



**SUPERINTENDENTS' MEETING
NOVEMBER 13, 2018**

1. The meeting began at 9:03 a.m. The following were present:

Superintendents: Mr. Gordon Smith, East Longmeadow
Mr. Albert Ganem, Jr., Hampden-Wilbraham Regional
Mr. Martin O'Shea, Longmeadow
Mr. Todd Gazda, Ludlow
Ms. Jennifer Willard, Southwick-Tolland-Granville Regional
Mr. Michael Richard, West Springfield

Collaborative: Mr. Andrew M. Churchill, Executive Director
Ms. Anna Bishop, Director of Finance and Operations

Guests: Chief John Dearborn, Longmeadow Fire Department

3. Chief Dearborn discussed his involvement with the Western Region Homeland Security Advisory Council and noted that the organization is funded through a Homeland Security Grant. Mr. O'Shea is representing the educational sector through a subcommittee with the WRHSAC and is looking for feedback from this peer group to bring back to the council for consideration. The group discussed how our districts could benefit from incident command training, sharing equipment and counseling services, as well as staging and reunification planning.

Chief Dearborn and Mr. O'Shea left the meeting at 9:30 a.m.

4. Mr. Churchill reviewed the LPVEC procedure in place in the event of school delays or closings. The group prefers group texting as the primary means of communication for these events.
6. Mr. Churchill reported that we are reaching the final stages in negotiations with transportation staff. He will provide the final agreement for review as soon as it is available.
5. Mr. Jarvis joined the meeting to discuss incidents on buses as Transitional Alternative Program students are being transported to the program on Career TEC buses. Other transportation arrangements would have budget implications. The group discussed the option of having a monitor on the bus in cases where TAP students will be on CTEC buses.

Mr. Richard left the meeting at 9:45 a.m.

7. Ms. Bishop noted that the December meeting will be held jointly with Business Managers to discuss development of the FY20 budget.

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The group discussed areas of mutual interest which included on-line virtual classes being offered through TEC Collaborative scovla.org.

The meeting concluded at 10:15 a.m.