

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

School Committee Meeting

MINUTES –September 6, 2016

SCHOOL COMMITTEE MEETING

6:00 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 Arrive 6:02pm
 - Kelly Clendenin
- 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: 26

Pledge of Allegiance

SECTION II:

- A. Secretary’s Report: 8/25/2016 Accepted as written
- B. Bills: Circulated
- C. Correspondence: none

SECTION III: PUBLIC COMMENT - Copy of agenda requested and provided.

SECTION IV: STUDENT ADVISORY REPORT

Margaret and Carlos reported that orientation sessions held for 7th and 9th grade went well and were well attended; that parking pass purchases are going well at the Regional School and students are happier with the lower price of the passes; the fall athletic season is kicking off with a Cross Country Meet and Soccer game today; student's at the Regional School are enjoying the new picnic tables that are available at lunch as well as new bag lunch and bottled water options; clubs are beginning to form; preparation for Open House is underway.

SECTION V: EDUCATIONAL PRESENTATION

- Schedule of upcoming presentations

Superintendent Willard reported that upcoming School Committee meetings will feature presentations from each school and their students. The presentations will last approximately 5 or 10 minutes and are scheduled the first meeting of each month, which each school scheduled for two presentations.

- Feasibility Study Update – John Kennedy NESDEC

Mr. Kennedy introduced the Feasibility Study that he is conducting. Superintendent Willard remarked that the slides from Mr. Kennedy's presentation would be made available on the District website.

Mr. Kennedy introduced the New England School Development Council (NESDEC). NESDEC originated at the Harvard School of Education and has been in operation for 65 years. It is a not-for-profit organization with 250 member districts. 200 of those districts have been members for over 10 years. The primary focus of NESDEC is to help districts solve problems. Among the services NESDEC offers is facility best use studies, which is what the STGRSD has hired them to do.

Mr. Kennedy outlined the Scope of Services relating to the Facility Best Use Study which includes a demographic and enrollment analysis of data for the past ten years, current enrollment data and projected enrollment data. NESDEC will identify trends in the housing market for each town and use that information to forecast the impact on future enrollment. Sources for the data include, but not limited to, the District, local realtors and property transactions and U.S. Census data.

Mr. Kennedy presented the Key Components of the study which include an analysis and appraisal of present and future educational programming needs of the STGRSD. Information for this analysis will come from key documents that will be provided and completed by building Principals. NESDEC will then conduct site visits at each of the buildings. Site visits have already been scheduled. September 19, 2016: Southwick Regional School and Granville Village School. September 20, 2016: Powder Mill School and Woodland School. September 21, 2016 an extra day if needed. The site visits will include a meeting with Principals and a walkthrough while school is in session. Following the walk through there will be a meeting with key stakeholders to discuss and analyze results, which will be used to develop the Capacity Analysis.

Mr. Kennedy defined the Capacity Analysis as including Current Operating Capacity and Planned Operating Capacity for a 21st Century Educational Program. NESDEC approaches the Capacity Analysis from the perspective of a school principal who is creating a schedule for the building. Factors NESDEC considers include: class sizes utilizing current best practices or School Committee guidelines; current building use including deficiencies where existing capacity might not be met; future planning that corrects for deficiencies.

Mr. Kennedy identified the final step in the process of the Best Use of Facilities Study as the development of a listing of possible options for the District to consider. Options will, to the extent that

is feasible, provide for adequate school facilities at each educational level and attempt to provide for the equality of educational opportunities for all children in the school district. Each option will reference: projected enrollments and operational capacities; grade organization; accommodation of present and future educational programs; facility modification/closure/construction/alternative use. The options will provide NESDEC a view of the advantages and disadvantages of each option.

Mr. Kennedy reiterated that NESDEC is an independent, non-profit group with no interest in the outcome of the study.

Mr. Kennedy stated that a full report will be delivered to the District at the end of the research.

Mr. Kennedy fielded questions from the audience.

A series of questions asked regarding the scope of what the research would consider such as: Q: The existence and benefits of a school resource officer? A: Yes, if the District has one. Q: The proximity of emergency and medical response teams to the schools? A: Yes, of those are considered. A related factor that is considered is the availability and accessibility of the nurse's station in the building. Q: Environmental factors such as Heat and AC? A: This study is not a capital improvement study. Any safety and security issues would be presented to the District in a private report. Q: Athletics indoor/outdoor facilities? A: Yes.

Pam Petschke inquired if the report will include strategies and recommendations for sustaining and repurposing buildings that may not be at capacity. Mr. Kennedy replied that the study does not provide recommendations but presents options with advantages and disadvantages. Ms. Petschke asked if the firm would be meeting with parents and community members as part of research. Mr. Kennedy answered that once the initial understanding was established, there would be at least one public forum with a draft of the presentation to gather feedback. This would take place before the final conclusion of the report.

Jeff Houle asked if METCO and School Choice programs will be a factor. Mr. Kennedy replied that yes, often these programs allow districts with low enrollment to boost numbers for increased programs and school choice is a source of increased funding.

Mr. Kennedy was asked if his report would include suggestions for increasing the population at a school. Mr. Kennedy answered that school reputation and programming is a factor but NESDEC does not recommend how to recruit more students to a district.

Mr. Kennedy reported that the with the visits taking place in September 2016 the end of October or early November 2016 is a reasonable timeline for completing the report. The public forum will take place before the completion of the report and is anticipated to take place late in October 2016.

Jean McGivney-Burrelle asked if there would be a cost savings analysis as part of the report. Mr. Kennedy answered that yes this would include reviewing positive and negative factors of moving students from one building to another such as: transportation cost, capital improvements. NESDEC would develop estimates with input from the District. Mr. Kennedy gave Ms. McGivney-Burrelle a sample of a completed report that NESDEC conducted for another district.

Ms. Willard reminded everyone that the full presentation will be available on the STGRSD website. Ms. Willard thanked Mr. Kennedy and the members of the community who came to the presentation.

SECTION VI: POLICIES –SECTION VII: ACTION ITEMS

Motion 2nd For Opp. Abs. * Reminder

* Subject to Conflict of Interest Law

SECTION VIII: REPORTS

A. SUPERINTENDENT:

1. Opening Week Update

Ms. Willard reported that the opening week of school went very well. She was able to go to the Southwick Regional, Powder Mill and Granville Village Schools on the first day and was there greeting students when they got off the busses. Because of timing purposes, Ms. Sullivan attended Woodland School's first day and Ms. Willard will be at Woodland School on the first day of Kindergarten. Ms. Willard stated that the schools looked beautiful and she commended the building principals on their work.

2. Staffing Update

Ms. Willard reported that, currently, two staffing positions remain to be filled: SRS Band Teacher and a Grade 8 Paraprofessional. She commented that the administrators did great work interviewing and hiring early.

3. Superintendent's Entry Plan

Ms. Willard reported that the purpose of her Entry Plan is to provide the information to develop an Entry Findings Report which will provide the roadmap for our pathway forward with a collaborative vision and mission statement. The success of her entry plan is hinged on information gathering. She is focused on learning and listening and taking in information from and about the District. The Entry Plan began in early July 2016 and the Entry Findings Report is scheduled to be presented to the School Committee in mid-February 2017.

4. Superintendent's Goals

Ms. Willard presented her Goals for 2016-2017. She highlighted that Goal 5, which is focused on effective communication and transparency during the two studies that are currently underway and Goal 6, which is focused on student learning and developing a focus on unpacking the standards as well as working with the revamped Instruction Improvement Committee to understand the curriculum direction of the District.

C. SCHOOL BUSINESS MANAGER:

1. Transportation - Update

Mr. Presnal reported that in recent years the beginning of school and transportation route establishment has been challenged by construction and building projects and grade reconfigurations. This year, without those challenges, has been one of the best school starts yet. Mr. Presnal commended, and thanked Karen Wzorek, Linda Bathel, Omar Massa and all the drivers for their hard work in the Transportation Department.

Mr. Presnal highlighted that when establishing bust stop locations, the practice of the Transportation Department has been, and continues to be, to base locations on safety, best practices and efficiency of routes.

Mr. Presnal stated that Mr. Rich Labrie will attend the next School Committee meeting to present an introduction to the Transportation Study.

SUB COMMITTEES:

| | | |
|------------------------------|---|---------------------------------------|
| 1. Negotiations | J. Houle, T. Locke, G. LeBlanc | The next negotiation is 9/9/2016 |
| 2. Finance | TBD, T. Locke, G. LeBlanc | Next meeting 9/14/2016 |
| 3. L.P.V.E.C. Bd. Gov. | G. LeBlanc | |
| 4. L.P.V.E.C. Bd. Dir. | J. Houle | Next meeting 9/21/2016 |
| 5. Policy | G. LeBlanc, J. McGivney-Burelle, P. Petschke | Ms. Clendenin replacing Ms. Petschke. |
| 6. School Building Committee | T. Locke, J. Houle | |
| 7. Technology | J. McGivney-Burelle, T. Locke, G. LeBlanc | Next meeting 9/8/2016 |

LIAISONS:

| | | |
|--------------------------------|--|---|
| a. Curriculum & Instruction | J. McGivney-Burelle, P. Petschke, M. Seddon | Ms. McGivney-Burrelle and Ms. Seddon can no longer fulfill their position because of scheduling conflicts. Ms. Clendenin will replace one of them. |
| b. Legislative Liaison | TBD | |
| c. SPED Liaison | J. Houle | |
| d. Southwick Capital Committee | TBD | |

SECTION IX: PUBLIC COMMENT

Ronnie Stratton of the Granville Parent's Association invited Superintendent Willard to attend their next meeting. Ms. Willard replied that yes she would like to attend, please notify her when and where the meeting will be held.

SECTION X: COMMITTEE DISCUSSION

A. Old Business

- Jeff Houle reminded the Committee and observers about the rules for public comment.
- Mr. Houle commented that work should continue on the District website. Ms. Willard stated that the Central Office will research other websites and identify areas where the District website can be improved. Information to be added for the School Committee section includes a section for Roles and Responsibilities, Guidelines for Public Comments, Policies and FAQs. The website is integral to reducing the amount of paper that is distributed. The School Council minutes sections should be up to date and a master calendar would be beneficial.

B. New Business

- Ms. Willard reported that Pathways for Parents is an independent organization that would like to put a sign in front of Woodland School letting parents know about their playgroup and resources. Ms. McGivney-Burrelle stated that that sign should contain standard language noting that this organization is not sponsored by the District.
- Mr. Houle remarked that Southwick Selectboard Member Russell Fox discussed the Rt. 57 construction project during his opening remarks at the Staff Opening Day. Mr. Houle said the District needs to be sure there is an open line of communication with the Town of Southwick regarding that project.
- Mr. Houle, Mr. LeBlanc and Mr. Presnal also remarked that communication with the Town of Southwick is critical as the sewer project progresses.
- Ms. McGivney-Burrelle remarked that she wants to be sure the Feasibility Study that NESDEC is conducting for the District will include financial data. Ms. Willard stated that she will follow up with Mr. Kennedy.
- Ms. Willard said that staff lockdown training has been scheduled. The administrators will be trained on 9/7/2016 with an all staff training scheduled for the staff collaboration day on 9/22/2016. This training is conducted by the State Police in partnership with the Southwick and Granville Police Departments. Ms. Willard stated that school safety is a priority.
- Ms. McGivney-Burrelle said that the school Resource Officer should be out during pick-up and drop-off times.

SECTION XI: EXECUTIVE SESSION

TIME: 7:33 PM

- 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: GL ; SECOND: TL ;

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

Return to Open Session – Time: 7:43 p.m.

MOTION: GL SECOND: TL

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

Meeting adjourned: 7:43 p.m.

MOTION: GL SECOND: TL VOTE: FOR: 7 OPPOSED: 0

Respectfully submitted,

Theodore Locke, Secretary

A. **Dates to Remember:**

- 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
- 8 Technology Sub-Committee Meeting
- 13 Open House PM 3&4
- 14 Open House SRS 7-12
- 15 Open House PM 5&6
- 20 School Committee Meeting
- 21 Open House WS &GVS
- 22 Half Day – Staff Collaboration

Early Release:

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

- October 10 Columbus Day – NO SCHOOL
- 13 Half Day – Parent Conferences
- 20 Evening Parent Conferences
- 21 Half Day – Post Conferences

Personnel:**Appointments**

1. Peter Fiorientino – SRS Hall Monitor
2. Lynn Fiala – SRS – 7/8 Science, Long Term Sub
3. LaToya Lafleur – SRS PT Food Service
4. Matthew Bianchi – PMS FT Night Custodian
5. Amanda Pittenger – PMS Paraprofessional
6. Nicloe Roderick – PMS/SRS Science
7. Alexandra Estrada – WS Teaching Assistant
8. Kosondra Sporbert – GVS Kindergarten
9. Laura Mendoza – Speech Pathologist
10. Beth Grady – STEM Specialist
11. Krista Dubay – Bus Driver

Resignations:

1. Carolea Hayden – PMS Food Service – Effective 8/23/2016

Retirements: