | SPED SPED Teacher @ SRS                     |
| 10. Cara Letendre       | SRS .6fte SPED Teacher                      |
| 11. Position Elim.      | SRS Technology/Business                     |
| 12. Marianne Margiotta  | SRS .5fte Career Facilitator                |
| 13. Stephanie Lecrenski | SRS Adjustment Counselor                    |
| 14. Position Elim.      | SRS .5fte English Teacher                   |
| 15. Position Elim.      | SRS Reading Teacher                         |
| 16. Zachary Livingstone | SRS Paraprofessional                        |
| 17. Sabine Pirello      | SRS Food Service - Asst. Mgr.               |
| 18. Tyler Bladyka       | SRS Art 1.0 fte                             |
| 19. Kaylyn Blair        | SRS Foreign Language - Spanish              |
| 20. Shannon Dion        | SRS Adjustment Counselor                    |
| 21. Glen Davis          | SRS Custodian FT PM                         |
| 22. Irene Lassman       | SRS Foreign Language - Spanish              |
| 23. Brittany Sleight    | SRS Paraprofessional - Crossroads- Class II |
| 24. Pamela Dube         | SRS Special Education - Gr. 7               |
| 25. Ana D'Agostino      | SRS Foreign Language - Spanish              |
| 26. Lindsay Smithies    | SRS Guidance Counselor Gr. 7&8              |
| 27. Benjamin Swartz     | SRS Paraprofessional - Hall Monitor         |
| 28. Richard Dittrich    | SRS Custodian FT PM                         |
| 29. Cassandra Angelica  | GVS Grade 2 Teacher                         |
| 30. Kelly Laferriere    | GVS Paraprofessional                        |
| 31. Candee Costa        | GVS Secretary                               |

- |                          |  |
|--------------------------|--|
| 32. Amy McLaughlin       | STGRSD Administrative Assistant to Supt. |
| 33. Joanne Sico          | STGRSD Substitute Caller                 |
| 34. Francesca Fydenkevez | WS Teacher - Grade 1                     |
| 35. Laura Arbour         | WS Teacher - PK                          |
| 36. Mark Laviolette      | WS Night Custodian as of 8/25/16         |
| 37. Audrey Guyott        | WS Paraprofessional                      |
| 38. Sarah Long           | WS Paraprofessional (.5 K/5 Elementary)  |

**Resignations:**

- |                           |                      |                     |
|---------------------------|----------------------|---------------------|
| 1. Melanie Roberts        | SRS Custodian FT PM  | Effective 7/22/2016 |
| 2. Chris Cossman          | SRS Foreign Language | Effective 7/18/2016 |
| 3. Phoebe Large           | SRS Special Ed Gr. 7 | Effective 7/21/2016 |
| 4. Nicholas Sanchez-Roosa | SRS Foreign Language | Effective 8/1/2016  |
| 5. Alice Rogers           | SRS Band/Chours      | Effective 8/16/2016 |

**Retirements:**

**SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**  
**School Committee Meeting**  
**ADDENDA – August 25, 2016**

SCHOOL COMMITTEE MEETING

5:00 p.m.

**SECTION VII: ACTION ITEMS**

5. Voted: that we hereby determine, in accordance with G.L. c. 70B, that the amount of the cost of the Southwick-Tolland-Granville Regional Middle/High School, the Woodland Elementary School and the Powder Mill Middle School projects authorized by a vote of the District passed on March 20, 2012 not being paid by the school facilities grant is \$28,280,497 and we hereby approve of the issuance of notes and bonds in such amount under said G.L. c. 70B.

<u>Motion</u>	<u>2<sup>nd</sup></u>	<u>For</u>	<u>Opp.</u>	<u>Abs.</u>	<u>* Reminder</u>
GL	TL	6	0	1	

Further Voted: that the sale of the \$7,805,000 General Obligation State Qualified School Bonds of the District dated August 31, 2016 (the “Bonds”), to Robert W. Baird & Co., Inc. at the price of \$8,045,055.40 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on June 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2017	\$235,000	2.00%	2028	\$360,000	2.00%
2018	265,000	4.00	2029	370,000	2.00
2019	275,000	4.00	2030	375,000	2.25
2020	285,000	4.00	2031	385,000	2.25
2021	295,000	4.00	2032	390,000	2.25
2022	310,000	4.00	2033	400,000	2.50
2023	320,000	4.00	2034	410,000	2.50
2024	335,000	2.00	2035	420,000	2.75
2025	340,000	2.00	2036	435,000	2.75
2026	345,000	2.00	2037	445,000	2.75
2027	355,000	2.00	2038	455,000	2.75

Further Voted: to approve the sale of a \$825,000 0.84 percent General Obligation Bond Anticipation Note (the “Note”) of the Town dated August 31, 2016, and payable March 1, 2017, to Easthampton Savings Bank at par and accrued interest.

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated August 15, 2016, and a final Official Statement dated August 23, 2016 (the “Official Statement”), each in such form as may be approved by the District Treasurer, be and hereby are ratified, confirmed, approved and adopted.



Further Voted: that the Bonds shall be subject to redemption, at the option of the District, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the District Treasurer and the Committee be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the District, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the District Treasurer to establish post issuance federal tax compliance procedures in such form as the District Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds.

Further Voted: that each member of the Committee, the District Secretary and the District Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

6. Move to award School Bus Bid #304 for the purchase of two (2) Type C 71-passenger school buses and one (1) Type C 47-passenger school bus to New England Transit Sales, Inc. of Tyngsboro, MA for their low bid in accordance with the bid specifications in the amount of \$221,394. Said bid reflects trade-in value on three (3) used buses in the amount of \$12,250.

GL TL 6 0 1