

**HADLEY SCHOOL COMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035**

Minutes January 30, 2017 Hopkins Academy Music Room

5:30 PM

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.

Call to Order/Members Present

Dunlavy called the meeting order at 5:30 PM. The following members were present: Fasihuddin, Phifer, Klesch and Dunlavy.

Record of Votes

- *Executive Session - Fasihuddin moves to go into Executive Session to discuss strategy with respect to collective bargaining and contract negotiations with non-union personnel. As she has determined an open meeting will have a detrimental effect on the bargaining position of the public body and to reconvene in open session. Klesch seconds. Roll call vote: Dunlavy – yes; Phifer – yes; Fasihuddin – yes; Klesch – yes.*
- *Approval of November 28, 2016 minutes– Grant moves to approve minutes of November 28, 2016 School Committee meeting. Klesch seconds. Vote 5-0-0.*
- *Field Trip to France April 14, 2018 – Grant moves to approve field trip to France in 2018 with the request that the superintendent have School Committee legal counsel review the request. Klesch seconds. Vote 5-0-0.*
- *Support for PTO Pavilion Project at HES – Fasihuddin moves to express School Committee support for the PTO Pavilion Project at HES. Klesch seconds. Vote 5-0-0.*
- *School Choice - Grant moves to approve participation in school choice and to advertise available slots as presented in school committee handout. Fasihuddin seconds. Vote 5-0-0.*
- *Revisions to Incomplete Policy and Good Behavioral Standing Criteria in HA Handbook– Klesch moves to approve revisions to the HA incomplete policy and good behavioral standing criteria as presented in school committee handouts. Fasihuddin seconds. Vote 5-0-0.*
- *Sabbatical Request – Phifer moves approval for superintendent to enter into a MOA with the HEA for the purpose of approving request for sabbatical leave of absence for Unit A member in 2017-2018 in accordance with terms presented in school committee handouts. Fasihuddin seconds. Vote 5-0-0.*
- *MOU Hadley Public Schools and Hadley PD – Fasihuddin moves to approve the MOU between Hadley Public Schools and Hadley Police Department as presented with correction as noted in section VII. Phifer seconds. Vote 5-0-0.*
- *Indirect Cost Agreement – Fasihuddin moves to approve indirect cost agreement between the school department and the town. Phifer seconds. Vote 5-0-0.*
- *Approval of Head Cook– Klesch moves to approve the creation of a Head Cook position in each building and for said position to receive an annual stipend. Phifer seconds. Vote 5-0-0.*
- *Increase Food Services Director Contract – Fasihuddin moves to approve increasing Food Services Director contract from 190 days to 198 days. Grant seconds. Vote 5-0-0.*
- *Adjournment – Grant moved to adjourn the meeting at 8:00 pm. Klesch seconds. Vote 5-0-0.*

Decisions/Actions

- School Committee endorsed the request for an additional fourth grade classroom in 2017-2018 as presented in parent petition and by district and school administration.

- School Committee would like superintendent to discuss the possibility of sharing services with Granby Public Schools and accepting Granby students in grades 7-12 on a tuition basis.
- School Committee supports Superintendent Goals for 2016-2017 as presented.
- School Committee agreed with superintendent's recommendation to extend Dr. Wickman's interim principal contract for an additional year.
- Votes as recorded in record of votes
- School Committee requested superintendent request information from legal counsel regarding the extent of the district's liability on international field trips.

Summary of Discussion on Each Subject Presented to Committee for Consideration

Adjustments to the Agenda

Superintendent request a presentation by Building Inspector Neyhart be added to the agenda. Superintendent requests the addition of two action items – cafe worker and food services director contract. Dunlavy indicates the budget presentation may move in the agenda in order to accommodate the arrival of Molly Keegan.

Field Trip to France April 2018

Ms. Camuso presented a field trip request to the committee. Ms. Camuso and Ms. Lynch requested approval for a trip to France in 2018. The tour company has offered an enrollment guarantee. If the minimum number of students do not sign up, the trip can be moved to 2019 and students will not risk any funds. Phifer asked who would act as chaperones on the trip. Camuso and Lynch will chaperone. Additional chaperones will be included in the trip if needed. Camuso indicated the student to chaperone ratio is 6:1. Grant asked the superintendent to refresh her memory regarding what it means for School Committee to sponsor or endorse an international trip. McKenzie indicated that the question of School Committee endorsement for a trip came up when Ms. Camuso was looking into a trip that would include students from other schools. McKenzie stated that when trips are limited to Hadley students the School Committee approves these trips. Grant is concerned about the liability involved given MASC's position on international trips. McKenzie believes the school department assumes some degree of liability due to the fact that school department staff are supervising the trip and School Committee policies are enforced on these trips. Dunlavy suggested that the committee approve the trip and McKenzie review the policy and the trip with legal counsel and bring any concerns back to the committee.

Presentation on PTO Pavilion Project

Ms. Ginsberg, PTO co-president and Tim Neyhart presented the status of the PTO Pavilion Project. In 2014-15 the PTO benefitted from the Steve Lewis Subaru "Share the Love" event. Funds from this event were earmarked for the rock wall at HES and for the pavilion. Neyhart indicated that he has participated in several community projects to enhance school grounds (e.g., the bell project and the HES playground). Neyhart indicated there are many people in the community with expertise and resources who are interested in volunteering. Neyhart stated he met with Mr. Mish to identify a good place for the pavilion. Neyhart stated that the pavilion would be fairly large (24'x48'). The pavilion would be manufactured off site and assembled at HES. Neyhart would like to see a metal roof on the pavilion. Neyhart stated there is quite a bit of work to do but wanted to get the blessing of the School Committee. The site of the pavilion would be behind HES. Grant asked if Neyhart had discussed maintenance of the facility with Mr. Mish. Neyhart stated he had. Neyhart would like to have picnic tables in the pavilion. Neyhart asked the School Committee to consider if they would like to see an outdoor learning space. Fasihuddin indicated she believes outdoor learning spaces are valuable and up and coming. She expressed her excitement for the project and congratulated Neyhart and PTO for bringing the project so far. Phifer asked about next steps. Neyhart requested endorsement of the project from School Committee. Neyhart will get dollar figures for the project and bring these back to the School Committee. Dunlavy asked that the School Committee be kept up to date if the project goes from not needing School Committee funds to needing School Committee support.

Remarks from School Committee Chair

Dunlavy thanked the community for its support for HES air conditioning and the HPS technology article. Dunlavy stated that she and Grant would not be running in the next election. She encouraged parents and community members to take out papers and consider running for School Committee. Fasihuddin thanked Grant and Dunlavy for their leadership. Fasihuddin encouraged people to join the team.

Parent Petition to School Committee for Additional Classroom Teacher in 2017-2018

McKenzie asked the committee to review the parent petition included in the School Committee packet. Parents have asked the School Committee to consider adding an additional fourth grade classroom in 2017-18. McKenzie stated that current enrollment in the grade is 47. Grant asked what is budgeted for this grade in the FY18 budget. McKenzie said she would review budget documents later in the meeting that outline the impact of adding a classroom. SEPAC co-president Loebel stated that this is a class that needs additional supports. McKenzie stated that she had presented data last year showing the need for additional support for this class. McKenzie said that in 2016-17, the district added increased adult support to the grade but that support has not been sufficient to meet the needs of all of the students. McKenzie said that given the size of the current class it is likely that the class will reach 50 students and it would be best for students to be with their assigned teacher from the beginning of the year rather than having to change classes several weeks into the year. Phifer asked if adding an additional class would increase the number of school choice slots. Wickman indicated that it would be best to add a teacher and allow the students to settle in. Wickman is concerned that if we open up the grade to choice, even with an additional teacher, the district will be facing the same problem it is currently facing. Wickman stated that this class needs a much smaller student to teacher ratio. Wickman has asked the committee to hold off on opening the grade to choice for at least a year. Dunlavy stated it would be easier to approve another classroom if the district could open up the grade to at least two to three school choice seats. Wickman stated that because choice is a blind process it is hard to predict how much support an incoming student will need. Klesch clarified that the district would be adding an FTE. Phifer asked for an estimate of the cost. McKenzie stated the district would budget a \$50,000 expense for the new teacher. Phifer asked if the teacher would remain with the students as they progress. HES parent O'Connell stated her strong support for an additional teacher. Grant asked McKenzie to comment on how smaller class size addresses the concerns stated by parents. McKenzie stated that when class sizes are smaller teachers can give individual students more attention with academic tasks and teaching social and emotional skills. McKenzie stated that some children need more adult attention in order to mature, learn, and feel comfortable in a classroom. McKenzie stated that smaller class sizes also help quiet children who may not be getting enough attention. Fasihuddin stated as a parent she supports the request and believes this grade would benefit from a smaller class size. Klesch asked if current enrollment is 47 and we approve another classroom why the committee would not open up three more slots in order to offset the FY18 budget dilemma the district will face. Wickman discouraged the committee from using its current benchmark for school choice seats. Loebel asked the committee to consider what could happen if the district opens up choice seats and additional students move into the district. Klesch asked when the district would know about future growth of the cohort. McKenzie stated that cohort growth is difficult to predict. McKenzie stated that the committee always has the option of expanding choice in the future. Grant stated her support to make adding a classroom a priority in the budget and refraining from opening the grade up to choice. Phifer asked how we balance this need against the needs the SEPAC presented in the spring. Loebel stated that it is important to meet the needs of all students. Loebel feels strongly this is the best step for all students in this grade. Bell stated that there is a certain calm and openness to small group instruction. The district has tried other means of creating a small learning environment but these efforts have not been as effective as the district had hoped. Dunlavy said the committee has expressed consensus that the district should add another classroom to fourth grade in FY18.

School Choice

Dunlavy reviewed the school choice slots recommendation in the packet. Klesch asked if the committee could revisit choice slots in FY19. Dunlavy said that the committee sets school choice annually. Phifer asked if the district

is still seeing a large number of school choice students. McKenzie stated that in June of 2017 eighteen choice students graduated and another twelve students will graduate in June of 2018. Grant and McKenzie stated that declining enrollment is a problem throughout western Massachusetts. Klesch asked what census data could be made available to the committee. McKenzie said she would bring enrollment projections from NESDEC and CES to the next meeting. Dunlavy stated she has mixed feelings about choice given that it has negative consequences for many districts.

Exploration of Shared Services with Granby Public Schools and Accepting Students from Granby on a Tuition Basis

McKenzie stated she had written a letter of support for the Granby Town Administrator in support of its District Local Technical Assistance grant. The grant would help Granby and Hadley identify services they might share to increase efficiencies. McKenzie stated Granby Public Schools may be looking to tuition its 7-12 students into another district. McKenzie asked if the committee would give her permission to begin the discussion with Granby. Grant asked if the state sets the tuition. Chapulis stated that the two districts negotiate a tuition rate. McKenzie stated that in addition to the DLTA grant submitted by Granby, Hadley has submitted a regionalization and efficiency grant for \$200,000 to develop a special education program that would drastically reduce costs for special education services. McKenzie highlighted that the district is actively seeking to collaborate with other districts and towns in order to improve services and increase efficiency. Grant expressed concern that the physical plant could not absorb all of the students from Granby. McKenzie stated that redesigning education in senior high may result in being able to accommodate more students. Fasihuddin reiterated that the district is simply starting a conversation. Dunlavy stated the district should pursue the idea. Klesch stated she agreed with continuing the conversation with Granby. Grant asked what town absorbs special education costs. McKenzie and Bell stated that these factors are taken into consideration when negotiating a tuition agreement. McKenzie also stated that a town cannot be absolved of its responsibility to educate its residents with special needs. Dunlavy thanked McKenzie for submitting the regionalization grant so quickly.

FY18 Budget

McKenzie reviewed unanticipated expenses in FY17. The district has seen an increase of \$191,000 in unanticipated costs. Dunlavy noted that the increase was due primarily to special education. McKenzie reviewed which cost centers account for the largest portions of the operating budget. 54% of the operating budget is allocated for instructional leadership, teaching, and support and 17% of the operating budget is allocated to out of district tuitions (special education and vocational). Dunlavy clarified that the pie chart and actual expense table referred to FY18 expenses. McKenzie noted the three expenses projected to have the greatest increases in FY18 are heating oil, special education out of district, and vocational tuitions. McKenzie stated that the expenses within the district's control are well under control. Dunlavy asked what tuition increase had been assumed for vocational tuition. McKenzie stated that the tuition costs were assumed to be the same as FY17. McKenzie noted that if tuition rates that the district does not set were not included in the budget the total budget increase from FY17 to FY18 is projected at 1%. McKenzie reviewed the various cost savings and avoidance activities underway and being explored in the district to reduce costs in special education. Phifer asked about heating fuel oil. McKenzie stated the projection for fuel oil was based on information provided by the Lower Pioneer Valley Educational Collaborative. Chapulis stated LPVEC suggested budgeting at \$2.25 per gallon but prices today were roughly .50 lower than that. McKenzie reminded the committee that the district's transportation contract is up this year. Grant asked the percentage increase in local contribution. Keegan and Nixon stated that it is approximately a 6% increase to local contribution for a level funded budget in FY18. Dunlavy discussed how the majority of towns do not include vocational tuitions in the school department operating budget and this is something that the town may consider. McKenzie commented on the inadequacy of the Ch. 70 formula that is used to fund local school districts. McKenzie noted that the Ch. 70 formula assumes that a vocational student costs \$13,382 when in fact the actual cost is closer to \$18,500. Ch. 70 funding does not reflect actual enrollment in special education in district, out of district, and vocational settings. McKenzie stated budget conversations will continue and reminded the committee

that there are several factors still at play. As she receives up to date information she will share with the committee and the town. Grant asked Nixon to restate the budget directions to each department. Nixon said each department was asked to submit a level services budget. Nixon said Tri Board will meet on February 15th to further discuss the budget. McKenzie asked committee members and select board members to learn about SD 1905, An Act for Modernizing the Foundation Budget for the 21st Century. Dunlavy noted that the district will know about the regionalization and efficiency grant relatively soon.

Life Skills Substance Abuse Curriculum HA

Beck reported that two teachers at HA would receive professional development on how to incorporate substance abuse prevention into health curricula.

Social Justice and Equity Workshop HA

Beck reported HA faculty are working with CES and UMass faculty to design and deliver professional development on creating socially just and equitable learning environments.

Incomplete Policy Student Handbook HA

Beck presented new language that would clarify current practices for receiving an incomplete grade. Beck reviewed updates to good behavioral standing language in the handbook to reflect restorative justice practices.

Policy Exception Unit A Contract Provision

McKenzie recommends the committee approve a request for an exception to the sabbatical clause of the Unit A contract for an individual employee for the 2017-2018 school year.

Superintendent Goals

McKenzie stated she used the district strategy document to write her educator evaluation goals. Dunlavy indicated she felt the goals were measurable. Grant indicated she liked the format in which the goals were written.

HES Principal Search

McKenzie surveyed HES staff. Staff overwhelming indicated they would like to see Dr. Wickman offered a second year on her interim contract. McKenzie reviewed the timeline for the principal search.

MOU Hadley Public Schools and Police

McKenzie reviewed the MOU included in the committee handouts. McKenzie stated that the proposed MOA had been drafted by Attorney Dupere's office and recommended by legal counsel. Dunlavy noted a typo in section VII. The school department will correct the typo and enter into the MOU.

Indirect Cost Assessment

McKenzie presented the indirect cost assessment proposed by the town. The agreement is based on another town's agreement. Auditors for the town have recommended the school department and town have a written agreement on how town expenses are apportioned to the school department. McKenzie noted apportionments are based on actual expenses.

Personnel Report

McKenzie presented the personnel report. There were no questions.

Public Comment

There were no comments from the public.

Business Manager Reports

Expense Report

Chapulis noted as reported earlier the district has expended almost 60% of the budget as of December.

Unforeseen increases in special education may require the district to implement a spending freeze. Chapulis noted as of January he projected a \$110,000 budget deficit for FY17 before any adjustments. Phifer asked about why expenses in the maintenance line were over budget. Chapulis stated that he will be reviewing encumbrances to determine if less money can be encumbered. Chapulis stated the district is moving to a cloud based accounting software system. Dunlavy asked when the IT purchases and HVAC upgrade would occur. McKenzie stated the town has asked the schools to wait until FY18 to install the HVAC system. Phifer asked when the district would get bids

for the project. McKenzie said the town would most likely oversee the bidding process since there is also a HVAC project in another town department. McKenzie said there is no deadline on when tech funds must be spent.

Grant Report

Chapulis noted grant expenditures are on track.

Revolving Accounts Report

Chapulis noted the lunch revolving account is currently showing a deficit of approximately \$11,000. This is higher than what the district saw in December of 2015. Chapulis will do a careful review of the lunch revolving account.

School Committee Reports

Policy

Policy subcommittee will meet March 2, 2017.

Tri-Board/Finance

Dunlavy stated Tri Board will meet on February 15th. Dunlavy thanked the chair of the select board and town administrator for attending the budget discussion this evening.

Capital/Facilities/Grounds

Phifer announced a community meeting on February 8th at 6:30 pm in the HA gymnasium. The meeting will include a presentation by Berkshire Design of our existing design plans and participate in a discussion about reasonable revisions and how the project might be broken into multiple phases. The school department will also be looking for volunteers to assist with various aspects of the project. Grant stated that there continue to be issues with the backstop on the HA fields not preventing balls from going into the yards of property abutting the field. McKenzie will follow up with Mish and Sudnick and provide Grant with information about what has been done. Fasihuddin suggested using Hadley Media to communicate about the project with the larger community. McKenzie asked if committee would like anything placed on the upcoming warrant. Dunlavy asked McKenzie to review the capital plan to make sure that there is not anything small that should be included. Grant said we are in no position to put any large item in the warrant.

Negotiations

Klesch reported that negotiations were progressing smoothly.

CES

Fasihuddin will provide an update after the March meeting.

Additional Discussion

Next meeting February 27, 2017.

List of Documents and Exhibits Used at Meeting

- Agenda January 30, 2017
- November 28, 2016 School Committee Minutes
- Field Trip Request and EF Materials
- Parent petition
- 2017-2018 School Choice Slots Available
- Letter of Support for Town of Granby DLTA grant
- Social Justice and Equity Workshop Series Proposal
- Revisions to Incomplete Policy HA Handbook
- Request for sabbatical leave
- Superintendent's Goals 2016-17
- Search Process and Timeline for Hadley Elementary Principal
- MOU HPS and Hadley Police
- Personnel Report 1/30/2017
- Town of Hadley Indirect Cost Assessment
- Budget Summary Report

- Grant Allocation Report Dated 12/31/2016
- Hadley Public Schools Revolving Accounts Report
- FY18 Preliminary Budget Projection Handouts

Names of Remote Participants

No members participated remotely.

Next Regular Meeting Dates

February 27, 2017 at 5:30

Adjournment _____8:00_____PM