



Southwick-Tolland-Granville Regional School Committee

Regular Meeting

DATE: Tuesday, June 4, 2019

*TIME: 5:30 p.m. Executive Session, 6:00 p.m. Regular Session

*LOCATION: Tolland Public Safety Complex, 206 West Granville Road, Tolland MA 01034-9403

*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. Agenda times are estimates.

I. ROUTINE

A. Attendance

The meeting was called to order by Mr. Houle at 5:31 p.m.

The Following were present:

School Committee:

- ☒ Jeffrey Houle, Southwick
- ☒ Theodore Locke, Tolland
- ☒ Pamela Petschke, Granville
- ☒ Chelsea Berry, Southwick
- ☐ Jessica Boldyga, Southwick
- ☒ Jonathan Schantz, Southwick
- ☒ Kyle Boyer, Southwick

Administration:

- ☒ Jennifer Willard, Superintendent
- ☒ Stephen Presnal, Director of Finance and Operations
- ☒ Amy McLaughlin, Recording Secretary

Student Representatives:

- ☐ Reese Couture

News Media:

- ☐ Westfield Evening News

Observers:

- ☒ Approximately 5

II. EXECUTIVE SESSION

At 5:31 p.m. a motion was made to go into Executive session and reconvene in open session.

With the members Jeffrey Houle, Theodore Locke, Chelsea Berry, Pamela Petschke, Jonathan Schantz and Kyle Boyer 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: District Accountant; Network Administrator;
 - Unit A Negotiations; Unit A addendum; Clerical Position; Assistant Principals;

At 6:00 p.m. Mr. Houle called for a motion to adjourn Executive Session and return to open session.

With the members Jeffrey Houle, Theodore Locke, Chelsea Berry, Pamela Petschke, Jonathan Schantz and Kyle Boyer being present and all voting individually and unanimously, the motion passes.

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

III. REGULAR SESSION: ROUTINE (6:00 p.m.)

Superintendent Willard called to order at 6:01 p.m. and notified audience members that the meeting was being recorded.

B. Opening Ceremony

Pledge of Allegiance

C. Election of School Committee Officers

- a. Ms. Willard opened the floor for nominations for Chairperson to the Committee for the 19/20 school year.

Ms. Petschke nominated Jeffrey Houle, Mr. Locke 2nd

No further nominations

Motion passes: 6/0/0

Ms. Willard turned the meeting over to Chairman Houle

- b. Mr. Houle opened the floor for nominations for Vice Chairperson

Ms. Berry nominated Ms. Petschke for Vice Chairperson; Mr. Lock 2nd

No further nominations

Motion passes: 6/0/0

- c. Mr. Houle opened the floor for nominations for Secretary

Ms. Petschke nominated Ms. Berry for secretary; Mr. Boyer 2nd

No further nominations

Motion passes: 6/0/0

D. Secretary's Report

Minutes of the 5/21/2019

5/21/2019 Meeting Minutes Accepted as written

Motion by Petschke, seconded by Berry

Motion passes 5/0/1 (Houle abstained)

E. Warrants - circulated

F. Correspondence

Superintendent Willard shared a mailing for registration to the MASC summer institute. She asked members to let Ms. McLaughlin know they would like to attend.

Mr. Houle report that LPVEC sent email of the town demographics and population decreases and noted that Southwick, Tolland and Granville had the greatest population declines. He would forward the information to Ms. McLaughlin for distribution to the committee along with a map of the school districts showing student population declines.

IV. EDUCATIONAL PRESENTATION

None

I. PUBLIC COMMENT – excluding personnel issues

Diane Houle, Southwick, MA – Ms. Houle recognized the Southwick Regional School for their outstanding job with graduation. She stated that the students were awesome, sound system was great and thanked everyone on their hard work and dedication. Mr. Ash especially who works help set up the sound system.

Al Lynch – Tolland, stated that he was waiting to speak to the Tolland Fire Chief but was the beneficiary of meeting.

II. STUDENT ADVISORY REPORT

None.

The Committee discussed that in the fall, two new students will be elected by the student body to represent them on the Committee and that there are plans to send them to the student training provided by MASC, day on the hill, so they understand the commitment.

POLICIES:

None

IV. ACTION ITEMS

- A. Approve Singleton Contracts: Director of Curriculum and Instruction; Woodland School Principal; Administrative Assistant to the Superintendent

Move to approve the agreement between the Southwick-Tolland-Granville Regional School District and the Director of Curriculum and Instruction, Jenny L. Sullivan, for the period of July 1, 2019 through June 30, 2022.

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

Move to approve the agreement between the Southwick-Tolland-Granville Regional School District and the Woodland School Principal, Kimberley J. Saso, for the period of July 1, 2019 through June 30, 2022.

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

Move to approve the agreement between the Southwick-Tolland-Granville Regional School District and the Administrative Assistant to the Superintendent, Amy McLaughlin, for the period of July 1, 2019 through June 30, 2022.

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

- B. Approve Home Education for 19/20 school year

Move to approve Home Education proposals: HS-1920-01 and HS-1920-02.

The Committee discuss the Home Education process. Ms. McLaughlin reported on the methods of outreach as well as SPED and Child Find procedures.

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

- C. Accept MOU between Southwick-Tolland-Granville Regional School District and Southwick PD – Security Cameras

Move to accept the Memorandum of Understanding between the Southwick-Tolland-Granville-Regional School District and Southwick Police Department which addresses remote access of STGRSD video and building security systems.

Superintendent Willard stated that the District worked with both the police department and the District's attorney on this MOU. The police department would be granted regular access to exterior and vestibule camera feeds only. Access to other cameras would require notification to the Superintendent for privacy protection.

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

- D. Accept MOU between Southwick-Tolland-Granville Regional School District and Southwick PD – SRO

Move to accept the Memorandum of Understanding between the Southwick-Tolland-Granville-Regional School District and Southwick Police Department regarding the School Resource Officer Program.

Ms. Petschke asked for further clarification on this MOU. Ms. Willard explained that this has been in process for some time because the Police Department was waiting for Hampden County DA to issue this. Ms. Willard stated that the MOU had been reviewed by all parties, including the District's Attorney. She also stated that the only change that the District made was to be sure that SRO staff assignments are made in collaboration with the Superintendent.

Ms. Petschke stated that she does not support this document because she believes it does not address multi-town Districts. She stated that she doesn't understand why the SRO can't be from any of the three member towns; why the agreement only references one SRO and does not want this agreement to inadvertently exclude SROs from other towns. Ms. Petschke stated that before she would vote to approve, she wants the MOU to include amendments that address her concerns.

The Committee had a discussion about the SRO program and jurisdiction questions about officers from other towns acting in Southwick, where the schools are located. Superintendent Willard reiterated that she does not oppose SROs from other towns but that she feels the decision and coordination of additional SROs falls within the purview of the Southwick Police Chief. Ms. Willard also stated that she has surveyed other regional school superintendents and doesn't know of any other District that has all schools in one town and has SROs from other towns in those buildings.

The Committee agreed that a clarifying meeting was needed with the Police Department to discuss.

Three chiefs at next meeting. If possible.

Mr. Houle made a motion to table the vote until future date, after clarification is made.

Motion by Petschke, seconded by Berry 5/1/0 – Locke opposed

- E. Move to award a contract in the amount of \$415,323.00 for the construction of the Powder Mill School Drainage Improvements and Playground Replacement Project to Crestview Construction & Trucking, Inc. of Southwick, MA as the lowest responsible and eligible bidder. The bid was submitted in conformance with the requirements of the bidding documents. The contract award is contingent upon timely submission by Crestview Construction & Trucking, Inc. of a satisfactory certificate of insurance and the required performance and payment bonds to the Southwick-Tolland-Granville Regional School District.

Mr. Presnal explained to the Committee that four bids had been received and the Crestview bid was the lowest. The Committee also reviewed the project cost and breakdown as was presented at the Town meetings. Ms. Petschke inquired about the impact of the Southwick CPC contribution reduction and Mr. Presnal stated that, with the bid that came it, the project is moving forward and it is unknown what the final impact will be.

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

- F. Move to award a contract in the amount of \$88,399.00 for the purchase and delivery of playground equipment for the Powder Mill School Drainage Improvements and Playground Replacement Project to Premier Park & Play, LLC of Newton, MA for its quotation submitted in accordance with Massachusetts State Contract FAC104.

Ms. Berry inquired about the playground equipment selection process. Ms. Willard and Mr. Houle explained that students, staff and parents were involved in identifying the most appropriate equipment for the age level.

The timeline of the project was discussed with the work scheduled to take place over the summer and a current target completion date of October 1, 2019.

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

- G. Be it resolved, that the Southwick-Tolland-Granville Regional School Committee hereby extend their congratulations to Katherine Schlichtig in recognition of nineteen 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 Petschke, seconded by Berry 6/0/0

V. REPORTS

- A. Superintendent
None

- B. Director of Finance and Operations

Mr. Presnal reported that during the week of May 27, 2019 the School Nutrition Department underwent a DESE food service administrative review, which takes place every few years. He reported that overall the review was positive but the department received a few findings with corrective actions. The published report not yet available but the Food Service Director was already working on implementing corrective actions.

Mr. Presnal reported that the Moto X National is scheduled for Saturday, June 29, 2019. The District is again planning to coordinate fundraising effort for parking and would bring forth to the Committee for approval. Mr. Presnal explained that the various groups bring volunteers to collect money from the cars, which get's put in with expenses and volunteer hours are tracked and that is how funds are distributed. Mr. Sousa has again agreed to be the site coordinator for the day.

Mr. Houle inquired if Moto X is interested in securing the back Woodland lot again. Mr. Presnal stated that he would reach out to promotor.

Mr. Presnal stated that the Finance Subcommittee meeting needed to confirm their next meeting.

VI. SUB COMMITTEES AND LIAISONS

Mr. Houle explained that the summary info for each of the subcommittees and liaisons would be distributed for members to review and assignments would be made at a future meeting.

Negotiations: Houle, Locke, Berry: Unit A currently scheduled for 6/5/2019 and 6/11/2019

Finance: Boldyga, Locke: no report

L.P.V.E.C. Bd. Governors: TBD

L.P.V.E.C. Bd. Directors: Houle – Mr. Houle reported that the board would hold a meeting at end of June to close out the fiscal year

Policy: TBD, TBD, Berry – Mr. Presnal reported that the Meal Charge Policy needs to be addressed for unpaid meals. Ms. Berry reported that she can meet over summer.

Buildings and Grounds: Houle, Locke – no report

Transportation: Locke, TBD, Boldyga – Need to set a date with Ms. Boldyga

Instructional Leadership Team: Petschke, Boldyga, Berry. – Ms. Petschke reported that prior to the ILT meeting, the Bullying Policy was reviewed by the Bullying task force and the task force will review policies over the summer and reconvene in September. Recommendations by the task force will be submitted to the Policy subcommittee for implementation. She also reported the ILT then reviewed the civil rights survey results.

Wellness Liaison: Locke – no report

SPED Liaison: Petschke – no report

Technology: Petschke – no report

Southwick Capital Committee: Berry – no report

Legislative Liaison: Rotating attendance at MASC – no report

VII. PUBLIC COMMENT – excluding personnel issues

None

VIII. COMMITTEE DISCUSSION

A. Old Business – none

B. New Business –

Ms. Petschke raised several points of feedback from the Granville town meeting, specifically related to the Capital vote:

1. Timing of votes at all three towns. Ms. Petschke asked if Southwick could hold their annual town meeting and vote prior to Granville and Tolland.

Mr. Houle, Ms. Willard and Mr. Presnal explained that was out of the scope of the Committee.

2. 5-year borrowing presentation. Stated that she liked the presentation but asked if previous years could be added. Ms. Willard and Mr. Presnal made a note.

3. Inquired about the ability of the District to provide more detailed information at town meetings about how are funds being used to improve performance. Ms. Willard, Mr. Presnal and Mr. Houle all reminded the Committee that the information is presented yearly at the Budget Hearing and School Committee meetings which are posted public meetings.

Mr. Houle stated that he will be working with Superintendent Willard and Ms. McLaughlin to work on a survey for the Committee to complete in advance of the August retreat. He stated that the dates for the August retreat would be selected at the next meeting.

Ms. McLaughlin notified members that she would like to take Committee pictures at the next meeting to be posted on the website.

At 7:22 p.m., a motion was made to adjourn the meeting.

With the members Jeff Houle, Theodore Locke, Chelsea Berry, Pamela Petschke, Jonathan Schantz and Kyle Boyer all voting individually and unanimously, the motion passes

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

Meeting adjourned at 7:22 p.m.

Respectfully Submitted,



Chelsea Berry, Secretary

IX. STAFFING

Appointments

Christopher Kennedy	Teacher, Science 7/8	8/26/2019
Joy Stacy-Bocchino	Teacher, ELL (0.8) WS	8/26/2019
Sophie Hanifan	School Nurse, SRS	8/26/2019
Jodi Wagner	Teacher, Grade 6	8/26/2019
Heather Blohm	Teacher, Grade 5	8/26/2019

Resignations

Tenczar, Rebecca	Speech Language Pathologist	6/30/2019
Pickard, Marcy	Secretary (SRS)	5/24/2019

Retirements

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

- Agenda for the Jun4, 2019 meeting
- Minutes for May 21, 2019 meeting
- Draft Policy IJND Access to Digital Resources
- Contracts for: School District Accountant and Network Administrator
- Appendix B Addendum email from Michelle Grisé to Unit A
- MASC Summer Institute/Equity Summit Registration Information
- Employment Contract with: The Director of Curriculum and Instruction; Woodland School Principal; Administrative Assistant to the Superintendent
- 2019/2020 Home Education Proposals
- MOU Between the Southwick-Tolland-Granville Regional School District and the Southwick Police Department, Security Cameras
- MOU Between the Southwick-Tolland-Granville Regional School District and the Southwick Police Department, School SRO Program
- Powder Mill School Drainage Improvement and Playground Project