

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

School Committee Meeting

MINUTES –August 9, 2016

SCHOOL COMMITTEE WORKSHOP

10:00 a.m.

**\*PLEASE NOTE: This meeting was held at the Tunxis Club in Tolland**

SECTION I – Routine:

- A. 1. Attendance:
  - Jeffrey Houle, Vice Chair
  - George LeBlanc
  - Theodore Locke, Secretary (Tolland Rep.)
  - Jean McGivney-Burelle
  - Pamela Petschke (Granville Rep.)
  - Maria Seddon
  - Kelly Clendenin
- 2. Administration:
  - Jennifer Willard, Superintendent
  - Stephen Presnal, School Business Manager
  - Amy McLaughlin, Recording Secretary
- 3. Student School Committee:
  - Margaret Drohen
  - Carlos Pereira
- 4. News Media:
  - Westfield Evening News
  - Southwick/Suffield – Greg Scibelli

Atty. Russell Dupere, Jenny Sullivan and Kathy Lynch were also in attendance.

**OPENING CEREMONY**

Observers: \_\_\_\_\_

SECTION II:

- A. Secretary’s Report:
- B. Bills: Circulated
- C. Correspondence:

SECTION III: PUBLIC COMMENT -

SECTION IV: STUDENT ADVISORY REPORT

**SECTION V: EDUCATIONAL PRESENTATION – School Committee Workshop**

- Goal Development – Superintendent Willard reported that as a new Superintendent she is required to have the four following goals: Effective Entry and Direction Setting, Maintaining Momentum During the Transition, Professional Practice and Fair, Effective Classroom Teacher Evaluation. She will also be developing two additional goals.

Ms. Petschke requested that at least one goal be related to communication of the results of the feasibility studies that are currently being conducted.

- Open Meeting Law – Mr. Houle reminded members that per the Open Meeting Law, School Committee members should not “Reply All” to emails. The role of the School Committee is to receive issues, not engage in conversations. The committee should direct community members to the appropriate school official to resolve issues.

Mr. Houle commented that an American Flag is needed in the School Committee Meeting room and each meeting should begin with the Pledge of Allegiance.

Superintendent Willard commented that once per month the School Committee meeting will begin with a presentation from district students or staff.

- Conflict of Interest Law – The School Committee members were reminded that they need to complete Conflict of Interest Training.
- School Committee Roles & Responsibilities – Atty. Russell Dupere – Atty. Dupere reviewed roles and responsibilities for school committee members.

The School Committee is responsible for:

Hiring the Superintendent, Business Manager, Special Education Director, Supervisors of Attendance, Legal Counsel, Deputy, Associate and Assistant Superintendents and school nurses.

Evaluation of the Superintendent:

1. Joint meeting to discuss goals takes place between School Committee and Superintendent.
2. Evidence of the goals is presented by Superintendent in a portfolio at the end of the year.
3. After portfolio presentation the School Committee received evaluations.
4. Administrative Assistant complies evaluation results.
5. Evaluation results reviewed at year end School Committee Meeting.
6. Results are reported to the State on EPIMS

Discipline – The School Committee can only discipline the people they are responsible for hiring. All other discipline decisions are at the discretion of the Superintendent.

Terms and Conditions of Employment – The School Committee’s negotiating subcommittee is involved in collective bargaining with union personnel. The School Committee sets compensation amounts for non-union personnel through budget process.

Policy – The School Committee sets the policies for the District.

Student Handbooks – The School Committee approves all student handbooks in the spring. Committee members suggested that all handbooks be posted to the District website.

Goals – The District and Superintendent’s goals should align.

Budget – The School Committee is responsible for reviewing and approving the Budget.

Complaints – When School Committee members should refer all complaints to the appropriate administrator. Press Inquiries – School Committee members who are questioned by the press should acknowledge issues and recommend that they contact the Superintendent or Chairperson for a statement.

Agenda – The chairperson sets the agenda and Superintendent contributes.

Conflict of Interest – School Committee members should contact the State Ethics Commission to resolve conflict of interest issues. Committee members should recuse themselves from discussion and voting on issues which may represent a conflict.

**SECTION VI: POLICIES –**

**SECTION VII: ACTION ITEMS**

Motion    2<sup>nd</sup>    For    Opp.    Abs.    \* Reminder

1.

- Subject to Conflict of Interest Law

**SECTION VIII: REPORTS**

**A. SUPERINTENDENT:**

**B. SCHOOL BUSINESS MANAGER:**

1. Mr. Presnal reported that the Moto X was a success, with no issues. He thanked Mr. Sousa, Mr. Gall and their team for all their hard work.

**SUB COMMITTEES:**

- |                              |  |
|------------------------------|--|
| 1. Negotiations              | J. Houle, T. Locke, G. LeBlanc               |
| 2. Finance                   | TBD, T. Locke, G. LeBlanc                    |
| 3. L.P.V.E.C. Bd. Gov.       | G. LeBlanc                                   |
| 4. L.P.V.E.C. Bd. Dir.       | J. Houle                                     |
| 5. Policy                    | G. LeBlanc, J. McGivney-Burelle, P. Petschke |
| 6. School Building Committee | T. Locke, J. Houle                           |
| 7. Technology                | J. McGivney-Burelle, T. Locke, G. LeBlanc    |

**LIAISONS:**

- |                                |   |
|--------------------------------|---|
| a. Curriculum & Instruction    | J. McGivney-Burelle, P. Petschke, M. Seddon |
| b. Legislative Liaison         | TBD   |
| c. SPED Liaison                | J. Houle                                    |
| d. Southwick Capital Committee | TBD   |

**SECTION IX: PUBLIC COMMENT**

**SECTION X: COMMITTEE DISCUSSION**

**A. Old Business**

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**B. New Business**

- School Committee Meeting Dates – The School Committee members reviewed the current meeting schedule. Ms. Petschke asked if the meeting time could change to accommodate a schedule change that she has this fall. Ms. Seddon and Ms. McGivney-Burelle both said that a later meeting time would work better for them. Beginning with the Sept 6, 2016 meeting the meeting times have been changed to 6:00 p.m. The Committee will review the meeting times again in December.
- Date(s) for Tour of Buildings – Building Tours for School Committee members have been scheduled for the afternoon of August 25, 2016. Mr. Morgan and building principals will be notified.
- School Committee members are invited to participate in the Staff Opening Day Ceremonies on August 29, 2016. Leaders from each of the communities will be invited to participate.
- Superintendent Willard will attend Select board meetings in each of the three Towns to meet the board members.
- Superintendent Willard will host community meet and greets on Friday August 19, 2016.
- A Facebook page will be created for the District as an additional method of communication. This page will not receive comments.
- Email Addresses – School Committee members will be set up with @stgrsd.org email address and these will appear on the District Website
- Agendas – Meeting agendas will be emailed to all School Committee members with the exception of Mr. Locke.
- Warrants – Electronic sign-off for warrants will be investigated as an option to speed up the warrant process.
- The Superintendent will begin sending weekly update letters to the School Committee members beginning in September.
- The consultants conducting the School and Transportation Feasibility studies will be scheduled to report at September School Committee meeting.
- Any changes to the Southwick Regional School Schedule need to be identified by January before the next year’s scheduling begins.
- The Superintendent, together with Building Administrators will work to align the District Improvement Plan with School Improvement Plans and create Proficient Practices that are observable.

**SECTION XI: EXECUTIVE SESSION**

**TIME:**

- 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.

MOTION: \_\_\_\_\_ ; SECOND: \_\_\_\_\_ ;

VOTE: J.H. ; G.L. ; T.L. ; J.M-B. ; P.P. ; M.S. ; K.C.

Return to Open Session – Time: \_\_\_\_\_ p.m.

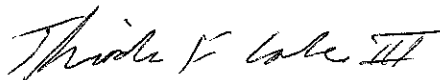
MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_

VOTE: J.H. ; G.L. ; T.L. ; J.M-B ; P.P. ; M.S. ; K.C.

Meeting adjourned: \_\_\_\_\_ p.m.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: FOR: \_\_\_\_\_ OPPOSED: \_\_\_\_\_

Respectfully submitted,

  
Theodore Locke, Secretary

**A. Dates to Remember:**

- August 25 School Committee Meeting – 5:00 p.m.
- 29 Staff Opening Day
- 30 Staff Professional Development
- 31 Staff Professional Development
- September 1 First Day of School – Grades 1-12 & PK Orientation
- 2 First Day PK & K Orientation
- 5 Labor Day – NO SCHOOL
- 6 First Day Kindergarten  
School Committee Meeting – 6:00 p.m.
- 13 Open House PM 3&4
- 14 Open House SRS 7-12
- 15 Open House PM 5&6
- 21 Open House WS &GVS
- 22 Half Day – Staff Collaboration

Early Release:

- 11:00 SRS
- 11:30 PMS
- 11:30 GVS
- 12:00 WS

**Personnel:**

**Appointments**

- 1.
- 2.
- 3.

**Resignations:**

- 1.

**Retirements:**

- 1.

**Reassignments:**

- 1.