



## Southwick-Tolland-Granville Regional School Committee

DATE: Tuesday, October 1, 2019

TIME: 5:30 P.M. Regular Session

Executive Session Immediately Following Regular Session

LOCATION: Granville Town Hall

707 Main Road, Granville, MA 01034

### 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 5:30 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 (exited at 7:01 p.m.)
	<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 5:09 p.m.)
Administration:	<input checked="" type="checkbox"/> Jennifer Willard, Superintendent
	<input type="checkbox"/> Stephen Presnal, Director of Finance and Operations
	<input checked="" type="checkbox"/> Amy McLaughlin, Recording Secretary
Student Representatives:	<input checked="" type="checkbox"/> Gabrielle Houle and Amelia Coviello (Regular Session at 5:30 p.m.)
News Media:	<input type="checkbox"/>
Observers:	<input checked="" type="checkbox"/> <u>Approximately 10</u>

#### I. ROUTINE

##### B. Opening Ceremony

Pledge of allegiance and moment of silence. Mr. Houle stated that the moment of silence was in acknowledgement of the passing of the Southwick Regional School student as well as Dick Condron who served the Committee from 2004-2012.

##### C. Secretary's Report

9/17/2019 Meeting Minutes Accepted

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

##### D. Warrants - circulating

##### E. Correspondence

Ms. Willard reported on a letter received from DESE dated September 20, 2019 which stated that, on July 31, 2019 Governor Baker signed into law the FY2020 budget which included 2.5 million in rural school aid. STGRSD will receive \$93,508 in rural school aid. The District is waiting to hear the criteria for use of the monies. Last year an action plan was required to be submitted and the District assumes it will be required again.

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

Diane Houle, Southwick, MA – Ms. Houle referenced the recent tragedy at the Southwick Regional School and stated that the staff members did a phenomenal in taking care of the students, not just at SRS but also at Powder Mill School. She stated that, as a parent it is comforting to know that the District is caring for students not just from educational perspective but also emotionally.

#### III. STUDENT ADVISORY REPORT

Gabrielle Houle and Amelia Coviello reported that the AP program pilot has been scheduled. This program new for students and staff will provide Advanced Placement support on Saturdays. Students are encouraged to attend, but it is not a requirement; school pictures took place and all seniors had fun and dressed as Hawaiian tourists; a student member of the senior class passed away and staff at SRS Woodland and Powder Mill we're available the Friday and

Saturday following, on Friday, students were very respectful and teachers checked in throughout the day and then 9-12 students were pulled out into counseling groups; the 8<sup>th</sup> Grade Yankee Candle Fundraiser underway; Juniors had an assembly to learn about Global Glimpse with Mrs. Downie as well as heard from students who had been on the trip; all athletic practices and game times moved up to 6:30 pm for EEE elevated health risk; SRS will hold a College Prep Night on Wednesday 10/2/2019; parent-teacher conferences are being scheduled; a group of SRS students attended a field trip to Google in Boston and the feedback was overwhelmingly positive; US History went on a field trip to Deerfield.

Mr. Schantz referenced the passing of the SRS classmate and asked the students if they felt everything students needed was available during that process. They responded that they absolutely thought student's needs were met and stated that counseling supports are ongoing and not just in this situation but in other situations as well.

#### **IV. EDUCATIONAL PRESENTATION**

**A. Southwick Regional School 2021 International Trip – Janet Grunwald, Southwick Regional School**

Ms. Grunwald introduced herself as a 20 year employee with the District and stated that this will be the 9<sup>th</sup> international trip she has organized/participated in. She stated that she alternates years with Mrs. Mahoney in planning the trips. Last year's trip to Ireland had very low enrollment with three students and 1 parent. Inquiries that resulted from concerns over enrollment, showed that students are less inclined to sign up for English speaking trips and are more inclined to sign up for more exotic trips. For 2021, the choices presented to students were Italy or Central Europe. Student survey responses overwhelmingly selected Italy. A previous Italy/Greece trip had approx. 30 students and 15 parents.

Ms. Grunwald took the Committee through the trip information including, itineraries, logistics and cost. She stated that the company used for the tours have been a great partner with the travel and she has never experienced a disappointment in their services. She stated that the trip will be open to current 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> graders and that the trip is not connected to a specific class. She said that fundraisers by the students help offset the costs.

**B. Office 365 for Students and Teachers – Benjamin Taglieri, Instructional Technology Coach**

Mr. Taglieri began his presentation by showing the Committee the devices that are being purchased for the first rollout during October. He showed an iPad for Woodland School, teacher laptop and a student laptop.

Mr. Taglieri's presentation introduced the Committee to the SAMR model of integrating technology into teach and learning: Substitution, Augmentation, Modification and Redefinition as methods of using technology to enhance learning and then transform learning. He then spoke about the benefits of the Office 365 suite of products and highlighted availability of the programs in the cloud and accessibility from any connected device. He then introduced the Committee to five Office 365 products that bring some unique capabilities beyond Word/Excel/PowerPoint:

Outlook – email and calendar

OneDrive – materials hosted on the cloud, allows access and real time collaboration

Teams – classroom portals, with file storage, classroom conversations and ability to push out assignments to students

Forms – create surveys and quizzes, can be branching questions, etc.

OneNote – digital notebook which replaces three ring binders, and teachers could use to create supplemental resources

Mr. Taglieri stated that the devices have been received and the District is preparing to roll them out to the classrooms.

**C. Curriculum Decisions in a Trauma Informed School District – Jenny Sullivan, Director of Curriculum and Instruction**

After the October 1, 2019 where a community member expressed concerns the text selection of a book being read by the 6<sup>th</sup> grade, Ms. Sullivan followed up with the team that provides the District training for Trauma Informed Schools. The team confirmed that being trauma informed is not avoiding materials, but rather

teaching students how to self regulate when they encounter a trigger and also teaching staff to be aware of student concerns and make sure they are supportive in those triggers.

Ms. Berry asked for clarification on which staff in the District had received training. Ms. Sullivan stated that teachers have now received the training at all the schools and especially so at Powder Mill and Woodland School. She said that Southwick Regional School is earlier in the process of Trauma Informed, however the UDL Professional Development they have participated in is focused on removing barriers for students.

**D. Identifying Benchmark Assessments – Jenny Sullivan, Director of Curriculum and Instruction**

Ms. Sullivan followed up on a topic that arose that the School Committee Retreat of identifying benchmark assessments for District students, especially for Math.

She stated that her team has identified a math screener focusing on number sense, in K-2. All the students in those grades will be screened and if necessary, be referred to the math interventionist. At Powder Mill School and Southwick Regional School, a sampling of students will be tracked with this screener. Additionally, at K-6 the coaching team has established a common math assessment and will be looking at one for 7-12 as they receive the math trainings.

She also spoke about a math survey given to students in K-8 and that she would share the results with the Committee once the analysis is complete.

**E. Powder Mill School Site Strategic Plan – Erin Fahey Carrier, Principal,**

Ms. Fahey Carrier took the Committee through the key initiatives of their site strategic plan for the 2019/2020 school year. In Engaged Learning they are establishing some College communities among students; for Shared Educational Leadership they will be moving on from curriculum development and taking the school to the next level; for Instructional Technology teachers and students will have increased access to COWs and grades 5 and 6 are getting ready for 1:1 technology for the 20/21 school year; under Guaranteed Viable Curriculum, Powder Mill will continue to work with Mt. Holyoke college..

**F. Powder Mill School, College Communities – Erin Fahey Carrier, Principal, and Cherie Curran, Assistant Principal, Powder Mill School**

Ms. Fahey Carrier and Ms. Curran presented to the Committee a new initiative they are implementing at Powder Mill School to help unify the staff members, create a whole school identity and build relationships between staff and students at each grade level. The initiative was developed using the Trauma Informed Schools Training and called PMS College Communities. PMS College Communities breaks students and staff into multi-grade "colleges". College assignments last for the entirety of a student or staff member's career at Powder Mill School. College Communities will meet periodically throughout the school year to participate in team building activities to identify "who are we".

PMS College Communities was rolled out to staff at the end of the 18/19 school year. Student rollout took place at the beginning of the 19/20 school year. They explained how students found out what their college assignment is and stated that third grade will join on October 11. Plans for the PMS College Communities include participation in some school community challenges such as ROCKS tickets, food drive, field day, lunch with your college. There are also plans to establish college buddies which pairs a 6th/4<sup>th</sup> grader and 5<sup>th</sup>/3<sup>rd</sup> grader.

Mr. Boyer asked how the students were assigned to each college. Ms. Fahey Carrier stated that student is nearly totally random

Ms. Petschke stated that the Granville Village School did something and is excited for this opportunity at Powder Mill School.

Mr. Schantz asked how many students and staff in each college. Ms. Fahey Carrier stated that approximately 70 students and 8-9 staff members will meet every couple of months.

**G. POLICIES**

None

**H. ACTION ITEMS**

A. Approve Fundraisers

Move to approve the 19/20 school year Southwick Regional School Fundraisers: Student Council Candy Grams, Student Council selling hot chocolate at soccer games, Student Council sell beverages at home coming event, Drama Club concessions and ticket sales at spring concert, Drama Club concessions at spring musical and Drama Club concessions at fall play.

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

**B. Approve Southwick Regional School Site Strategic Plan**

Move to approve the Southwick Regional School Site Strategic Plan for the 2019/2020 school year.

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

**C. REPORTS**

**A. Superintendent**

Ms. Willard acknowledged the recent student tragedy and complimented and commended the administrative staff at Southwick Regional School. She specifically acknowledged and expressed her appreciation for the work done by all of the school counselors at SRS, Detective Sergeant Krutka from the Southwick Police Department, Chief Rindels from the Granville Police Department, School Resource Officer Michael Taggart, the Powder Mill staff and administration, Woodland School staff and administration, the Agawam School Adjustment Counselors who came to Southwick Regional School, West Springfield Public Schools for their offer of support, Southwick Fire Chief Anderson, Southwick Regional custodians Glen Davis and Karl Von Hollander. Ms. Willard stated that the school leadership and community support was outstanding and noted that not one single staff member was absent from SRS that day. Ms. Willard also thanked Chairman Houle and his wife Diane for their support of staff members who volunteered their services on Saturday afternoon and Mr. Locke for his suggestions for celebrating the student.

**B. Director of Finance and Operations**

The Committee asked if there was an update on the Powder Mill Site Improvement Project. Ms. Fahey Carrier stated that a recent issue regarding the lighting had been resolved and the estimated completion was 2-3 weeks.

**D. SUB COMMITTEES AND LIAISONS**

Subcommittee Assignments

- a. Negotiations: T. Locke, C. Berry, J. Schantz – no report
- b. Finance: J. Boldyga, T. Locke, J. Houle – The next meeting scheduled for 10/24/2019 at 9:00 am.
- c. L.P.V.E.C. Bd. Governors: K. Boyer - Mr. Boyer was unable to attend the last meeting but will attend on 10/16/2019
- d. L.P.V.E.C. Bd. Directors: J. Houle - has not met yet
- e. Policy: C. Berry, K. Boyer, J. Schantz – First meeting rescheduled to 10/8/2019 @ 4:00 pm
- f. Buildings and Grounds: J. Houle – Mr. Houle can participate remotely in a meeting.
- g. Transportation: T. Locke, J. Boldyga, K. Boyer – no report

Liaison Assignments

- a. Curriculum & Instruction (ILT): P. Petschke, J. Boldyga, C. Berry – meeting held on 10/1/2019 – reviewed new History course, reviewed a pilot for data analysis benchmark.
- b. Wellness: T. Locke
- c. SPED Liaison: P. Petschke
- d. Technology: P. Petschke, J. Schantz –
- e. Southwick Capital Committee: C. Berry
- f. Southwick 250<sup>th</sup>: C Berry – a few students marched in the Big E parade.
- g. Legislative Liaison: rotating attendance at MASC meetings

**E. PUBLIC COMMENT – excluding personnel issues**

None

**F. COMMITTEE DISCUSSION**

- A. Old Business

MASC Conference Delegate – If no one is interested therefore absentee ballot.

B. New Business  
None

## II. EXECUTIVE SESSION

At 7:06 p.m. a motion was made to go into Executive session and not reconvene in open session.

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

Motion by Petschke, seconded by Berry 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

At 7:28 p.m. Ms. Petschke was excused in advance of the discussion of Unit A Negotiations.

Unit A Negotiations

At 7:50 p.m. a motion was made to adjourn Executive session and return to open session.

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

Motion by Berry, seconded by Boldyga 5/0/0

Meeting adjourned at 7:50 p.m.

Respectfully Submitted,



Chelsea Berry, Secretary

**III. STAFFING**

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

- Agenda for the October 1, 2019 meeting
- Minutes for September 17, 2019 meeting
- Letter from Jay Sullivan Associate Commissioner, MA Department of Elementary and Secondary Education
- SRS 2021 International Trip to Italy Proposal
- STGRSD Technology Plan Presentation
- Powder Mill School Site Strategic Plan
- SRS Fundraisers
- Southwick Regional School Site Strategic Plan