

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

Minutes November 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

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

Record of Votes

- *Approval of October 23, 2017 School Committee Minutes – Phifer moves to approve the minutes from the October 23, 2017 School Committee; Brugger seconds. Vote 3-0-0.*
- *Approval of Nature's Classroom Field Trip June 2018 – Brugger moves to approve the June 2018 Nature's Classroom Field Trip; Klesch seconds. Vote 3-0-0.*
- *Approval of New York City Field Trip May 2018 – Klesch moves to approve the May 2018 NYC Field Trip; Brugger seconds. Vote 3-0-0.*
- *Approval of Quebec Winter Carnival Field Trip January 2019 – Brugger moves to approve the January 2019 Quebec Winter Carnival Field Trip; Klesch seconds. Vote 3-0-0.*
- *Approval of New York Heritage Music Festival Field Trip May 2018 – Klesch moves to approve the May 2018 New York Heritage Music Festival Field Trip; Phifer seconds. Vote 3-0-0.*
- *Approval of Accounts Payable Warrants Submitted in November 2017 – Phifer moves to approve AP warrants submitted in November 2017; Brugger seconds. Vote 2-1-0.*
- *Approval of Warrants Submitted in November 2017 – Phifer moves to approve warrants submitted in November 2017; Brugger seconds. Vote 3-0-0.*
- *Approval of Unit A 2019-2021 CBA – Phifer moves to approve the Unit A CBA for FY19-21; Klesch seconds. Roll call vote Klesch – yes; Brugger – yes; Phifer – yes.*
- *Approval of Unit C 2019-2021 CBA – Phifer moves to approve the Unit C CBA for FY19-21; Klesch seconds. Roll call vote Klesch – yes; Brugger-yes; Phifer – yes.*
- *Approval of School Committee Public Comment Regarding PVCICS Expansion – Klesch moves to approve School Committee public comment response regarding PVCICS with the understanding that the letter as written may undergo revision prior to submission; Phifer seconds. Vote 3-0-0.*

Decisions/Actions

- School Committee decides to utilize school choice funds if necessary for expenses associated with developing bid specifications for HA Athletic Fields project.

Summary of Discussion on Each Subject Presented to Committee for Consideration

Adjustments to the Agenda

- Executive Session moved to end of meeting
- New York Heritage Music Festival Field Trip added to agenda
- HA data presentations moved to beginning of agenda
- No Town Financial Management Team update
- Update on asbestos walk-through and HES water testing added

HA Strategy Document and Data Presentation (00:02:25)

Beck reviewed the HA Strategy document for 2017-18. Beck highlighted two activities included in the 17-18 strategy document. The first activity involves the development of core values and school wide academic expectations. The process of developing core values and academic expectations will involve input from faculty,

students, and parents. Beck said HA developed civic and social expectations last year. The goal is to have guiding core values in place, clearly defined and measured academic expectations, and a shared definition of rigor by 2018-19 school year. The expectations and core values would be included in student and faculty handbooks going forward.

Beck reviewed activities to support the strategic objective of instructional leadership. Beck explained that HA would begin using common formative benchmark assessments in mathematics at the middle school to ensure all students are meeting benchmarks and to support students as needed.

Beck reviewed early warning indicator data for HA. Beck reviewed the steps HA faculty and staff take to intervene when students are identified as at-risk for academic or behavioral problems. Beck reviewed the child study team process for middle school and high school students. McKenzie reviewed the risk factors that the Department of Elementary and Secondary Education uses to determine if a student is at risk for not meeting achievement and attainment benchmarks. McKenzie pointed out that very few students at HA are considered at high or moderate risk for not meeting achievement and attainment benchmarks. The majority of students at HA are considered at low risk for not meeting achievement and attainment benchmarks. Beck indicated that if a student is considered at risk for low achievement or attainment, faculty or administration contact parents. The faculty creates a plan for students and monitors student progress to assess effectiveness of interventions. Beck provided examples of academic supports students may receive: adding a study period to a student's schedule, graphic organizers, books on tape, tutoring, etc.

Beck reviewed post-secondary readiness data. HA students typically outperform the statewide average for combined SAT performance. Beck said many students are taking the ACT instead of the SAT and that many colleges are moving away from considering standardized tests as part of their admission process. Beck noted that the percentage of students enrolling in post-secondary institutions after graduation exceeds the state average; persistence rates for HA graduates exceed the state average; and the percentage of students obtaining their first post-secondary degree exceeds the state average. Beck reviewed AP data and provided an example of how HA faculty use the data to make decisions about curriculum. Beck highlighted that the percentage of students successfully completing AP courses continues to increase. The majority of students score a 3 or above on AP exams. Phifer asked for clarification regarding AP scores. McKenzie indicated that the Department of Elementary and Secondary Education evaluate school districts on post-secondary readiness indicators. McKenzie stated that the data demonstrate the community is receiving a high return on its investment in public education. The data indicate that of all students enrolled in HA, only two are considered at high risk for low academic achievement and/or attainment. McKenzie highlighted the fact that HA graduates outperform students across the state. HA graduates are well prepared for college. These data demonstrate the community's investment in education is paying off and the educators at HA are doing an excellent job of preparing our students to be successful in college. Brugger thanked Beck and McKenzie for the data presentation. She recognized the work of educators and guidance at HA. Phifer asked for clarification as to how some of the activities connect with the larger vision, specifically how do quarterly math assessments connect with preparing students to contribute positively to a global society and how, as a parent, he can prepare his children for the vision. Klesch stated that getting feedback from students regarding core values may help to drive/shape activities that are more tightly aligned with the vision statement.

Field Trip Presentations (00:42:00)

Nature's Classroom – Duncan presented the Nature's Classroom Field Trip. She stated the proposal includes four teachers. Duncan said that the trip provides hands-on learning and helps children develop team problem-solving skills. Klesch asked what changes Duncan has made over the years to the trip. Duncan said she reads the feedback every year and makes adjustments to the agenda based on student feedback. School Committee members complimented Duncan on the degree of detail in the proposal. Phifer said he heard that the staff is great at Nature's Classroom. Duncan said although the trip is not camping it is not a hotel. Duncan said that she and the students make an extra effort to clean the cabins when they arrive.

New York City –Roberts presented the 8th grade trip to New York City. Roberts said the trip to the museum ties into all components of the curriculum. Every teacher has provided a list the curriculum standards that the field trip aligns with. Roberts indicated there will be two teacher chaperones and two parent chaperones who are registered nurses. Roberts expects for the cost of the trip to go down due to fundraising and funds from the Board of Trustees. Klesch stated she was glad to see some revisions to the itinerary. She said the itinerary last year was a bit ambitious. Klesch asked what Roberts does to prepare students for the 9/11 Memorial. Roberts says she has a grade level meeting prior to the trip to prepare them for the visit to the memorial.

Quebec Winter Carnival – Faculty members O'Donoghue and Lynch presented the Quebec Winter Carnival Field Trip Proposal. Mr. O indicated that many students expressed interest in this trip and wanted to see it brought back. Mr. O would focus on international foods and culture. Ms. Lynch would focus on language learning. The trip would take place over three nights and four days. Students would participate in Winter Carnival activities. Lynch said it is a great opportunity for foreign language students to practice French. Klesch asked if middle school students participate in the trip. Mr. O stated the trip is open to high school students. Phifer asked if the trip occurs during regular school days. Mr. O said the trip begins on Thursday and ends on Sunday.

New York Heritage Music Festival – Bartlett presented a music trip to New York. Bartlett wants to continue the history of trips for music students. The trip will allow band and choral students to perform for people from all over the country, including professionals. Students receive recordings from the trip. Bartlett said he is looking for less expensive lodging to bring down costs. The trip includes a tour of the city which gives our students a chance to meet with students from all over the country. Bartlett said that he is very excited about the master class opportunity for every student. Students will sit in with a college professor as part of their learning. The focus of the trip will be music. Bartlett reviewed the educational benefits of the trip. Phifer asked how many students will participate. Bartlett expects 49 students with 6 chaperones. Phifer asked if the itinerary had been finalized. Bartlett said he included various options but the itinerary had not been finalized. Phifer asked about the fundraising plan for the trip. Bartlett said the annual calendar fundraiser was underway. Bartlett said at the HMC holiday fair the students outpaced fundraising for all of last year. Bartlett said he is looking at new fundraisers like a cabaret night and Hadley talent night. Klesch suggested tightening up the agenda prior to the trip. Brugger expressed her enthusiasm for the trip. She recalls her experience on band trips as a HA student and thinks these trips are a wonderful opportunity for students.

Phifer said the field trips provide an example of how HA prepares students to be global students. Ms. Roberts reviewed some of the activities underway at HA such as having international speakers and assemblies. McKenzie pointed out that these activities are listed under strategic objective 3 on the HA strategy document.

Financial Reports (01:13:00)

Expense Report

McKenzie presented the expense report. She noted that on page 7 of the report out-of-district tuitions appear to have a significant deficit. McKenzie said that the deficit reflects several things: 1) only local revenues are included in the report but total expenses are included; school choice revenues and grant funds are used in addition to local revenues to cover expenses; 2) there is a glitch in the software and the system is not decreasing encumbrances when invoices are paid.

Update on Fields and Air Conditioning

McKenzie reported the HES air conditioning project will go out to bid in January and the bid has been broken into three sections. If we have sufficient funds to pay for one phase of the project, we will move ahead with that and request additional funds from the town if necessary for future phases.

Grant Report

McKenzie reported Title IIA funds have been totally expended. McKenzie said that IDEA, 240, and Circuit Breaker funds are used for special education costs. McKenzie said that the district does not expect grants 298 and 274 to be funded this year.

Revolving Funds

McKenzie explained the negative lunch balance is a result of not receiving payment from the federal government. Desjardins expects the fund to be in the positive next month. Phifer asked why the athletic fund had decreased. McKenzie said funds had been spent on the new scoreboard and to pay for adult supervision at structured study. Phifer asked if structured study was mandatory. McKenzie said if students remain on campus they must attend the structured study.

Fields Update

McKenzie reviewed the executive summary of soil testing. Soil testing found no evidence of a threat of release of petroleum or hazardous materials. The school department paid for the soil testing out of the operating budget per the CPA requirement that the school department spend funds before requesting CPA funds. McKenzie reviewed the projected timeline for the field project.

Asbestos Inspection HA and Green House

On Monday, November 27th, an inspector conducted a seven hour inspection of HA and the Green House. All findings from previous inspections have been addressed. Asbestos reports are available for review in the superintendent's office.

HES Water Testing

Last year, the district tested drinking water at HA. Two drinking fountains were found to have actionable levels of lead when first turned on. These fountains have been replaced. Over winter break, the district will test drinking water at HES.

Additional Presentations on School/District/Student Activities

Gender Equity (01:27:00)

McKenzie updated the committee on the activities of students on the gender equity task force. Students will release a social norms campaign at the alumni basketball event in January. The gender equity task force has a hash tag #recognizesexism. The campaign includes photos of students and faculty with quotes of sexist comments they have heard. Students would like to use Instagram as a platform and release the photos and quotes on social media. The students would like to allow comments in order to begin a dialogue. McKenzie has concerns about using social media. She is concerned about people making negative or hurtful comments and would like to shut off comments. McKenzie does not want to in any way set students up for negativity. McKenzie said all students participating in the social norms campaign have parent consent to participate. Klesch asked if the parents are clear that student photos and comments will be posted on social media. McKenzie said if comments are allowed, she will send another consent form. Phifer asked what the quotes and images entail. McKenzie gave examples of types of photos (example a student may be in athletic gear with the quote you throw like a girl under the image). Phifer asked if the images alone are meaningful. McKenzie said the images need the quotes. Klesch asked whose Instagram account would publish the campaign. McKenzie said it would be published under the student council Instagram account. McKenzie pointed out the difficulty of monitoring social media discussion/comment forums. Klesch said social media dialogues can be very healthy and can teach children powerful lessons about social media. Klesch went on to say that the advisors will need to help students have measured responses. Phifer said his gut tells him it is right to be concerned but if we look at the strategic vision, being a global citizen involves social media. Brugger said she originally thought it might not be a good idea but after listening to the discussion she thinks it would be important to allow people to comment because students might get very powerful and positive comments. Brugger said it is important to have supports in place to reflect on and process comments. Brugger said it is more important for students to have exposure to social media now when they have the support of adults rather than sending them out into the world without the tools to deal with the realities of social media. McKenzie thanked the committee for their input. McKenzie said Ms. Camuso would be at a future meeting looking for School Committee input on how to measure the impact of the social norms campaign. Phifer said he would be looking at who is aware of the campaign to determine how well the message is being disseminated.

HES and HA Student Council Reports (01:43:00)

McKenzie reviewed HES and HA Student Council activities included in the School Committee packet.

HES Principal Search Update (01:45:00)

McKenzie said the vacancy will be posted tomorrow. She revised the job posting to include language that communicates the district's desire to attract candidates from diverse and underrepresented groups. McKenzie said that the search committee is almost finalized. There is one parent representative slot available. McKenzie asked Brugger if she would be willing to serve if no other parents step forward.

Responsive Classroom (01:46:29)

McKenzie discussed Responsive Classroom, an evidence-based approach to fostering a positive learning climate and how Responsive Classroom will support work already underway at HES to improve school climate. McKenzie said Responsive Classroom focuses on partnering with families to teach interpersonal skills.

School Committee Data Analysis/Presentation Schedule (01:47:50)

McKenzie said she reviewed the types of data the committee reviews each year and connected it to the questions the committee considers at each meeting, the standards on which the committee evaluates the superintendent, and the strategic objectives of the district strategy document. Klesch and Brugger said they had been thinking of doing something like this ever since they attended the MASC conference. Klesch likes the way the schedule can help guide and organize meetings. Brugger said it will help the committee make sure they do not miss anything.

School Committee Public Comment PVCICS (01:50:47)

McKenzie reminded committee members that Klesch had emailed the draft response to committee members. Klesch explained the data she reviewed when crafting the response. Klesch underscored that the committee absolutely supports the right of parents to choose the best educational option for their children. Klesch said the committee takes issue with raising the cap at PVCICS when it has not reached its enrollment cap, and the DESE funding formula for charter schools. Phifer said he liked the brevity and highlighting key points. He indicated he would send minor edits to McKenzie to incorporate into the final draft. McKenzie will submit on behalf of the committee. Brugger is in favor of the response.

Preliminary Discussion FY19 Budget (01:54:00)

McKenzie will present the initial FY19 budget request based on faculty and staff input in December. The first draft typically goes to the town in January and then is revised multiple times between January and March. Phifer asked what guidance was given to cost center controllers. McKenzie said every cost center controller must provide a rationale for their requests. McKenzie said she had invited the Hadley SEPAC to speak with School Committee in January and provide input on the FY19 budget. Klesch asked how the district is handling the extra fourth grade classroom. McKenzie said one of the current grade six teachers would bump a less senior teacher. McKenzie said the fourth grade position had been advertised as a one year position.

Personnel Report (01:58:11)

McKenzie reported there was minimal activity to report.

Public Comment (01:58:20)

No comment from the public.

School Committee Reports (01:58:34)

Negotiations – McKenzie said the committee will vote in executive session on the Unit A and C contracts.

Finance/TriBoard – Klesch stated the Select Board has requested the SC chair appoint a SC liaison to the Select Board, a SC member to the HR committee, and a SC member to the technology committee. Klesch asked School Committee members email her their interest for the technology and HR committees. Klesch will serve as liaison to the Select Board.

Fields – reported under financial reports

CES – report enclosed in SC packet

Action Items

Klesch indicated that she would no longer be voting on the accounts payable warrant because she works for one of the vendors on the AP warrant. Klesch will file a disclosure in accordance with state law.

Executive Session (02:07:00)

Phifer moved to enter Executive Session to discuss strategy with respect to collective bargaining as he determined open meeting would have a detrimental effect on the bargaining position of the public body and to reconvene in open session. Klesch seconds. Roll call vote: Phifer- yes; Klesch-yes; Brugger-yes.

Report of Votes Taken in Executive Session (02:07:44)

Phifer reported that the Unit A and Unit C collective bargaining agreements were unanimously approved. Klesch voted yes; Phifer voted yes; Brugger voted yes.

Other Information

None

List of Documents and Exhibits Used at Meeting

- Agenda November 30, 2017
- October 23, 2017 School Committee Minutes
- HA 2017-18 Strategy Document
- HA Early Warning Indicator Data 2017-18
- Early Warning Data Quarter 1 HA
- Combined SAT Average HA and State
- Post-Secondary Enrollment HA and State 2011-16
- Post-Secondary Persistence by Graduating Year HA and State
- Percentage of Students Obtaining First Degree (Post-Secondary) HA and State
- Percentage of Students Completing AP Courses 2011-16 HA and State
- AP Scores All Subjects 2011-17 HA
- Overview Nature's Classroom Field Trip
- Itinerary New York City Field Trip
- Quebec Winter Carnival Field Trip Proposal
- New York Heritage Music Festival Field Trip Proposal
- Revolving Account Report FY18
- Personnel Report 11/30/2017
- Expense Report 11/21/2017
- Grant Allocations for FY17 dated 11/22/2017
- Executive Summary Cold Spring Environmental Consulting Soil Testing
- HA Athletic Fields Project Timeline
- Gender Equity Logic Model
- HES and HA Student Council Reports
- HES Principal Search Update
- Responsive Classroom Overview
- Hadley School Committee Schedule of Annual Presentations/Data Analysis 2017-18
- Draft Public Comment PVCICS Expansion
- CES Executive Director's Report to the Board of Directors November 15, 2017

Names of Remote Participants

No members participated remotely.

Next Regular Meeting Dates

TBD

Adjournment _____7:55_____PM