



Southwick-Tolland-Granville Regional School District School Committee

Regular Meeting

DATE: Tuesday, May 2, 2017

TIME: 6:00 PM

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

A. ROUTINE

A. Attendance

The meeting was called to order by the Chairperson of the School Committee, Mr. Houle at 6:00 pm

The Following were present:

School Committee:	Jeffrey Houle, Chairperson George LeBlanc, Vice Chair Theodore Locke, Secretary (Tolland Rep.) Jean McGivney-Burelle Pamela Petschke (Granville Rep.) Maria Seddon
Administration:	Jennifer Willard, Superintendent Stephen Presnal, Business Manager Amy McLaughlin, Recording Secretary
Student Representatives:	Margaret Drohen Carlos Pereira
News Media:	Westfield Evening News
Observers:	<u>Approx. 28</u>

A. Opening Ceremony – Pledge of Allegiance

Mr. Houle informed the Committee and observers that the meeting was being audio recorded and that the recordings would be available with the meeting notes on the District website.

B. Secretary's Report

4/4/2017 Meeting Minutes: Accepted as written

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

C. Warrants – Circulated

D. Correspondence

Superintendent Willard read a letter from School Committee Member Ted Locke regarding his participation in the Southwick Regional School International Trip which took place during April vacation. Mr. Locke complimented the students for the excellent way they conducted themselves throughout the trip.

B. PUBLIC COMMENT – excluding personnel issues

None

C. STUDENT ADVISORY REPORT

Margaret Drohen and Carlos Periera reported: Spring sports are underway and Softball, Girls and Boys Track and Volleyball are all having good seasons; Renaissance cards had been given out to students who had all A's and B's in all of their classes; Math MCAS will begin next week for sophomores; AP exams are taking place including Environmental Science, Chemistry and US History; Friday will be the awards banquet during the day with the talent show in the evening at 6:00 p.m.; Mr. Southwick is Tuesday, May 9 at 7:00 p.m.

D. EDUCATIONAL PRESENTATION

Coach Recognition

Superintendent Willard presented Southwick Regional School Boys Golf Coach Alan Selden with the “You Make A Difference Award”. This award, established by Superintendent Willard, recognizes STGRSD teachers and staff who go above and beyond to serve the District and its community. Mr. Selden was recognized because the MIAA, Massachusetts Interscholastic Athletic Association recently named him the recipient of the 2017 MIAA Boys Golf Coach of the Year Award.

Powder Mill School – After School Programs

Ms. Saso, Principal of Powder Mill School, presented the after school activities that have taken place during the 2016/2017 school year. Ms. Saso stated that the after school clubs and activities which are free to students, have grown out of both teacher and student interest. The activities have included: Flag Football for 5/6 run by Mr. Baker, Ms. Simao and Mr. Baker; Castle Ball for all grades run by both Mr. Bakers and Mr. Frasier; Bananagrams run by Ms. Portenstien and Ms. Gates; Kindness Counts guided by Ms. Kiltonic; Ukulele run by Ms. Pierce and Ms. Bessette; Cheerleading Club for grades 3/4 run by Ms. Nowicki; Student Council advised by Ms. Roy; African Drumming run by Ms. Pierce; Knitting and Crafting clubs are run by Ms. Blais; and there are plans to have an Ultimate Frisbee club for 5/6 before the end of the year and another club run by Ms. Tingley.

The presentation concluded with a performance by the Ukulele club. Ms. Bessette stated that she is grateful for the opportunity to have the Ukulele club. She thanked the students for their participation in the club and for challenging her to learn.

E. ACTION ITEMS

1. Move to waive the three (3) readings for the new policy: JLCE - SCHOOL NURSE MANAGEMENT OF POTENTIAL LIFE THREATENING OPIOD OVERDOSE PROGRAM

A motion was made to approve:

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

Superintendent Willard stated that there is a need for this policy and the readings were requested to be waive so that the policy can be instated as soon as possible in case of an emergency.

2. Move to approve Policy: JLCE - SCHOOL NURSE MANAGEMENT OF POTENTIAL LIFE THREATENING OPIOD OVERDOSE PROGRAM

A motion was made to approve:

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

Ms. Sullivan stated that this policy is part of the Massachusetts Public Health pilot program on the opioid epidemic and allows the District to keep a standing order of the dose of Narcan in the buildings and ensures that school nurses receive the training necessary to administer the dose in the event of an opioid overdose.

Ms. Petschke asked what is the timeline for training? Ms. Sullivan responded that she believe that the nurses had already receive the training but she would confirm.

3. Approve School Choice Seats for 2017/2018 School Year

Move to accept School Choice students* in the Southwick-Tolland-Granville Regional School District during the 2017/2018 school year, as follows:

Grade	K	1	2	3	4	5	6	7	8	9	10	11	12
WS	10	5	0										
PMS				3	0	0	0						
SRS								5	5	3	3	3	0

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

A motion was made to approve:

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

Ms. Petschke asked what the average class size is for the Southwick Regional School? Mr. Turmel responded that in grades 7&8, core classes have between 15-17 students and at 9-12 the core classes range from 17-12 and electives vary based on student interest.

Ms. Petschke asked if the current average class size in grades 3-6, which is large, will continue in to the Regional School. Ms. Willard responded that the class sizes are anticipated to decline as there are currently more teachers at the Regional School.

Ms. Petschke asked what the class size limit is according to District policy. Superintendent Willard responded that it is 25.

~~4. Resolution for School Committee Member~~

5. Approve Land Use License Agreement Between Town of Southwick, American Legion and Southwick-Tolland-Granville Regional School District

Move to approve the Revocable Land Use License Agreement between the Town of Southwick and The American Legion – Southwick Post No. 338, Inc., with the consent of the Southwick-Tolland-Granville Regional School District for a three year term commencing in July 1, 2017 and terminating on June 30, 2020.

A motion was made to approve:

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

Ms. Petschke asked why the terms of the agreement changed from 1-year to 3-years. Ms. Seddon stated that she believed it is possibly related to the terms of a separate agreement the MotoX has for the Nationals, which is 3-years.

F. REPORTS

A. Superintendent

Powder Mill Playground Update

Ms. Willard stated that they attended the Southwick CPC meeting regarding the playground. She thanked Kim Saso for being there and pulling information together on such short notice. Ms. Willard stated that more information must be gathered regarding the specifications on the playground and cost quotations. Once that information has been gathered and the design and costing more concrete, the District will need to return to the CPC and make an updated presentation.

Entry Findings

Superintendent Willard presented the information she learned and the entry findings that she discovered since arriving at the District in July of 2016.

Ms. Willard discussed the process by which she gathered information which included feedback forums with Parents, Staff and Students as well as conversations with key stakeholders, review of academic data and classroom observation. Ms. Willard highlighted findings that included Product over Process, Academic successes and opportunities for improvement. Ms. Willard stated that during the data collection and feedback forums she worked closely with parents, staff and students to create a template for a mission and vision for the District. During that process the groups identified five core values for the District: Scholarship, Respect, Responsibility, Integrity and Compassion.

Ms. Petschke thanked Ms. Willard for her presentation and acknowledged Ms. Willard's finding of Product over Process and the desire to refocus on process. Ms. Petschke asked Ms. Willard when she will be presenting the

outline of the action plan for process changes in the District. Ms. Willard responded that an action plan will be available in the September timeframe to ensure there is time to work together with the leadership team to develop the plan.

Ms. Petschke addressed Mr. Turmel and stated that her husband was able to tour SRS in a professional capacity and he was very impressed with the teachers at the Regional School.

Ms. McGivney-Burrelle asked Ms. Willard about her presentation slides which reference AP exam scores of 3 and above. Ms. McGivney-Burrelle stated that her understanding is that most colleges don't usually recognize 3's in AP for awarding college credit, and she asked for more internal data about how many STGRSD students are achieving scores which are resulting in college credit being awarded.

B. School Business Manager

Mr. Presnal reported on an email received from The Commissioner Massachusetts DOR regarding the District Excess and Deficiency Account Balance for FY16. In the email the District is officially notified that they are over the statutory limit of 5% for the account. The overage is \$160, 771.00 He stated that the excess funds will be returned to each of the member towns. Mr. Presnal stated that the overage is attributed to lower than anticipated costs, including energy expenditures, and unanticipated revenues.

Mr. Presnal reported that the Finance Subcommittee is reviewing the FY17 unexpended appropriation figures and there may be some opportunities related to those figures. The subcommittee needs to reconvene to review those opportunities in relation to net school spending and E&D.

C. Sub Committees and Liaisons-

- i) *Negotiations*: Paraprofessional and Custodians Negotiations scheduled for 4/9/2017
- ii) *Finance*: Meeting scheduled for 4/9/2017 at 2:00 p.m.
- iii) *L.P.V.E.C Bd. Gov and Bd. Dir*: The most recent meeting was combined with a dinner honoring vocational partners.
- iv) *Policy*: a meeting is required: Scheduled for 5/9/2017 at 9:00 a.m.
Ms. Petschke asked if the policy subcommittee has met regarding naming of facilities. Ms. Willard responded that the next School Committee meeting will see a reading of the draft policy.
- v) *School Building Committee*: no report
- vi) *Technology*: no report
- vii) *Curriculum and Instruction*: no report
- viii) *Legislative Liaison*: no report
- ix) *SPED Liaison*: no report
- x) *Southwick Capital Committee*: no report

D. Policies –

G. PUBLIC COMMENT – excluding personnel issues

None

H. COMMITTEE DISCUSSION

A. Old Business

Sewer Project

Mr. Houle stated that the Town of Southwick is looking for the District to fund the gap between the original MOU and the bid. The Committee must decide if they are going to move forward with the project or risk penalties imposed by DEP. If the Committee moves forward a decision needs to be made on how to fund the nearly \$350,000 gap.

Ms. McGivney-Burelle asked what would be the outcome of not moving forward. Mr. Houle and Mr. Presnal responded that there could be action imposed by the DEP but there appears to be some disagreement between the District and the Town as to who would be responsible for any enforcement actions that DEP may take due to non-compliance, whether that is a shared responsibility with the Town and District, or if it falls solely on the District.

Mr. Presnal stated that a preliminary legal opinion from bond council is that the District may be able to use additional borrowing authority from building project to finance the shortfall. Another option is the FY17 operating budget that would be available or E&D. Mr. Presnal stated that there are several options but that time is running out because the bid is scheduled to expire soon. He stated that as the end of the year is fast approaching there is an ongoing monitoring of all funds and the need to meet net school spending and Mr. Presnal noted that expenditures on a capital, sewer project, do not count toward net school spending requirement.

Ms. McGivney-Burelle asked for clarification on the consent order that way signed by Jay Barry. Mr. Presnal stated that the consent order is between DEP and the District, but the MOU suggests the Town has some stake in the process with respect to enforcement actions.

Mr. Houle relayed that urgency is related to the feeling that due to current market conditions, if the bid expires and needs to be redone, it could be higher.

Mr. LeBlanc expressed the concern that when the Committee voted to approve the MOU the thought was that the cap had been set on spending for this project, now agreeing to spending the extra money on the cost overrun, does that open the Committee to additional unforeseen requests in a year or two? He stated that the District doesn't want to get in the situation where they are managing a sewer pump station and that should be considered as the Committee makes a decision.

Mr. Houle asked the Committee to give Mr. Presnal direction for how to direct his work in identifying funding for this project? Mr. Locke stated that he doesn't support the bond process to borrow money, but if there is a way to use budget monies from FY17 that should be looked at. The Committee agreed that they need more information before making a final decision, but asked Mr. Presnal to explore the possibility of paying for the sewer project using FY17 funds instead of the bond process.

Southwick Cultural Council Art Show

Ms. Willard reported that artwork for students throughout the District was on display in addition to participation by Regional School music students in Mr. Quinn's class who performed a flash mob on Friday and played music throughout the day on Saturday. Ms. Willard recognized Pat McMahon who puts the show together and applauded her efforts.

Ms. Petschke noted that the quality of the artwork by the students was particularly good and she was impressed especially with the work that the teacher at Powder Mill School has the students doing.

B. New Business

Mr. Houle reported that May 16 School Committee Meeting is same evening as Southwick Town Meeting. The School Committee Meeting will begin at 5:30 p.m. and be held in the Regional School Library.

I. EXECUTIVE SESSION

At 7:39 p.m., a motion was made to adjourn to Executive Session and not return to open session.

With the members Jeffrey Houle, George Leblanc, Theodore Locke, Jean McGivney-Burrelle, Pamela Petschke, and Maria Seddon being present and 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.

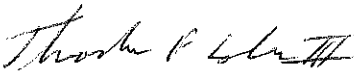
At 8:47 p.m., a motion was made to adjourn the meeting. With the members Jeffrey Houle, George Leblanc, Theodore Locke, Jean McGivney-Burrelle, Pamela Petschke, and Maria Seddon being present and voting individually and unanimously, the motion passes.

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

J. ADJOURNMENT

Meeting adjourned at 8:47 p.m.

Respectfully Submitted,


Theodore Locke, Secretary

STAFFING

Appointments

Resignations

1. Ryan Brose SRS Paraprofessional 4//6/2017/17
2. Zachary Livingstone SRS Paraprofessional 4/5/2017
3. Kailyn Blair SRS Spanish Teacher 6/23/2017

Retirements

List of documents viewed or discussed during this meeting:

- Agenda for May 2, 2017
- Minutes of April 4, 2017 School Committee Meeting
- Correspondence from Theodore Locke regarding participation in SRS trip abroad
- MIAA announcement of designation of 2017 MIAA Boys Golf Coach of the Year Award to Alan Selden
- Policy JLCE
- School Choice and Enrollment Datasheet
- Revocable Land Use License Agreement between the Town of Southwick, American Legion and STGRSD
- 2016 Massachusetts District Report Card Overview for Southwick-Tolland-Granville Regional School District
- PowerPoint – Superintendent Willard’s Entry Findings
- Correspondence dated April 14, 2017 from DOR regarding STGRSD Excess and Deficiency

