



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

DATE: Tuesday, June 19, 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**

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 5:03 p.m.

The Following were present:

School Committee:

- ☒ Jeffrey Houle, Southwick
- ☒ George LeBlanc, Southwick
- ☒ Theodore Locke, Tolland
- ☒ Pamela Petschke, Granville.
- ☒ Chelsea Berry, Southwick
- ☒ Jessica Boldyga, Southwick
- ☒ Amy Stack, Southwick

Administration:

- ☒ Jennifer Willard, Superintendent
- ☒ Stephen Presnal, Director of Finance and Operations
- ☒ Amy McLaughlin, Recording Secretary

Student Representatives:

☐

News Media:

☐ Southwick News; Westfield Evening News

Observers:

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**II. EXECUTIVE SESSION**

At 5:03 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 Contracts and Addendum for review: Assistant Principal Contract Addendum, Addendum to the Contract for the Director of Finance & Operations, Contract for the Instructional Technology Specialist.

At 5:30 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

Ms. Willard called the meeting to order at 5:32 p.m.

Ms. Willard notified everyone present that the meeting is being audio recorded.

Pledge of Allegiance.

#### C. Election of School Committee Officers

Superintendent Willard opened the floor for nominations for School Committee Chairman for the term commencing immediately, June 19, 2018.

Mr. Leblanc nominated Jeff Houle, Mr. Locke seconded the nomination the nomination

Ms. Willard called the vote

All those in favor of Jeff Houle as Chairman of the Southwick-Tolland-Granville Regional School Committee.

With the members Jeffrey Houle, George Leblanc, Theodore Locke, Pamela Petschke, Amy Stack, Chelsea Berry and Jessica Boldyga being present and voting individually and unanimously, the nomination passes. 7/0/0

Ms. Willard turned the remaining nominations over to Chairman Houle.

Mr. Houle entertained motions for Vice Chair

Mr. Locke nominated George LeBlanc, Ms. Boldyga and Ms. Stack seconded the nomination

All those in favor of George LeBlanc as Vice Chairman of the Southwick-Tolland-Granville Regional School Committee.

With the members Jeffrey Houle, George Leblanc, Theodore Locke, Pamela Petschke, Amy Stack, Chelsea Berry and Jessica Boldyga being present and voting individually and unanimously, the nomination passes. 7/0/0

Mr. Houle entertained motions for Secretary

Mr. LeBlanc nominated Ted Locke, Ms. Boldyga seconded the nomination

All those in favor of Ted Locke as Secretary of the Southwick-Tolland-Granville Regional School Committee.

With the members Jeffrey Houle, George Leblanc, Theodore Locke, Pamela Petschke, Amy Stack, Chelsea Berry and Jessica Boldyga being present and voting individually and unanimously, the nomination passes. 6/0/1 (Locke abstained)

**D. Secretary's Report**

5/29/2018 Meeting Minutes: Accepted as written

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

**E. Warrants – circulated**

**F. Correspondence**

**a. Town of Southwick Select Board, Thank You dated June 4, 2018**

Ms. Willard read the letter from Southwick Selectman Joseph Deedy, on behalf of the Town of Southwick, thanking the District for the Veteran's Memorial Foyer Dedication Ceremony.

**b. Town of Granville Donation SRS Health Careers Club dated June 5, 2018**

Ms. Willard read the letter from the Town of Granville notifying the District that they were matching the Town of Southwick's donation of \$1,000 to the SRS Health Career's Club for the installation of an AED at the track facility.

**c. Town of Southwick Social Media Policy dated June 8, 2018**

Ms. Willard read the memo from the Town of Southwick regarding a meeting that would be held on June 20, 2018 for Board and Committee Members regarding the new Social Media Policy. Mr. LeBlanc stated his intention to attend, but also concerns that the Town Policy may conflict with District Policies.

**d. MASC Memo: Special "End of Year" Conference Savings dated June 6, 2018**

Ms. Willard notified the Committee that the MASC conference would be held November 7-10, 2018 and anyone wishing to attend can register by July 15 to receive \$100.00 off their registration. Mr. Locke committed to attending.

Thank you letter from Soldiers Home, Holyoke

Ms. Willard read a note she received from Bennett W. Walsh, Superintendent of the Soldier's Home in Holyoke. Mr. Walsh's note thanked Superintendent Willard for the Veteran's Memorial Foyer Dedication Ceremony as well as for permission to use Ms. Willard's speech idea that connected the student body to the veterans.

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

Laura Hendrickson, Feeding Hills, MA – Ms. Hendrickson has been a Physical Education teacher with STGRSD for 26 years. She expressed concerns about the schedule changes that will take place at Powder Mill School for the 2018/2019 school year, those changes reducing the number of times per week that students have Physical Education from two times, for a total of 100 minutes, to once per week for 70 minutes. She stated that this goes against the Federal recommendation of 150 minutes per week. She also talked about staffing changes which would move a Physical Education teacher from Powder Mill School to Woodland School, and reviewed student numbers at each school compared to the number of Physical Education teachers assigned. Ms. Hendrickson concluded by stated that she doesn't think Physical Education time should be reduced, but the proper number of minutes should be provided to better serve the students.

**V. STUDENT ADVISORY REPORT**

None

Mr. Houle stated that for the 2018/2019 school year, he would like the student advisory participation to be more interactive and he would like to see students contribute to Committee discussions, in addition to providing a report on happenings at the Regional School.

Ms. McLaughlin stated that with the rollout of student emails, communication with the students will be easier and they will be able to receive agenda items ahead of time.

#### **VI. EDUCATIONAL PRESENTATION**

- A. Handbook Changes – Woodland School, Kimberley Saso, Principal  
Ms. Saso took the Committee through the changes being made to the Woodland School Handbook for the 2018/2019 School Year.
- B. Handbook Changes – Powder Mill School, Kimberley Saso, Principal  
Ms. Saso took the Committee through the changes being made to the Powder Mill School Handbook for the 2018/2019 School Year.  
Mr. Houle asked about the status of the Late Bus for Powder Mill School for the 2018/2019 School Year. Ms. Saso and Ms. Willard responded that the Late Bus discussions had stalled and asked the Transportation Subcommittee to put this on their agenda.
- C. Handbook Changes – Southwick Regional School, Benjamin Taglieri, Assistant Principal, Serena Shorter, Assistant Principal  
Mr. Taglieri took the Committee through proposed changes to the handbook. The Renaissance Card rewards was discussed at length because the current benefit could mean that students would not take a final exam in a core class throughout their career.  
Ms. Berry asked why the test taking is important. Mr. Taglieri and Ms. Shorter stated that graduates had reported back to the school that examination test taking is a skill that is needed at the college level. Mr. LeBlanc expressed concern that all of the changes be reviewed with faculty input sooner in the process and come to the Committee earlier in the year for review.

It was determined that the handbook changes to the Athletic Policy would not be implemented because that would require a policy change and was referred to the Policy Subcommittee.

For the handbook changes related to the Smoking and Vaping sections, Ms. Stack asked Mr. Taglieri and Ms. Shorter to be sure that the school had resources that could be offered to students, such as information on smoking cessation classes, that would help them.

#### **I. POLICIES** None

#### **VII. ACTION ITEMS**

- A. Approve Handbook Changes – Woodland School  
Move to approve the changes to the 2018/2019 Woodland School Handbook.  
Motion by LeBlanc, seconded by Locke motion passes: 7/0/0
- B. Approve Handbook Changes – Powder Mill School  
Move to approve the changes to the 2018/2019 Powder Mill School Handbook.  
Motion by LeBlanc, seconded by Locke motion passes: 7/0/0
- C. Approve Handbook Changes – Southwick Regional School  
Move to approve the changes to the 2018/2019 Southwick Regional School Handbook as ammended.  
Motion by LeBlanc, seconded by Locke motion passes: 7/0/0
- D. Approve School Choice Seats for the 2018/2019 school year  
Move to approve one Grade 4 School Choice Seat for the 2018/2019 school year.

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

Move to approve two Grade 5 School Choice Seats for the 2018/2019 school year.

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

- E. Home School Approval for 2017/2018 school year

Move to approve 2017/2018 Home School Application HS-1718-39.

Ms. McLaughlin clarified that this was a recent application from a parent of a child who had moved in from another state. The parent wanted approval for the remainder of the 17/18 school year and would submit a new application if they intended to home school for the 18/19 school year.

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

- F. Approve Fundraiser for Class of 2019

Move to approve the SRS Class of 2019 fundraiser.

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

- G. Approve PAWS PTO Fundraising for 2018/2019 school year

Move to approve the PAWS PTO Fundraising activities for the 2018/2019 school year.

Ms. Petschke clarified that the PTO would not necessarily do all of the fundraisers but was looking for permission.

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

- H. Approve Powder Mill School out-of-state field trip for the 2018/2019 school year

Move to approve the Powder Mill School out-of-stated field trip for the 2018/2019 school year.

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

- I. Approve an increase to School Lunch Prices for the 2018/2019 school year

Move to approve a \$0.25 increase in school lunch prices, effective August 30, 2018. School lunch prices paid will be as follows:

Woodland School \$3.00

Powder Mill School \$3.00

Southwick Regional School \$3.25

Mr. Presnal explained that the raise in lunch prices would comply with the USDA equity requirement and anticipated another increase would not be needed until 2021.

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

- J. Accept PAWS PTO Donation for WS Technology

Move to accept the generous donation of \$11,012.95 from the PAWS PTO, to be used for the purchase of technology equipment to support the needs of Woodland School.

Ms. Berry asked if there was a plan for spending the donated money. Ms. Willard stated that Mr. Taglieri would be part of that planning as the incoming Instructional Technology Specialist.

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

- K. Accept Donation from Town of Southwick (AED)

Move to accept the generous donation of \$1,000 from the Town of Southwick, funds to be used for the SRS Health Careers Club purchase and/or installation of a Code Blue Light System for an AED.

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

- L. Accept Donation from Town of Granville (AED)  
Move to accept the generous donation of \$1,000 from the Town of Granville, funds to be used for the SRS Health Careers Club purchase and/or installation of a Code Blue Light System for an AED.  
Motion by LeBlanc, seconded by Locke motion passes: 7/0/0
- M. Accept Donation from VFW  
Move to accept the generous donation from VFW Post 872 of Southwick, MA of three memorial plaques, with a total value of \$4,297.81, to be hung in the Southwick Regional School Veterans Memorial Foyer.  
Motion by LeBlanc, seconded by Locke motion passes: 7/0/0
- N. Approve Addendum to the Contract of the Director of Finance & Operations  
Move to approve the contract addendum between the Southwick-Tolland-Granville Regional School District and Stephen Presnal, Director of Finance and Operations, effective July 1, 2017.  
Motion by LeBlanc, seconded by Locke motion passes: 7/0/0
- O. Approve Addendum to the Contract for Assistant Principals Contracts  
Move to approve the contract addendum between the Southwick-Tolland-Granville Regional School District and the STGRSD Assistant Principals for the period July 1, 2018 through June 30, 2019.  
Motion by LeBlanc, seconded by Locke motion passes: 7/0/0
- P. Approve the Contract for the Instructional Technology Specialist  
Move to approve the agreement between the Southwick-Tolland-Granville Regional School District and the Instructional Technology Specialist for the period July 1, 2018 through June 30, 2021.  
Motion by LeBlanc, seconded by Locke motion passes: 7/0/0
- Q. Approve Salary increase for non-contract personnel  
Move to approve a 2% salary increase, effective 7/1/2018, for non-contract personnel which includes the Internal Suspension Monitor and Speech and Language Pathology Assistants.  
Motion by LeBlanc, seconded by Locke motion passes: 7/0/0
- R. Retirement Resolution  
Be it resolved, that the Southwick-Tolland-Granville Regional School Committee hereby extend their congratulations to Gail Johnson in recognition of sixteen years of clerical 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
- S. Approve transfer of funds to the Regional Transportation Revolving Account  
Move to approve the allocation of \$66,141 to the Regional Transportation Reimbursement Revolving Account for Fiscal Year 2018. Said amount being the reimbursement funds to be received by the District in excess of the budgeted fiscal year 2018 Regional Transportation Reimbursement revenue of \$815,000.  
Motion by LeBlanc, seconded by Locke motion passes: 7/0/0

## II. REPORTS

### A. Superintendent

#### Graduation

Ms. Willard reported that graduation was a great event. She highlighted the student-centered nature of the ceremony. Mr. Houle agreed and stated that the band was especially good and the ceremony was efficient.

### B. Director of Finance and Operations

None

### **III. SUB COMMITTEES AND LIAISONS**

Mr. Houle asked Committee members to review the listing of Subcommittees and email him their preferences before the August retreat.

Ms. Petschke stated that she did not believe a school committee member needed to serve on the technology subcommittee, but rather act as a liaison.

Mr. Houle stated that the School Building Committee would be replaced by a Buildings&Grounds Committee.

Mr. Houle asked the Central Office to initiate negotiations with parties sooner than later, this is a big year coming up.

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

Kimberley Saso, Wilbraham, MA – Ms. Saso, Principal of Powder Mill School, stated that the recently held field day at Powder Mill School was a fantastic event planned by Physical Education Teachers, Laura Hendrickson and Mark Archambeault and fun was had by all.

### **V. COMMITTEE DISCUSSION**

#### **A. Old Business**

Confirm Dates for Summer Retreat

Ms. Petschke has a conflict with the existing retreat date. The Committee rescheduled to Thursday, August 16, 2018 from 9:00 a.m. – 3:00 p.m.

#### **B. New Business**

Back to School Activities

Convocation will be held on Monday, August 27, 2018 beginning at 9:15 a.m. Following, a barbecue picnic lunch will be held from 11:00 a.m. – 12:00 p.m. and historically the School Committee has attended and served the staff.

Woodland School End of Year

Ms. Boldyga reported that the Woodland School Field Day was also well planned and a huge success. Students especially enjoyed operating a fire hose with the Southwick Fire Department. She also reported that the pre-K graduation was very fun for families. She asked if there is the possibility of a grade 1 transition activity for students moving up from Kindergarten.

Handbook Changes

Ms. Boldyga requested that, in the future, handbook changes be presented to the Committee earlier in the year, for more opportunity for questions and changes.

Exit Interviews

Ms. Berry asked if exit interviews were conducted to identify reasons for staff leaving. Ms. Willard stated that the District knew why each of the members was leaving.

Parent Complaint

Mr. Houle noted that each of the Committee members had received correspondence from a parent regarding temperatures in the classrooms. Based on the District's response and all of the guidelines set forth by the state, this is viewed as an issue that the Committee will not take further action on.

#### Physical Education Scheduling

Mr. Houle thanked Ms. Hendrickson for her public comment. Ms. Petschke acknowledged the trade offs that needed to be made for educational initiatives to be put into place. She recommended that the new Administration keeps a close eye on the new schedule and review it throughout the year and report back to the Committee.

#### Assistant Principal Search

Committee members participating are:

Paper Screen – Jeff Houle, Amy Stack

Interviews – Chelsea Berry and Jessica Boldyga

#### Instructional Leadership Team

Ms. Petschke noted that during the 2017/2018 school year the Southwick Regional School was underrepresented at the ILT meetings.

#### Veteran's Foyer Dedication Fall 2018

Mr. LeBlanc proposed, in addition to a new plaque for Richard Power, the Committee consider presenting him with a post humus degree.

### VI. ADJOURNMENT

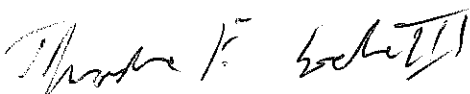
At 7:4 p.m., a motion was made to adjourn the meeting.

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 7:40 p.m.

Respectfully Submitted,



Theodore Locke, Secretary

### VII. STAFFING

#### Appointments

Parker, Karen	Secretary to the Principal PMS	6/25/2018
Carrier, Erin	Principal PMS	7/1/2018
Taglieri, Benjamin	Instructional Technology Coach	7/1/2018
Abbe, Edward	Teacher Grade 7/8 Social Studies	8/27/2018
Guyott, Audrey	Teacher WS Grade 2	8/27/2018
King, Beth	Teacher ELL	8/27/2018
Lucia, Laura	Teacher PMS Grade 4	8/27/2018
Petschke, Robert	Teacher PMS Digital Literacy	8/27/2018
Rogers, Jennifer	Long Term Substitute SRS SPED	8/27/2018
Smith, Kimberly	Teacher PMS SPED Grade 6	8/27/2018

#### Resignations

Fox, Joanne	Food Service	6/11/2018
Christofori, Linda	Teacher PMS SPED Grade 6	6/30/2018
Gasparri, Elena	Teacher SRS Grade 8 ELA	6/30/2018
Navone, Joanna	Teacher PMS Grade 4	6/30/2018
Nichole Wadleigh	Teacher WS Music	6/30/2018

#### Retirements



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

- Agenda for the June 19, 2018 meeting
- Minutes for May 29, 2018 meeting
- Town of Southwick Select Board, Thank You dated June 4, 2018
- Town of Granville Donation SRS Health Careers Club dated June 5, 2018
- Town of Southwick Social Media Policy dated June 8, 2018
- MASC Memo: Special "End of Year" Conference Savings dated June 6, 2018
- Handbook Changes – Woodland School
- Handbook Changes – Powder Mill School
- Handbook Changes – Southwick Regional School
- School Choice Seats for the 2018/2019 school year
- Fundraiser for Class of 2019
- PAWS PTO Fundraising for 2018/2019 school year
- Powder Mill School out-of-state field trip for the 2018/2019 school year
- USDA Memo: Paid Lunch Equity: Guidance for School Year 2018-19
- Paid Lunch Increase Proposal from Matthew Lillibridge, Director of School Nutrition
- PAWS PTO Donation for WS Technology
- Donation from Town of Southwick (AED)
- Invoice for VFW purchase of plaques for Veteran's Memorial Foyer
- Addendum to the Contract of the Director of Finance & Operations
- Addendum to the Contract for Assistant Principals Contracts
- Contract for the Instructional Technology Specialist