



Southwick-Tolland-Granville Regional School District School Committee

Regular Meeting

DATE: Tuesday, May 21, 2019

TIME: 5:00 p.m. Regular Session

LOCATION: Southwick Regional School Library

Southwick Regional School, 93 Feeding Hills Road, Southwick, MA 01077

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. LeBlanc at 5:04 p.m.

The Following were present:

School Committee:	<input type="checkbox"/> Jeffrey Houle, Southwick
	<input checked="" type="checkbox"/> George LeBlanc, Southwick
	<input checked="" type="checkbox"/> Theodore Locke, Tolland
	<input checked="" type="checkbox"/> Pamela Petschke, Granville (arrived at 5:01 p.m.)
	<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"/> Reese Couture
News Media:	<input checked="" type="checkbox"/> Westfield Evening News
Observers:	<input checked="" type="checkbox"/> <u>Approximately 4</u>

II. EXECUTIVE SESSION

At 5:04 p.m. a motion was made to go into Executive session and reconvene in open session.

With the members 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 Locke, seconded by Petschke 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.
 - Review singleton contracts: Admin Asst, Director of Curriculum and Instruction; WS Principal
 - Unit A Negotiations
 - MOU with Southwick PD for Security Cameras
 - MOU with Southwick PD for SRO

At 5:30 p.m. Mr. LeBlanc called for a motion to adjourn Executive Session and return to open session. With the members George LeBlanc, Theodore Locke, Chelsea Berry, Pamela Petschke, Jessica Boldyga and Amy Stack being present and all voting individually and unanimously, the motion passes.

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

III. ROUTINE

- A. Opening Ceremony
 - None
- B. Secretary's Report
 - 5/7/2019 Meeting Minutes Accepted
 - Motion by Locke, seconded by Petschke 6/0/0
- C. Warrants – circulated
- D. Correspondence
 - None

IV. EDUCATIONAL PRESENTATION

- A. SRS School Nurse Candidate Sophie Hanifan: Jenny Sullivan, Director of Curriculum and Instruction

Ms. Sullivan introduced Sophie Hanifan as the candidate for the SRS School Nurse position that will be filled for the 2019/2020 school year. Ms. Sullivan explained that the vacancy is due to a retirement. Ms. Sullivan stated that Ms. Hanifan is currently working in the District as a sub nurse and she had been interviewed and put forward by both Mr. Turmel and Mrs. Lamoureux. If hired, Ms. Hanifan would begin with the District on approximately 8/15/2019.

Ms. Hanifan introduced herself and explained her experience and that she is currently working part time as a nurse at two other locations, in addition to being a sub nurse for STGRSD. Committee members asked Ms. Hanifan her thoughts on vaping and also what topics she saw as the top three with students. Ms. Hanifan stated that vaping is one of the biggest concerns and there is still a lot to learn about it and also said that drugs and keeping students in school are both concerns.

V. PUBLIC COMMENT – excluding personnel issues

None

VI. STUDENT ADVISORY REPORT

None.

VII. POLICIES

A. First Readings:

EEA Daycare Transportation – Ms. Stack reported that the transportation subcommittee worked on this policy and would like to put it forward to go into effect for the upcoming school year.

JICG Tobacco Use – Ms. McLaughlin explained that this is the same language as brought forth for the handbooks, but needed to be included in a policy that applies District wide.

IJNDD Policy on Facebook and Social Networking Websites – The Committee would like to see the policy language edited to apply to District employees, instead of making references to teachers or staff.

IJNDB Computer and Internet Acceptable Use Policy – Ms. McLaughlin explained that this policy had been revised and reviewed by the policy subcommittee as well as the attorney for the District. The Committee stated that they'd like this policy to cross reference the IJNDD policy as well as the Empowered Digital Use Form

VIII. ACTION ITEMS

- A. Approve Singleton Contracts: Director of Student Services, Instructional Coaches: ELA, STEM; Technology
Move to approve the agreement between the Southwick-Tolland-Granville Regional School District and the Director of Student Services, Noell Somers, for the period of July1, 2019 through June 30, 2020.

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

Move to approve the agreement between the Southwick-Tolland-Granville Regional School District and the ELA Instructional Specialist, Julie Dolan, for the period of July1, 2019 through June 30, 2022.

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

Move to approve the agreement between the Southwick-Tolland-Granville Regional School District and the ELA Instructional Specialist, Rachel Barr, for the period of July1, 2019 through June 30, 2022.

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

Move to approve the agreement between the Southwick-Tolland-Granville Regional School District and the STEM Instructional Specialist, Beth Grady, for the period of July1, 2019 through June 30, 2022.

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

Move to approve the agreement between the Southwick-Tolland-Granville Regional School District and the Instructional Technology Specialist, Benjamin Taglieri, for the period of July1, 2019 through June 30, 2022.

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

B. Retirement Resolutions

Be it resolved, that the Southwick-Tolland-Granville Regional School Committee hereby extend their congratulations to Ellen Doody in recognition of eight years of payroll 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 Locke, seconded by Petschke 6/0/0

Be it resolved, that the Southwick-Tolland-Granville Regional School Committee hereby extend their congratulations to Robin Bennett in recognition of sixteen years of teaching 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 Locke, seconded by Petschke 6/0/0

Be it resolved, that the Southwick-Tolland-Granville Regional School Committee hereby extend their congratulations to Susan Jurgensen in recognition of sixteen years of teaching 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 Locke, seconded by Petschke 6/0/0

Be it resolved, that the Southwick-Tolland-Granville Regional School Committee hereby extend their congratulations to Mary McGarr in recognition of twenty years of teaching 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 Locke, seconded by Petschke 6/0/0

Be it resolved, that the Southwick-Tolland-Granville Regional School Committee hereby extend their congratulations to Susan Hosmer-Pitts in recognition of twenty-one years of paraprofessional 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 Locke, seconded by Petschke 6/0/0

Be it resolved, that the Southwick-Tolland-Granville Regional School Committee hereby extend their congratulations to Jane Canfield, BSN, RN, NCSN in recognition of twenty-six years of nursing 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 Locke, seconded by Petschke 6/0/0

Be it resolved, that the Southwick-Tolland-Granville Regional School Committee hereby extend their congratulations to Charles Emery in recognition of twenty-seven years of teaching 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 Locke, seconded by Petschke 6/0/0

Be it resolved, that the Southwick-Tolland-Granville Regional School Committee hereby extend their congratulations to Janice Tingley in recognition of thirty-one years of teaching 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 Locke, seconded by Petschke 6/0/0

- C. Approve School Choice Seat for Grade 1 for 19/20
Move to approve one grade 1 school choice seat for the 19/20 school year.
Motion by Locke, seconded by Petschke 6/0/0
- D. Approve School Choice Seat for Grade 4 for 18/19
Move to approve one grade 4 school choice seat for the 18/19 school year.
Motion by Locke, seconded by Petschke 6/0/0
- E. Waive 2nd & 3rd readings of Policies:
Move to waive both the second and third readings of the policy EEA Transportation Services for Students - Daycare Transportation
Motion by Locke, seconded by Petschke 6/0/0
- Move to waive both the second and third readings of the revised policy JICG Tobacco Use.
Motion by Locke, seconded by Petschke 6/0/0
- Move to waive both the second and third readings of the revised policy IJNDD Policy on Facebook and Social Networking Websites.
Motion by Locke, seconded by Petschke 6/0/0
- Move to waive both the second and third readings of the revised policy IJNDB Computer and Internet Acceptable Use Policy.
Motion by Locke, seconded by Petschke 6/0/0
- F. Approve Policies: Daycare Transportation; JICG Tobacco Use; IJNDD Policy on Facebook and Social Networking Websites; IJNDB Computer and Internet Acceptable Use Policy
Move to approve the policy EEA Transportation Services for Students - Daycare Transportation
Motion by Locke, seconded by Petschke 6/0/0
- Move to approve the revised policy JICG Tobacco Use.
Motion by Locke, seconded by Petschke 6/0/0
- Move to approve the revised policy IJNDD Policy on Facebook and Social Networking Websites.
Approved with the edits recommended in the review of the reading.
Motion by Locke, seconded by Petschke 6/0/0
- Move to approve the revised policy IJNDB Computer and Internet Acceptable Use Policy.
Approved with the edits recommended in the review of the reading.
Motion by Locke, seconded by Petschke 6/0/0
- G. Approve Baseball Fundraiser for 5/24/19
Move to approve the SRS Baseball Team Fundraiser for 5/31/2019.
Motion by Locke, seconded by Petschke 6/0/0
- H. Approve the appointment of the new school nurse.

Move to approve the appointment of Sophie Hanifan as the SRS School Nurse beginning with the 2019/2020 School Year.

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

- I. Approve the updated paraprofessional job descriptions

Move to approve the updated paraprofessional job description: Class 2 Paraprofessional – Severe Special Needs/Behavioral Intervention.

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

Move to approve the updated paraprofessional job description: Paraprofessional – Special Education - Class 1.

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

Move to approve the updated paraprofessional job description: Paraprofessional - Class 1.

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

IX. REPORTS

- A. Superintendent

Ms. Willard reported that the District, would be sending out a survey to parents, staff and students. The Committee had copies of the survey questions in their packets and asked that they forward all feedback to Ms. McLaughlin by the end of the day on Friday, 5/24/2019

- B. Director of Finance & Operations

None

X. SUB COMMITTEES AND LIAISONS

- A. Negotiations – meeting scheduled with Unit A for 5/22/2019.

- B. Finance – working on scheduling the next meeting as well as a presentation from the auditor.

- C. LPVEC – no updates.

- D. Policy – reviewed during the meeting

- E. Buildings & Grounds –no report

- F. Transportation – the daycare policy was brought forward to the Committee; transportation forms went out earlier than ever this year.

- G. ILT – no report

- H. Capital Committee – No report

- I. Wellness Liaison – the most recent meeting of the wellness committee featured an informative presentation by DCF

- J. SPED Liaison – No report

- K. Technology – No report

- L. Southwick Capital Committee – No report

- M. Legislative Liaison – No report

XI. PUBLIC COMMENT – excluding personnel issues

None

XII. COMMITTEE DISCUSSION

- A. Old Business

None

- B. New Business

Nonw

At 6:26 p.m., a motion was made to adjourn the meeting.

With the members George LeBlanc, Theodore Locke, Chelsea Berry, Pamela Petschke, Jessica Boldyga and Amy Stack all voting individually and unanimously, the motion passes

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

Meeting adjourned at 6:26 p.m.

Respectfully Submitted,



Theodore Locke, Secretary

XIII. STAFFING

Appointments
Resignations
Retirements

XIV. LIST OF DOCUMENTS VIEWED OR DISCUSSED DURING THIS MEETING:

- Agenda for the May 21, 2019 meeting
- Minutes for May 7, 2019 meeting
- Draft Policy IJND Access to Digital Resources
- Contracts for: Administrative Assistant, Director of Curriculum and Instruction and Woodland School Principal
- 2019 Hampden County SRO MOU
- Draft MOU between STGRSD and Southwick PD for Security Cameras
- Resume for School Nurse Candidate
- EEA Daycare Transportation
- JICG Tobacco Use
- IJNDD Policy on Facebook and Social Networking Websites
- IJNDB Computer and Internet Acceptable Use Policy
- Contracts for: Director of Student Services, Instructional Coaches: ELA, STEM, Technology
- School Choice Application for Grade 1 for 19/20 school year
- School Choice Application for Grade 4 for 18/19 school year
- SRS Baseball Fundraiser Application form for 5/24/2019
- Paraprofessional Job Descriptions
- May 2019 Parent, Student, Staff Survey Questions