

School Committee Meeting

MINUTES – September 20, 2016

SCHOOL COMMITTEE MEETING

6:00 p.m.

EXECUTIVE SESSION TO FOLLOW

SECTION I – ROUTINE

- A. 1. Attendance:
  - Jeffrey Houle, Chairperson X
  - George LeBlanc, Vice Chairperson X
  - Theodore Locke, Secretary (Tolland Rep.) X
  - Jean McGivney-Burelle X
  - Pamela Petschke (Granville Rep.) X Arrived at 6:01
  - Maria Seddon X
  - Kelly Clendenin X
- 2. Administration:
  - Jennifer Willard, Superintendent X
  - Stephen Presnal, School Business Manager X
  - Amy McLaughlin, Recording Secretary X
- 3. Student School Committee:
  - Margaret Drohen X
  - Carlos Pereira
- 4. News Media:
  - Westfield Evening News X
  - Southwick/Suffield – Greg Scibelli X

**OPENING CEREMONY**

Observers: 15  
Pledge of Allegiance

SECTION II

- A. Secretary’s Report: 9/6/2016 Accepted as written
- B. Bills: Circulated
- C. Correspondence:
  - Hampden County Youth Advisory Board - Superintendent Willard reported that Mr. Turmel has selected two Southwick Regional School students to participate in this worthwhile opportunity

SECTION III: PUBLIC COMMENT

Danielle Sullivan of Granville stated that she has recently been informed that Granville Village School students will no longer have after school band practice. Superintendent Willard said that she’d look into that.

#### **SECTION IV: STUDENT ADVISORY REPORT**

Margaret Drohen reported: Open House took place and there were approximately 50 families for grades 9-12 and more for the 7-8 grade; meetings were held for PSATs, Renaissance Program and other clubs; summer reading was handed in; all classes are closed to drop/add; student pictures have been taken and athletic pictures are upcoming; class of 2017, 2018, 2019, 2020, etc, meetings were held; boys soccer has a game today and girls soccer and track will be tomorrow.

#### **SECTION V: EDUCATIONAL PRESENTATION**

- Transportation Study Update – Rich Labrie  
Mr. Labrie introduced himself to the School Committee and stated that he is retired from LPVEC and now has his own consulting business conducting studies like the one he is conducting for the District., as well as Medicaid studies, for schools and companies all over the U.S.

Mr. Labrie stated that he anticipates the Transportation Study he is conducting for the District to be completed in mid-October. He currently has the financial information and most of the routing information. He is waiting for out of District athletics information which is forthcoming.

Mr. Labrie stated that as part of the study, he will take what the District is doing and solicit quotes from 2-3 other transportation providers and estimate the financial costs. He stated that his evaluation focuses on apples-to-apples comparisons that include transportation for special education, standard transportation, athletics and field trips.

Mr. Labrie stated that part of his research includes investigating the methodology of why some of the routes are constructed the way that they are. This information will come from discussions with District Transportation Supervisory Karen Wzorek.

Mr. Labrie reported that preliminarily, the District capital replacement looks good, as does maintenance, with the exception of 2015. Routing efficiency is a bit low and as part of his study he'd like to figure out why, and if it can be improved. Mr. Labrie stated that the value of the fleet is an asset, calculated at approximately \$740,000.00, that needs to be resolved if the decision is made to move to a private contract. Mr. Labrie also remarked that due to state reimbursements that have been received, the net benefit of the asset is approximately 20%.

Mr. Labrie reported that the cost differences between contracted and self-op depend on state reimbursement.

Mr. Labrie stated that he is leery of predator bidders who bid low to obtain contracts and then increase charges over time. He considers this when putting his study findings together.

Mr. Houle asked what is the length of bid contracts. Mr. Labrie answered that five year contracts are recommended and when evaluating contracts you will find that year one savings tend to be greater than the five years.

Ms. McGivney-Burrelle asked if the report will contain both short and long term savings. Mr. Labrie answered, yes.

Ms. Petschke asked if the study will provide suggestions for optimization of our current self-op? Mr. Labrie answered yes. Ms. Petschke then asked what will be presented to the School Committee? Mr. Labrie answered that the initial draft of the study will be presented to the Superintendent and the team

SOUTHWICK-TOLLAND-GRANVILLE R.S.D. School Committee Meeting

to clarify assumptions and validate findings. Then, the final report will be presented to the School Committee.

Ms. Petschke asked if Mr. Labrie can be contacted by the School Committee. Mr. Labrie answered yes and distributed his contact information. The School Committee thanked Mr. Labrie for his presentation.

• Instructional Leadership Team – Jenny Sullivan

Ms. Sullivan presented the Instructional Leadership Team (ILT) as a re-brand of the Instructional Improvement Committee (IIC). The focus of the Instructional Leadership Team is in line with the original focus of the committee. The re-branding is a way to draw in new teachers and generate enthusiasm. Ms. Sullivan remarked that year one will focus on identifying strengths and weaknesses of the current curriculum and developing a five year to address gaps and align with District goals.

Mr. LeBlanc stated that previously the IIC was reviewing and signing off on changes at the school level. Will the ILT still do this? Ms. Sullivan answered that the ILT will absolutely be reviewing curriculum at the school level. The goal is for all students to receive the same quality of education regardless of who their teacher is.

Ms. Petschke asked if there will be collaboration with department heads and the ILT. Ms. Sullivan answered yes, that is certainly the plan. Ms. Sullivan stated that professional development is already planned for department heads.

Ms. Sullivan stated that minutes of ILT meetings will be taken and available to the School Committee.

Ms. McGivney-Burrelle commented that it is important that there be a balance of competencies of the members of the ILT so that there are strengths in pedagogy and instruction in addition to curriculum. Ms. Sullivan stated that she is working on identifying people who are passionate and capable in the different areas.

**SECTION VI: POLICIES**

Mr. Houle asked if there is a Policy relating to the ILC? Ms. Sullivan remarked that she identified a policy, I.G.D. that referenced a District Curriculum Committee. Mr. LeBlanc asked if the new ILT will require the Policy Sub-Committee to do a name change. The sub-committee will look into it and make a change if necessary.

**SECTION VII: ACTION ITEMS**

	<u>Motion</u>	<u>2<sup>nd</sup></u>	<u>For</u>	<u>Opp.</u>	<u>Abs.</u>	<u>*Reminder</u>
1. Move to approve Agreement Between the STGRSD and the Southwick-Tolland-Granville Education Association, Inc.	GL	TL	7	0	0	
2. Move to appoint Theodore Lock as the Official Voting Delegate to MASC Annual Meeting (Nov. 2-5, 2016)	GL	TL	6	0	1	
3. Move to approve updated Out-Of-State Field Trips for Southwick Regional School	GL	TL	7	0	0	
4. Move to approve updated Fundraisers for Southwick Regional School	GL	TL	7	0	0	
5. Move to approve 2016/2017 Home School Applications	GL	TL	7	0	0	

SOUTHWICK-TOLLAND-GRANVILLE R.S.D. School Committee Meeting

- |                                                                                                   |    |    |   |   |   |
|---------------------------------------------------------------------------------------------------|----|----|---|---|---|
| 6. Move to approve Superintendent Goals                                                           | GL | TL | 7 | 0 | 0 |
| 7. Move to approve Emergency Operation Plan                                                       | GL | TL | 7 | 0 | 0 |
| 8. Move to approve change of Instructional Improvement Committee to Instructional Leadership Team | GL | TL | 7 | 0 | 0 |

\* Subject to Conflict of Interest Law

**SECTION VIII: REPORTS**

**A. SUPERINTENDENT:**

1. Student Recognition – Superintendent Willard reported on the recent graduation of a student who persevered when many would have given up. Ms. Willard commended Noell Somers and her team for their work supporting this student. Ms. Willard remarked that during the ceremony she felt proud of the student as well as the District.
2. Lockdown Training – Superintendent Willard reported that Lockdown Training is scheduled for 9/22/2016 for the whole staff.

**B. SCHOOL BUSINESS MANAGER:**

Update:

Mr. Presnal reported that with the approval of the collective bargaining agreement for the teachers, updates to payroll and retroactive pay will be made as soon as possible.

Ms. Presnal reported that the water sampling at the Woodland, Powder Mill and Southwick Regional Schools is complete. The Granville Village School samples will be taken next week. Once results are available they will be reported to the School Committee.

**C. SUB COMMITTEES:**

1. Negotiations J. Houle, T. Locke, G. LeBlanc  
Upcoming transportation negotiations: 9/29/2016, 10/17/2016, 11/1/2016
2. Finance TBD, T. Locke, G. LeBlanc  
Previous meeting cancelled – schedule for upcoming week
3. L.P.V.E.C. Bd. Gov G. LeBlanc 9/21/2016
4. L.P.V.E.C. Bd. Dir. J. Houle 9/21/2016
5. Policy G. LeBlanc, J. McGivney-Burelle, K. Clendenin Need to schedule
6. School Building Committee T. Locke, J. Houle  
Still waiting for the bill on balance due from SRS
7. Technology J. McGivney-Burelle, T. Locke, G. LeBlanc  
Recent meeting went well. Sub-committee remarked that they were impressed with the work that Ofelia Cruz and John Grimaldi are completing.

**D. LIAISONS:**

1. Curriculum & Instruction P. Petschke, K. Clendenin 10/17/2016
2. Legislative Liaison TBD
3. SPED Liaison J. Houle
4. Southwick Capital Committee TBD

**SECTION IX: PUBLIC COMMENT**

Casey Price of Granville commented that she has two students that attend Woodland School and she is concerned that the class supply lists have grown to include basic classroom supplies such as pencils and glue sticks. Her concern is that teachers don't have access to the items that they need.

Superintendent Willard stated that she will look into this. Ms. Willard remarked that as we move into budgeting time this will be considered to make sure teachers have the supplies they need. Mr. Presnal stated that the District is working on efficiencies in the purchasing processes that include stocking grade-level appropriate supplies.

**SECTION X: COMMITTEE DISCUSSION**

**A. Old Business**

Ms. McGivney-Burrelle inquired if anyone clarified with Mr. Kennedy if the Building Feasibility Study will include more information about costing than was available in the sample study he provided. Ms. Willard remarked that she had contacted Mr. Kennedy regarding that issue and Mr. Kennedy understood and assured her that the District's study would include more cost information.

**B. New Business**

The dedication ceremony for the Southwick Regional School will take place on October 27, 2016 at 4:00 pm. School tours will be conducted prior to the ceremony at 3:30 pm. Ms. McGivney-Burrelle stated that parent volunteers that were active in the support of the project should be invited. The Committee agreed. Names and information should be forwarded to Ms. McLaughlin.

**SECTION XI: EXECUTIVE SESSION**

**TIME:** 7:03 pm

- 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.

SOUTHWICK-TOLLAND-GRANVILLE R.S.D. School Committee Meeting

- 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:** GL **SECOND:** TL

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

**Meeting Adjourned:** 7:40 p.m.

**MOTION:** GL **SECOND:** TL **VOTE: FOR:** 7 **OPPOSED:** 0

Respectfully Submitted,



Theodore Locke, Secretary