



**Southwick-Tolland-Granville Regional School District School Committee  
School Committee Workshop and Meeting**

DATE: Thursday, August 16, 2018

TIME: 9:00 a.m.

LOCATION: Tunxis Club

945 Clubhouse Road, Tolland, MA 01034

**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 9:19 a.m.

The Following were present:

School Committee:	<input checked="" type="checkbox"/> Jeffrey Houle, Southwick
	<input type="checkbox"/> George LeBlanc, Southwick
	<input checked="" type="checkbox"/> Theodore Locke, Tolland
	<input checked="" type="checkbox"/> Pamela Petschke, Granville.
	<input checked="" type="checkbox"/> Chelsea Berry, Southwick
	<input checked="" 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
	<input checked="" type="checkbox"/> Noell Somers, Director of Student Services
	<input checked="" type="checkbox"/> Jenny Sullivan, Director of Curriculum and Instruction
Student Representatives:	<input type="checkbox"/>
News Media:	<input type="checkbox"/>
Observers:	

**II. ROUTINE**

**A. Opening Ceremony**

B. Mr. Houle called the meeting to order at 9:19 a.m.

C. Correspondence – None

D. Warrants – circulated

Mr. Presnal to create a warrant summary page outlining the general contents of the warrants

**III. EDUCATIONAL PRESENTATION / COMMITTEE DISCUSSION**

**A. Introductions**

The Committee welcomed Ms. Berry and asked her to give a little information about herself. She described how she grew up in the District and is a teacher in ~~East~~ Longmeadow and her excitement to serve on the Committee.

**B. Icebreaker**

Ms. Willard led the Committee in an icebreaker activity that had Committee members answer a survey and match results with colors that indicated their work and personality style. When the members reviewed the results they talked about how best to work with the different styles and the strengths that the styles would bring to the Committee.

**C. Message from the Chair, School Committee Survey Results**

In advance of the meeting, the Committee completed a survey to facilitate discussions and Committee priorities in the upcoming year. Mr. Houle reviewed the survey results with the Committee.

Regarding Capital Planning the Committee is especially interested in being sure that the Powder Mill School playground replacement project keeps moving forward. The Committee wants to be sure that money is allocated in the budget. Mr. Presnal and Superintendent Willard stated that with the completion of the sewer project over the summer of 2018, design for a new playground is scheduled for the fall/winter of 2018 with a goal to install in the summer of 2019.

The Committee reviewed some of the other items listed in the survey and asked if the survey question could be resubmitted to the Committee for answering again. Ms. McLaughlin agreed to resend that one question of the survey to the Committee for review at an upcoming meeting.

Review of the other questions included Top Strategic Initiatives, during which Ms. Willard gave an update on the District Strategic Plan, special and extracurricular activities and perceived strengths and weaknesses of the committee. During the discussions, the Committee agreed on the following procedures for the upcoming year:

- The School Committee Meeting Calendar for the 2018/2019 school year was set with the first meeting scheduled for Tuesday, September 4, 2018 at 5:00 p.m. in the Superintendent's Conference Room. Ms. McLaughlin post meeting schedules to the District website.
- School Committee Meetings will begin at 5:00 p.m. with Executive Session followed by open session at 5:30 p.m.
- School Committee Meetings will be held in the Superintendent's Conference Room unless otherwise noted. The goal is to have two (2) meetings in Tolland and two (2) meetings in Granville. Dates TBD. Mr. Locke and Ms. Petschke to find out if the Tolland and Granville Town Halls are available on the first and third Tuesdays of the month so that two committee meetings can be held at each location during the 2018/2019 School Year.
- The agenda for Committee meetings will be set the Wednesday prior to the meeting.
- Action items will be reviewed at a meeting prior to being voted on (may have exceptions such as homeschool or school choice)

#### D. Opening Day and School Tours

Ms. Sullivan reviewed the opening week and opening day schedule with the Committee and set a time of 1:00 p.m. on Monday, August 27, 2018 for school building tours.

#### IV. SUB COMMITTEES AND LIAISONS

The Committee established the subcommittee and liaison assignments for the 2018/2019 school year.

##### Subcommittee Assignments

- |   |                                  |
|---|----------------------------------|
| 1. Negotiations:                        | J. Houle, T. Locke, G. LeBlanc   |
| 2. Finance:                             | J. Boldyga, T. Locke, G. LeBlanc |
| 3. L.P.V.E.C. Bd. Governors             | G. LeBlanc                       |
| 4. L.P.V.E.C. Bd. Directors             | J. Houle                         |
| 5. Policy                               | G. LeBlanc, A. Stack, C. Berry   |
| 6. <del>School Building Committee</del> | <del>T. Locke, J. Houle</del>    |
| Buildings and Grounds                   | J. Houle, Ted Locke              |
| 7. Transportation                       | T. Locke, A. Stack, J. Boldyga   |

##### Liaison Assignments:

- |                                   |                                      |
|-----------------------------------|--------------------------------------|
| 1. Curriculum & Instruction (ILT) | P. Petschke, J. Boldyga, C. Berry    |
| 2. Wellness Liasion               | T. Locke                             |
| 2. SPED Liaison:                  | P. Petschke                          |
| 3. Technology                     | P. Petschke                          |
| 4. Southwick Capital Committee:   | C. Berry                             |
| 5. Legislative Liaison:           | rotating attendance at MASC meetings |

The Committee discussed that for the 2018/2019 school year, each subcommittee:  
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- Will have a school committee member who is the lead. That person will help shape the agenda and will report to the full committee.
- Each subcommittees will each review and set a timeline for planning for the year.
- Finance Subcommittee - Will review capital budget priorities; Mr. Presnal will report out on the MSBA and sewer project status and any balances and how they might be allocated
- Policy Subcommittee – Will work hard this year to establish a less confusing system to review policies; Town of Southwick Social Media Policy should be reviewed along with the District's policy
- Will meet the third Tuesday of each month, at 3:30 p.m., prior to the School Committee meetings

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

None

**VI. STUDENT ADVISORY REPORT**

None

**I. POLICIES**

None

**VII. ACTION ITEMS**

**A. Secretary's Report**

6/19/2018 Meeting Minutes: Accepted as written

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

**B. Approve Revised District Calendar**

Move to approve the revised 2018/2019 District Calendar, with the added revision of indication of PreK school year extending with snow days.

Ms. McLaughlin identified the changes made, relating to parent conferences and their associated half-days. Ms. Boldyga asked if the calendar could be notated with an indication that the PreK last day changes based on snow days.

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

**II. ADJOURNMENT**

At 3:09 p.m., a motion was made to adjourn the meeting.

With the members Jeffrey Houle, Theodore Locke, Chelsea Berry, Amy Stack, Pamela Petschke, and Jessica Boldyga all voting individually and unanimously, the motion passes

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

Meeting adjourned at 3:09 p.m.

Respectfully Submitted,



Theodore Locke, Secretary

**III. LIST OF DOCUMENTS VIEWED OR DISCUSSED DURING THIS MEETING:**

- Agenda for the August 16, 2018 meeting
- Minutes for June 19, 2018 meeting
- Discovering Personality Styles Through True Colors
- Survey Results, 2018 School Committee Retreat
- Southwick-Tolland-Granville Regional School District Strategic Plan
- Rev 1.5 Southwick-Tolland-Granville Regional School District 2018/2019 Calendar

- Southwick-Tolland-Granville Regional School Committee General Timeline of Tasks
- 2018/2019 Opening Day Schedule and Welcome Back Letter