



## Southwick-Tolland-Granville Regional School District School Committee

### Regular Meeting

DATE: Tuesday, May 7, 2019

\*TIME: 5:30 p.m. Regular Session, Executive Session to follow

\*LOCATION: Granville Town Hall, 707 Main Road, Granville, MA 01034

\*NOTE TIME AND LOCATION

### 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 5:30 p.m.

The Following were present:

School Committee:	<input checked="" type="checkbox"/> Jeffrey Houle, Southwick
	<input checked="" type="checkbox"/> George LeBlanc, Southwick (exited at 6:58 p.m.)
	<input checked="" type="checkbox"/> Theodore Locke, Tolland
	<input checked="" type="checkbox"/> Pamela Petschke, Granville
	<input checked="" type="checkbox"/> Chelsea Berry, 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:	<input type="checkbox"/>
News Media:	<input type="checkbox"/> Westfield Evening News
Observers:	<u>Approximately 9</u>

#### II. ROUTINE

##### B. Opening Ceremony

Pledge of Allegiance

##### C. Secretary's Report

4/2/2019 Meeting Minutes Accepted

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

##### D. Warrants – circulated

##### E. Correspondence

Superintendent Willard reported that she had received an updated MOU from the Southwick Police Department for the School Resource Officer (SRO). This MOU was drafted by Hampden County District Attorney Gullini. She reported that she had met with SRO Taggart and the Committee will review the document at an upcoming meeting.

Ms. Petschke asked if there was a second full time SRO in the District. Ms. Willard explained that Officer Westcott is being trained to fill in when Officer Taggart is out of the District. Ms. Willard also stated that Chief Rindels from Granville and Officer Spiegler from Tolland are spending time in the District and were at the recent reunification drills.

#### III. EDUCATIONAL PRESENTATION

##### A. Revised Paraprofessional Job Description, Noell Somers, Director of Student Services

Ms. Somers explained that as part of the Paraprofessional contract negotiations, the Paraprofessionals had requested an update to their job descriptions and that they would have the opportunity to provide input. Over the past months, four members of the Paraprofessional Unit met with District Administration to revise the job descriptions. The result is three (3) job descriptions condensed down from six (6). She explained that the updated job descriptions align with the Paraprofessional classifications: Class 1 Regular Education, Class 1 Special Education and Class 2 Special Education. The Class 1 Paraprofessionals have nearly identical job

descriptions in that they provide inclusionary support, the only exception is that Regular Education Paraprofessionals report primarily to a classroom teacher and Special Education Paraprofessionals report primarily to a special education teacher. The Class 2 Paraprofessionals duties include support for students with severe special needs which results in a pay differential in the contract.

Mr. Houle asked if the Technology Facilitator position was still in the contract and Ms. Somers confirmed that it is in the contract but because it is not anticipated to be filled again, the job description was not updated. Mr. Houle stated that the job description for Technology Facilitator could not be eliminated if it is still in the contract.

Committee members asked other clarifying questions regarding the differences between the Class 1 positions and thanked Ms. Somers.

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

Ted Sussman, Granville, MA – Mr. Sussman asked why SROs from other towns could not be more supportive in the schools. Ms. Willard explained that she understands there to be a jurisdiction issue that exists among the Police Departments.

Mr. Sussman also stated that he is disappointed that some Advanced Placement classes at the Regional School are only available to students through virtual high school (on computer). He stated the benefit of students being able to interact directly with faculty. Ms. Willard and Ms. Petschke both expressed understanding and stated that the District is aware of the issue and is working to resolve it whenever possible. One existing conflict where change is underway is with Physical Education scheduling conflicts. The District is working on creating a method for students to obtain a waiver from the PE requirement.

#### **V. STUDENT ADVISORY REPORT**

None

#### **VI. POLICIES**

##### **A. Third Readings:**

IJND Access to Digital Resources – Ms. Petschke asked when students will sign the Empowered Use form.

Superintendent Willard stated that it will be signed by all students at the beginning of the upcoming school year and at the time of enrollment and will remain in effect until revoked.

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

##### **A. Approve Handbook Changes – Woodland School**

Move to approve the changes to the 2019/2020 Woodland School Handbook.

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

##### **B. Approve Handbook Changes – Powder Mill School**

Move to approve the changes to the 2019/2020 Powder Mill School Handbook.

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

##### **C. Approve Handbook Changes – Southwick Regional School**

Move to approve the changes to the 2019/2020 Southwick Regional School Handbook.

Ms. Willard explained one change from previous was to the practice where two tardies would result in a student not receiving a grade higher than 64, thereby not passing. This removal was proposed by Mr. Pescitelli with the support of the Superintendent and in consult with the STGRSD counsel. The language has simply been removed.

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

##### **D. Approve School Choice Seats for existing students 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 7/0/0

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

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

E. Resolutions for LeBlanc & Stack

Be it resolved, that the Southwick-Tolland-Granville Regional School Committee hereby extend their congratulations to Amy Stack in recognition of two years of excellence as a School Committee member, 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 7/0/0

Be it resolved, that the Southwick-Tolland-Granville Regional School Committee hereby extend their congratulations to George LeBlanc in recognition of twelve years of excellence as a School Committee member, 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 7/0/0

F. Accept Acceptable Use Policy

Move to accept new Policy IJND Access to Digital Resources.

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

G. Approve HR Specialist Job Description

Move to approve the HR Specialist Job Description.

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

H. Approve SRS Fundraiser for the 2018/2019 School Year

Move to approve the Southwick Regional School Drama Club Fundraiser for the 2018/2019 School Year.

Mr. Houle explained that the approval of the fundraiser comes after the event due to the April School Committee Meeting Schedule. In lieu of approval, the group completed the newly proposed fundraiser form.

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

I. Approve contract for 7D Transit Van

Move to award a contract pursuant to 7D Transit Bid #2019-3 for the purchase of one (1) Wheelchair lift-equipped 2019 Ford Transit 150 Van to National Van Builders, Inc. of Attleboro, MA for their low bid in accordance with the bid specifications in the amount of \$47,690.

Mr. Presnal explained that the District would like to use residual unspent capital from previous transportation allocations to get a head start on a needed vehicle, a Transit Van in School Bus Yellow. The color requires a longer lead time. Mr. Presnal stated that the Transportation Subcommittee reviewed the proposal at their most recent meeting.

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

**VIII. REPORTS**

A. Superintendent

Superintendent Willard reported that the Lower Pioneer Valley Educational Collaborative CTEC released its end of year recognitions and the following STGRSD students were named:

Outstanding Vocational Students

Carpentry – Michael Moccio

Early Education and Care – Julia Impoco

Graphic & Visual Design – Sara Smith

Most Improved

Automotive Technology – Jacob Drenen

Culinary Arts – Dakota Wood  
Graphic & Visual Design II – Nicole Leavitt  
Graphic & Visual Design III – Thalia Robles

Ms. Willard reported that the District will be convening a Bullying Task Force to examine the current policy against state law and make sure they are in alignment. The meeting of the task force will replace the June 4, 2019 ILT meeting and will consist of administration, staff, students, parents, police and community members.

Ms. Willard reported that in late April, all three schools in the District completed reunification drills. She stated that the drills were a huge success as demonstrated by the visiting schools of Chicopee, Gateway and East Longmeadow who came to observe. Ms. Willard recognized Officer Taggart and the State Police for their efforts in our school safety.

**B. Director of Finance & Operations**

Mr. Presnal reported that the State released their Cherry Sheet. There is a slight increase to aide which would result in approximately \$14,000 for the District's Chapter 70 aide. The House and Senate versions are not identical but are slightly higher over the governors.

Mr. Presnal shared some budget summary charts that were created as a result of Mr. Streeter's request for additional information in advance of the Town Meetings. Mr. Presnal reported that the charts had been shared with the Finance Subcommittee and he will look at doing more of those in the future.

Mr. Presnal reported that the financial audit of the District had been delayed because the actuarial firm was delayed in releasing information. He stated that a presentation of the year-end-audit for FY18 would be made at an upcoming Finance Subcommittee. This is being proposed so the subcommittee can spend more time reviewing the information.

Ms. Petschke asked if the release of the Cherry Sheet changed any of the town assessments. Mr. Presnal stated that no, the District does not change the assessments as a result of the final budget numbers released. Often those number do not come until after the Towns need to approve the budgets.

Mr. Houle asked about the Rural Schools Aid. Mr. Presnal reported that the House took the aide out of the budget but the Senate added it back in, so thus far there has been no determination.

**IX. SUB COMMITTEES AND LIAISONS**

- A. Negotiations – meeting with Unit A on 5/8/2019
- B. Finance – Covered by the report of the Director of Finance and Operations.
- C. LPVEC – no report
- D. Policy – will meet in two weeks to discuss: Daycare Transportation; Smoking&Vaping; Fundraisers and Scholarships
- E. Buildings & Grounds – during April break, the Town of Southwick had their annual tour of the buildings. The Southwick Regional School showed some floor and wall cracking near the seam of the old building with the new. An engineer has been contacted about reviewing that this summer to create a possible relief joint. Also discussed: LED lighting updates, legacy boiler at Woodland School and the drainage problems at the Powder Mill School which affect the north parking lot and the playground.
- F. Transportation – the subcommittee met on 5/3/2019 and discussed a proposed Daycare Transportation policy, purchase of the new transit van, referenced in the action items, and the distribution of the transportation forms to families for the upcoming school year.
- G. ILT – the team met just prior to the 5/7/2019 school committee meeting and discussed reading intervention strategies at the lower grade levels and talked about plans for the upcoming school year as the current reading specialist is retiring in June. The ILT supports the idea of expanding the program to serve more students.
- H. Capital Committee – no report

I. Budget Hearing – no report

X. PUBLIC COMMENT – excluding personnel issues

Nicole Berndt, Granville, MA – Ms. Berndt stated that she didn't understand the jurisdiction issues with the SRO and the Towns because there already exist mutual aid agreements. She also stated that she was pleased that the Committee held a meeting in Granville and hopes to see more meetings take place in Granville in the future.

Ted Sussman, Granville, MA – Mr. Sussman stated that he wished to speak in favor of the Washington DC trip and spoke of his own experiences as a student and how valuable they were.

XI. COMMITTEE DISCUSSION

A. Old Business

Surveys – Superintendent Willard reported that the District is working on the parent/teacher/student surveys and would be sharing with the Committee soon.

Bi-weekly updates – Ms. Petschke stated that she appreciates the bi-weekly event updates from Superintendent Willard. Ms. Petschke also congratulated the District on the safety drills, including the frequency and work with all three towns.

PBIS – Ms. Berry asked if the Committee could get an update on the PBIS at Woodland School. She said she was interested in learning if the program had sustained the level of activity and outcomes.

B. New Business

Superintendent Willard reported that the District attended the Grinspoon awards on May 1 and was excited to support the three STGRSD teachers who were recipients: Kathy Schlichtig, Francesca Fydenkevez and Ann Simonet. Ms. Willard also reported that she had held the first "Conversation with the Superintendent" with 6<sup>th</sup> grade students and they expressed their excitement about moving up to SRS in the fall. Ms. Willard also reported on her attendance at the Westfield State Inclusive Concurrent Enrollment end of year ceremony that she attended with Ms. Somers.

Ms. McLaughlin directed the Committee to the updated schedule of events for the senior class. She also stated that anyone planning to attend graduation should please let her know.

Mr. Houle reminded the Committee that the next meeting would be at 5:00 p.m. at the SRS Library and would conclude by 6:30 p.m. in advance of the Southwick Annual Town Meeting.

XII. EXECUTIVE SESSION

At 6:53 p.m. a motion was made to go into Executive session and not 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.
- Review of singleton contracts expiring June 30, 2019

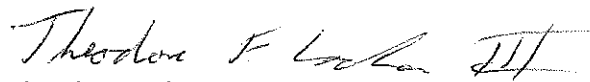
### **XIII. ADJOURNMENT**

At 7:38 p.m. Mr. Houle called for a motion to adjourn Executive Session and adjourn the meeting. With the members Jeffrey Houle, George LeBlanc, Theodore Locke, Chelsea Berry, and Jessica Boldyga being present and all voting individually and unanimously, the motion passes.

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

Meeting adjourned at 7:38 p.m.

Respectfully Submitted,



Theodore Locke, Secretary

### **XIV. STAFFING**

Appointments  
Resignations  
Retirements

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

- Agenda for the May 7, 2019 meeting
- Minutes for April 2, 2019 meeting
- Paraprofessional Job Descriptions: Existing and Proposed New
- Policy IJND Access to Digital Resources and Empowered Use Form
- Woodland School Handbook Changes for 2019/2020 School Year
- Powder Mill School Handbook Changes for 2019/2020 School Year
- Southwick Regional School Handbook Changes for 2019/2020 School Year
- School Choice Application for 4<sup>th</sup> Grade
- School Choice Application for 5<sup>th</sup> Grade
- Job Description for Human Resources and Data Specialist
- Fundraiser Application for SRS Drama Club for 18/19 School Year

- FY20 Budget Cherry Sheet
- Contract between District and Director of Student Services
- Contracts between District and Instructional Coaches: ELA, STEM, Technology

