



# Southwick-Tolland-Granville Regional School District School Committee

## Regular Meeting

DATE: Tuesday, May 16, 2017

TIME: 5:30 PM

LOCATION: Southwick Regional School Library

93 Feeding Hills Road, Southwick, MA 01077

*\*NOTE TIME AND 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

#### A. ROUTINE

##### A. Attendance

The meeting was called to order by the Chairperson of the School Committee, Mr. Houle at 5:31 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 – arrived at 5:36 p.m.
Administration:	Jennifer Willard, Superintendent Stephen Presnal, Business Manager Amy McLaughlin, Recording Secretary
Student Representatives:	Margaret Drohen Carlos Pereira
News Media:	Southwick News, Westfield Evening News
Observers:	<u>Approx. 6</u>

##### A. Opening Ceremony – Pledge of Allegiance

Mr. Houle informed the Committee and observers that the meeting was being audio recorded.

##### B. Secretary's Report

5/2/2017 Meeting Minutes: Accepted as written

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

##### C. Warrants – Circulated

##### D. Correspondence

Superintendent Willard read a letter from School Committee Member Kelly Clendenin regarding her resignation from the School Committee effective May 10, 2017.

Mr. Houle discussed the process for filling the vacancy which is outlined in the Regional Agreement. The process includes advertising for the position, applicant interviews and selection by the Town of Southwick Selectboard and the Southwick Committee members.

#### B. PUBLIC COMMENT – excluding personnel issues

Michelle Parrow, Southwick, MA asked if there is an exit interview for the member who recently resigned to gather information about why they resigned.

#### C. STUDENT ADVISORY REPORT

None

#### D. EDUCATIONAL PRESENTATION

None

**E. ACTION ITEMS**

1. School Committee Member Resolution

Be it resolved, that the Southwick-Tolland-Granville Regional School Committee hereby extend their congratulations to Jean McGivney-Burrelle in recognition of eight years of excellence as a School Committee member, and we hereby convey our sincere appreciation for your valuable efforts, dedicated service, and assistance rendered, which has enhanced the image of the Southwick-Tolland-Granville Regional Schools, and a record of these resolutions shall be permanently entered into the minutes of this School District.

A motion was made to approve:

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

Superintendent Willard recognized Ms. McGivney-Burrelle for her candor on the Committee and passion for the students of the District and for her clear love of education. Ms. Willard stated that she would miss Ms. McGivney-Burrelle but wished her all the best.

Ms. Seddon said that she would miss Ms. McGivney-Burrelle and recognized her as an example of volunteerism and her eight year commitment to being on the Committee. Ms. Seddon also thanked her for her time and wished her all the best.

Ms. McGivney-Burrelle acknowledged the entire Committee and the work that they have done together and stated that the work had been rewarding, intellectually challenging and fun. She complimented the members of the committee for doing their job with integrity and the best intentions for the students. She thanked Mr. Houle, Mr. LeBlanc and Mr. Locke for taking her under their wings at the beginning of her service; Ms. Seddon and Petschke for their positive energy, passion and commitment; Mr. Presnal for working quietly behind the scenes to make everything work and the stability he has provided throughout the year; Ms. Willard for her vision, energy and passion and the bright future of District; She thanked everyone.

F. JV Ice Hockey for 2017/2018 School Year

Move to approve a JV ice hockey team at the Southwick Regional School for the 2017/2018 School Year.

A motion was made to approve:

Motion by LeBlanc, seconded by Locke

Mr. Houle asked why the Athletic Director was not present to speak about the status of the Hockey Team. Ms. McLaughlin stated that she mistakenly believed the presentation of the Ice Hockey team update had taken place in Spring.

Mr. Houle stated that he'd like to have the Athletic Director come back to the Committee to present the numbers: total cost for the current year and upcoming year, team numbers for the current year and upcoming year, so that the Committee can make a more informed decision about the future of the team.

Mr. LeBlanc and Mr. Locke agreed that more information would be helpful.

A motion was made to table this action item:

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

G. Approve 1 School Choice seat for 2017/2018 School Year

Move to approve one Grade 5 School Choice Seat for the 2017/2018 School Year

A motion was made to approve:

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

Superintendent Willard stated that this seat is for a family who will potentially move to Southwick. The family has three students, two of whom were approved for School Choice seats but this one, there were no grade 5 slots available.

#### H. Net Metering – Business Manager Report

Superintendent Willard reported that no action is needed, but Mr. Presnal had an update. Mr. Presnal reported that the original net metering arrangement was with a company called Nex Amp who had several solar sites for which the District was receiving credits. One of the site projects has fallen through and will not be completed in time for the District to access the credits through the program. As a result the District, along with the Town of Southwick, is looking to get a contract to replace the lost Nex Amp net metering credits. The new project name is Syncarfa and is a 20 year commitment, which has been previously authorized by the Committee.. The Town attorney has reviewed contracts and the District attorney is also reviewing.

### A. REPORTS

#### A. Superintendent

##### Graduation for Individual Student

Superintendent Willard reported that Southwick Regional School Principal Joe Turmel and Vice Principal Ben Taglieri put together, with very little notice, a special graduation ceremony for a student with a terminally ill parent. Ms. Willard recognized the administration for putting together such a heartfelt experience for this family. She stated that she was very proud and humbled to be part of the District.

##### You Make a Difference

Superintendent Willard reported that she presented a You Make a Difference Award to Woodland School Teacher Kristen Schindel after receiving a letter from Regional School staff member and parent Stephanie Lecrenski. Ms. Lecrenski spoke to the positive changes she'd seen in her son as a result of being in Ms. Schindel's class.

##### Graduation Activities

Superintendent Willard Reported:

Tuesday, May 23 is last full day for seniors

Wednesday, May 31 is graduation practice with cap&gown photo followed by graduates visiting Granville Village, Powder Mill and Woodland Schools to walk the halls and see the students.

Saturday, June 3 graduation will be held at the Regional School, with invitations and tickets in the School Committee Packets.

##### Staff Welcome Back for New School Year

Superintendent Willard Reported:

August 28, 2017, 11:00-12:00 will be the welcome back picnic where School Committee members often volunteer and serve food to teachers.

##### GVS Litigation

Superintendent Willard Reported:

Count 2 - Attorney meeting scheduled at the court house on Friday, May 19, 2017 at 11:00am with remedies.

Count 1- Trial date set for August 14, 2017.

##### Sewer

Superintendent Willard reported that the District has been in contact with the Attorney who will represent the District in the Sewer issue

## B. School Business Manager

### Sewer Funding

Mr. Presnal reported that the finance sub committee met to discuss funding for the sewer project based on the higher than expected bid received by the Town. Mr. Presnal stated that an option for funding, if the Committee chooses to do so, included utilizing unspent appropriations anticipated at year end for FY17. Analyzing all information related to net school spending, the net school spending requirements would still be met for FY17 and initial calculations estimate that approximately \$460K could be returned to E&D, barring an unforeseen circumstances.

Mr. Houle asked what is the expiration date on the bid extension? Mr. Presnal replied that the current bid expires on June 6, 2017.

Mr. Locke asked if a motion was needed to be made regarding the funding? Mr. Presnal responded that no motion was required because no additional appropriation is required. Ms. McGivney-Burrelle asked if there was a stipulation made to the Town? Ms. Willard and Mr. Presnal responded that the District has contacted an attorney to update the MOU regarding no additional funding provided by the District and to clearly outline responsibilities.

The Committee consensus is to provide this additional funding with legal language that restricts additional funding.

## C. Sub Committees and Liaisons-

- i) *Negotiations*: no report
- ii) *Finance*: no report.
- iii) *L.P.V.E.C Bd. Gov and Bd. Dir*: no report
- iv) *Policy*: a meeting was held on 5/9/2017
- 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
- xi) *Transportation* – Mr. Locks asked when the Transportation sub-committee would meet? It was decided to schedule a meeting at the next School Committee meeting.

## D. Policies

Ms. Petschke asked who the Policy sub-committee members are. Mr. LeBlanc responded that with the departure of Ms. McGivney-Burelle and now, Ms. Clendenin, he is the sole remaining member. Ms. Seddon volunteered to be a member of the sub-committee, reminding the Committee that meetings would need to be scheduled around her work obligations, which was agreed to.

### 1<sup>st</sup> Reading: BBBE Unexpired Term Fulfillment/Vacancies

Mr. LeBlanc stated that this policy is being edited to add the language for the process of filling School Committee Vacancies on Unexpired Terms for the Granville representative..

### 1<sup>st</sup> Reading EAEF Use of Video and Audio Recording Devices on School Transportation Vehicles

Mr. Presnal notified the Committee that this new policy closely matches what other districts use and has been reviewed by the District's attorney. He stated that Southwick-Tolland-Granville RSD is one of the last Districts to have a policy like this one. The policy protects students and drivers in a variety circumstances.

Ms. Petschke asked if the recording devices will go on all the transportation vehicles? Mr. Presnal responded that initially some spare busses and vans would not have them but, over time every vehicle in the transportation fleet would have the devices.

Ms. Petschke asked what part of the budget the money for the devices would come from? Mr. Presnal responded that the money could come from the FY17 Capital Improvement funds. Including devices and wireless network upgrades required to successfully download the data, it is estimated to cost approximately \$80,000.00.

Ms. Petschke asked if in paragraph two, the notification could also include the letter that goes home to parents regarding bus assignments. Mr. LeBlanc stated that in addition to that, the notification of recording is also required to appear on the vehicles themselves. Ms. Willard stated that the notification will be in the form of signs inside the vehicles.

Ms. Seddon asked how long will the video be kept? Mr. Presnal stated that the drivers have the ability to set marked events on the recording device when an incident is in progress, or the Transportation Director can identify a period of time to download. Those events will automatically be downloaded to the dedicated server when the vehicle returns to the yard and is in wi-fi range. Otherwise, the recordings last a couple of weeks on the devices and are then overwritten.

#### 1<sup>st</sup> Reading FF Naming District Facilities, Spaces, and Memorials

Mr. LeBlanc stated that while there is past practice that has taken place for naming spaces, there has not been a written policy and the policy sub-committee has worked to develop a written policy that fits our Regional District as a whole, and for years to come.

Ms. Willard stated that the goal of the Policy is to honor all students. She acknowledged a request to name the SRS gymnasium for a student who passed and stated that the SRS gymnasium is already named for James Vincent. She also stated that the SRS already has a memorial in place, with wreaths, for students who have died in sacrifice to our country. The desire is for the policy to celebrate the lives of all students with equal significance. That is the reasoning for the addition of the final paragraph of the policy which states "a plaque in a school building or around the grounds of a school to an individual or group who has provided great service or sacrifice to our community or our Country". Mr. LeBlanc stated that the Regional School has a case with wreaths in it remembering three District students who passed away during military service. Mr. LeBlanc stated that the desire is to work with all three Towns and veterans groups in the community to clarify how this should be handled and to identify if there are any other students who should also be remembered so that no one is left out.

Mr. LeBlanc highlighted some of the currently named facilities and spaces at the Southwick Regional School and Ms. Petschke confirmed that all of those spaces, as named, meet the requirements of the proposed policy. She inquired if any spaces named do not meet the requirement. Mr. LeBlanc stated that not that he was aware of.

Ms. Petschke asked how the current VFW request would be handled. Mr. LeBlanc responded that he recommends the process begin with collaboration between the Town boards and each of the veterans organizations. Mr. Houle stated that the committee must review and take action on the policy first.

#### **B. PUBLIC COMMENT – excluding personnel issues**

Chris Grabowski, Southwick, MA, stated that the outdoor graduation is an important part of the community and asked if there is any plan to purchase bleachers? Ms. Willard responded the bleachers are not in the current budget. Mr. Grabowski also inquired about how the Ice Hockey team did this year.

### C. COMMITTEE DISCUSSION

#### A. Old Business

Ms. Petschke stated that she received an email from a parent. Ms. Willard and Mr. Houle stated that the email was related to personnel and could not be discussed in open session.

#### B. New Business

Ms. Petschke stated that it was brought to her attention that the varsity lettering for the sports teams, handed out at the winter sports banquet, has "ST". Ms. Willard stated that is old lettering and new lettering has been ordered and going forward there should not be any "ST". Ms. Willard thanked Ms. Petschke for calling this to her attention and stated that she would follow up and that going forward, the new letter would most likely just be "S" as the name of the School is Southwick Regional School.

### D. EXECUTIVE SESSION

At 6:34 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.

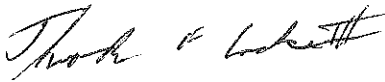
At 6:54 p.m., a motion was made to adjourn the meeting. With the members Jeffrey Houle, George Leblanc, Theodore Locke, Jean McGivney-Burrelle, Pamela Petschke, and Maria Seddon being present and voting individually and unanimously, the motion passes.

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

#### E. ADJOURNMENT

Meeting adjourned at 6:54 p.m.

Respectfully Submitted,



Theodore Locke, Secretary

#### STAFFING

Appointments  
Resignations  
Retirements

#### List of documents viewed or discussed during this meeting:

- Agenda for May 16, 2017
- Minutes of May 2, 2017 School Committee Meeting
- Correspondence from Kelly Clendenin regarding resignation from School Committee
- School Choice Application for Grade 5
- Draft Policy BBBE Unexpired Term Fulfillment/Vacancies;
- Draft Policy EEAEF Use of Video and Audio Recording Devices on School Transportation Vehicles
- Draft Policy FF Naming District Facilities, Spaces, and Memorials