

**HADLEY SCHOOL COMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
May 22, 2023**

[Zoom](#) Meeting: 5:30 PM – Regular Meeting

Hadley Public Schools – We are guided by the mission to provide a safe and supportive environment that fosters cooperation, critical thinking, creativity, and integrity; and educating students to contribute positively to a global society.

Present: H. Fasihuddin, T. Brugger, E. Percy, P. Phifer, C. Pipczynski, A. McKenzie

Student Representative: Grant Donta-Venman, Priscilla Cruz

Absent: None

Guests: Michael Mason, (Police Chief), Joyce Chunglo, (Select Board Member/Liaison to the School Committee), Jennifer Dowd (Hadley Elementary School Principal), Chris Desjardins, Business Manager

1. Call to Order: 5:30pm

Motion: Percy

Second: Pipczynski

Vote: 5-0-0

2. Adjustments to the Agenda

None

3. [Public Comment](#) – Chair Fasihuddin asked for any public comment from meeting participants via raising a digital hand. She noted that no participant raised a hand requesting to make a statement or comment.

4. Presentations/Discussion Items

- a. School safety presentation – Hadley Police Chief Michael Mason and Superintendent McKenzie discussed policies and procedure regarding school safety and threat assessment, and how the Hadley Public School approach is aligned with the threat assessment guide developed by the United State Secret Service and US Department of Education. Chief Mason noted that everything being discussed at this meeting is available through the documents that are linked below.

Chief Mason reviewed key findings, stating that targeted acts of violence in a school are rarely sudden, they are usually planned and that data shows that there is no single response to any threat that is made. A. McKenzie stated that generally there are signs that an individual is in distress, and that Hadley Public Schools has a range of interventions to identify and address an individual who is in distress. There are screenings three times per year to identify individuals with mental health concerns and behavioral risk as well as a number of other screenings.

Chief Mason also stated that it is important to distinguish between someone who makes a threat and someone who poses a threat. A. McKenzie stated that we take every statement seriously, and this is followed by a threat assessment to evaluate if an individual poses a threat. Law enforcement is always involved in threat assessment if a statement is made.

Chief Mason stated that statistics have shown that there is no accurate profile of students who engage in targeted school violence. He stated that the Superintendent has been proactive in working with law enforcement and how to best gather information to determine and identify a possible threat.

Chief Mason also stated that despite prompt law enforcement responses, statistics show that most attacks were stopped by means other than law enforcement. He states this is important as it

indicates why the relationship between Hadley Public Schools and Hadley Police is important and has to remain strong – and that there is constant communication among and between staff and administration. He also stated that he is impressed with the school staff and their responsiveness to possible threats.

Discussion ensued regarding the presentation and school committee members and student representatives praised the work of Superintendent McKenzie and Chief Mason. It was also decided to review the School Committee will review the School Safety and Threat assessment policies on at least an annual basis.

- i. [Overview](#)
- ii. [U.S. Secret Service and Dept. of Ed. Guide: Threat Assessment in Schools](#)
- iii. [School Safety: Prevention and Intervention HPS](#)
- iv. [DRAFT Threat Assessment Policy HPS](#)
- v. [General Overview Threat Assessment Procedures HPS](#)

Chair Fasihuddin asked about communication when any events might occur. Superintendent McKenzie explained that the highest standard for communication is for the “need to know.” There is a very high standard for protecting individuals’ privacy. She explained that any communication from the Superintendent’s office is centered around the safety of all students and staff of the district. General information will be shared as needed to keep the community safe and informed to the extent allowed by law, but details will only be shared with those who have an educational legitimate right to know. This is a very high standard and protects all individuals’ rights.

- b. Acceptance of donation of lab glassware from MHC – A. McKenzie asked school committee members to vote to approve a donation of lab glassware (beakers etc.) from Mount Holyoke College.

Accept a donation of lab glassware (beakers etc.) from Mount Holyoke College.

Motion: Phifer Second: Percy Vote: 5-0-0

- c. Update Park and Rec proposal HES fields – A. McKenzie stated that this project is moving along; the town attorney and school counsel are making final revisions. The Chair of the School Committee will sign the final agreement as this was voted on at a previous meeting.
- d. Second reading policy [JICFB](#) Bullying Prevention – School Committee and Policy Subcommittee member Pipczynski explained that revisions to this from the first reading include grammatical revisions and updates in definition and unique concerns pertaining to cyberbullying.

Approval of JICFB Bullying Prevention Policy

Motion: Phifer Second: Brugger Vote: 5-0-0

- e. First reading [HPS Bullying Prevention and Intervention Plan](#) – School Committee and Policy Subcommittee member Percy reviewed the plan stating that this document outlines what happens if there is a bullying event. This is based on a model document developed by the Department of Elementary and Secondary Education (DESE) and contains items specific to Hadley that were suggested by School attorney.
- f. Athletic fields update and timing of bid – Mr. Desjardins explained that information packets including the project manual, schedules, fees and information on the bid process have been provided. The bid process closes June 21 and bids are open July 3rd. The School Committee will then determine when the work will be done. Fasihuddin asked if there can be language in the bids asking pricing for work this summer as well as summer 2024. Mr. Desjardins stated that he will inquire about obtaining prevailing rate documents for different time frames. He would like to see the project done this summer, if possible, in order to address current drainage issues with the fields.
- g. Approval of revised job description for lead custodian (Desjardins) - Passed over – tabled until next meeting.

- h. Former student participation in Europe Field Trip 2024 – A. McKenzie asked the School Committee to consider approving a former student participation in the 2024 Europe Field Trip based on the following criteria:
- At the time of the request the student is fully enrolled in Hadley Public Schools, in person, at the time of the field trip sign up and is currently a high school student.
 - There is no possibility of getting a full refund of any monies paid.
 - The liability waiver is signed.
 - Student/Parent signs code of conduct that states that breach of said contract could result in student returning early from trip with student/family responsible for all additional costs.

These criteria would apply to any other future requests of this nature – the conditions listed above must be met in order to be considered by the School Committee. In this request, all criteria were met – the student was actively enrolled at Hopkins Academy at the time of signing up for the trip, but then transferred to Smith Vocational when a slot became available. The student is a resident of Hadley.

Approve the above referenced framework for considering exceptions to participation in school field trip for former student.

Motion: Pipczynski

Second: Phifer

Vote: 5-0-0

- i. Timeline Panorama Survey – A. McKenzie explained that she received feedback from a number of parents with concerns about the original survey and questions that were perceived as having a narrow focus on people's experience based solely on race. A. McKenzie worked with DEI Specialist Sara Jaber and School Committee Member Pipczynski to customize the student survey to include questions on how students felt about belonging and interaction with a range of identifiers (race, ethnicity, gender, income background, etc.). She explained that the downside to customizing the survey is that translation is lost. The family survey was left standard. The hope is to administer the student survey only to Hopkins students and expand next year to include HES. All families will be surveyed.

Discussion ensued. E. Percy asked for some adjustments to the questions – specifically that question 21 mirror language used in questions 5, 6 and 7. He also stated that he worried that some data points will be lost with proposed changes. Members stated that this is a place to start and additional there will be additional follow-up based on response.

Student representative Cruz asked to know who will have access to individual responses as some students may not be honest if they are unsure of who will see results. A. McKenzie stated that the student survey is confidential and responses will come in the aggregate. However, if a student response indicates that an individual is struggling and have an immediate need, there is a way for administrators to identify the student. Overall, the aggregate of data is what will be viewed, results are not tracked back to individual students. T. Brugger suggested having a time to educate students on the confidentiality aspect prior to taking the survey may be helpful.

i. [Family Survey](#)

ii. [Student Survey - REVISED \(clean copy\)](#)

iii. [Student Survey with Tracked Changes](#)

5. Student Representative Report

- i. Priscilla Cruz (HA Grade 10) – stated she was very happy with the recent Guatemala service trip. She states she felt safe the entire time and the group was organized – the work was hard but satisfying.

She also stated that she enjoyed a recent visit with the Amherst Chamber of Commerce and discussions with area businesspeople.

She announced that the Hopkins Academy Chorus and Band concert will be held on Wednesday, May 24th.

- ii. Grant Donta-Venman (HA Grade 10) – Stated that the early college/high school program with Greenfield Community College is going very well with many students in 10th and 11th grade signing up for courses. Most of the classes will be online, though there are some in person classes offered.

He also reported that the internship with Dr. McKenzie and one other student is going well – they are working on improvements to the Superintendent Newsletter.

6. Business Manager Reports

- a. Expense – C. Desjardin stated that the report is a summary of the account lines. Some accounts are over expended, some under, but this is typical for this time of year. He stated that right now encumbrances are being reviewed. Also, some expenses will be transferred to grants.
- b. Revolving – Athletic, Lunch and Hadley Kids accounts did not post revenue yet, but it will be done by the end of May and updated at the next meeting. All accounts have a healthy balance.
- c. Grants – we are spending down grants; some are close to being entirely spent down. They will all be spent fully by the end of the year.

A. McKenzie stated that there is a chance that the Federal Government may request return of unencumbered funds. The School Committee has earmarked ESSER funds for improvements outlined in the capital plan. If the Federal Government moves forward, the plan will be to use ESSER funds for current expenses and plan for School Choice monies to be applied to capital.

7. School Committee Reports/Discussion

- a. Finance – Fasihuddin – no report
- b. CES – Brugger – meeting next week – report out in June.
- c. Policy – Percy – working on Threat Assessment Policy
- d. Fields – Phifer – no new report
- e. Capital – Pipczynski – no new report.

8. Announcements

- a. Select Board Liaison - Joyce Chunglo – Town meeting went well. Memorial Day parade is Sunday, May 28th and all are invited.
- b. School Committee Member Updates – Hadley World's Fair is coming up on Thursday, June 15, 2023 – more details available on HadleyLearns.com.
- c. Upcoming Events HPS Calendar – Hopkins Academy graduation is 6:00pm on June 2, 2023. The last day of school is scheduled for Wednesday, June 21, 2023.

9. Action Items

- a. Approval of Minutes April 24, 2023
Approve the Minutes of the April 24, 2023 School Committee as presented.
Motion: Pipczynski Second: Brugger Vote: 5-0-0
- b. Approval of Warrants April 2023
Approve the Warrants April 2023.
Motion: Pipczynski Second: Percy Vote: 5-0-0
- c. Approval of job description for lead custodian – move to next meeting.

10. Next Meeting Dates – A. McKenzie will poll School Committee members to schedule the next meeting.

- a. Policy Subcommittee - TBD
- b. Regular School Committee - TBD
- c. School Committee Retreat - TBD

11. Adjourn Regular Meeting: 7:26pm

Approve the Minutes of the April 24, 2023 School Committee as presented.
Motion: Pipczynski Second: Brugger Vote: 5-0-0