



Southwick-Tolland-Granville Regional School District School Committee

Regular Meeting

DATE: Tuesday, April 2, 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

I. ROUTINE

A. Attendance

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

The Following were present:

School Committee:

- ☒ Jeffrey Houle, Southwick
- ☒ George LeBlanc, Southwick (exited at 6:58 p.m.)
- ☒ Theodore Locke, Tolland
- ☒ Pamela Petschke, Granville
- ☒ Chelsea Berry, Southwick
- ☒ Jessica Boldyga, Southwick
- ☐ Amy Stack, Southwick

Administration:

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

Student Representatives:

☐

News Media:

☐ Westfield Evening News

Observers:

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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, George LeBlanc, Theodore Locke, Chelsea Berry, Pamela Petschke and Jessica Boldyga being present and all voting individually and unanimously, the motion passes.

Motion by LeBlanc, 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 Level III Grievance

The Committee was joined in Executive Session by Southwick-Tolland-Granville Regional School District Attorney Fred Dupere, UFCW President Matt Szulborski and UFCW Member Teresa Burrows. Mr. Szulborski presented to the Committee a Level 3 Grievance brought forth by the Transportation Department.

At 5:12 p.m. Mr. Szulborski and Ms. Burrows exited the meeting.

At 5:22 p.m. Mr. Dupere exited the meeting.

- Review of Unit A proposals

At 5:27 p.m. Ms. Petschke was excused from the meeting in advance of the Unit A proposal review.

At 5:30 p.m. Mr. Houle called for a motion to adjourn Executive Session and return to open session.

With the members Jeffrey Houle, George LeBlanc, Theodore Locke, Chelsea Berry, and Jessica Boldyga being present and all voting individually and unanimously, the motion passes.

Motion by LeBlanc, seconded by Locke 5/0/0

5:30 p.m. Ms. Petschke returned to the meeting.

III. COMMITTEE DISCUSSION

A. New Business

Discussion and vote on municipal representative for collective bargaining

Mr. Deedy, Southwick Selectboard, confirmed that he would be the municipal representative for collective bargaining. Ms. Willard gave Mr. Deedy the scheduled dates and he stated that he would be in attendance. Ms. McLaughlin notified him that she would send him some additional information.

IV. ROUTINE

B. Opening Ceremony - none

Pledge of Allegiance

C. Secretary's Report

3/19/2019 Meeting Minutes Accepted

Motion by LeBlanc, seconded by Locke 5/0/1 (Houle abstained)

D. Warrants – circulated

E. Correspondence

None

V. PUBLIC COMMENT – excluding personnel issues

None

VI. STUDENT ADVISORY REPORT

None

VII. EDUCATIONAL PRESENTATION

A. Handbook Changes for 19/20 School Year – Southwick Regional, Powder Mill and Woodland Schools

Southwick Regional School Handbook Changes were presented by Mr. Pescitelli, Vice Principal and Ms. Shorter, Vice Principal. The majority of changes were related to copy edits and inclusion of policy updates, specifically those around smoking/vaping. The Committee asked some clarifying questions regarding the Educational Diversion program for smoking/vaping and Mr. Pescitelli stated that multiple offenses should receive different programs. He also stated that in the event that a citation is issued, in accordance with Town of Southwick Law, the School Resource Officer would issue the citation.

Powder Mill School Handbook Changes were presented by Erin Fahey Carrier, Principal. The changes were primarily copyediting changes. The Committee had no questions.

Woodland School Handbook Changes were presented by Kimberley Saso, Principal. The changes were primarily copyediting changes. Ms. Boldyga stated that she appreciated the inclusion of information about preK.

- B. 2019/2020 School Year Enrollment Projections and School Choice – Jennifer Willard, Superintendent
Ms. Willard discussed with the Committee the current student enrollment and the projected enrollment for the 19/20 school year and how that would impact the number of school choice seats that would be made available. Ms. Willard stated that the District is continuing to target K-2 class sizes of 16-19 with grades 3-6 class sizes at 20-25, the lower the better. The upcoming year will see teachers move to accommodate bubble grades at Powder Mill School.
- C. Job Description: Human Resources/Data Manager – Jennifer Willard, Superintendent
Ms. Willard reviewed a new Job Description with the Committee. It is her goal to expand the current Data Manager role to also include Human Resources. The Human Resources role would take on tasks that are currently shared by a few of the Central Office staff. The current Data Manager is leaving at the end of May and this is a good time to make the change. Their salary is not anticipated to make a significant impact on the budget.

Viii.

POLICIES

- A. First Readings:
JICH Tobacco Use Revised – Table until next meeting
- B. Second Readings:
IJND Access to Digital Resources – no comments

IX. ACTION ITEMS

- Motion by LeBlanc, seconded by Locke 6/0/0
- A. Approve the revised 2019/2020 District Calendar
Move to approve the 2019/2020 District Calendar, Rev 1.2.
Motion by LeBlanc, seconded by Locke 6/0/0
The Committee asked Ms. McLaughlin to post the current, 2018/2019, last day of school on the District Facebook page.
- B. Approve Paraprofessional Leave of Absence
Move to approve a Leave of Absence of one (1) year for paraprofessional Brieana Alyward.
Motion by LeBlanc, seconded by Locke 6/0/0
- C. Approve PAWS PTO Bingo Fundraiser
Move to approve the PAWS PTO Bingo Fundraiser for the 2018/2019 school year.
Motion by LeBlanc, seconded by Locke 6/0/0
The Committee asked for clarification on the PTO Fundraising. Mr. Presnal stated that it is the responsibility of the PTO to comply with proper permitting. The Committee stated that they would like to see the Policy subcommittee to review the fundraising policies.

D. Approve School Choice Seats for the 2019/2020 School Year

Move to accept School Choice students* in the Southwick-Tolland-Granville Regional School District during the 2019/2020 school year, as follows:

Grade	K	1	2	3	4	5	6	7	8	9	10	11	12
WS	10	0	0										
PMS				3	0	5	5						
SRS								5	5	5	3	3	0

**PLEASE NOTE: School Choice seats are not available in substantially separate or alternative education programs*

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

E. Approve 2019/2020 participation in METCO program

Move to approve the Southwick-Tolland-Granville Regional School District's participation in the METCO program for the 2019/2020 school year.

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

F. Approve Superintendent's Contract for 2019-2022

Move to approve the agreement between the Southwick-Tolland-Granville Regional School Committee and the Superintendent of Schools, Jennifer Willard, for the period July 1, 2019 through June 30, 2022.

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

G. Move to approve the FY2020 Southwick-Tolland-Granville Regional School District assessment ratios to the member towns, as follows:

	<u>Southwick</u>	<u>Tolland</u>	<u>Granville</u>	<u>TOTAL</u>
Operating Assessment Ratios	84.03%	3.36%	12.61%	100%
Capital Assessment Ratios	83.11%	3.69%	13.20%	100%

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

H. Move to approve the Southwick-Tolland-Granville Regional School District FY2020 Budget in the amount of \$25,355,053.

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

Mr. Locke moved to waive the reading of item I in its entirety:

Motion by LeBlanc, seconded by Houle 6/0/0

I. Move to approve the FY2020 Southwick-Tolland-Granville Regional School District assessment ratios to the member towns, as follows:

	<u>Town</u>	<u>Appor.%</u>	<u>Assessment</u>
Operating Assessment (Transportation)	Southwick	84.03	\$533,590.00
	Tolland	3.36	\$21,336.00
	Granville	12.61	\$80,074.00
Capital Assessment	Southwick	83.11	\$1,792,744.00

	Tolland	3.69	\$79,596.00
	Granville	13.20	\$284,734.00
Minimum Contribution	Southwick		\$9,054,238.00
	Tolland		\$406,396.00
	Granville		\$1,487,701.00
Discretionary Charges	Southwick	84.03	\$160,180.00
	Tolland	3.36	\$6,405.00
	Granville	12.61	\$24,037.00
Non-Discretionary	Southwick		\$12,000.00
(District Services to Town)	Tolland		---
	Granville		---
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TOTAL ASSESSMENT	Southwick		\$11,552,752.00
	Tolland		\$513,733.00
	Granville		\$1,876,546.00

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

~~J. Move to approve the authorization to incur debt by the issuance and sale of bonds or notes for the amount of \$596,000 for the purchase of all items specified in the STGRSD FY2020 Capital Improvement Plan, as follows:~~

Transportation Vehicles	\$170,000.00
Technology	\$35,000.00
Building Improvements	\$110,000.00
Powder Mill School Playground & Site Improvements	\$228,500.00
Grounds Equipment	\$30,000.00
Grounds Improvements	\$22,500.00

Regarding Item J, Mr. Presnal stated that the District Financial Advisor has indicated that the Massachusetts Department of Revenue wants more detail in our vote language. Without more detail, the District will be required to obtain a legal opinion before issuing notes. Mr. Presnal handed out new vote language with more detailed information as a replacement for J. Ms. Willard moved the vote using the new language:

Move to approve the authorization to incur debt by the issuance and sale of bonds or notes up to the amount of \$596,000 for the purchase of all items specified in the STGRSD FY2020 Capital Improvement Plan, as follows:

School Transportation Vehicles	\$170,000.00
• Two (2) 71-passenger school buses	
Technology	\$35,000.00
• Network infrastructure equipment, including but not limited to storage server(s), core switch, and optical network terminals	
Building Improvements	\$110,000.00
• Replacement of roof at school transportation/maintenance facility garage - \$60,000.00	
• Replace gymnasium divider at Southwick Regional School - \$35,000.00	
• Expansion of building management system to transportation/maintenance facility garage - \$15,000	
Powder Mill School Playground and Site Improvements	\$228,500.00
• Site improvements to mitigate flooding at Powder Mill School playground and acquisition and installation of playground equipment	
Grounds Equipment	\$30,000.00
• Two (2) 21' 10-row bleachers for track/varsity soccer field	
Grounds Improvements	\$22,500.00
• Installation of impervious surface around perimeter of courtyards at Southwick Regional School	

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

Mr. Houle asked if the new capital assumes the funding from the Southwick Community Preservation Fund. Mr. Presnal confirmed that it did as well as other funding sources.

X. REPORTS

A. Superintendent

Superintendent Willard reported that the District was undergoing a CPR self-audit and as part of the audit, there will be a survey going out into the community about safety and discrimination at school.

Ms. Berry asked if the District would be able to solicit other feedback at the same time. Ms. Willard responded that additional feedback, about the District effectiveness, would be gained from a survey to families and staff at the end of the school year. Mr. Houle stated that he'd like to Committee to identify some survey questions they would like to see to get some deeper learning about how they can be more effective.

B. Director of Finance & Operations

No Report

XI. SUB COMMITTEES AND LIAISONS

A. Negotiations – no report

B. Finance – Ms. Boldyga reported that the Finance Subcommittee had focused its recent meetings on the budget preparations; she also reported on a discretionary spending freeze in the District to help control spending; and additional work has been done on the OPEB liability.

C. LPVEC – Mr. LeBlanc reported that on April 24th there will be a joint meeting between the LPVEC Board of Governors and Board of Directors. Anyone who may be interested in becoming the LPVEC Liaison may find this meeting particularly interesting.

D. Policy – no report

E. Buildings & Grounds –no report.

F. Transportation – no report.

G. ILT – no report

H. Capital Committee – no report

I. Budget Hearing – no report

XII. PUBLIC COMMENT – excluding personnel issues

None

XIII. COMMITTEE DISCUSSION

B. Old Business

None

C. New Business

The Committee discussed a platform for tribute to the service of longtime staff members.

XIV. EXECUTIVE SESSION

To follow regular session only if needed.

None

XV. ADJOURNMENT

At 7:16 p.m., a motion was made to adjourn the meeting.

With the members Jeffrey Houle, Theodore Locke, Chelsea Berry, Pamela Petschke, and Jessica Boldyga all voting individually and unanimously, the motion passes

Motion by Locke, seconded by Petschke 5/0/0

Meeting adjourned at 7:16 p.m.

Respectfully Submitted,



Theodore Locke, Secretary

XVI. STAFFING

Appointments
Resignations
Retirements

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

- Agenda for the April 2, 2019 meeting
- Minutes for March 19, 2019 meeting
- Vacancy Posting – October 1, 2018
- UFCW Grievance Report with letters of response
- Draft of contract Proposals by the Southwick-Tolland-Granville Regional School Committee to the Southwick-Tolland-Granville Education Association, Inc.
- Southwick Regional School Handbook Changes for 2019/2020 School Year
- Powder Mill School Handbook Changes for 2019/2020 School Year
- Woodland School Handbook Changes for 2019/2020 School Year
- School Choice Data for 2019/2020 School Year
- Draft Job Description for Human Resources and Data Specialist
- Policy IJND Access to Digital Resources
- 2019/2020 School District Calendar
- Letter of Request for Paraprofessional Leave of Absence
- PAWS PTO Bingo Fundraiser
- METCO Student Enrollment 2018/2019
- Contract Agreement between the Southwick-Tolland-Granville Regional School Committee and Superintendent of Schools
- STGRSD Proposed FY20 Budget Summary
- STGRSD Proposed FY20 Regional School Assessment
- STGRSD Proposed FY20 Capital Improvements

