



**Southwick-Tolland-Granville Regional School District School Committee  
Regular Meeting**

**DATE: Tuesday, December 18, 2018**

TIME: 5:00 P.M. Executive Session

5:30 P.M. Regular Session

LOCATION: Superintendent's Conference Room

Powder Mill School, 86 Powder Mill Road, Southwick, MA 01077

**MINUTES**

**I. ROUTINE**

**A. Attendance**

The meeting was called to order by Mr. Houle at 5:03 p.m.

The Following were present:

- |                          |  |
|--------------------------|--|
| School Committee:        | <input checked="" type="checkbox"/> Jeffrey Houle, Chairperson, Southwick                                    |
|                          | <input type="checkbox"/> George LeBlanc, Vice Chairperson, Southwick   |
|                          | <input checked="" type="checkbox"/> Theodore Locke, Secretary, Tolland                                       |
|                          | <input checked="" type="checkbox"/> Pamela Petschke, Granville   |
|                          | <input checked="" type="checkbox"/> Chelsea Berry, Southwick   |
|                          | <input checked="" type="checkbox"/> Jessica Boldyga, Southwick   |
|                          | <input type="checkbox"/> Amy Stack, Southwick  |
| Administration:          | <input checked="" type="checkbox"/> Jennifer Willard, Superintendent, arrive at 5:20 p.m.                    |
|                          | <input checked="" type="checkbox"/> Stephen Presnal, Director of Finance and Operations, arrive at 5:10 p.m. |
|                          | <input checked="" type="checkbox"/> Amy McLaughlin, Recording Secretary                                      |
| Student Representatives: | <input checked="" type="checkbox"/> Reese Couture; Rebecca Drohen  |
| News Media:              | <input type="checkbox"/> Westfield Evening News  |
| Observers:               | <u>Approx. 6 beginning at 5:34 p.m.</u>  |

**II. EXECUTIVE SESSION**

At 5:00 p.m. a motion was made to go into Executive session and reconvene in open session.

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

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

- ☐ 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.

Discussions of upcoming contract negotiations for singleton contracts including the Superintendent contract expiring in June 30, 2019. Also discussions of the drafting of a Memorandum of Understanding between the Southwick-Tolland-Granville Regional School District and the Southwick Police Department.

At 5:33 p.m. Mr. Houle called for a motion to adjourn Executive Session and return to open session.

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

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

### III. ROUTINE

Mr. Houle called the open meeting to order at 5:34 p.m.

- B. Opening Ceremony - none
- C. Warrants - circulated
- D. Correspondence

Ms. Willard reported that the District and the Southwick Police Department are working on a Memorandum of Understanding related to Southwick PD access to the District security cameras at the vestibules and the exterior doors.

### IV. PUBLIC COMMENT – excluding personnel issues

None

### V. STUDENT ADVISORY REPORT

Reese Couture reported that students had recently received their PSAT scores; auditions are underway for the spring musical, Bye Bye Birdie; last week's winter concert was successful; the SRS band and chorus would be visiting the Southwick Senior Center to perform on December 19, 2018; and caps and gowns have been ordered for the 2019 graduation.

### VI. EDUCATIONAL PRESENTATION

#### A. Southwick Regional School, Richard Quinn, Band Uniforms

Mr. Quinn, joined by three SRS students attended the meeting to present the options for the new band uniforms.

Mr. Quinn reviewed designs, product features and pricing for the uniforms as well as notified the Committee that he is hoping to place an order in time to participate in the May 2019 parades. The Committee expressed their support for the uniforms and encouraged Mr. Quinn to work with Mr. Turmel and Ms. Shorter on finalizing the design.

Based on the cost of the uniforms, Mr. Presnal and Mr. Quinn will need to work closely together to evaluate the quotes before they can move forward with a purchase.

### VII. POLICIES

2<sup>nd</sup> Reading – JJF Student Activity Accounts

Ms. Boldyga inquired about the procedure for two signatures on checks. Mr. Presnal stated that he is working on updating the procedure and would send out a memo.

Please make sure in item three (3) the missing "o" is corrected.

2<sup>nd</sup> Reading – EFC Free and Reduced Price Food Services

No comments from the Committee.

### VIII. Secretary's Report

12/4/2018 Meeting Minutes: Accepted as written

Motion by Locke, seconded by Petschke Motion Passes 5/0/0

**IX. ACTION ITEMS**

**A. Approve 2018-2019 Southwick Regional School Site Strategic Plan**

Move to approve the 2018-2019 Southwick Regional School Site Strategic Plan.

Motion by Locke, seconded by Petschke Motion Passes 5/0/0

**B. Approve the salvage sale of school bus**

Move to approve the sale of a 2007 Thomas Freightliner 71-passenger bus for salvage value.

Ms. Berry inquired if 10 years old is a long time for a school bus. Mr. Presnal responded that in fact it is and this particular bus has engine and structural issues that prevent it from passing the current inspections.

Motion by Locke, seconded by Petschke Motion Passes 5/0/0

**X. REPORTS**

**A. Superintendent**

**Powder Mill School Playground**

Superintendent Willard reported that the District had met with Tighe&Bond and have preliminary estimates for the playground project which include paving of the Powder Mill School north parking lot and site work to eliminate drainage issues which currently render the playground unusable. She reported that Tighe&Bond is confident they can resolve the drainage concerns and will have a tighter quote in mid-January.

**B. Director of Finance & Operations**

Mr. Presnal reported that the independent auditors were in the District last week reviewing documents and preparing for the FY18 end of year audit. The next step is a draft audit report from the auditors once the OPEB valuation is obtained from the actuarial firm.

Mr. Presnal reported that the District Excess and Deficiency will be certified with the Department of Revenue by the end of December.

Mr. Presnal reported that the District is preparing for the FY20 Budget and anticipates the Governor's budget at the end of January.

**XI. SUB COMMITTEES AND LIAISONS**

**A. Negotiations – The Subcommittee has rescheduled to January 11, 2019 to continue its review of contracts**

**B. Finance – Ms. Boldyga reported that the Finance Subcommittee reviewed the need to be able to send secure data in encryption and that Mr. Presnal was looking into that; the Finance Subcommittee reviewed the Powder Mill playground project in detail and recommends the transfer of excess funds from the sewer project be put toward the playground/PMS paving project; OPEB investment and review is moving forward; and the subcommittee reviewed the school lunch deficit and unpaid balances.**

**C. LPVEC – no report.**

**D. Policy – no report.**

**E. Buildings & Grounds – no report.**

**F. Transportation – no report.**

**G. ILT – no report.**

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

None

**XIII. COMMITTEE DISCUSSION**

**A. Old Business**

Ms. Boldyga asked for confirmation on next steps for band uniforms. Mr. Presnal responded that he would work with Mr. Quinn to review the quotes and costing and bring results to the Finance Subcommittee.

- B. New Business  
None

**XIV. EXECUTIVE SESSION**

To follow regular session only if needed.  
None

**XV. ADJOURNMENT**

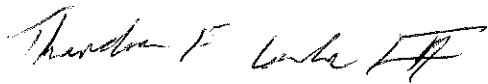
At 6:40 p.m., a motion was made to adjourn the meeting.

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

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

Meeting adjourned at 6:40 p.m.

Respectfully Submitted,



Theodore Locke, Secretary

**XVI. STAFFING**

Appointments  
Resignations  
Retirements

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

- Agenda for the December 18, 2018 meeting
- Minutes for December 4, 2018 meeting
- SRS Band Uniform Pricing Estimates
- Draft Policy JJF Student Activity Accounts
- Draft Policy EFC Free and Reduced Price Food Services
- Southwick Regional School Site Strategic Plan for 2018/2019