



Southwick-Tolland-Granville Regional School District School Committee

Regular Meeting

DATE: Tuesday, April 21, 2020

TIME: 5:00 P.M. Executive Session

5:30 P.M. Regular Session

LOCATION:

[Zoom webinar.](#)

[When: Apr 21, 2020 05:30 PM Eastern Time \(US and Canada\)](#)

[Topic: 4/21/2020 School Committee Meeting](#)

[Please click the link below to join the webinar:](#)

<https://zoom.us/j/94771430754?pwd=RXlJY3BuSE8xUjAxazR6Ri9kYUJlZz09>

[Password: 8UzfwJ](#)

[Or iPhone one-tap :](#)

[US: +13126266799,,94771430754#,,#918353# or +19292056099,,94771430754#,,#918353#](#)

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NOTE WEBINAR

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. EXECUTIVE SESSION (5:00 p.m.)

At 5:12 p.m. a motion was made to go into Executive session and reconvene in open session.

With the members Jeffrey Houle, Chelsea Berry, Theodore Locke, Jessica Boldyga, Jonathan Schantz and Maria Seddon present and all voting individually and unanimously, the motion passes.

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

Ms. Petschke joined the meeting at 5:14 p.m.

- ☐ 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; Clerical Negotiations; Cafeteria Negotiations; Paraprofessional Negotiations; Custodial Negotiations

At 5:35 p.m. a motion was made to adjourn Executive session and return to open session.

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

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

II. ROUTINE (5:30 p.m.) – BEGIN ZOOM WEBINAR ABOVE

A. Attendance

B. The meeting was called to order by Mr. Houle at 5:44 p.m.. Mr. Houle reminded everyone that the meeting was being recorded. Mr. Houle also highlighted some procedural changes to the meetings to accommodate the webinar format, including public comment.

School Committee	<input checked="" type="checkbox"/> Jeffrey Houle, Southwick
(Participants):	<input checked="" type="checkbox"/> Pamela Petschke, Granville
	<input checked="" type="checkbox"/> Theodore Locke, Tolland (joined at 547 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"/> Maria Seddon, Southwick
Administration	<input checked="" type="checkbox"/> Jennifer Willard, Superintendent
(Participants):	<input checked="" type="checkbox"/> Stephen Presnal, Director of Finance and Operations
	<input checked="" type="checkbox"/> Amy McLaughlin, Recording Secretary
Student Representatives:	<input type="checkbox"/> Gabrielle Houle and Amelia Coviello
News Media:	<input type="checkbox"/> unknown
Observers (Attendees):	<input checked="" type="checkbox"/> <u>Approximately 8</u>

C. Opening Ceremony

None

D. Secretary's Report

4/7/2020 Meeting Minutes Accepted

Mr. Houle asked Committee members if they had questions or comments. Ms. Petschke asked if the meeting recordings were posted before the minutes. Ms. McLaughlin responded that they were posted as soon as practicable in accordance with the open meeting law requirements for virtual meetings.

With the members Jeff Houle, Pamela Petschke, Theodore Locke, Chelsea Berry, Jonathan Schantz, Jessica Boldyga and Maria Seddon all voting individually and unanimously, the motion passes

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

E. Warrants

Mr. Houle stated that the warrants had been emailed to Committee members for signatures.

F. Correspondence - none

Superintendent Willard reported that notification came from Commissioner Riley and Governor Baker that remote learning would continue for the remainder of the school year. She stated that the Commissioner's office is developing a list of essential standards for students and will be sending that to districts with additional guidance for the remainder of the year. Ms. Willard expressed confidence in the District's ability to receive and implement that guidance.

III. PUBLIC COMMENT – excluding personnel issues

In order that all citizens who wish to be heard before the committee have a chance and to insure the ability of the committee to conduct the district's business in an orderly manner, members of the public viewing online may make comments by sending their comment, along with their name and address, in an email, in advance of, or during, the meeting to superintendent@stgrsd.org. Comments will be read aloud at the meeting during Public Comment. Any comments received after the first comment period will be read in the second Public Comment period.

Improper conduct and remarks will not be allowed. Comments may offer such objective criticisms of the school operations and programs as concern them, but in public session, the committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.

Ms. McLaughlin read the Public Comments received:

Denise Edinger, Southwick, MA - My daughter is a senior at Southwick Regional School. In light of Governor Baker's decision to close our schools until the end of the academic 2019-2020 school year, I would like to see senior activities such as the senior picnic, prom and graduation postponed, and not canceled, until it is safe to have such activities.

I represent a number of parents of seniors who are willing to share their time, talent and support in order to make this happen. I would be willing work with whoever would be in charge of those activities at the school end to make this happen. Thank you.

IV. STUDENT ADVISORY REPORT – None

V. EDUCATIONAL PRESENTATION

Committee Business Reminders - Jeffrey Houle, Chairperson

Mr. Houle first reviewed with the Committee the processes and protocols for modifying a motion during action items. He highlighted that action needs to be taken to modify the motion and then another vote is required to act on the revised motion.

Ms. Berry asked about the process for voting on a motion that has already been passed. Mr. Houle stated that an action can be revoked, if it hadn't been implemented and there would be a vote to rescind the previous vote and then a new vote.

Mr. Houle then reviewed with the Committee the School Committee agenda items: New Business and Old business. He stated that those sections are intended to be for discussion of topics that the Committee takes action on. If a member has an item for New Business or Old Business, they should email a request to the Chair to have it added to the agenda.

If a member has a question about a topic that the committee will not take action on, then the committee member should follow the normal chain of command. If not a topic for the committee to take action on, therefore bring up. If not, then need to follow the chain of command. If there is a topic that a member would like more information on, but is not an action item, they should email the chair and the topic may be addressed under another section of the agenda, such as Educational Presentation or one of the reports. Mr. Houle encouraged members to keep in mind the business purpose of the meetings and the focus on the operations of the District.

VI. POLICIES

1st reading JLCEC Automated External Defibrillator Policy

Mr. Houle asked if there were any questions about the policy.

Ms. Petschke asked some clarifying questions about the AED Program Coordinator as well as training. Ms. Berry and Ms. Willard responded and Ms. Sullivan was unmuted and gave information about the AED program, staff member training on the location of the AEDs and additional training provided for staff members. Ms. Sullivan highlighted that the AED devices are self-directed so that any person can administer them in an emergency.

2nd reading JKAA Physical Restraint

Mr. Houle asked if there were any questions about the policy.

There were no questions

VII. ACTION ITEMS

A. Approve Lead Teacher Job Description

Move to approve the Lead Teacher Job Description.

Mr. Houle asked Committee members if they had questions or comments.

There were no questions or comments.

With the members Jeff Houle, Pamela Petschke, Theodore Locke, Chelsea Berry, Jonathan Schantz, Jessica Boldyga and Maria Seddon all voting individually and unanimously, the motion passes

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

B. Approve School Choice Seats for 20/21 School Year

Move to approve the following school choice seats for the 2020/2021 academic year:

School Choice Seats to be available 2020/2021

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

Mr. Houle asked Committee members if they had questions or comments.

There were no questions or comments.

With the members Jeff Houle, Pamela Petschke, Theodore Locke, Chelsea Berry, Jonathan Schantz, Jessica Boldyga and Maria Seddon all voting individually and unanimously, the motion passes

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

- C. Rescind 3/24/2020 STGRSD FY2021 Budget Approval Vote
Move to rescind the motion for the Southwick-Tolland-Granville Regional School District FY2021 Budget in the amount of \$26,298,086 that passed at the meeting on March 24, 2020.

Mr. Houle asked Committee members if they had questions or comments.
 There were no questions or comments.

With the members Jeff Houle, Pamela Petschke, Theodore Locke, Chelsea Berry, Jonathan Schantz, Jessica Boldyga and Maria Seddon all voting individually and unanimously, the motion passes
 Motion by Petschke, seconded by Berry 7/0/0

- D. Accept Revised FY21 Budget
Move to approve the Southwick-Tolland-Granville Regional School District FY2021 Budget in the amount of \$26,207,612.00.

Mr. Houle asked Committee members if they had questions or comments.
 There were no questions or comments.

With the members Jeff Houle, Pamela Petschke, Theodore Locke, Chelsea Berry, Jonathan Schantz, Jessica Boldyga and Maria Seddon all voting individually and unanimously, the motion passes
 Motion by Petschke, seconded by Berry 7/0/0

- E. Rescind 3/24/2020 STGRSD FY2021 Assessment Ratios Vote
Move to rescind the motion that passed at the meeting on March 24, 2020, for the FY2021 Southwick-Tolland-Granville Regional School District assessment ratios to the members towns, as follows:

- C. Move to approve the FY2021 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	84.43	\$631,535.00
	Tolland	3.36 3.29	\$24,609.00
	Granville	12.61 12.28	\$91,854.00
Capital Assessment	Southwick	83.11	\$1,654,798.00
	Tolland	3.69	\$73,471.00
	Granville	13.20	\$262,824.00
Minimum Contribution	Southwick		\$9,367,553.00
	Tolland		\$422,883.00
	Granville		\$1,529,253.00
Discretionary Charges	Southwick	84.43	\$165,039.00
	Tolland	3.29	\$6,431.00
	Granville	12.28	\$24,004.00
Non-Discretionary (District Services to Town)	Southwick		\$12,000.00
	Tolland		---
	Granville		---
TOTAL ASSESSMENT	Southwick		\$11,830,925.00
	Tolland		\$527,395.00
	Granville		\$1,907,936.00

Mr. Houle entertained a motion to waive the reading of the vote in it's entirety.

With the members Jeff Houle, Pamela Petschke, Theodore Locke, Chelsea Berry, Jonathan Schantz, Jessica Boldyga and Maria Seddon all voting individually and unanimously, the motion passes
 Motion by Petschke, seconded by Berry 7/0/0

Vote on the motion on the floor to rescind the 3/24/2020 vote:

With the members Jeff Houle, Pamela Petschke, Theodore Locke, Chelsea Berry, Jonathan Schantz, Jessica Boldyga and Maria Seddon all voting individually and unanimously, the motion passes

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

F. Accept revised STGRSD FY2021 Assessment Ratios

Move to approve the FY2021 Southwick-Tolland-Granville Regional School District assessments to the member towns, as follows:

	<u>Town</u>	<u>Appor.%</u>	<u>Assessment</u>
Operating Assessment (Transportation)	Southwick	84.43	\$631,537.00
	Tolland	3.29	\$24,609.00
	Granville	12.28	\$91,854.00
Capital Assessment	Southwick	83.11	\$1,654,798.00
	Tolland	3.69	\$73,471.00
	Granville	13.20	\$262,824.00
Minimum Contribution	Southwick		\$9,367,553.00
	Tolland		\$422,883.00
	Granville		\$1,529,253.00
Discretionary Charges	Southwick	84.43	---
	Tolland	3.29	---
	Granville	12.28	---
Non-Discretionary (District Services to Town)	Southwick		\$12,000.00
	Tolland		---
	Granville		---
TOTAL ASSESSMENT	Southwick		\$11,665,888.00
	Tolland		\$520,963.00
	Granville		\$1,883,931.00

Mr. Houle asked Committee members if they had questions or comments.

There were no questions or comments.

With the members Jeff Houle, Pamela Petschke, Theodore Locke, Chelsea Berry, Jonathan Schantz, Jessica Boldyga and Maria Seddon all voting individually and unanimously, the motion passes

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

- G. Rescind 3/24/2020 FY2021 authorization to incur debt for the purchase of items specified in the STGRSD FY2021 Capital Improvement Plan Vote

Move to rescind the motion that passed at the meeting on March 24, 2020, to approve the authorization to incur debt by the issuance and sales of bonds or notes up to the amount of \$375,000.00 for the purchase of all items specified in the STGRSD FY 2021 Capital Improvement Plan, as follows:

Technology	\$75,000.00
<ul style="list-style-type: none">• Network infrastructure equipment, including but not limited to storage server(s) and optical network terminals	
Building Improvements	\$75,000.00
<ul style="list-style-type: none">• Replace domestic water heaters at Powder Mill School gym area - \$20,000.00• Install supplemental heating in main entry vestibule at Southwick Regional School - \$30,000.00• Gymnasium renovations at Southwick Regional School to include gym floor and audio control system - \$25,000	
Building Furniture, Fixtures, and Equipment	\$15,000.00
<ul style="list-style-type: none">• Walk-off matting systems for all schools	
Grounds Equipment	\$20,000.00
<ul style="list-style-type: none">• Field maintenance equipment package	
Grounds Improvements	\$190,000.00
<ul style="list-style-type: none">• Replace front sidewalk at Woodland School main entry - \$40,000• Install new paving at Powder Mill Road parking lot - \$150,000	

Mr. Houle entertained a motion to waive the reading of the vote in it's entirety.

With the members Jeff Houle, Pamela Petschke, Theodore Locke, Chelsea Berry, Jonathan Schantz, Jessica Boldyga and Maria Seddon all voting individually and unanimously, the motion passes

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

Vote on the motion on the floor to rescind the capital plan voted on 3/24/2020 for the FY21 authorization to incur debt :

With the members Jeff Houle, Pamela Petschke, Theodore Locke, Chelsea Berry, Jonathan Schantz, Jessica Boldyga and Maria Seddon all voting individually and unanimously, the motion passes

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

- H. Accept revised authorization to incur debt for the purchase of items specified in the FY2021 Capital Improvement Plan
Move to approve the authorization to incur debt by the issuance and sales of bonds or notes up to the amount of \$135,000.00 by the purchase of all items specified in the STGRSD FY 2021 Capital Improvement Plan, as follows:

Technology	\$75,000.00
Network infrastructure equipment, including but not limited to storage server(s) and optical network terminals	
Building Improvements	\$20,000.00
Replace domestic water heaters at Powder Mill School gym area	
Grounds Improvements	\$40,000.00
Replace main entry concrete at Woodland School	
Total Proposed Improvements and Acquisitions	\$135,000.00

Mr. Houle asked Committee members if they had questions or comments.
There were no questions or comments.

With the members Jeff Houle, Pamela Petschke, Theodore Locke, Chelsea Berry, Jonathan Schantz, Jessica Boldyga and Maria Seddon all voting individually and unanimously, the motion passes
Motion by Petschke, seconded by Schantz 7/0/0

VIII. REPORTS

A. Superintendent

Superintendent Willard reported that she spoke with Principal Turmel about plans for the school closure and he would be meeting with the student leadership team for the senior class to discuss next steps and ways to make the remainder of the year special for seniors. They would be working together to review alternatives for Graduation.

Ms. Willard recognized and thanked teachers, parents, students and entire community for coming together to support the district community during the closure. She encouraged anyone with concerns to please email superintendent@stgrsd.org email address to reach out for additional support as needed.

Ms. Berry asked if food supports are still in place for the community. Ms. Willard responded that the distribution of meals was continuing through April break and would continue for the remainder of the school year. She also stated that the District would be reviewing food support needs for the summer time period.

Mr. Schantz asked about a timeline for making decisions on graduation and senior activities. Ms. Willard reported that it is still early in the process and the first steps are for Mr. Turmel to get student feedback.

B. Director of Finance and Operations

No report

Ms. Boldyga recognized and thanked Mr. Presnal for all of the work he put into the budget and the recent revisions to the budget and capital plan. Mr. Presnal thanked the finance subcommittee for their support in throughout that process.

IX. SUB COMMITTEES AND LIAISONS

Subcommittee Assignments

Negotiations: Locke, Berry, Schantz – no report

Finance: Boldyga, Locke, Houle – Mr. Boldyga reported that the subcommittee had met regarding the revised budget and capital plan that had been voted earlier in the meeting.

L.P.V.E.C. Bd. Governors: Petschke – Ms. Petschke reported that first virtual meeting is scheduled for April 29, 2020

L.P.V.E.C. Bd. Directors: Houle – no report – Mr. Houle reported that LPVEC is working on scheduling a virtual business meetings.

Policy: Schantz, Berry, Seddon – Ms. McLaughlin reported the subcommittee met and reviewed the policies for :

Physical Restraint, AED, Graduation Requirements and Public Comments.

Buildings and Grounds: Houle – no report – Mr. Shantz asked if there is a mitigation plan during the closure. Mr. Houle and Mr. Presnal reported that the buildings have been placed in reduced energy consumption state and the custodial staff on duty is performing daily walk throughs to monitor the buildings. Ms. Boldyga asked if a plan had been put in place for students and staff to gather their belongings left in the buildings. Ms. Willard reported that Commissioner Riley stated that that information will be coming shortly.

Transportation: Locke, Boldyga - no report

Liaison Assignments

(ILT): Petschke, Boldyga, Berry– no report

Wellness Liaison: Locke – no report

SPED Liaison: Petschke – no report

Technology: Petschke, Schantz – no report

Southwick Capital Committee: Berry – no report

Southwick 250th : Berry – no report

Legislative Liaison: Rotating attendance at MASC – no report

X. PUBLIC COMMENT – excluding personnel issues

In order that all citizens who wish to be heard before the committee have a chance and to insure the ability of the committee to conduct the district's business in an orderly manner, members of the public viewing online may make comments by sending their comment, along with their name and address, in an email, in advance of, or during, the meeting to superintendent@stgrsd.org. Comments will be read aloud at the meeting during Public Comment. Any comments received after the first comment period will be read in the second Public Comment period.

Improper conduct and remarks will not be allowed. Comments may offer such objective criticisms of the school operations and programs as concern them, but in public session, the committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.

Ms. McLaughlin read the Public Comments received:

Griffin Parrow, Southwick, MA: I really hope you are actively working to ensure that students with learning disabilities and varying educational needs are being supported throughout this school closure. If not, please start working to make sure all student's needs are recognized and supported.

XI. COMMITTEE DISCUSSION

A. Old Business

Superintendent Evaluation

Mr. Houle reminded the Committee that the survey had been emailed to everyone and to please complete it.

B. New Business

Ms. Boldyga asked for confirmation of the next School Committee meeting time and date. It was confirmed for May 5, 2020. Committee members available to begin at 5:00 p.m.

XII. ADJOURNMENT

At 6:34 p.m. a motion was made to adjourn the meeting.

With the members Jeff Houle, Pamela Petschke, Theodore Locke, Chelsea Berry, Jonathan Schantz, Maria Seddon and Jessica Boldyga all voting individually and unanimously, the motion passes

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

Meeting adjourned at 6:34 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Chelsea Berry', written over a horizontal line.

Chelsea Berry, Secretary

XIII. STAFFING

Appointments

Resignations

Retirements

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

- Agenda for the April 21, 2020
- Minutes for April 7, 2020 meeting
- Action Items & Business Presentation
- JLCEC Automated External Defibrillator Policy
- JKAA Physical Restraint
- Lead Teacher Job Description