



**Southwick-Tolland-Granville Regional School District School Committee
Regular Meeting**

DATE: Tuesday, December 19, 2023

TIME: 5:30 P.M. Executive Session

6:00 P.M. Regular Session

NOTE LOCATION: In-Person at Superintendent’s Conference Room

86 Powder Mill Road, Southwick, MA 01077

***NOTE TIME AND LOCATION**

Community members who do not wish to attend in-person are also able to watch the meeting on LiveStream via ZOOM Webinar. However, public comment will not be allowed via Zoom. In the event of disruption of the LiveStream, the in-person meeting shall continue to proceed.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83729887370?pwd=RzJnMWpkLzBtRzZUY0ZlaXhnQ1hUZz09>

Passcode: 32WJhA

Or One tap mobile :

+16469313860,,83729887370#,,,,*972753# +19292056099,,83729887370#,,,,*972753#

Or Telephone: Dial (for higher quality, dial a number based on your current location):

+1 646 931 3860 +1 929 205 6099 +1 301 715 8592 +1 305 224 1968 +1 309 205 3325 +1 312 626 6799

+1 360 209 5623 +1 386 347 5053 +1 507 473 4847 +1 564 217 2000 +1 669 444 9171 +1 669 900 6833

+1 689 278 1000 +1 719 359 4580 +1 253 205 0468 +1 253 215 8782 +1 346 248 7799

Webinar ID: 837 2988 7370 Passcode: 972753

International numbers available: <https://us02web.zoom.us/j/keDeCsjYP>

AGENDA

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 (5:30 p.m.)

Move to go into Executive Session pursuant to:

M.G.L. c. 30A, s. 21(a)(3) 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

M.G.L. c. 30A, s. 21(a)(2) 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.

II. ROUTINE (6:00 p.m.) – BEGIN PUBLIC SESSION & Zoom Webinar

A. Attendance

B. Opening Ceremony

C. Consent Agenda – Minutes of 12/04/23; SRS Fundraisers (Class of 2024 Snack Shack; Class of 2026 Gr. 7/8 Dance)

D. Warrants

E. Correspondence

III. PUBLIC COMMENT – excluding personnel issues

Anyone wishing to make a public comment must appear in-person at the meeting.

In-person speakers will be allowed three (3) minutes to present their material and must begin by stating their name and address. The total time limit for public comment is fifteen (15) minutes. The presiding chairperson may permit extension of this time limit, in extenuating circumstances.

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.

IV. STUDENT ADVISORY REPORT

V. EDUCATIONAL PRESENTATION

- SRS Yondr Pouches Update – Serena Shorter

VI. POLICIES

- None

VII. ACTION ITEMS

- A. Approve Consent Agenda

VIII. REPORTS

- A. Superintendent
- B. Director of Finance and Operations

IX. SUBCOMMITTEES AND LIAISONS

Negotiations: Locke, Melloni, Fox

Finance: Locke, Stevenson, Fox

L.P.V.E.C. Bd. Collaborative: Emmelmann

L.P.V.E.C. Bd. Corporation: Stevenson

Policy: Petschke, Stevenson, Korobkov

Buildings and Grounds Liaison: Locke, Emmelmann, Stevenson

Instructional Leadership Team (ILT) Liaison: Petschke, Korobkov, Melloni

Wellness Liaison: Locke, Melloni, TBD

SPED Liaison: Petschke, Korobkov, Emmelmann

Technology Liaison: Petschke, Melloni, TBD

Southwick Capital Committee Liaison: Fox

Southwick Master Plan Liaison: N/A

Athletics Liaison: Stevenson

Legislative Liaison: Rotating attendance at MASC

X. PUBLIC COMMENT – excluding personnel issues

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XI. COMMITTEE DISCUSSION

- A. Old Business
- B. New Business

XII. ADJOURNMENT



Southwick-Tolland-Granville Regional School District School Committee

Regular Meeting

DATE: Monday, December 4, 2023

TIME: 6:00 P.M.

NOTE LOCATION: In-Person at Superintendent’s Conference Room

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 (6:00 p.m.) – BEGIN PUBLIC SESSION & ZOOM WEBINAR

A. Attendance

The meeting was called to order by Mr. Stevenson at 6:05 p.m.

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

- | | | |
|--------------------------|-------------------------------------|---|
| School Committee | <input checked="" type="checkbox"/> | Robert Stevenson, Southwick, Chairman |
| (Participants): | <input checked="" type="checkbox"/> | Pamela Petschke, Granville, Vice Chairperson |
| | <input type="checkbox"/> | Ryan Korobkov, Southwick, Secretary |
| | <input checked="" type="checkbox"/> | Theodore Locke, Tolland |
| | <input checked="" type="checkbox"/> | Russell Fox, Southwick |
| | <input checked="" type="checkbox"/> | Erika Emmelmann, Southwick |
| | <input checked="" type="checkbox"/> | Desiree Melloni, Southwick |
| Administration | <input checked="" type="checkbox"/> | Jennifer Willard, Superintendent |
| (Participants): | <input checked="" type="checkbox"/> | Joseph Turmel, Director of Finance and Operations |
| | <input type="checkbox"/> | |
| | <input checked="" type="checkbox"/> | Erin Mountain, Recording Secretary |
| Student Representatives: | <input checked="" type="checkbox"/> | Lucas Caron, Magnolia Dickinson |
| News Media: | <input type="checkbox"/> | None |
| Observers/ Attendees: | <input type="checkbox"/> | Approx. 5 |

B. Opening Ceremony

Pledge of Allegiance

C. Consent Agenda – Minutes of 11/14/23; Woodland/Powder Mill Paws PTO Fundraisers (Chocolate & Candy Online Store; Dip-licious Dip Fundraiser); Powder Mill Paws PTO Fundraiser (Springfield Thunderbirds Night); SRS Fundraiser (Ice Hockey Snap Raise)

D. Warrants

Circulating

E. Correspondence

None

II. PUBLIC COMMENT – excluding personnel issues

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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.

None.

III. STUDENT ADVISORY REPORT

Mr. Caron reported that Southwick Regional School presented the Fall Drama Club presentation of Puffs last month. In the spring, they will present the musical Fiddler on the Roof (auditions are happening soon). This month there is a Drama Club field trip to NYC for a Broadway show, and there is also a winter concert. Ms. Dickinson reported that the fall sports banquet was held. Students made gifts for different teachers for staff appreciation. Students also raised \$1,700 for Wreaths Across America and they will lay wreaths at the cemetery in Agawam on December 16.

IV. EDUCATIONAL PRESENTATION

- SRS Grants – Joseph Turmel, Director of Finance and Operations
 - o Rotary Interact Club Grant – The Interact Club’s president, Jessica Longhi, explained that this club is focused on community service, and it is tied in with the local Rotary Club. One recent initiative of the Interact Club is to organize and host a Maternity and Childcare Information Night with the purpose of providing expecting parents and parents of young children in the community with reliable information from professionals. Ms. Longhi applied for and was awarded a grant from the local Rotary Club for \$1,000 for this project. Parents will be provided with care bags at the door, comprised of miniature first aid kits and other care items. The grant funds will be used for apparel for the club members, advertising, care bags and possible donations to health organizations presenting booths at the event.
 - o Drama Club MassMutual Foundation/Matching Grant – Mr. Turmel explained that Cindy Bellmore, with MassMutual, notified Ms. Shorter that through the MassMutual Foundations, MassMutual will donate to eligible nonprofit organizations that their employees volunteer for including public schools. Ms. Bellmore volunteers for the Drama Club, running its parents guild, coordinating communications to parents, organizing the donated meals for the students during production week, and managing front-of-house activities during the shows. She indicates that the donation from the MassMutual Foundation on her behalf to be \$450. In addition, MassMutual will match her personal contribution of \$300 for a total of \$600. Her expectation is that these funds combined, in the amount of \$1,050, will be used by the Drama Club to help cover production costs of the upcoming musical, such as the purchasing/renting of sound systems, costumes, and sets.

V. POLICIES

None

VI. ACTION ITEMS

- A. Approve Consent Agenda
Move to approve Consent Agenda items as listed above.
There were no questions or comments.
Motion by Petschke, seconded by Emmelmann 6/0/0
- B. Approve Woodland School Site Strategic Plan for 2023/2024
Move to approve Woodland School Site Strategic Plan for the 2023/2024 school year.
There were no questions or comments.
Motion by Petschke, seconded by Emmelmann 6/0/0
- C. Accept SRS Rotary Interact Club Grant and Approve Expenditures
Move to approve SRS Rotary Interact Club grant and expenditures as outlined.
There were no questions or comments.
Motion by Petschke, seconded by Emmelmann 6/0/0

- D. Accept SRS Drama Club MassMutual Foundation/Matching Grant and Approve Expenditures
Move to approve SRS Drama Club MassMutual Foundation /Matching Grant and expenditures as outlined.
There were no questions or comments.
Motion by Petschke, seconded by Emmelmann 6/0/0

- E. Approve FY23 Town Report Submission
Move to approve Fiscal Year 2023 (2022/2023 school year) Town Report Submission.
There were no questions or comments.
Motion by Petschke, seconded by Emmelmann 6/0/0

VII. REPORTS

A. Superintendent

Superintendent Willard reminded everyone that the three-town Budget Roundtable with the Select Boards and Finance Committees is happening on Wednesday, December 6, 2023 at 5:30 p.m., in the Powder Mill School Library. This information is on our website, and she urges people to tune in or watch the recording to see the factual information. She strives to be transparent and convey the information as early as possible. She explained that in January we will get the cherry sheets from the State, and in February we will start building the budget. The student needs are significant and will be a strain on the budget.

B. Director of Finance and Operations

Mr. Turmel reported that the FY23 end-of-year report has been submitted, and it was a monumental task; much of the credit goes to Interim District Accountant Jessica Coty. The Excess and Deficiency (E & D) funds will be certified this week.

VIII. SUBCOMMITTEES AND LIAISONS

Negotiations: Locke, Melloni, TBD – Mr. Stevenson might join if no one else indicates interest.

Finance: Locke, Stevenson, Fox – The next meeting will be moved from December 21 to December 14, 2023.

L.P.V.E.C. Bd. Collaborative: Emmelmann – Met a few weeks ago. They are trying to figure out steps for shop teachers (they will have to get PDPs to move up a step). No movement on the new buses or Agawam garage. There is a lack of drivers.

L.P.V.E.C. Bd. Corporation: Stevenson – Mr. Stevenson was not at the recent meeting.

Policy: Petschke, Stevenson, Korobkov – Meeting is in two weeks; finishing section H.

Buildings and Grounds Liaison: Locke, Emmelmann, Stevenson – Met with Mr. Amato; he will put together a proposal.

Instructional Leadership Team (ILT) Liaison: Petschke, Korobkov, Melloni – Meeting tomorrow.

Wellness Liaison: Locke, Korobkov, Melloni – No report.

SPED Liaison: Petschke, Korobkov, Emmelmann – No report.

Technology Liaison: Petschke, Melloni – No report.

Southwick Capital Committee Liaison: Fox – No report.

Southwick Master Plan Liaison: TBD – N/A.

Athletics Liaison: Stevenson – Due for a meeting. Working on gifts for coaches and senior gifts. The Athletics Department is reaching out to parents about driving students to games, given the bus driver shortage; parents will be pre-screened.

Legislative Liaison: Rotating attendance at MASC – Ms. Petschke asked what the School Committee roles are within the towns; she said Mr. Locke does a good job communicating with the Tolland Select Board. She also suggested that administration reach out to individual towns and ask if there are questions – between the budget meeting and the final vote. Mr. Stevenson agrees.

IX. PUBLIC COMMENT – excluding personnel issues

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None.

X. COMMITTEE DISCUSSION

A. Old Business

None.

B. New Business

Mr. Stevenson is looking at potentially adding another School Resource Officer. He has had preliminary conversations with the Chief of Police. He also has had meetings with some officials in town this week. Chief is working on a letter to the towns and thinks that the District would warrant having another SRO – the additional one would be split between Powder Mill and Woodland schools. The Town of Southwick pays for our SRO. He indicated that the School Committee will determine if this is going to be added into the budget, and said he will have follow-up conversations with the towns.

XI. ADJOURNMENT

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

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

Respectfully Submitted,

Ryan Korobkov, Secretary

XII. STAFFING

Appointments

Bricault, Samantha	Paraprofessional	Woodland	12/15/2023
Howard, Sean	Hall Monitor	SRS	12/1/2023

Resignations

Clark, Aaron	Teacher	SRS	12/8/2023
Ritter, Jennifer	PT Food Service	SRS	12/6/2023

Retirements

XIII. LIST OF DOCUMENTS VIEWED OR DISCUSSED DURING THIS MEETING

- Agenda for the December 4, 2023 Meeting
- Minutes of the November 14, 2023 Meeting
- Woodland/Powder Mill Paws PTO Fundraisers; Powder Mill Paws PTO Fundraiser; SRS Ice Hockey Fundraiser
- Letter from Rotary Interact President to Superintendent Willard and School Committee (Donation)
- FY23 Town Report Submission for STGRSD



Southwick-Tolland-Granville Regional School District

Fundraiser Application and Approval Form

No fundraising of any kind may be held without the specific consent of the building principal, Superintendent and the School Committee. Fundraising activities may not begin until approval is obtained.

Application must be approved two (2) weeks in advance of activity or must be rescheduled.

Name of Organization: Class of 2024 Name of Advisor(s): Mary Downie/Cuinne ^{Chaffer}
 Date of Application: Dec. 11, 2023 Date of Fundraising Activity: See below
 Fundraising Activity: Snack Shack @ home winter sports games/meets
 Location of Fundraiser: SRS
 Purpose / Beneficiary of Fundraiser: Class of 2024

Mary Downie
 Applicant Printed Name

Mary K Downie
 Applicant Signature

Principal's Signature
[Signature]
 Date 12/11/2023

Athletic Director's Signature (if sports related)
 Date _____

[Signature]
 Superintendent's Signature

School Committee:
 Date Approved _____

When the fundraiser is <u>completed</u>, please submit the following information to the <u>building principal</u>:	
Gross Profit:	\$ _____
Less Expenses:	\$ _____
Net Profit:	\$ _____
Account Deposited to:	_____
	Date Deposited: _____
_____ Signature of Applicant	_____ Signature of Building Principal

Dates: 12/22, 1/3, 1/8, 1/15, 1/31, 2/9



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Application must be approved two (2) weeks in advance of activity or must be rescheduled.

Name of Organization: Class of 2026 Name of Advisor(s): A. Pomeroy / A. Hitchcock

Date of Application: 11/29/23 Date of Fundraising Activity: 01/19/23

Fundraising Activity: 7/8 Dance

Location of Fundraiser: Cafeteria

Purpose / Beneficiary of Fundraiser: Raising Money for Class of 26

Gabriella Andrade
Applicant Printed Name

Gabriella Andrade
Applicant Signature

[Signature]
Principal's Signature

Date 11/29/2023

Athletic Director's Signature (if sports related)

Date _____

School Committee:

Date Approved _____

[Signature]
Superintendent's Signature

When the fundraiser is completed, please submit the following information to the building principal:

Gross Profit: \$ _____

Less Expenses: \$ _____

Net Profit: \$ _____

Account Deposited to: _____

Date Deposited: _____

Signature of Applicant

Signature of Building Principal