



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

**DATE: Tuesday, January 16, 2018**

**TIME: 5:30 PM**

**NOTE TIME**

**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 5:31 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 5:36 p.m.     |
|                          | <input checked="" type="checkbox"/> Maria Seddon, Southwick                             |
|                          | <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 |
|                          | <input checked="" type="checkbox"/> Amy McLaughlin, Recording Secretary                 |
| Student Representatives: |   |
| News Media:              | <input checked="" type="checkbox"/> Southwick News                                      |
| Observers:               | <u>Approx. 4</u>  |

**B. Opening Ceremony – none**

**C. Secretary's Report**

1/2/2018 Meeting Minutes: Accepted as written

Motion by LeBlanc, seconded by Locke 6/0/0 (Petschke absent)

**D. Warrants – circulated**

**II. EXECUTIVE SESSION**

At 5:34 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, Jessica Boldyga and Amy Stack being present and voting individually and unanimously, the motion passes.

Motion by LeBlanc, seconded by Locke 6/0/0

- ☐ 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.

At 6:01 p.m., a motion was made to adjourn executive session and return to open session. With the members Jeffrey Houle, George Leblanc, Theodore Locke, Pamela Petschke, Maria Seddon, Jessica Boldyga and Amy Stack being present and voting individually and unanimously, the motion passes.

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

### III. ROUTINE

#### E. Correspondence

Superintendent Willard reported on a memo posted to the DESE website from Acting Commissioner Jeff Wulfson regarding Alternative Structured Learning Day Programs, a.k.a "Blizzard Bags". These alternative learning days, with the School Committee approval, could be used for days when school is closed due to weather. The Committee received an initial, detailed, presentation on Blizzard Bags in the spring of 2017. She reported that some surrounding districts have recently decided to use blizzard bags and that if the committee is interested, the District would pursue them further and come back with a recommendation. The Committee agreed that they'd like additional information

Ms. Seddon reported that she had received some inquiries from parents who are interested in the option. Ms. Petschke highlighted three specific areas she'd like to see addressed: 1. Standardization of assignments among teams and departments 2. Professional Development time for teams and departments to work together to create standard assignments 3. Review and approval of assignments by administration. Ms. Boldyga requested that this be added to the agenda for an upcoming Instructional Leadership Team meeting.

### IV. PUBLIC COMMENT – excluding personnel issues

Chelsea Berry, Southwick, MA – Ms. Berry stated that, related to the Blizzard Bag discussion, in addition to accountability, she is also concerned about students who may not have the support at home to complete the assignments.

### V. STUDENT ADVISORY REPORT

Margaret Drohen reported that students at the Regional School are in the midst of finals and closing out the term. The upcoming week will be a new semester and new classes; winter sports are underway with some of the highlights including girls track, the ski team and basketball; the first JVB boys basketball game has just taken place; spring musical will be the Wizard of Oz and auditions are complete; seniors have been busy with college applications as the regular decision deadline was last week; the middle school students had a field trip to view the movie *Wonder* at the Agawam Cinemas; DLE students at SRS visited Powder Mill and presented to the 5<sup>th</sup> grade; and student council will be opening a school store to sell small items like pencils pens, etc, for students.

## **VI. EDUCATIONAL PRESENTATION**

### Southwick Regional School, Joseph Turmel, Principal, Southwick Regional School

Mr. Turmel recognized Margaret Drohen for her hard work and scholarship and highlighted some of the Colleges she has been accepted at and applying to. The Committee congratulated Margaret.

Mr. Turmel introduced Allison Scharmann, 2017 Graduate of Southwick Regional School and current freshman at Harvard College. Allison had just visited SRS and gave presentation to students about the options they may not be aware of relating to the college application process. As a Harvard College student, Allison's on campus job is Harvard Hometown Recruiter for the Harvard Financial Aid Initiative. Her job is to organize outreach to schools to give information on student life at Harvard, admissions and financial aid – that is the presentation she gave to SRS students. At her presentation, Allison let students know that at an institution like Harvard, approximately 70% of student receive financial aid and students should not be deterred from applying to schools because of cost. She stated that many of the private schools have large endowments and financial aid may be more readily available. She also talked about the college application process and some common mistakes students make, or overlook when applying. Superintendent Willard asked Allison what she finds to be the biggest fear for students when completing applications. Allison responded that financial aid and acceptance seem to be the biggest fears. The Committee thanked Allison, congratulated her on her work and wished her well for the upcoming semester.

### Site Strategic Plan, Southwick Regional School, Joseph Turmel, Principal

Mr. Turmel presented the site strategic plan for the Southwick Regional School. He stated that the plan begin with the District Strategic Plan. Mr. Turmel reported that throughout the entire process, the Instructional Coaches, Rachel Barr and Christopher Kennedy, have been instrumental in moving the plan forward. He noted the work they have done with the middle school teams and at the department meetings working with teachers and facilitating, planning and implementing professional development around UBD (Understanding by Design)

Mr. Turmel stated that SRS is now working on Stage 3 UBD and the goal by the end of the year is that each teacher will have engaged in the process of writing a unit. That process is progressing with departments working collaboratively. The process is also bringing together the whole SRS community, helping to bridge the middle-high school gap among the faculty and staff.

The next goal is peer observations. Teachers observing other teachers to learn from one another and give feedback.

As part of the site plan at SRS, they are prioritizing connecting every assignment to a state standard, with an awareness of the current, new and upcoming standards. They are also working to incorporate standards across discipline areas.

Mr. Turmel stated that as part of the plan, the leadership team at SRS worked together with the coaches to create an exemplar of a unit. He shared that with the Committee. He also said that the leadership team created a standardized feedback form to be used in daily walkthroughs. This form has enabled the leadership team to provide consistent, higher quality, feedback in a much timelier manner.

Also, the leadership team is observing and reflecting on the process overall. They have found that many staff members are at different places in the process and not everyone is ready to move forward to the next step. In these instances, coaching is put into place to assist teachers and get back on track.

Mr. Turmel recognized, again, the work of the Instructional Coaches as well as the entire staff at SRS. Everyone has done a great job working together to move instruction forward.

Mr. Locke asked what changes can be seen in the students as a result of the instruction changes. Mr. Turmel responded that lessons are much more student centered and during these lessons, they are seeing students who are more engaged in the discussions and are able to make evidence based connections. Superintendent Willard responded that this is also a change for students and how they are learning and it is still in the early stages. The greatest student impact will be seen in a few years. Mr. Turmel stated that over time they expect to see students taking more educational risks in the classrooms and understanding that it is OK to fail, or get an answer wrong because that will lead to greater understanding

Ms. Petschke asked how the observation feedback form was received by teachers? Mr. Turmel stated that of course, some teachers like it better than others. It is, naturally, more difficult when improvements are needed. She also asked if learning plans are the same as learning targets. Mr. Turmel responded that learning plans are part of UBD but learning targets are not. Learning targets are a District initiative and, District wide, they've worked with Jenny Sullivan to make them work together.

#### Mid-year review of Management Plan/Goals, Superintendent Jennifer Willard

Superintendent Willard presented the Committee with a mid-year review of her 2017-2018 Goals. Taking the Committee through the goals, she highlighted that she is on track with each goal. She stated that for Goal 3, the leadership team meetings will need to review more recordings of teaching and sharing observations, conclusions and feedback. In relation to that, she highlighted that she and the admin team have been participating in more walkthrough classroom observations and are starting to see movement toward the power elements and that each of the schools have develop feedback forms similar to the one Mr. Turmel shared. She is pleased that the teachers are able to receive feedback and also that the leadership team is receiving feedback and making adjustments. If teachers need additional support before moving on, the admin team is committed to getting them the coaching they need. She also recognized all of the faculty and staff on the amount of change in process they have embraced over the past 18 months, the work that has been put in and progress made.

Ms. Petschke applauded Ms. Willard for setting the tone for collaborative Professional Development as well as the communication she is seeing at all levels

## **VII. POLICIES**

### **A. First Reading of Policy EEA Student Transportation Services**

Ms. Willard stated that this is a new policy that the District did not previously have.

Ms. Petschke asked if the reference to "bus contracts are awarded on a competitive bid basis." Is related to future transportation services. Ms. Willard and Mr. Presnal responded that it could apply to that but that the District is obligated to act according to State Procurement Law when obtaining services or goods.

Mr. Presnal requested that the term "bus supervisor" be updated to "transportation supervisor"

### **B. First Reading of Policy EEAA Walkers and Riders**

Ms. Willard stated that this is also a new policy.

Ms. Petschke and Ms. Boldya asked what the purpose of this policy is. It states only that the District will be reimbursed for transportation of students who live at least 1.5 miles from the school.

The subcommittee will re-review this policy at their next meeting and come back with more information.

## **VIII. ACTION ITEMS**

### **IX. Approve Home Education Applications HS-1718-38**

Move to approve 2017/2018 Home School Application HS-1718-38.

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

**X. REPORTS**

**A. Superintendent**

Superintendent Willard reported that Woodland School Interim Principal Mr. Peloquin is settling in nicely and will hold his first school council meeting in two weeks.

Superintendent Willard reported that for the recent snow days, communication with the DPWs in each of the three towns has been good and everyone is able to communicate via a group text message.

Superintendent Willard recognized both the transportation and maintenance departments on their work during the exceptionally cold weather that we recently had.

**B. Director of Finance and Operations**

**Budget Update**

Mr. Presnal reported that the FY18 is tracking well but if the recent cold weather and snow continues, could deplete funds used for snow removal and heating. Mr. LeBlanc asked if there were any issues during the recent cold snap. Mr. Presnal reported that the Woodland School boiler did shut off but a simple restart by Erik Wicander solved it with no major issues resulting.

**I. SUB COMMITTEES AND LIAISONS**

**Subcommittee Assignments**

No reports were made because subcommittees have not met since the last meeting.

**Liaison Assignments:**

No report

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

None

**III. COMMITTEE DISCUSSION**

**A. Old Business**

**Transportation Bus Bids**

Ms. Petschke asked about the status of the bus bids. Mr. Presnal stated that the bids had been received and the two bids were within \$500.00. They are reviewing the bids to be sure everything meets the required specifications.

**B. New Business**

**Snow Day**

Ms. Willard reported that there would be no school on Wednesday, ~~February~~ <sup>January</sup>, 17, 2018 due to inclement weather.

**February Meeting Schedule**

Mr. Houle confirmed that during February, there will be one meeting on Tuesday, February 2, 2018. There will not be a second meeting due to winter vacation.

amc  
2/17/2018

School Grown Food in the Cafeteria

Ms. Boldyga reported that she spoke to someone about an initiative in other Districts to grow food in the classrooms to be served in the cafeteria. Mr. Presnal said that he would inquire with the food service director to see if he had any information on the program.

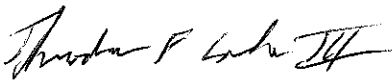
#### IV. ADJOURNMENT

At 7:20 p.m., a motion was made to adjourn the meeting. With the members Jeffrey Houle, George Leblanc, Theodore Locke, Pamela Petschke, Maria Seddon, Amy Stack and Maria Seddon being present and voting individually and unanimously, the motion passes.

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

Meeting adjourned at 7:20 p.m.

Respectfully Submitted,



Theodore Locke, Secretary

#### V. STAFFING

Appointments		
Jessica Coty	Central Office, Accounts Payable Clerk	12/11/2017
Resignations		
Retirements		
Patricia Labulis	SRS; Teacher, Special Education	6/30/2018
Debra Patryn	PMS; Teacher, Enrichment	6/30/2018
Linda Pepper	SRS; Food Services Manager	6/30/2018

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

- Agenda for the January 16, 2018 meeting
- Minutes for January 2, 2018 meeting
- Alternative Structured Learning Day Programs Memo from Acting Commissioner Wulfson dated January 5, 2018
- STGRSD Strategic Plan; Southwick Regional School Site Strategic Objectives
- UBD Exemplar created by SRS Leadership Team
- Southwick Regional School Classroom Observation Feedback Form
- Superintendent Goals for 2017-2018
- Draft Policy EEA Student Transportation Services
- Draft Policy EEAA Walkers and Riders
- HS-1718-38
- STGRSD FY2018 Summary Statement of Expenditures – Budget vs. Actual Prepared on 1/16/2018