

**SOUTHWICK-TOLLAND REGIONAL SCHOOL DISTRICT**

**School Committee Meeting**

**MINUTES – August 18, 2009**

EXECUTIVE SESSION **6:00 p.m.**  
SCHOOL COMMITTEE MEETING **6:30 p.m.**

**SECTION I – Routine:**

- A. 1. Attendance:
  - James Vincent, Chair
  - Jeffrey Houle, Vice Chair
  - Elizabeth Magni, Secretary
  - Charles Condron
  - George LeBlanc
  - Theodore Locke (Tolland Rep.)
  - Jean McGivney-Burelle
- 2. Administration:
  - John Barry, Superintendent
  - Paul Petit, Assistant Superintendent
  - Kathleen Lynch, Recording Secretary
- 3. Student School Committee:
  - Ellen Contois
  - Tyler Stahl
- 4. News Media:
  - Springfield Newspapers – Dave Vallette
  - Westfield Evening News – Dave Canton
  - Southwick/Suffield – Greg Scibelli

**OPENING CEREMONY**

Observers: 0

**SECTION II:**

- A. Secretary's Report: 7/1/09 Accepted as written
- B. Bills: Circulated
- C. Correspondence:
  - 1.
  - 2.
- D. Meeting Rules:

**SECTION III: PUBLIC COMMENT**

**SECTION IV: STUDENT ADVISORY REPORT**

**SECTION V: EDUCATIONAL PRESENTATION**

**SECTION VI: POLICIES**

Dr. Barry distributed updated policy books to all School Committee Members. He said that we will need to update the current “Harassment” policy – student and staff each need a separate policy.

**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 accept the class gift donation of an electric message board from the Class of 2009 to Southwick-Tolland Regional High School.	JH	EM	7	0	0	
2. Be it resolved, that the Southwick-Tolland Regional School Committee hereby extend their congratulations to Betty Soper in recognition of thirty-one years of excellence as a paraprofessional, and we hereby convey our sincere appreciation for your valuable efforts, dedicated service, and assistance rendered, which has enhanced the image of the Southwick-Tolland Regional Schools, and a record of these resolutions shall be permanently entered into the minutes of this School District.	JH	EM	7	0	0	
3. Be it resolved, that the Southwick-Tolland Regional School Committee hereby extend their congratulations to Mary Louise Kearns in recognition of nineteen years of teaching excellence, and we hereby convey our sincere appreciation for your valuable efforts, dedicated service, and assistance rendered, which has enhanced the image of the Southwick-Tolland Regional Schools, and a record of these resolutions shall be permanently entered into the minutes of this School District.	JH	EM	7	0	0	
4. Move to renew the 2009/2010 rubbish removal services with Allied Waste Services of Chicopee, MA for the same price structure as this past year which is as follows:	JH	EM	7	0	0	

<u>Use</u>		<u>Rental Bid Price Per Month/Per Container</u>	<u>Pick-Up Bid Item Per Container</u>
2 yard container	Rubbish	\$10.00	\$15.00
8 yard container	Rubbish	\$17.00	\$38.00
96 gal. containers	Recyclable Paper	\$ 3.00	\$ 3.00
6 yard container	Corrugated Materials	\$10.00	\$12.00
10 yard container	Rubbish	\$19.04	\$42.56

**SECTION VII: ACTION ITEMS (cont.)**

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

5. Move to award the Cooperative Hampshire Educational Collaborative Bid for the 2009/2010 school year bread needs for the Southwick-Tolland Regional School District to East Baking Company of Ludlow, MA for the following prices according to specifications:

JH      EM      7      0      0

<u>Item</u>	<u>Packaging</u>	<u>Price</u>
Pullman White Bread (loaf)	10 loaves 26 slices 24 oz.	\$15.50
Pullman Wheat Bread (loaf)	10 loaves 26 slices 24 oz.	\$16.00
Whole Wheat (loaf)	10 loaves 26 slices 24 oz.	\$12.80
Raisin Bread (loaf)	12 loaves	\$25.20
Hamburg Rolls	6 pks. Of 16 ct. = 8 dozen	\$11.55
Hot Dog Rolls	7 pks. Of 16 ct = 112 pieces	\$15.30
Foot-long Hot Dog Rolls	12 pks. Of 6 each = 72 total	\$16.80
Dinner Rolls	12 pks of 12 = 144 total	\$14.50
Bulky Rolls	Pack is 5 dozen	\$12.00
6" Grinder Rolls (2.5g)	9/6 ct. = 54 total	\$24.79

6. Move to award the Cooperative Hampshire Educational Collaborative Bid for the 2009/2010 school year milk needs for the Southwick-Tolland Regional School District to Garelick Farms, LLC to Lynn, MA for the following bid prices according to specifications:

JH      EM      7      0      0

<u>Description</u>	<u>Bid Price</u>
Whole Milk 8 oz.	\$0.19
Whole Milk Gallon	\$2.46
2% Low Fat Milk 4 oz.	\$0.10
2% Low Fat Milk 8 oz.	\$0.18
2% Low Fat Milk Gallon	\$2.34
1% Low Fat Milk 4 oz.	\$0.10
1% Low Fat Milk 8 oz.	\$0.17
1% Low Fat Milk Plastic 10 oz.	\$0.24
1% Low Fat Milk Gallon	\$2.24
Skim Milk 8 oz.	\$0.17
Skim Milk Plastic 10 oz.	\$0.23
Chocolate Milk 1%/2% 8 oz.	\$0.17
Chocolate Milk 1%/2% Plastic 10 oz.	\$0.25
Strawberry Milk 8 oz.	\$0.18
Strawberry Milk Plastic 10 oz.	\$0.28
Coffee Milk Plastic 10 oz.	\$0.27
Lactaid 100 8 oz.	\$0.41
Orange Juice 4 oz.	\$0.09
Orange Juice 8 oz.	\$0.16
Cottage Cheese Regular	\$5.15
Cottage Cheese Low Fat	\$4.95
Sour Cream	\$4.25
Yogurt 4 oz cup Assorted Cup	\$0.31
Yogurt 8 oz. Assorted Cup	\$0.54
Yogurt Plain	\$3.05

**SECTION VII: ACTION ITEMS (cont.)**

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

7. Move to award the Bid #262 for the annual service contractor needs for electrical, furnace and heating control services according to specifications and as follows:

<b><u>Electrical Services:</u></b> Franklin Woodard Electric of Feeding Hills, MA	
Normal working hours 8:00 am to 5:00 pm	= \$47.63 per hour or prevailing wage rate
Emergency working nights	= \$71.45 per hour or prevailing wage rate
Emergency work weekends & holidays	= \$71.45 per hour or prevailing wage rate
Parts discount, if any	= Customer provided material
<b><u>Furnace Services:</u></b> Clark HVAC Services of Agawam, MA	
<b><u>Annual Preventive Maintenance Price:</u></b>	
Granville Village School	= \$750.00 per year
Woodland Elementary School	= \$950.00 per year
Powder Mill Middle School	= \$950.00 per year
Southwick-Tolland Regional High School	= \$950.00 per year
<b><u>Hourly "As-Needed" Rates</u></b>	
Normal working hours 8:00 am to 5:00 pm	= \$80.00 per hour
Emergency working nights	= \$120.00 per hour
Emergency work weekends & holidays	= \$120.00 per hour
Parts discount, if any	= 10% off trade price
Other terms and conditions, if needed	= \$25.00 vehicle-tool charge per service call
<b><u>Heating Control Services:</u></b> Control Pak of New England of Agawam, MA	
Granville Village School	= \$3,240.00 per year
Woodland Elementary School	= \$3,900.00 per year
Powder Mill Middle School	= \$4,200.00 per year
Southwick-Tolland Regional High School	= \$5,800.00 per year
<b><u>Hourly "As-Needed" Rates</u></b>	
Normal working hours 8:00 am to 5:00 pm	= \$105.00 per hour
Emergency working nights	= \$150.00 per hour
Emergency work weekends & holidays	= \$150.00 per hour
Parts discount, if any	= 25% off published list price

8. Move to approve a 2.5% salary increase for the following employees, effective July 1, 2009:     JH     EM     6     0     1cc  
     Edwin Enoch, PT Computer Technician  
     Charlene Diaz, METCO Counselor  
     Donna Phillips, Substitute Caller
9. Move to grant a leave of absence extension to Melanie Guillemette, STRSD Occupational Therapist, for the period 8/31/09 through 9/25/09.     JH     EM     7     0     0
10. Move to approve a 2 ½% salary increase for the Southwick-Tolland Regional School District Treasurer, effective 7/1/09.     JH     EM     7     0     0

• = Subject to Conflict of Interest Law

**SECTION VIII: REPORTS****A. SUPERINTENDENT:**

1. Management Plan/Goals for Coming Year – Dr. Barry distributed copies of his goals for the coming school year:

- To effectively administer the Southwick-Tolland Regional School District
- To continue curriculum reviews and gain approval of the School Committee
- To review the policy manual for the district
- To continue to work on the Woodland Elementary School MSBA project
- Maintain relations with greater community
- Meaningful professional development that supports student achievement
- Establish positive relations and communication with the community

Dr. Barry said that he will need to re-negotiate several contracts during the next school year. Administrators will be trained in the use of the DESE Data Warehouse which will become the primary source of student data. We will continue to work with Dr. Ladd to develop a District Improvement Plan and School Improvement Plans.

2. Home Education Proposals – Gr. K, Gr. 2, Gr.3, Gr. 4, Gr. 6, Gr. 7, Gr. 8 Students – Dr. Barry informed the school committee that he has reviewed and approved all home education proposals submitted to date. We are still waiting to hear from a number of families. He will request the press to publish the date for submission of home education proposals in their respective newspapers. Dr. Barry said that he would like to have home education parents agree to participate in year-end assessments.
3. MSBA – Statements of Interest – Powder Mill Middle School – Dr. Barry said that we will need to renew the SOI's (Statements of Interest) for both Powder Mill and the High School. He would like to consider changing the Powder Mill SOI to a repair project (i.e. roof, windows, heating system) to make the building more energy efficient.
4. WES Building Project – The Woodland Elementary School Building Project received approval during the OPM panel review. The Building Committee will meet on September 10<sup>th</sup> at 4:00 p.m. to review/approve the MSBA Designer Enrollment for 610 students. We will also need to begin long-term planning for the other two buildings.
5. Westfield Vocational – Regionalization Study – Dr. Barry distributed copies of the Westfield Vocational Regionalization Study by The Abrams Group. Dr. Barry said that they did a good job putting the facts together. There is a lot of duplication among Westfield Vocational School, the Lower Pioneer Valley Educational Collaborative and Smith Vocational. The Department of Elementary and Secondary Education has expressed interest in some kind of collaboration.
6. Personnel – Several positions are still open including Librarians at the middle and elementary schools, a central office secretary, and two paraprofessionals. The SPED teaching position at the high school is being studied.
7. Stabilization Funds – Dr. Barry informed the committee that Federal Stabilization Funds will not be received until the second quarter. He explained that some line items may be overspent until funds are received.
8. Building Tours – Dr. Barry informed Committee members that Eric Morgan and our custodial staff have done a very good job getting the buildings ready for opening day. He invited everyone to tour the buildings on Thursday, August 27<sup>th</sup> at 3:30 p.m. and asked everyone to meet in the Woodland lobby.

9. Opening Day – Dr. Barry invited Committee members to attend the opening day picnic on Monday, August 31<sup>st</sup>.

**B. ASSISTANT TO THE SUPERINTENDENT FOR BUSINESS:**

1. Statement of Expenditures – Budget vs. Actual End-of-Year – June 30, 2009 – Copies distributed.
2. Advisory Memorandum – FY2010 ARRA Grants -
3. Mass Clean Diesel – Retrofit for 14 STRSD School Buses – Mr. Petit informed everyone that fourteen school buses purchased prior to 2007 will be retrofitted with anti-pollution devices as part of a grant we have received. There is no cost to the school district.
4. STRSD School Transportation Notices – Mr. Petit said that transportation letters will be mailed on Friday thanks to a great deal of work on the part of Elaine St. Marie.
5. Energy Conservation Measures -
  - Energy Education Inc.
  - Pioneer Valley Planning Commission, Regional Performance Contract
 Mr. Petit said that he and Dr. Barry have been analyzing two proposals to save energy costs in the district. They will come back to the Committee at a later date with a recommendation.
6. School Grounds Use –
  - August 29<sup>th</sup>, Moto-X 338 AMA National
  - September 10, 11, and 12 – Southwick Firemen’s Carnival
7. YMCA After-School Program – Mr. Petit informed the Committee that the YMCA has been awarded the contract to provide an after-school program at the Southwick Town Hall. They will provide their own transportation to the program. Mrs. Magni said that she has been approached by the YMCA to discuss using school buildings after school.

**SUB COMMITTEES:**

Mr. Vincent asked Committee member to contact him if they are interested in changing subcommittee assignments.

- |                        |                                  |
|------------------------|----------------------------------|
| 1. Negotiations        | C. Condron, J. Houle, T. Locke   |
| 2. Finance             | G. LeBlanc, T. Locke, J. Vincent |
| 3. L.P.V.E.C. Bd. Gov. | J. Vincent                       |
| 4. L.P.V.E.C. Bd. Dir. | G. LeBlanc                       |
| 5. Evaluation          | J. Houle, B. Magni               |
| 6. Policy              | J. Vincent, G. LeBlanc, B. Magni |
| 7. Buildings & Grounds | J. Vincent, J. Houle             |

**LIAISONS:**

- |                             |                      |
|-----------------------------|----------------------|
| a. Curriculum & Instruction | B. Magni, G. LeBlanc |
| b. Legislative Liaison      | C. Condron           |
| c. SPED Liaison             | J. Houle             |

**SECTION IX: PUBLIC COMMENT**

Mr. Houle said that people are concerned about the curriculum students will receive in the seventh and eighth grades. Dr. Barry said that seventh grade students who received an 8<sup>th</sup> grade curriculum last year are being tracked very carefully and there should not be a problem.

**SECTION X: COMMITTEE DISCUSSION**

**A. Old Business**

**B. New Business** Dr. Barry said Committee members should contact him with requests for specific Educational Presentations at future meetings.

**SECTION XI: EXECUTIVE SESSION**

**TIME:** 6:00 p.m.

**PURPOSE:**

- 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; and to reconvene in Open Session.
- 2. Move to go into Executive Session to consider the discipline or dismissal of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual and to reconvene in Open Session and to re-open 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 governmental body, and to conduct collective bargaining sessions or contract negotiations with non-union personnel and to reconvene in Open Session.
- 4. Move to go into Executive Session to discuss the deployment of security personnel or devices; and to reconvene in Open Session.
- 5. Move to go into Executive Session to investigate charges of criminal misconduct or to discuss 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; and to reconvene in Open Session.
- 7. Move to go into Executive Session to comply with the provisions of [specify the law or grant-in-aid requirement applicable]; and to reconvene in Open Session.
- 8. Move to go into Executive Session to consider and interview applicants for employment; and to reconvene in Open Session.
- 9. Move to go into Executive Session to discuss litigation and to reconvene in Open Session.

**MOTION:** JH ; **SECOND:** EM ;

**VOTE:** J.H. ; C.C. ; G.L. ; E.M. ; J.V. ; T.L. ;

Return to Open Session – Time: 6:37 p.m.

**MOTION:** JH **SECOND:** EM

**VOTE:** J.H. ; C.C. ; G.L. ; E.M. ; J.V. ; T.L. ;

**Meeting adjourned:** 8:00 p.m.

**MOTION:** JH **SECOND:** EM **VOTE:** **FOR:** 7 **OPPOSED:** 0

Respectfully submitted,

Elizabeth Magni, Secretary

**A. Dates to Remember:**

August	18	School Committee Meeting
	31	Staff Opening
September	1	Staff Professional Development
	1	School Committee Meeting
	2	School Opens – Grades 1-12; PK Orientation
	3	First Day of School for PK; K Orientation
	4	First Day of School for K
	7	Labor Day – No School
	15	School Committee
	15	Open House – PMMS – Gr. 5&6
	16	Open House – STRHS
	17	Open House – PMMS - Gr. 7&8
	23	Open House – WES – Gr. PK-2
	24	Open House – WES – Gr. 3&4
	30	Early Release – Staff Collaboration
		11:00 STRHS
		11:30 PMMS
		12:00 WES

**SCHOOL COUNCIL MEETINGS:**

<b>WES</b>	.....
<b>PMMS</b>	.....
<b>STRHS</b>	.....

**B. Personnel:**

1.	Katherine Ross	PMMS	Math	M6	\$44,656	
2.	Stephanie Nault	STRHS	Math	M1	\$36,996	
3.	Terry McManamy	STRHS	Physics	4M30	\$64,293	
4.	Janelle Comer	PMMS	Special Education	M1	\$36,996	
5.	Kristin Loiko Tetrault	STRHS	English Teacher	B6	\$42,388	Effective 10/19/09
6.	Melissa Blain	WES	Paraprofessional SPED	L1	\$20,475	

**Retirements:**

1.	Mary Louise Kearns	STRHS	Special Education Teacher	Effective 6/30/09
2.	Betty Soper	PMMS	Paraprofessional	Effective 7/16/09

**Resignations:**

1.	Rosemary Matos	PMMS	Paraprofessional	Effective 8/12/09
2.				

**Assignments:**

1.	Diane Humphrey	WES
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