



Southwick-Tolland-Granville Regional School Committee

Regular Meeting

DATE: Tuesday, June 18, 2019

TIME: 5:00 p.m. Executive Session; 5:30 p.m. Regular Session

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.
Agenda times are estimates.

I. ROUTINE

A. Attendance

The meeting was called to order by Mr. Houle at 5:01 p.m.

The Following were present:

School Committee:	<input checked="" type="checkbox"/> Jeffrey Houle, Southwick
	<input checked="" type="checkbox"/> Pamela Petschke, Granville (exited at 6:54 p.m.)
	<input checked="" type="checkbox"/> Theodore Locke, Tolland
	<input checked="" type="checkbox"/> Jessica Boldyga, Southwick
	<input checked="" type="checkbox"/> Chelsea Berry, Southwick (arrived at 5:05 p.m.)
	<input checked="" type="checkbox"/> Jonathan Schantz, Southwick
	<input checked="" type="checkbox"/> Kyle Boyer, 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"/>
Observers:	<input checked="" type="checkbox"/> <u>Approximately 3</u>

II. EXECUTIVE SESSION

At 5:01 p.m. a motion was made to go into Executive session and reconvene in open session.

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

Motion by Petschke, 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.

Review singleton contracts: Assistant Principals; Human Resources&Data Specialist; Instructional Coach
STEM; Substitute pay schedule revisions; MOU Transportation Supervisor

At 5:32 p.m. a motion was made to adjourn Executive session and return to open session.

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

Motion by Petschke, seconded by Berry 7/0/0

I. ROUTINE

- B. Opening Ceremony
 - Pledge of allegiance
- C. Secretary's Report
 - 6/4/2019 Meeting Minutes Accepted
 - Motion by Petschke, seconded by Berry 7/0/0
- D. Warrants - circulating
- E. Correspondence - none

II. EDUCATIONAL PRESENTATION

- A. Pre-hospital School Bus Accident Response – Richard Stefanowski, Southwick Fire Department, Deputy Fire Chief
Mr. Stefanowski presented to the Committee his desire to implement a pre-hospital school bus accident response protocol in the event of an accident to/from school on a bus within the Southwick boundaries. Implementation would include creation of a policy and an MOU with the Southwick Fire Department.

Mr. Stefanowski explained that anyone who is not a minor can sign a standard form to release themselves from medical care but in a school incident most of the riders are minors. When the riders are minors, an adult/guardian is required to sign for the passenger. In the event of a bus accident, if there are any injuries at all, then all students would automatically be transported to medical facilities for treatment. However, if the accident is very minor and there are no injuries to anyone involved, the school takes the place of the parent/guardian to release student to refuse medical care and not transport to a medical facility. At that time, the Fire Department would release the student to the District who would be responsible for contacting families.

Ms. Willard explained that she had met with Mr. Stefanowski and agreed that this would be an acceptable practice. She stated that in the event that such a protocol would be used, a school nurse would go to evaluate students and sign off, along with a principal or assistant principal and central office. The schools would be involved to contact families and provide information to fire and police departments as needed.

- B. Updates and lessons learned from end of year field trips for 8th grade – Serena Shorter, Assistant Principal, SRS
Ms. Shorter explained that the shift from the Washington DC trip to the Boston trip were relatively uneventful, but acknowledged that some families were unhappy.
She stated that of the 116 students in the 8th grade, 57 students participated in the Boston trip. She stated that this is comparable to the DC trip. Also in attendance were 6 teachers and 7 parents went. The cost of the trip was \$279 to go to Boston and to some families that seemed high but perhaps now that some students have attended the trip, they'd will see the value. Students did have the opportunity for fundraising and monies were raised that were credited to individual student as well as to the group as a whole.
In planning the Boston trip, the effort was made to identify the highlights of the DC trip and squeeze them in a single day.

Ms. Shorter reported that the Boston trip was excellent and the feedback from students who attended the trip was very positive.

Ms. Shorter stated that SRS would like to do the trip again next year reviewed some of the highlights of the trip agenda and their curriculum connections as well as lessons learned. The agenda items included Boston Tea Party Ships Museum, Faneuil Hall, Blue Man Group performance, Fenway Park tour, and Hard Rock Café dinner

Ms. Boldyga reminded Ms. Shorter that if the students go to Boston they should take advantage of a visit to the Capital and reach out to representatives.

Ms. Berry expressed concerns about students who may not have the financial means to attend the trip and Ms. Shorter and Mr. Presnal talked about possible opportunities and resources for those students.

C. Superintendent Evaluation – Jeffrey Houle, School Committee Chairperson

Mr. Houle reviewed with the Committee the feedback on the Superintendent Evaluation for the year. He presented a summary of ratings of proficient for each competency area and stated that the comments from the Committee highlighted Superintendent Willard's passion for the District

III. PUBLIC COMMENT – excluding personnel issues

None

IV. STUDENT ADVISORY REPORT

None

Student representatives for the 19/20 school year have been established and the Committee is looking forward to their full participation.

V. POLICIES

None

VI. ACTION ITEMS

A. Approve the Appendix B Addendum with Unit A

Move to approve the Addendum between the Southwick-Tolland-Granville Regional School District and the Southwick-Tolland-Granville Education Association, the purpose of which is to replace the Appendix B table to include the FY 17 – FY 19 Appendix B rates.

Motion by Petschke, seconded by Berry 7/0/0

B. Approve salary increases for non-contract employees

Move to approve a 2% salary increase for non-contract employees: METCO Coordinator: Charlene Diaz, Speech and Language Pathology Assistant: Melanie Kiniry, Internal Suspension Monitor: Vincent Guiel; Treasurer: Paul Petit, Substitute Caller: Jessica Baillargeon.

Motion by Petschke, seconded by Berry 7/0/0

C. Approve summer pay

Move to accept the proposed changes to the Southwick-Tolland-Granville Regional School District Substitute Pay Schedule for 2019/2020.

Motion by Petschke, seconded by Berry 7/0/0

D. Approve Contracts: School District Accountant, Network Administrator, Assistant Principals SRS; Assistant Principal PMS; Human Resources and Data Specialist; STEM Instructional Coach

Move to approve the agreement between the Southwick-Tolland-Granville Regional School District and the Network Administrator, Christopher Parent, for the period of July1, 2019 through June 30, 2022.

Motion by Petschke, seconded by Berry 7/0/0

Move to approve the agreement between the Southwick-Tolland-Granville Regional School District and the School District Accountant, Michelle Grisé, for the period of July1, 2019 through June 30, 2022.

Motion by Petschke, seconded by Berry 7/0/0

Move to approve the agreement between the Southwick-Tolland-Granville Regional School District and the SRS Assistant Principal, Serena Shorter, for the period of July1, 2019 through June 30, 2022.

Motion by Petschke, seconded by Berry 7/0/0

Move to approve the agreement between the Southwick-Tolland-Granville Regional School District and the SRS Assistant Principal, Michael Pescitelli, for the period of July1, 2019 through June 30, 2022.

Motion by Petschke, seconded by Berry 7/0/0

Move to approve the agreement between the Southwick-Tolland-Granville Regional School District and the PMS Assistant Principal, Cherie Curran, for the period of July1, 2019 through June 30, 2022.

Motion by Petschke, seconded by Berry 7/0/0

Move to approve the agreement between the Southwick-Tolland-Granville Regional School District and the Human Resources and Data Specialist, Anne Larkham, for the period of July1, 2019 through June 30, 2022.

Motion approved with the TBD amounts amended to 3%

Motion by Petschke, seconded by Berry 7/0/0

Move to approve the agreement between the Southwick-Tolland-Granville Regional School District and the STEM Instructional Coach, Eric Frary, for the period of July1, 2019 through June 30, 2020.

Ms. Willard stated that Mr. Frary will be assigned to SRS.

Motion by Petschke, seconded by Berry 7/0/0

E. Approve MOU with the Southwick PD for School Resource Officer Program

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 notified the Committee that she met with Superintendent Willard and Southwick Police Chief Bishop to clarify her concerns and representation to Granville. She stated that a separate MOU would be created between STGRSD and the other two towns for a School Community Liaison. This MOU would be nearly identical to the SRO MOU but without the jurisdiction issues.

Motion by Petschke, seconded by Berry 7/0/0

F. Approve the MOTOX fundraiser for 2019

Move to approve the MOTOX car parking fundraiser for 2019.

Motion by Petschke, seconded by Berry 7/0/0

G. Approve MOU with Transportation Supervisor

Move to approve the Memorandum of Understanding between the Southwick-Tolland-Granville Regional School Committee and Karen Wzorek, Transportation Supervisor.

Motion by Petschke, seconded by Berry 7/0/0

H. Approve awarding of 5-year serial notes

Move to approve the awarding of 5-year STGRSD serial notes dated June 25, 2019, with a final maturity date of June 25, 2024 to Easthampton Savings Bank at the interest rate of 2.75%. Said bank having submitted the low bid in response to a solicitation for bids on June 17, 2019.

Mr. Presnal notified the Committee that these funds are for the FY2019 annual capital borrowing. He stated that the Department of Revenue requirement of legal opinion has delayed the capital borrowing and this is a part of that process.

Motion by Petschke, seconded by Berry 7/0/0

VII. REPORTS

A. Superintendent

End of School Year

Ms. Willard reported how proud she is of the District and the sadness expressed by students on the last day speaks to the relationships of students and staff. She stated that overall there was a celebratory nature of end of year.

New Math Program

Ms. Willard reported that the District will see dips in State test scores because of newness of program, but overall feedback from students and teachers is positive and District is moving forward. She also reported that ELA will continue with authentic literature.

Ms. Petschke congratulated Ms. Willard on the successful mindset changes with the math.

District Strategic Plan

Ms. Willard reported that her team is working on updates to Strategic Plan and looking ahead to the next three years. As part of that update they are collecting feedback from ILT, teachers, students and parents. She stated that the School Committee will see the new District Strategic Plan early in 2019/2020 for review and approval.

B. Director of Finance and Operations

Mr. Presnal reported that a small fire occurred at SRS at the end of the school year. The exhaust vent in the Klin Room was switched off and the heat tripped fire suppression system. He said the damage appeared minimal and contained but was still being evaluated. He stated that the insurer had been notified, the claim filed, and steps taken to prevent a similar event in the future.

Powder Mill School Drainage Project

Mr. Presnal reported to the Committee that the Project Manager is waiting for some documentation from the contractor to issue a contract. He explained that the desire is to get started as soon as possible so the completion of the project will take place as close to the school year start as possible. Mr. Schantz inquired about the old equipment. Mr. Presnal stated that the contract called for the contractor to remove and dispose of the equipment. Mr. Presnal said he would out to playground provider to see if appropriate to reuse but that the District does not want to donate or sell if there is any risk of liability.

Scrap vehicles

Mr. Presnal reported that the Committee will see an action item at an upcoming meeting to dispose of two mini-vans.

Warrant Signatures

Mr. Presnal reminded the Committee that his office will be reaching out over the summer for signatures on the warrants.

Mr. Presnal reported that the auditors came to the office for a FY19 review. He recognized Michelle Grisé for her hard work and preparation and credited that to the efficiency of the audit.

VIII. SUB COMMITTEES AND LIAISONS

No Reports

Mr. Houle will attend both meetings upcoming with LPVEC. Mr. Houle state that Committee members should identify the Committees they'd like to be on and assignments will be made at the summer meeting.

IX. PUBLIC COMMENT – excluding personnel issues

None

X. COMMITTEE DISCUSSION

A. Old Business

School Committee Summer Retreat. The Committee decided the retreat would take place August 21, 2019 at the Tunxis Club in Tolland, MA from 8:00 am – 4:00 pm

B. New Business

None

XI. EXECUTIVE SESSION

To follow regular session if needed

-None

At 6:55 p.m., a motion was made to adjourn the meeting.

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

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

Meeting adjourned at 6:55 p.m.

Respectfully Submitted,



Chelsea Berry, Secretary

III. STAFFING

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

- Agenda for the June 18, 2019 meeting
- Minutes for June 4, 2019 meeting
- Contracts for: Assistant Principal Shorter, Assistant Principal Pescitelli, Assistant Principal Curran, Human Resources&Data Specialist Larkham, STEM Instructional Coach Frary, School District Accountant Gris , Network Administrator Parent
- MOU between the Southwick-Tolland-Granville Regional School District and Transportation Supervisor Wzorek
- Southwick Fire Department Patient Refusal Proposed Policy and Form
- Superintendent 2018/2019 Evaluation Summary
- Appendix B Addendum between the Southwick-Tolland-Granville Regional School District and the Southwick-Tolland-Granville Education Association
- Singleton Contracts by Year
- Substitute Pay Schedule
- MOU between the Southwick-Tolland-Granville Regional School District and the Southwick Police Department for the School Resource Officer Program