



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

**DATE: Tuesday, November 21, 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 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
	Theodore Locke, Secretary, Tolland
	<input checked="" type="checkbox"/> Pamela Petschke, Granville.
	<input checked="" type="checkbox"/> Maria Seddon, Southwick, arrive at 6:09 p.m.
	Jessica Boldyga, Southwick
	<input checked="" type="checkbox"/> Amy Stack, Southwick
Administration:	<input checked="" type="checkbox"/> Jennifer Willard, Superintendent, exit at 6:01p.m. return 6:15 p.m.
	<input checked="" type="checkbox"/> Stephen Presnal, Business Manager
	<input checked="" type="checkbox"/> Amy McLaughlin, Recording Secretary
Student Representatives:	Margaret Drohen, Carlos Pereira
News Media:	Southwick News, Westfield Evening News
Observers:	<u>Approx. 4</u>

**B. Opening Ceremony – Pledge of Allegiance**

**C. Secretary's Report**

11/7/2017 Meeting Minutes: Accepted as written

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

**D. Warrants – not circulated. All warrants had been signed off by Committee members by 11/17/2017 to meet payment deadlines.**

**E. Correspondence – None**

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

None

**III. STUDENT ADVISORY REPORT**

None

**IV. EDUCATIONAL PRESENTATION**

None

**V. POLICIES**

**A. Third Reading of Revised Policies**

BDE – Subcommittees of the School Committee

Ms. Petschke asked about the Buildings&Grounds subcommittee. Mr. Houle clarified that the subcommittee was replaced by the Building Committee during the building project but would return.

The Building Committee should be finishing soon as the final closeout of the project is anticipated at the State Board Meeting on 2/14/2018.

**BEDE-E – Agenda Format**

Ms. McLaughlin stated that an edit to the policy was made to reflect the title change from Business Manager to Director of Finance and Operations.

**EFG – Elevator & Lift Usage**

No comments on the third reading

**VI. EXECUTIVE SESSION**

At 6:09 p.m., a motion was made to adjourn to Executive Session and return to open session.

With the members Jeffrey Houle, George Leblanc, Pamela Petschke, Maria Seddon and Amy Stack being present and voting individually and unanimously, the motion passes.

Motion by LeBlanc, seconded by Stack 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.

Interim Principal Contract.

At 6:17 p.m., a motion was made to adjourn executive session and return to open session. With the members Jeffrey Houle, George Leblanc, Pamela Petschke, Maria Seddon and Amy Stack being present and voting individually and unanimously, the motion passes.

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

## VII. ACTION ITEMS

### A. Approve Interim Principal Contract

Move to approve the agreement between the Southwick-Tolland-Granville Regional School Committee and the STGRSD Interim Principal for the period October 17, 2017 through December 31, 2017.

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

### B. Approve Policies:

BDE – Subcommittees of the School Committee

Move to approve the revised policy Subcommittees of the School Committee – BDE.

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

BEDE-E – Agenda Format

Move to approve the revised policy Agenda Format – BEDE-E.

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

EFG – Elevator & Lift Usage

Move to approve the revised policy Elevator & Lift Usage - EFG.

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

### C. Approve SRS Fundraisers

Move to approve 2017 Student Council fundraiser for Southwick Regional School.

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

## VIII. REPORTS

### A. Superintendent

Regional Transportation Reimbursement Letter

Superintendent Willard reported on Suzanne Bump's, State Auditor, report supporting Regional School Districts. One of the recommendations in her report is regional school district transportation should be at 100%. Stephen Hemman, Assistant Executive Director of the Massachusetts Association of Regional School (MARS) sent a letter and contact information for the Superintendent and Committee members to write to our Massachusetts Governor and Legislature. Ms. Willard explained that in each packet is a copy of the letters for each Committee member to sign and submit if they choose.

MCAS Science Question Tryouts

Ms. Willard reported that the Southwick Regional School had been invited to participate in a pilot program of new MCAS test questions based on the new science standards. She stated that SRS will be participating. Ms. Petschke cautioned that last year, at the District where she teaches, they signed up to participate but the pilot of the testing was not ready as scheduled and there was only one question. Ms. Petschke ask that SRS be aware of past issues but also that if this is a good opportunity for both teachers and students to see the test. Ms. Willard will let SRS know.

### B. Director of Finance and Operations

Transportation Bids for New School Buses

Mr. Presnal reported that the bids were opened and New England Transit Sales was the low bidder. Mr. Presnal stated that, at the opening, it was realized that there was an error on the bid posting which showed the incorrect year for one of the busses to be traded. As a result, NE Transit came in with an aggressive bid. Mr. Presnal stated that he let NE Transit know that they had a few days to decide if they'd like to withdraw their bid

and the entire purchase would need to be re-bid. If no re-bid is done, delivery on the three mid-sized busses is expected in mid-March 2018.

#### **Sewer Project**

Mr. Presnal reported that the construction of the pump station is underway in the Powder Mill parking lot. Tighe & Bond is working on connection options for the schools during the summer of 2018. One change order has been issued, to repair the drains in the parking lot.

#### **End of Year Financial Report**

Mr. Presnal reported that the End of Year Financial Report for FY2017 was finalized and the District met Net School Spending requirements. He stated that the District Financial Audit begins on November 27, 2017. The next step will be for the State to review the submissions.

#### **Transportation**

Mr. Presnal reported that the Transportation Department was able to implement some route changes for Granville to help reduce the number of group stops. Mr. Presnal commented that the changes were possible because of the work of Karen Wzorek along with recommendations by District residents.

Mr. Presnal also reported that the Wi-Fi infrastructure of the area of the bus garage was being upgraded in the coming weeks so that footage from bus cameras would be able to be automatically downloaded, instead of manually. Ms. Stack asked if the video is stored for a period of time. Mr. Presnal responded yes, the video is stored for a fixed amount of time before it is overwritten.

Ms. Petschke asked if there were other changes made to Granville routes because her children now have a considerable shorter bus ride home. Mr. Presnal responded that the changes that were made had a trickle-down effect on many of the stops.

### **I. SUB COMMITTEES AND LIAISONS**

#### **Sub Committee Assignments**

##### **Liaison Assignments:**

No Reports because sub committees have not meet.

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

Jean Reopel, Southwick, MA; Ms. Reopel asked if there was a status update on the Woodland School Principal. Ms. Willard responded that there is no update but if one becomes available, it will be communicated.

Chelsea Berry, Southwick MA; Ms. Berry stated that she was excited to hear about the District's Math work with Mike Flynn. Ms. Berry also stated that she had heard rumors of emergency situations and safety issues with students in the schools. Ms. Willard responded that she isn't sure what Ms. Berry is referring to, the school resource officer's car is often seen at each of the schools because he does not stay at one school. Ms. Willard invited Ms. Berry to schedule an appointment with her if she has specific questions or concerns.

### **III. COMMITTEE DISCUSSION**

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

##### **Budget Hearing**

Mr. Houle stated that the Budget Hearing is scheduled for Thursday, November 30, 2017 at 5:30 p.m. in the Superintendent's Conference room. Mr. Houle emphasized that the District intends to be transparent with the Towns and will focus on Capital plans.

Ms. Petschke asked if she could have a copy of the letter that was sent to the select board. Ms. McLaughlin stated she would send the letters to each of the Committee members.

#### Remote Meeting Participation via Call In

Ms. McLaughlin reported that she had reached out to other Administrative Assistants and found that many Committees use remote call in for meeting participation. Some use Skype or other meeting software, and some just use a conference call on a cell phone. To provide for remote participation, the Committee must take action. Mr. Houle asked the Committee if they are interested and once confirmed, asked Ms. McLaughlin if she could put that on the Agenda for the upcoming meeting. Ms. McLaughlin also stated that a physical quorum must be physically present for the meeting to be held.

#### B. New Business

##### Amherst Pelham Regional School Committee Request

Ms. Stack reported on an email she received from the Amherst Pelham Regional School Committee regarding opposition of the expansion of the Chinese Immersion School. Ms. Petschke asked if it is similar to the issue that the Committee acted upon in 2017 regarding expansion of Charter schools.

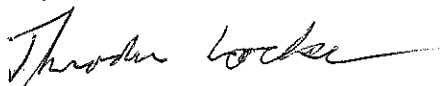
#### IV. ADJOURNMENT

At 6:52 p.m., a motion was made to adjourn the meeting. With the members Jeffrey Houle, George Leblanc, Pamela Petschke, Amy Stack and Maria Seddon being present and voting individually and unanimously, the motion passes.

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

Meeting adjourned at 6:52 p.m.

Respectfully Submitted,



Theodore Locke, Secretary

#### V. STAFFING

Appointments  
Resignations  
Retirements

#### VI. LIST OF DOCUMENTS VIEWED OR DISCUSSED DURING THIS MEETING:

- Agenda for the November 21, 2017 meeting
- Minutes for November 7, 2017 meeting
- BDE – Subcommittees of the School Committee
- BEDB – E Agenda Format
- EFG – Elevator Lift and Usage
- Interim Principal Employment Contract with MOU
- SRS Fundraiser Description
- State Auditor Report: Supporting and Encouraging Regional School Districts with Letter and List of Mailing
- SRS MCAS Science Question Tryouts email
- Singleton contracts listing