



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

DATE: Tuesday, May 29, 2018

TIME: 6:00 P.M.

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

**I. ROUTINE**

**A. Attendance**

The meeting was called to order by Mr. Houle at 6:00 p.m.

The Following were present:

School Committee:	<input checked="" type="checkbox"/> Jeffrey Houle, Chairman, Southwick
	<input checked="" type="checkbox"/> George LeBlanc, Vice Chairman, Southwick
	<input checked="" type="checkbox"/> Theodore Locke, Secretary, Tolland
	<input checked="" type="checkbox"/> Pamela Petschke, Granville Arrived at 5:38 p.m.
	<input checked="" type="checkbox"/> Chelsea Berry
	<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 Arrived at 5:37 p.m.
	<input checked="" type="checkbox"/> Amy McLaughlin, Recording Secretary
Student Representatives:	<input checked="" type="checkbox"/> Margaret Drohen
News Media:	<input type="checkbox"/> Southwick News; Westfield Evening News
Observers:	<u>2</u>

**II. EXECUTIVE SESSION**

At 6:00 p.m. a motion was made to go into Executive session and reconvene in open session.

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

Motion by LeBlanc, seconded by Locke 7/0/0

- ☐ 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 MOU UFCW Arbitration; Contracts for review: Network Technician, Director of Technology; Supervisor of Transportation

At 6:41 p.m., Mr. Houle called for a motion to adjourn Executive Session and return to open session. With the members Jeffrey Houle, George LeBlanc, Theodore Locke, Chelsea Berry, Pamela Petschke, Amy Stack and Jessica Boldyga being present and all voting individually and unanimously, the motion passes.

Motion by LeBlanc, seconded by Locke 7/0/0

### III. ROUTINE

B. Opening Ceremony – None.

C. Secretary's Report

5/15/2018 Meeting Minutes: Accepted as written

Motion by LeBlanc, seconded by Locke 6/0/1 (Berry abstained)

D. Warrants – circulated

E. Correspondence

MSBA Draft Audit Report Southwick Regional School dated May 22, 2018

Mr. Presnal reported that the District received the draft audit report from the MSBA for the Southwick Regional School. While the reimbursement amount is less than recently estimated by the project manager, it is more than the August estimate. Mr. Presnal stated that the District will complete the paperwork for the close-out documentation.

Coordinated Program Review Corrective Action Plan email dated May 18, 2018

Ms. Willard reported that DESE issued an email notifying the District that the recently submitted action plan progress reports satisfied all requirements and no further progress reports are currently needed.

Town of Granville – Fuller Proclamation at Veterans Foyer Dedication

Ms. Willard reported that the Town of Granville had sent the District a copy of the proclamation given to the Fuller family at the May 21, 2018 Veterans Foyer Dedication. Ms. Willard also discussed the success of the Dedication ceremony including the positive feedback she has received since. She recognized the VFW for all of their work in organizing the dedication. Mr. LeBlanc commented that the ceremony was moving and the students who participated were especially impressive. He also stated that the behavior of the students in the audience was exemplary.

### IV. EDUCATIONAL PRESENTATION

None

### V. STUDENT ADVISORY REPORT

Maggie Drohen introduced the 2018/2019 student advisors to the School Committee: Rebecca Drohen who will be senior and Reese Couture who will be a junior. The Committee welcomed both of the new students to the

Committee. The students stated that they were also impressed with the Veterans Foyer Dedication and thought students were very engaged. Rebecca stated that she made a connection with Mr. Johnson, who read a poem at the ceremony, remembering him reading his poem when she attended Granville Village School.

Maggie reported that the Math MCAS testing was completed, with Physics upcoming; senior activities are planned with the trip to High Meadow, rehearsal, banquet at the Ranch and awards assembly; the Washington DC trip is coming up for 8<sup>th</sup> grade, and class elections are taking place.

The Committee thanked Maggie for her service and wished her good luck.

**I. POLICIES**

Mr. Houle asked the Policy Subcommittee to review and create a policy for scholarships.

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

None

**VII. ACTION ITEMS**

**A. Approve Computer Network Technician Contract**

Move to approve the agreement between the Southwick-Tolland-Granville Regional School Committee and the Computer Network Technician, Lorie Tencati, for the period July 1, 2018 through June 30, 2021.

Motion by LeBlanc, seconded by Locke motion passes: 7/0/0

**B. Approve Director of Technology Contract**

Move to approve the agreement between the Southwick-Tolland-Granville Regional School Committee and the Director of Technology for the period July 1, 2018 through June 30, 2021.

Motion by LeBlanc, seconded by Locke motion passes: 7/0/0

**C. Approve Data Manager Contract**

Move to approve the agreement between the Southwick-Tolland-Granville Regional School Committee and the Data Manager for the period July 1, 2018 through June 30, 2019.

Motion by LeBlanc, seconded by Locke motion passes: 7/0/0

**D. Approve Supervisor of Transportation Contract**

Move to approve the agreement between the Southwick-Tolland-Granville Regional School Committee and the School Transportation Supervisor for the period July 1, 2017 through June 30, 2020.

Note the dates in the agenda were incorrect. The correct dates are July 1, 2017 to June 20, 2020.

Motion by LeBlanc, seconded by Locke motion passes: 7/0/0

**E. Retirement Resolutions**

Be it resolved, that the Southwick-Tolland-Granville Regional School Committee hereby extend their congratulations to Dorcas Zomek in recognition of twenty-three years of food service excellence, 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.

Motion by LeBlanc, seconded by Locke motion passes: 7/0/0

Be it resolved, that the Southwick-Tolland-Granville Regional School Committee hereby extend their congratulations to Linda Pepper in recognition of thirty years of food service excellence, 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.

Motion by LeBlanc, seconded by Locke motion passes: 7/0/0

Be it resolved, that the Southwick-Tolland-Granville Regional School Committee hereby extend their congratulations to Michael Bannish in recognition of nineteen years of transportation excellence, 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.

Motion by LeBlanc, seconded by Locke motion passes: 7/0/0

Be it resolved, that the Southwick-Tolland-Granville Regional School Committee hereby extend their congratulations to Patricia Labulis in recognition of twenty-three years of teaching excellence, 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.

Motion by LeBlanc, seconded by Locke motion passes: 7/0/0

Be it resolved, that the Southwick-Tolland-Granville Regional School Committee hereby extend their congratulations to Debra Patryn in recognition of forty years of teaching excellence, 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.

Motion by LeBlanc, seconded by Locke motion passes: 7/0/0

F. Job Description Network Administrator

Move to approve the Network System Administrator Job Description.

Ms. Petscheke asked who this position will report to. Mr. Presnal responded that they will report to the Director of Technology. Approval of the job description will enable the District to post for it.

Motion by LeBlanc, seconded by Locke motion passes: 7/0/0

G. Spanish Class Field Trip

Move to approve the 2017/2018 Out-of-State field trip for the Southwick Regional School Spanish III Class to Hartford, CT.

Motion by LeBlanc, seconded by Locke motion passes: 7/0/0

H. Teacher Leave of Absence

Move to approve an extended leave of absence for the 2018-2019 school year for child rearing for Teacher Michelle Desmaris.

Motion by LeBlanc, seconded by Locke motion passes: 7/0/0

I. MOU for Sewer Project

Move to approve the Second Amendment to the Memorandum of Understanding between the Southwick-Tolland-Granville Regional School District and the Town of Southwick for the sewer project, pending final review.

Motion by LeBlanc, seconded by Locke motion passes: 7/0/0

## II. REPORTS

A. Superintendent

Veterans Memorial Foyer Dedication

Ms. Willard reported that in addition to the earlier discussion on the dedication, she will report back to the Committee on Richard Power's plaque and dedication that she would like to do at Veteran's Day in the fall.

B. Director of Finance and Operations

None

### III. SUB COMMITTEES AND LIAISONS

District Technology Committee:

Ms. Petschke reported that the five year plan is for the District to become a 1 to 1 school. She asked the Finance Subcommittee to look into moving technology in the budget from capital to the operating budget. Ms. Willard responded that doing so is something that has been discussed and they will continue to review.

Policy Subcommittee scheduled for 6/20/2018 at 9:00 am

Finance Subcommittee scheduled for 6/13/2018 at 9:00 am

Transportation Subcommittee scheduled for 6/13/2018 at 9:00 am

Committee Summer Retreat will be held at the Tunxis Club in Tolland on Wednesday, August 15, 2018 at 9:00 am

### IV. PUBLIC COMMENT – excluding personnel issues

None

### V. COMMITTEE DISCUSSION

#### A. Old Business

Ms. Boldyga asked if, with summer coming, the Woodland School flag pole could be painted. Mr. Presnal responded that the pole is scheduled to be either painted or replaced.

#### B. New Business

Upcoming Meetings

There will be no meeting on June 6, 2018. The next meeting will be June 19, 2018. At the June 19, 2018 meeting the Committee will reorganize and decide on subcommittees

Meeting Times

Mr. Houle asked if the Committee would consider holding meetings earlier, at 5:00 pm instead of 6:00 pm. The Committee agreed. Going forward, meetings will be held:

5:00 pm Executive Session, 5:30 pm Regular Session

Graduation

Graduation will be held on June 2, 2018 at 10:00 am at the Southwick Regional School. Committee members Mr. Houle, Mr. LeBlanc, Ms. Petschke, Ms. Boldyga and Ms. Stack will attend along with Ms. Willard and Mr. Presnal.

### VI. ADJOURNMENT

At 7:24 p.m., a motion was made to adjourn the meeting.

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

Motion by LeBlanc, seconded by Locke 7/0/0

Meeting adjourned at 7:24 p.m.

Respectfully Submitted,



Theodore Locke, Secretary

### VII. STAFFING

Appointments  
Resignations  
Retirements

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

- Memorandum of Agreement between the Southwick-Tolland-Granville Regional School District and the United Food and Commercial Workers Union, Local 1459
- Agenda for the May 29, 2018 meeting
- Minutes for May 15, 2018 meeting
- Massachusetts School Building Authority Draft Audit Report – Southwick Regional School (Project # 201107660505) dated May 22, 2018
- Department of Elementary and Secondary Education Review of Southwick-Tolland-Granville Regional School District's Third Set of CPR Civil Rights Progress Reports Email dated May 18, 2018
- Town of Granville Fuller Proclamation
- Agreement between the Southwick-Tolland-Granville Regional School District and the Southwick-Tolland-Granville Computer/Network Technician Lorie Tencati
- Employment Contract Director of Technology
- Employment Contract Data Manager
- Employment Contract School Transportation Supervisor
- Job Description: Network Systems Administrator
- Field Trip Request Form, SRS Costa del Sol Restaurant
- Teacher email dated May 29, 2018 requesting Leave of Absence
- Teacher contract excerpt Article X – Extended Leaves of Absence
- Second Amendment to Memorandum of Understanding between the Southwick-Tolland-Granville Regional School District and the Town of Southwick for sewer