



## Southwick-Tolland-Granville Regional School Committee

### Regular Meeting

DATE: Tuesday, September 3, 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 5:00 p.m.

The Following were present:

|                          |  |
|--------------------------|--|
| School Committee:        | <input checked="" type="checkbox"/> Jeffrey Houle, Southwick   |
|                          | <input checked="" type="checkbox"/> Pamela Petschke, Granville   |
|                          | <input checked="" type="checkbox"/> Theodore Locke, Tolland  |
|                          | <input checked="" type="checkbox"/> Jessica Boldyga, Southwick   |
|                          | <input checked="" type="checkbox"/> Chelsea Berry, Southwick   |
|                          | <input checked="" type="checkbox"/> Jonathan Schantz, Southwick  |
|                          | <input checked="" type="checkbox"/> Kyle Boyer, Southwick, (arrived at 5:05 p.m.)                        |
| 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 checked="" type="checkbox"/> Houle, Gabrielle and Coviello, Amelia (Regular Session at 5:30 p.m.) |
| News Media:              | <input type="checkbox"/>   |
| Observers:               | <input checked="" type="checkbox"/> Approximately 5  |

#### II. EXECUTIVE SESSION

At 5:00 p.m. a motion was made to go into Executive session and reconvene in open session.

With the members Jeffrey Houle, Pamela Petschke, Chelsea Berry, Theodore Locke, Jessica Boldyga, and Jonathan Schantz 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.

UFCW Negotiations

Unit A Negotiations

At 5:40 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**

8/21/2019 Meeting Minutes Accepted

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

### **D. Warrants - circulating**

### **E. Correspondence**

Superintendent Willard reported on an email she received from Erik Wicander, Supervisor of Buildings and Grounds regarding the configuration and access of District cameras by the Southwick Police Department. The email confirmed that the software was installed and configured and working at the Police Department.

Superintendent Willard reported that the Southwick 250<sup>th</sup> Celebration will be hosting a Southwick-Tolland-Granville Regional School District alumni musician's concert. Mr. Quinn, SRS Teacher and STGRSD alum, will be working with the 250<sup>th</sup> Committee on this endeavor.

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

None

## **III. STUDENT ADVISORY REPORT**

Amelia Coviello and Gabrielle Houle were welcomed as the student representatives to the Committee.

Amelia and Gabrielle reported that SRS conducted the summer reading writing assignment on September 3, 2019. All students completed the response to the writing prompt during homeroom; overall students responded positively to the summer reading and liked having a specific set of books to select from; Open House at SRS will be 9/12/2019 from 6:00 p.m. – 7:30 p.m.; Claire Stratton, Gabby Peterson and Emily Martin were recognized for their participation in the first Student Ambassador Program of the Teen Mini Medical School held at Baystate Noble Hospital in Westfield over the summer; SRS is partnering with Longmeadow High School athletic department on Positive coaching alliance which offers parent and student workshops throughout the year; Southwick Regional School has earned the College Board AP Computer Science Female Diversity Aware for attaining female student representation in AP Computer Science Principles for the 2018-2019 school year; on staff opening day, a small group of students was invited to speak to the staff and talk about their unique qualities and also some challenges they face and asked teachers "Are you ready for me?" the group of students was very well received by the staff.

Ms. Houle and Ms. Coviello spoke to the Committee about an initiative of the student council to paint student parking spots at SRS. All students would have a template RAM logo and would paint the inside of their logo to represent themselves.

They also informed the Committee that the students would like to hang, in the hallway outside the auditorium, framed posters and programs that were discovered that showcase SRS plays and musicals. This would highlight the drama department and build a sense of community at the school.

#### IV. EDUCATIONAL PRESENTATION

- A. Opening Week of School- Superintendent Willard, Jenny Sullivan, Kimberley Saso, Erin Fahey Carrier, Joseph Turmel, Stephen Presnal

Opening Week and Staff Professional Development, Jenny Sullivan, Director of Curriculum and Instruction  
Ms. Sullivan reported that the New Teacher Orientation included paraprofessionals and that was a beneficial change that is planned to continue. On Opening Day, everyone was excited about the "Why" and there was positive feedback on the lunch and the breakfast. Professional Development focused on Math and Understanding By Design (UBD) removing barriers to student learning, and Trauma Informed Schools as well as the 1:1 Initiatives.

Woodland School, Kimberley Saso, Principal

Ms. Saso reported that the first days of school were very busy but successful for Woodland students and staff. Woodland sees a staggered opening with 1&2 grades starting while kindergarten and preschool have orientations and then first days. The staff enjoyed the professional development on Math and UBD.

An new offering this year was a "meet your teacher" event held for families the Wednesday afternoon before school start. Woodland and Powder Mill worked together to offer thirty minutes for families to come to the building, find classrooms and meet teachers. The response was overwhelmingly positive and plans are to do it again next year.

Ms. Saso also reported on a newsletter app that she and Ms. Fahey Carrier were introduced to. It allows creation of an electronic newsletter that can be emailed to families.

Ms. Boldyga and Mr. Schantz both commented on the positive opening to Woodland School, their appreciation of the opportunity to meeting teachers the Wednesday before school started and their enjoyment of the new e-newsletter app.

Powder Mill School, Ms. Fahey Carrier, Principal

Ms. Fahey Carrier reported on the success of the opening of school at Powder Mill. Powder Mill also found the "meet the teacher" event to be very successful and well attended by families at all grade levels.

Prior to the start of school staff worked on the theme that great teachers are great leaders. As part of opening week leadership development, staff worked on discovering their "Why". They talked about how great leaders are inspiring and focus on the people they serve. The staff created an "I am Ready..." video which Ms. Fahey Carrier shared with the Committee.

The focus for the first days of school was to make students excited to be here and let them know how excited the staff is for them to be there too. Everyone worked hard to make the opening of school just as exciting as the last day.

One thing that was started is Positive Sign Thursday. This national social media movement has principals and staff greeting students on Thursday with a sign that highlights a positive message. Students are welcomed to school with the message and then they take a picture and post it to social media.

Southwick Regional School, Joseph Turmel, Principal

Mr. Turmel opened his report by highlighting the work of Mr. Wicander and the custodial and grounds teams and the great condition of the buildings for opening.

The theme for staff this year is breaking down barriers in the classroom and teachers were encouraged to "Be Ready" for their students, everyone has a clean slate and staff and teachers should be open and ready to accept the differences in their students and work to understand those differences in their teaching. During opening week, approximately eight students shared their personal and academic struggles and ambitions with staff and encourage them "Are you ready for me?" It was powerful and well received.

On the first day of school class meetings were held to set a positive tone for the year and expectations for the students.

On 9/3/2019, all students at SRS spent the first hour of their day in their homeroom completing the writing prompt based on their summer reading. Even the CTEC students stayed for the hour and there was nearly 100% participation.

Buildings and Grounds and Transportation, Stephen Presnal, Director of Finance and Operations

Mr. Presnal reported that Mr. Wicander and the entire Buildings and Grounds staff did an excellent job preparing all of the buildings and the outside spaces for the start of school.

Prior to school start, the Town of Southwick code enforcement officials toured the buildings and reviewed with Mr. Wicander.

Under Capital Improvement Projects, the Powder Mill site project has progressed and is anticipated to be completed at the end of September, a water main bypass was installed at Powder Mill School over the summer and the SRS gym divider has been ordered.

For Transportation, Mr. Presnal recognized Karen Wzorek and her team for their hard work and successful opening to the school year. He reported that a last minute driver resignation resulted in route configuration changes due to reduced staffing but Ms. Wzorek's hard work she was able to get students on other routes including CTEC students riding home on the Powder Mill buses for Southwick. This has been done historically in Granville and Tolland. As happens each year, Ms. Wzorek is now reviewing timing issues and examining several stops, including on daycare facility which is no longer on an existing route due to some safety changes, and will be making adjustments as needed.

One process improvement for next year will be making walker designation more clear for families, especially for students from Powder Mill who are no longer eligible for a bus when moving to SRS.

Superintendent Willard reported that in all her years in education, this was one of the most overwhelmingly positive openings she's seen and this was reflected in the positivity of the staff and the students.

Ms. Willard recognized all of the principals for the work they've done with their staff and Ms. Sullivan for her work and coordination on Professional Development, everyone knew where they needed to be and PD was aligned to the strategic plans.

Ms. Berry and Ms. Boldyga thanked everyone for their work.

**B. 2019/2020 District Strategic Plan – Superintendent Willard**

Superintendent Willard presented the final version of the 2019/2020 District Strategic Plan to the Committee.

She highlighted the continuation of initiatives from previous years as well as new endeavors in the areas of Engaged Learning, Shared Educational Leadership, Instructional Technology and Guaranteed and Viable Curriculum. Ms. Willard stated that the District is in year 2 of K-6 Math initiative and year 1 of the initiative for 7-8 Math.

She said the District Strategic Plan continues to focus on meeting the needs of students so they can Persevere, Adapt and Thrive in an ever changing world.

Ms. Boldyga acknowledged the 1:1 Technology Initiative for grades 3-12, and asked about the plan for Woodland School. Ms. Willard stated that Woodland School is piloting some options to identify the true needs at the age level and be conscious of screen time. After the pilot and feedback received from teachers, then a decision will be made about next steps.

**V. POLICIES**

None

**VI. ACTION ITEMS**

**A. Approve Home Education Proposals for 2019/2020 School Year**

Move to approve Home Education proposals: HS-1920-03 through HS-1920-29.

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

**B. Approve SRS Fundraisers**

Move to approve the grade 7 and 8 fundraisers Yankee Candle and Dave's Cookie Dough Sale for the 19/20 school year.

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

The Committee members appreciate the new fundraiser form and work of the District on clarifying fundraising activities prior to Committee review.

C. Approve MASC (Massachusetts Association of School Committee) Delegate

Move to appoint Theodore Locke as the Official Voting Delegate to MASC Annual Meeting (Nov. 6-9, 2019).

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

D. Approve contract agreement with Powers and Sullivan

Move to award a contract in the amount of \$74,700.00 to Powers & Sullivan, LLC of Wakefield, MA for provision of auditing services as outlined in its proposal (engagement letter) dated August 7, 2019. Said contract shall cover auditing services for the fiscal years ending June 30, 2020, June 30, 2021, and June 30, 2022. The annual fixed fee for the services to be rendered shall be \$24,900.00 payable in installments as work progresses.

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

Mr. Presnal stated that this is the same firm that has done the audit in previous years.

E. Approve transfer of excess regional transportation reimbursement funds to the transportation revolving account

Approve the allocation of \$179,592.00 to the Regional Transportation Reimbursement Revolving Account for fiscal year 2019. Said amount being the reimbursement funds received by the Southwick-Tolland-Granville Regional School District in excess of the budgeted fiscal year 2019 Regional Transportation Reimbursement revenue of \$825,000.00.

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

Mr. Presnal reported that approximately \$825,000 was budgeted and the \$179,592 is excess reimbursement from the State. He stated that this money needs to be spent on transportation related items and will probably be used to relieve capital borrowing for purchases.

F. Retirement Resolution

Be it resolved, that the Southwick-Tolland-Granville Regional School Committee hereby extend their congratulations to Eva Gray in recognition of twelve 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 Petschke, seconded by Berry 7/0/0

**VII. REPORTS**

A. Superintendent

Ms. Willard thanked Chairman Houle for the Committee retreat held in August. She stated that the agenda was focused on purpose and team building and the Principals liked the opportunity to connect and work together. She stated that she appreciates his leadership and bringing together of the teams.

B. Director of Finance and Operations

No additional Reports

**VIII. SUB COMMITTEES AND LIAISONS**

Subcommittee Assignments

- Negotiations: T. Locke, C. Berry, J. Schantz – Mr. Houle will finish Negotiations with Unit A and then exit from the subcommittee. Mr. Boyer will not participate in Negotiations Subcommittee but will serve on LPVEC Board of Governors instead.
- Finance: J. Boldyga, T. Locke, J. Houle – The Committee will meet regularly on third Thursday of each month at 9:15 a.m. – The next meeting, however will be held on 9/20/2019 at 9:30 a.m.. Mr. Houle will participate remotely.
- L.P.V.E.C. Bd. Governors: K. Boyer - Mr. Boyer will serve. Ms. McLaughlin to notify LPVEC.

- d. L.P.V.E.C. Bd. Directors: J. Houle
- e. Policy: C. Berry, K. Boyer, J. Schantz – First meeting 9/17 @ 4:00 pm
- f. Buildings and Grounds: J. Houle – Will meet every second school Committee Meeting just before the meeting with Steve and Erik – 4:00 pm.
- g. Transportation: T. Locke, J. Boldyga, K. Boyer – first meeting 9/13 at 10:00 am

#### Liaison Assignments

- a. Curriculum & Instruction (ILT): P. Petschke, J. Boldyga, C. Berry
- b. Wellness: T. Locke
- c. SPED Liaison: P. Petschke
- d. Technology: P. Petschke, J. Schantz – Ms. Petschke met with Mr. Taglieri on the first day of school and he went over the 1:1 plan.  
Ms. McLaughlin reported that Mr. Taglieri was scheduled to come to the next Committee meeting to present to the Committee. Mr. Houle asked about plans for training for the parents to be able to help the students. Ms. Willard and Ms. Sullivan responded that Mr. Taglieri had completed some recordings and those could be posted to the website.
- e. Southwick Capital Committee: C. Berry
- f. Legislative Liaison: rotating attendance at MASC meetings

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

None

#### **X. COMMITTEE DISCUSSION**

- A. Old Business
- B. New Business

Southwick 250 Liaison – Ms. Berry is serving on the Southwick 250 Committee and would like to add it as a liaison position for the year. Mr. Houle supports adding it as a Committee position through the end of next year so Ms. Berry would be able to give updates as town progresses. Committee to act on at next meeting.

#### **XI. EXECUTIVE SESSION**

To follow regular session if needed

-None

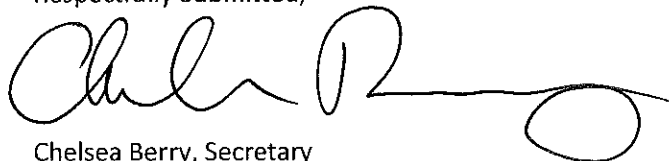
At 7:03 p.m., a motion was made to adjourn the meeting.

With the members Jeff Houle, Pamela Petschke, 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 7/0/0

Meeting adjourned at 7:03 p.m.

Respectfully Submitted,



Chelsea Berry, Secretary

#### **III. STAFFING**

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

- Agenda for the September 3, 2019 meeting
- Minutes for August 21, 2019 meeting
- Press Release for Southwick Regional School Seeking Alumni Musicians for Southwick 250<sup>th</sup> Event
- Home Education for 19/20 School Year
- SRS Fundraiser Requests
- August 7, 2019 Powers & Sullivan Contract for Services