



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

**DATE: Tuesday, September 19, 2017**

**TIME: 6:00 PM**

**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 pm

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
	Pamela Petschke, Granville
	<input checked="" type="checkbox"/> Maria Seddon, Southwick – left at 7:22 p.m.
	<input checked="" type="checkbox"/> Jessica Boldyga, Southwick
	Amy Stack, Southwick
Administration:	<input checked="" type="checkbox"/> Jennifer Willard, Superintendent
	<input checked="" type="checkbox"/> Stephen Presnal, Business Manager
	<input checked="" type="checkbox"/> Amy McLaughlin, Recording Secretary

Student Representatives:

News Media:

Westfield Evening News, Southwick News

Observers:

Approx. 16

**B. Opening Ceremony - none**

**C. Secretary's Report**

9/5/2017 Meeting Minutes: Accepted as written

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

**D. Warrants - Circulated**

**E. Correspondence:**

Superintendent Willard notified the Committee that correspondence had been received from the Towns of Granville, Southwick and Tolland in support of Mr. Henke and the project to rename the foyer at the Southwick Regional School "Veteran's Memorial Foyer"

Ms. Willard also notified the Committee of a letter received notifying the District that they would receive two AED device donations from Kev's Foundation and Parent Heart Watch. One of the AEDs will be placed near the cafeteria at the Regional School, the second will be included in the bag which is taken to Whalley Park for athletic events. These AEDs will be presented to the Regional School Nurse Leader, Marcia Lamoureux, on September 28, 2017.

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

- A. Caissy Price, Granville, MA: Ms. Price stated that she was concerned because it appears to be a practice of the third grade teachers that if students do not turn in their homework assignment, they lose 20 minutes from their recess. Ms. Price stated that she understands the importance of consequences but asked if teachers could look into alternative consequences so that students do not lose vital recess time.
- Ms. Willard advised Ms. Price to first contact the student's teacher and then the principal to see if a resolution could be found.

- B. David Massai, Southwick, MA: Mr. Massai stated that he had met with Superintendent Willard and Noell Somers regarding his two preschool-aged children. One of the children is eligible for transportation and the other is not. After waiting for the bus to arrive and pick up his child, he then takes the second child to school. Because of the timing, the second child is consistently late to school. Mr. Massai stated that he had been told that it is the practice of the District not to offer transportation to peers but that he understood there was not policy. He stated that he wants the first child to continue to ride the bus and the second child to also be allowed to ride. He stated that he is willing to pay a fee if necessary.
- Mr. Houle responded that because this is a policy issue, it will be reviewed by the policy subcommittee.

### III. STUDENT ADVISORY REPORT

Margaret Drohen and Carlos Periera reported: that safety drills have taken place over the past couple of weeks and all went well; fall athletics are underway with teams doing well including the golf team which is undefeated for the season; seniors are beginning the process of college applications and college tours; tryouts for the fall play, *The Crucible*, have just begun; this year's new clubs include the Gay Straight Alliance; the Guidance Department provided information sessions to the sophomore and junior classes regarding upcoming PSAT/SAT tests; students can still sign up to attend the trip to Costa Rica which will take place during February break.

### IV. EDUCATIONAL PRESENTATION

- A. Troy Henke and Joseph Turmel - Honoring Veteran's at the Southwick Regional School

Mr. Turmel introduced Mr. Henke and provided some historical background on the project. Mr. Turmel stated that he had been approached by Mr. Troy Henke from the VFW regarding a veteran's memorial in the auxiliary gym at the Southwick Regional School. Mr. Turmel invited Mr. Henke to the school for a tour and to see if another space may be more appropriate. During the tour, Mr. Henke and Mr. Turmel identified the foyer at the Southwick Regional School as a more appropriate location that is visible to all visitors at the school. The proposal is to create a display on one of the walls inside the main entrance.

Mr. Henke stated that the project originally began with a focus on fallen serviceman, Travis Fuller, but changed slightly when the District expressed a desire to have a tribute that recognized all graduates that had given their lives in the line of duty. Mr. Henke stated that his organization was pleased with this request and has appreciated the communication he has received from the Committee and Superintendent Willard's office and Mr. Turmel. The organization has gained the support of all three towns, Southwick, Tolland and Granville, and has reached out to other organizations as well, including the American Legion and the Marine Corps League and American Legion of Westfield, to be sure all organizations have the opportunity to participate and that all parties have worked together to set the criteria for recognition.

Mr. Henke recognized, also in attendance, Richard Sandman the VFW Quartermaster and John Andrews a 92 year-old World War II Veteran and his wife Elaine from the Auxiliary.

- B. Noell Somers - Building Blocks preschool program

Noell Somers, Director of Special Education, presented to the Committee special education services for preschool. Ms. Somers reviewed a handout that the Committee had which included a disabilities definition by which children are measured to be eligible for special education services. She explained that once a need for services is identified, then a plan is put into place for services and placement. She stated that for preschool the need for services are expanding, as evidenced by the changes she has seen in the number of preschool sessions, which has increased from one a.m. and one p.m. session when she began, to three a.m. and three p.m. sessions. She also stated that some of the needs of the preschool students have increased. She reviewed the service delivery grid with the Committee which helps educators identify the level of services an individual child needs.

She stated that the needs of some of the preschoolers have increase where they fall into the category of needing services that are not provided within a regular classroom, to where one half-day session is not enough and two half-day sessions is fragmented. To find a solution, last year, she met with special education teachers and administration and reviewed resources and evaluated needs and they developed the Building Blocks

program. Being piloted this year, the program provides a separate classroom with a high staff ratio. They worked to identify children that this would be a good program for and working with existing District resources, to maximize the outcomes for all children with early intervention.

Mr. Houle asked if the goal is to include these students back into regular education classroom. Ms. Somers responded, yes, that is the goal to get them included back as quickly as possible to the maximum extent possible.

C. Superintendent Willard – AP (Advanced Placement) Data

Mr. Turmel reviewed some AP Data for students at the Southwick Regional School. Mr. Turmel stated that the data is newly acquired. He explained that AP tests are scored from 5 to 1, with 5 being the highest. A score of 3 is the threshold that most colleges use to award college credit.

Ms. Boldyga asked if all students take the AP test. Mr. Turmel responded that yes, all AP students currently take the AP test.

Mr. Turmel highlighted that despite declines in overall school enrollment numbers, the number of students enrolled in AP courses has increased. For the 2017/2018 school year, SRS has 10 students enrolled in online AP courses, vs. 3 in 2016/2017. This is important because colleges look for students who can independently complete online courses successfully, as the majority of students attending a four-year university will take at least one online class during their college career. The Regional School will be watching the scores of these students in the coming year. Mr. Turmel stated that another data trend the school is monitoring is courses that are offered as a half-year or a full-year course. Currently SRS is one of the few schools in Massachusetts that has continued to offer full-year AP courses. When needs necessitated that AP Government move to a half-year course, enrollment went from 6 students to 23.

Mr. Turmel reviewed some of the test data which showed SRS performing lower than the State average on all but English Literature and US History. He stated that this is something that SRS is monitoring. Mr. Turmel explained that reasons for this is because all schools do not use the same practice for AP courses. The SRS practice is to allow any interested student, who has completed prerequisites, to take an AP course. Additionally, all of the students are required to take the AP test and the District pays for that testing. AP tests are all scheduled by the College Board in May. This means there can be a gap in time between courses taken and completed in the fall semester and the date of the test. Also, courses taken in the spring semester may not have had time to complete all of the work. Students who are accepted to college prior to the test, and are taking multiple tests, may decide to concentrate more on one test than another.

Mr. LeBlanc stated that he understands the wide range of test scores, as the opportunity is made available to all students, the increased numbers will mean more range. He also stated that he believed it is the District policy that all students taking an AP class are required to take the test, at the District's expense.

Mr. LeBlanc asked how the AP courses compare with students taking advantage of dual enrollment. Mr. Turmel responded that there are very few dual enrollment students but the BEA internship program has grown.

Ms. Boldyga asked if it matters how the District compares to other towns in AP data. Mr. Turmel responded that this data is for District information only and does not impact student performance or evaluations of the District.

Mr. Houle thanked Mr. Turmel for bringing the data forward. He also asked about Professional Development for teachers of AP courses. Mr. LeBlanc asked if the teachers participate in week-long summer trainings that are often offered. Mr. Turmel responded that teachers of AP courses do receive directed professional development and that he knew some of the teachers had attended summer sessions.

V. EXECUTIVE SESSION

At 6:53 p.m., a motion was made to adjourn to Executive Session and return to open session.

With the members Jeffrey Houle, George Leblanc, Theodore Locke, Maria Seddon and Jessica Boldyga being present and voting individually and unanimously, the motion passes.

Motion by LeBlanc, seconded by Locke 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.

Clerical Unit; Cafeteria Worker's Association; Addendum to Appendix B's for Teacher's Contract

At 7:16 p.m., a motion was made to adjourn executive session and return to open session. With the members Jeffrey Houle, George Leblanc, Theodore Locke, Maria Seddon and Jessica Boldyga being present and voting individually and unanimously, the motion passes.

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

**VI. POLICIES - none**

**VII. ACTION ITEMS**

**A. Approve Contracts for Clerical Unit and Cafeteria**

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

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

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

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

**B. Approve Addendum to the Teacher's Contract regarding Appendix B edits**

Move to approve the contract addendum between the Southwick-Tolland-Granville Regional School Committee and the Southwick-Tolland-Granville Education Association, Inc. for the period July 1, 2017 through June 30, 2019.

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

C. Approve Home School Applications 31 & 32

Move to approve 2017/2018 Home School Applications HS-1718-31 through HS-1718-32.

Mr. Houle asked the policy subcommittee to review the deadline for submission of Home School Applications.

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

D. Retirement Resolution - Jon Rodgers

Be it resolved, that the Southwick-Tolland-Granville Regional School Committee hereby extend their congratulations to Jonathan Rodgers in recognition of thirteen years of excellence as Assistant Principal, 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 5/0/0

E. Approve SRS Fundraiser

Move to approve 2017/2018 ~~Sophomore~~ Junior Class fundraiser for Southwick Regional School.

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

## VIII. REPORTS

A. Superintendent

Enrollment Data: Superintendent Willard reported that in January of last year, the District estimated the 2017/2018 enrollment for Woodland School at 334 and the current actual enrollment is 331; Powder Mill enrollment was estimated at 440 and the current actual enrollment is 445. She stated that this means the estimates were very accurate and she is pleased with the planning. Final numbers will be reported to the Committee after the October 1 SIMS data is collected.

District Strategic Plan

Superintendent Willard reported that she will present the District Strategic Plan at the next meeting and it will include the School Committee's goals.

FY18 Capital Improvement Plan

Superintendent Willard reported that she had spoken to John Grimaldi regarding additional details for Technology spending in the FY18 Capital Improvement plan. She reported that Capital Funding for FY18 for technology is planned to be used for infrastructure and broadband updates as well as hardware purchases to meet District needs for the state mandated MCAS 2.0.

Preschool Transportation

Superintendent Willard stated that she and Ms. Somers had met with parent, Mr. Massai, and that she would bring forth the issue at the next policy subcommittee meeting.

Edible Arrangements

Superintendent Willard notified the Committee that the Granville Parents Association had sent edible arrangements to both the Transportation Department and the Central Office at the beginning of the school year as a thank you. Ms. Willard thanked and recognized the GPA for their support, which was much appreciated.

**B. School Business Manager**

**Finance Subcommittee**

Mr. Presnal reported that the finance subcommittee met to review the impact of the State changes to the minimum local contribution. His contact at the State confirmed that the District is not required to go back to the Towns for additional money as long as Net School Spending can be met. Mr. Presnal reported that the finance subcommittee was in agreement, based on the amount of the changes, that it is not necessary to ask the Towns for this additional money.

**Transportation**

Mr. Presnal reported that the transportation department continues to work on improvements to District routes. After an on-site visit, Mrs. Wzorek determined that they are able to relocate two stops in Granville so that students could be picked up at their driveways. Weather conditions and snow removal is a concern affecting these stops and there may need to be a re-evaluation in the future. Mrs. Wzorek will continue to monitor the situation and make changes if necessary.

Mr. Presnal reported that the decision to begin the late bus, has been postponed until some of the road construction is completed in the Towns.

**Sewer Project Update**

Mr. Presnal reported that the sewer project is progressing along and he will have more details at the next meeting.

**Renewal Rates for MedEx**

Mr. Presnal reported that the MedEx rates, affecting retirees, are increasing. He stated that the acceptance of the rates would be an action item at the next meeting.

**IX. SUB COMMITTEES AND LIAISONS**

**Sub Committee Assignments**

1. Negotiations: J. Houle, T. Locke, G. LeBlanc  
Next Meeting Scheduled for 9/20/17
2. Finance: J. Boldyga, T. Locke, G. LeBlanc  
See Business Manager's Update
3. L.P.V.E.C. Bd. Gov G. LeBlanc  
Next Meeting Scheduled 9/20/17
4. L.P.V.E.C. Bd. Dir. J. Houle  
No report
5. Policy G. LeBlanc, M. Seddon, A. Stack  
Next Meeting Scheduled for 9/20/2017,
6. School Building Committee T. Locke, J. Houle  
Mr. Presnal reported that the MSBA asked for some additional documentation regarding a previous budget revision request.  
Ms. Boldyga asked if the server issue was resolved and Mr. Presnal responded that Mr. Wicander is collecting data to verify.
7. Technology P. Petschke, T. Locke, M. Seddon  
Ms. Willard reported that some of the team members had attended Mr. Taglieri's meeting and they would report back at the next meeting.
8. Transportation T. Locke, A. Stack  
Mr. Presnal reported that the team is looking to schedule their first meeting in early to mid-October.

**Liaison Assignments:**

1. Curriculum & Instruction: P. Petschke, J. Boldyga  
The instructional leadership team meetings will begin in October.
2. SPED Liaison: J. Houle
3. Legislative Liaison: open
4. Southwick Capital Committee: J. Houle

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

None

**XI. COMMITTEE DISCUSSION**

**A. Old Business**

**AP Data**

The Committee discussed the presentation of the AP Data and agreed that students should continue to have the opportunities to take the courses and the tests. They would like to have a follow up of this data again, after this school year. The Committee agreed that it is important to confirm that AP teachers are receiving appropriate professional development.

**Capital Borrowing**

Mr. Houle reported that Ms. Petschke had met with the Granville Selectboard and they were planning to hold a special town meeting to vote the capital budget.

Mr. Locke reported that the Town of Tolland would take no action.

**B. New Business**

**Use of transportation vehicles for non-District functions**

Mr. Presnal reported that a request from the Granville Harvest Fair had been received regarding the use of District buses for the 2017 Harvest Fair. Mr. LeBlanc expressed concerns about using the fleet for a non-District function, after the presentation on transportation at the 9/5/2017 meeting. Mr. Presnal expressed his concerns about utilizing the buses for non-District functions. He recommended the Committee consider the need to focus on core responsibilities and meeting the needs of District families first. Mr. LeBlanc asked Mr. Presnal to reach out to the Harvest Fair Committee and let them know of the Committee concerns and give them time to make alternative arrangements if necessary.

**Cafeteria Vendor Website**

Ms. Boldyga stated that the vendor website for the cafeteria still lists the Granville Village School and has expired menus on it. Mr. Presnal stated that he would contact the Food Service Director and ask that this be corrected.

**XII. EXECUTIVE SESSION – not held**

\_\_\_ 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.

\_\_\_ 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.

Custodial Unit E; Paraprofessionals

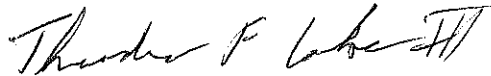
**XIII. ADJOURNMENT**

At 8:08 p.m., a motion was made to adjourn the meeting. With the members Jeffrey Houle, George LeBlanc, Theodore Locke and Jessica Boldyga being present and voting individually and unanimously, the motion passes.

Motion by LeBlanc, seconded by Locke 4/0/0

Meeting adjourned at 8:08 p.m.

Respectfully Submitted,



Theodore Locke, Secretary

**XIV. STAFFING**

Appointments		
Marcy Pickard	Sub Caller	8/28/2017
Resignations		
Karen Kaminski-Marchetto	Grade K Paraprofessional	9/28/2017
Retirements		
Gail Johnson	Secretary, PMS Principal	7/6/2018

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

- Agenda for the September 19, 2017 meeting
- Minutes for September 5, 2017 meeting
- Correspondence from the Town of Granville dated September 15, 2017
- Correspondence from the Town of Southwick dated September 18, 2017
- Correspondence from the Town of Tolland dated September 19, 2017
- Designation of the Entrance Foyer, requested by the Southwick VFW Post 872
- Disability Definitions
- Educational/Environmental Placement – PL2: 3-5 year olds
- Individualized Education Program – Service Delivery Grid
- Special Education Placement Consent Form – PL1: 3-5 year olds
- AP Data
- Clerical Contract
- Cafeteria Worker's Contract
- Appendix B - Addendum to Teacher's Contract
- Appendix B Addendum Job Descriptions: Robotics Club; Gay Straight Alliance; Transition Coordinator; Team Leader
- Home School HS-1718-31 through HS-1718-32
- 2017/2018 Car Wash Fundraiser Flyer