

**HADLEY SCHOOL COMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
Minutes October 23, 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

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

Record of Votes

- *Approval of October 23, 2017 Consent Agenda – Brugger moves to approve the minutes from the September 25, 2017 School Committee and warrants submitted in October 2017; Shannon seconds. Vote 4-0-0.*
- *Approval of Hartsbrook Academy – Shannon moves to approve the Hartsbrook Academy School; Brugger seconds. Vote 4-0-0.*
- *Approval of Superintendent Goals 2017-18 – Fasihuddin approves Superintendent Goals for 2017-18; Shannon seconds. Vote 4-0-0.*
- *Adjournment – Fasihuddin moves to adjourn meeting at 7:05 pm. Shannon seconds. Vote 4-0-0.*

Decisions/Actions

- School Committee decides to draft a public comment to the proposed expansion of Pioneer Valley Chinese Immersion Charter School.

Summary of Discussion on Each Subject Presented to Committee for Consideration

Adjustments to the Agenda

Executive Session cancelled.

Consent Agenda (1:00)

Klesch asks if there are questions regarding the consent agenda. There are no questions.

Introduction of Special Education Coordinator (2:00)

McKenzie introduced Pamela Haywood, new special education coordinator for Hadley Public Schools. Ms. Haywood stated she was happy to be in the district. Ms. Haywood summarized her professional experience as an education team leader and clinical social worker.

Approval of Hartsbrook Academy (4:00)

McKenzie stated per School Committee policy, she had visited Hartsbrook Academy and reviewed all required documents. Hartsbrook has met all requirements set forth by the School Committee. Klesch stated based on the report all criteria have been met and therefore she is in favor of the school's approval.

HES Principal Search Survey and Timeline (6:39)

McKenzie reviewed the proposed survey and updated timeline for the HES principal search. McKenzie stated the consultant for the search will be Bill Erikson who assisted with the Hopkins Academy principal search. Mr. Erikson works for the Collaborative for Educational Services. McKenzie stated the HES School Council had met to review the timeline and provide feedback on the survey. The consultant has recommended an interview and screening committee of ten members including three teachers, two staff representatives, one administrator, one School Committee representative, and three parents. McKenzie asked the School Committee for feedback on the timeline and survey. McKenzie stated once the School Committee was happy with the survey, she would post it for a minimum of two weeks. McKenzie stated that if any changes to the job description of elementary principal were required, the School Committee could approve those in December. McKenzie anticipates advertising for the

position in December. Klesch asked who would be asked to respond to the survey. McKenzie said the survey will be posted on the website and sent in an email notification. Klesch asked if there would be open, public interviews. McKenzie said this will happen at the community Q and A. Klesch asked if there is a meeting between finalists and the School Committee. McKenzie said that because principals are hired by the superintendent there is no interview with the School Committee. Klesch recommended that the School Committee representative have a student at HES. Fasihuddin stated that she is very interested in being the School Committee representative. She enjoyed participating in the search for an interim principal. Shannon asked if prospective interview and screening committee members needed to be available all day. McKenzie said that typically interviews occur in the late afternoon or early evening. Brugger asked if it was typical to use a consultant. McKenzie said that districts use consultants to varying degrees. McKenzie said that there is no charge for using a consultant from CES. McKenzie said the consultant keeps the process on track and allows each person to be a member of the team; no one person becomes the de facto chair of the committee. Consultants have experience managing the details of searches. Brugger said she thought it was great to get input on the hiring process from members of the community. Brugger asked if that had been done before. Fasihuddin said the district had asked for input in the past and spoke about how helpful it was to have a consultant assist with the search. McKenzie said she asked MASC for ideas for survey questions and then asked the consultant to review and revise the questions. Finally the HES council reviewed the survey. Brugger and Shannon indicated they would be willing to serve on the committee if needed. Klesch suggested that question two on the survey include an option for people to identify as HA parents. Shannon asked about how the committee manages data from open-ended questions. McKenzie said that the HES council had suggested providing a drop down menu for the open-ended questions. McKenzie said she struggled with having too much of her voice in the survey questions. Klesch indicated that Survey Monkey is able to cluster data from open-ended questions. Klesch also asked if CES could help with data evaluation. Klesch said committee members would contact McKenzie re: interest in serving on the committee and feedback on the survey. McKenzie said she would send an email to members before taking the survey live.

MCAS Data 2017 (22:00)

McKenzie reviewed 2017 MCAS data included in the School Committee packet. McKenzie said parents can find resources at www.doe.mass.edu under the Assessment and Accountability tab. McKenzie said that students across the Commonwealth did not perform as well on the Next Generation MCAS as they had on the legacy MCAS. McKenzie explained that DESE has stated the new expectations are more rigorous. DESE projected that 50% of students would be in the meeting and exceeding expectations categories and 50% would be in the partially meeting or not meeting expectations categories. McKenzie stated that in some grades and subjects on legacy MCAS 80% of students had scored Advanced or Proficient. The distribution of performance levels mirrors the performance of Massachusetts on NAEP tests. McKenzie said the state expects the percentage of students meeting or exceeding expectations to increase over time. McKenzie reviewed district performance by grade and subject. McKenzie stated that the district will pay close attention to curriculum alignment. McKenzie pointed out that in grade 5 and grade 7 ELA there were no students in the not meeting expectations category. Grade 7 ELA had high growth. Grade 8 ELA had approximately 70% of students meeting or exceeding expectations. Grade 10 ELA had 94% of students scoring proficient or advanced with an average SGP of 78. Grade 10 had both high growth and high achievement. McKenzie noted that grade 6 math students had an SGP of 80.5, the highest in the district. Grade 10 math had high growth and high achievement. McKenzie said the district will be paying close attention to mathematics in grades 3, 4, and 7. McKenzie said the district would be working with Mount Holyoke College for professional development. McKenzie also said the district would be paying close attention to ELA in grade 3. Fasihuddin asked if the data represent the current grade for students. McKenzie said the data represents the group tested in 2017. Shannon asked what it means that the standards are more rigorous. McKenzie said the state has said expectations are more rigorous, meaning the questions are more complex. Dr. Wickman stated whereas last year students would have to analyze a single passage this year students had to compare two passages. Fasihuddin

asked if concerns over class size last year might have contributed to the overall performance of third grade in 2017. McKenzie stated that it could have been a contributing factor but since the district cannot determine if class size and composition was the deciding factor, that is why the district will look closely at curriculum alignment in grade three. McKenzie reviewed the new performance levels of the MCAS – exceeding expectations, meeting expectations, partially meeting expectations, and not meeting expectations. McKenzie said the scale is now 440 to 560. Brugger said she likes the language change and that sounded more positive.

District Strategy and Superintendent Goals (37:00)

McKenzie reviewed the District Strategy document and superintendent goals. McKenzie said that the committee had reviewed the goals for the first time at its last meeting. Klesch asked if there had been discussion at the last meeting about the goals. Committee members indicated that they had not discussed the goals in detail. Fasihuddin reviewed the process behind the creation of the District Strategy and asked if a similar process should inform the goals. McKenzie said the committee would convene again to develop a new strategy but annually the superintendent must set goals and be evaluated on those goals. Fasihuddin stated that since the metrics had been useful in providing year over year progress and would suggest adopting the goals. Klesch said that the goals incorporated feedback the committee had provided during the last superintendent evaluation. Klesch suggested doing the retreat in the spring rather than summer so the information can be used at the beginning of the school year.

School Strategy and Improvement Plans (41:00)

Dr. Wickman discussed the HES Strategy and Improvement Plan for 2017-18. McKenzie stated that there is alignment between school strategy documents and district strategy documents. Wickman said all of HES' activities tie into district goals. Under instructional leadership, HES will focus on curriculum alignment and the implementation of curriculum materials in science. Wickman said HES will use assessment data to design interventions for individual students as well as class wide interventions. Wickman said HES is piloting a new formative assessment system that will provide useful data more quickly. In 2017-18, HES will use the assessment system in grades K-4 to assess literacy. Wickman said a team of teachers, along with herself and the superintendent, are receiving training in how to use the assessment system. Wickman discussed how the upper grades have been using resources provided by Kahn Academy to personalize learning and skill development for students. HES will look to expand the use of this resource into grades 3 and 4. Under the Management and Operations standard, Wickman said that HES will expand its PBIS program and evaluate implementation fidelity. HES will continue to use its Steps to Respect curriculum. HES will also receive training in Responsive Classroom this year. Planning for Family Literacy night is underway. HES began using the parent portal in School Brains this fall. Under the Professional Culture standard HES faculty will focus on using data to evaluate effectiveness of interventions and consistency of implementation. Wickman said PBIS data has been compelling and demonstrates the impact of PBIS on school culture. McKenzie said she would share PBIS data at a future School Committee meeting.

McKenzie indicated Mr. Beck would present the HA plan at the November School Committee meeting. Brugger asked if there had been any feedback regarding the parent portal. Wickman said she believed parents were comfortable. She had not heard any concerns.

District Professional Development Plan 2017-18 (52:25)

McKenzie reviewed the District Professional Development plan. She noted that the district has included professional development in mathematics partly in response to MCAS results. McKenzie stated that many teachers are working on independent professional development projects or in small professional learning communities. McKenzie cited a professional learning community in Sheltered English Instruction as an example. She also noted James Levine and Associates will provide professional development in Trauma Informed Instruction and case consultation to mental health support staff.

NEASC Accreditation Site Visit October 2017 (54:00)

McKenzie thanked Fasihuddin and Klesch for participating in the welcome event on Sunday. Fasihuddin said the questions from the visiting committee were insightful and the process was informative. Klesch noted that every question was linked to a standard. Klesch commented on the panel presentation, specifically stating that the student presentations were excellent. McKenzie thanked the students for actively participating in the process. McKenzie specifically thanked students Miranda Pitta, John Soto-Guzman, Aiden Cullen, and Ben Andersen. McKenzie thanked the students in English and in Spanish. Klesch thanked the jazz band for its performance at the reception. McKenzie stated HA should expect a draft report in January. Fasihuddin asked why HA had moved up the site visit to occur one year earlier than scheduled. McKenzie said the district was ready to move past self-assessment and into improvement planning. Klesch stated having the report this year will assist with the development of a new District Strategy.

Additional Information on Charter Funding Formula (59:00)

McKenzie stated the enclosed report offered information the School Committee could use when drafting a public comment to the proposed expansion of PVCICS. McKenzie reviewed each section of the document: how charter tuitions are calculated; the effect of declining foundation enrollment on Ch. 70 revenues and Actual Net School Spending; and attrition data for students considered high needs attending PVCICS. McKenzie pointed out that the number of school age children living in Hadley had declined and that was affecting foundation enrollment. Klesch asked if the School Committee was being asked to take a specific position. McKenzie said the School Committee has the option of responding during the public comment period. McKenzie also stated Executive Director Alcorn of PVCICS had scheduled a meeting with town administrator Nixon. Nixon invited McKenzie to the meeting. At the meeting, Alcorn wanted to brainstorm a proposal that would involve HES students retaining membership in HES but the district would contract out for educational services to Chinese Immersion Charter School. Alcorn indicated this arrangement exists between Phoenix Academy Charter and Lawrence Public Schools. McKenzie said she had researched the topic and spoken with officials at DESE who said Phoenix Charter Foundation is operating as an approved turnaround operator because the school it is working in is designated Level 5. McKenzie stated charter schools are prohibited from acting as turnaround operators. Fasihuddin asked if PVCICS doubled its enrollment would the number of students from Hadley potentially double. McKenzie referred to a chart in the report that indicates given the existing enrollment cap for Hadley students at PVCICS there are only 11.82 seats available at PVCICS for Hadley students. McKenzie stated although the enrollment would not double she still had concerns about the tuition formula and the fact that tuition reimbursement is subject to appropriation and has never been fully funded. Additionally, McKenzie stated the attrition data concerned her. McKenzie noted that the Amherst School Committee had taken a position which she included as an appendix in the report. Klesch asked what the December 15th deadline is for. McKenzie said anyone can submit public comment on the proposed expansion of PVCICS. McKenzie said the BESE is expected to vote on the proposal in January or February. Shannon asked about the position of the School Committee when the school opened. Fasihuddin said PVCICS initially opened in Amherst. Klesch asked if the School Committee would have had to approve the original charter proposal. McKenzie said the School Committee would not have been asked to vote to approve a new charter. Superintendents are sent a copy of charter proposals or amendments and are expected to share those with their committee. Committees can then submit public comment. Fasihuddin asked what changed in PVCICS' expansion proposal last year and the one most recently submitted. McKenzie said nothing had changed and the state pointed that out to PVCICS. It was McKenzie's understanding that since then PVCICS has submitted another expansion request. McKenzie said she had not yet received a copy. Fasihuddin requested clarification on the reimbursement rate. McKenzie reviewed a chart showing actual reimbursement from FY14 to FY17. Fasihuddin said the position of asking the state to address the formula would help Hadley. Klesch asked the committee if they would like to draft a position statement and review it at the next School Committee meeting. Klesch said she was not as interested in making it an issue about a particular school but rather a letter that spoke to issues with the tuition formula. Klesch said she did not want to

attack PVCICS. McKenzie said she would request the letter the committee signed previously that CES had written. Fasihuddin said she is in favor of putting something forward. Brugger asked about the approach Amherst took and if Hadley would take that approach. Klesch said the statement of the committee would be addressed to the state. Brugger and Shannon stated their support for drafting a public comment. Klesch said she would work on a draft.

Student Council Report (1:19:00)

McKenzie reviewed the HA Student Council report. McKenzie thanked Sophie Berard for writing the update.

McKenzie highlighted the Gender Equity Task Force Ally Day.

Personnel Report (1:20:00)

McKenzie noted the district is still looking for a substitute ESP.

Public Comment Period (1:20:00)

None

Business Manager Reports

Expense Report (1:20:30)

Desjardins stated budget still looks good. He indicated several adjustments had been made to lines that were over-encumbered.

Grant Report (1:21:30)

Desjardins indicated that the district is still waiting to hear when 274 and 298 will be posted. The district has received its award amount for 262. Desjardins informed the committee that the Hopkins Academy sign was being refinished and would be taken down for a short period.

Fields Project (1:22:00)

Desjardins updated committee members on the fields. Desjardins said the district would need to find someone to draw up the bid specifications. The specifications for a field project in Easthampton were roughly \$35,000. Klesch asked if the district already had these documents. McKenzie said the district only had drawings for breaking the project into phases but those are not bid specifications. McKenzie thanked all of the townspeople who supported the project, CPA, all of the district's support groups, Helping Hearts, and Stacey Mushenski. McKenzie said CPA required the school department to spend its own money before expending CPA funds. McKenzie said paying for the bid specifications would fulfill this requirement. Fasihuddin suggested testing the soil based on a question posed at Special Town Meeting about how the fields had been used and what chemicals may have been used on the fields. Desjardin also underscored the importance of hiring someone to put together thorough, clear, and highly detailed bid specifications. Shannon said the Easthampton project included many things that are not included in the Hadley project which may result in a lower cost. Klesch asked that the cost for the bid specifications come back to the committee. Klesch stated that she and Fasihuddin had sung Desjardins' praises to the NEASC committee.

School Committee Reports (1:28:30)

Negotiations

Klesch stated Unit A negotiations had been rescheduled for October 30, 2017. Unit C negotiations are scheduled for early November.

Policy Subcommittee Update

McKenzie reported the subcommittee will meet in December.

Finance Triboard Update

Klesch asked if McKenzie and Desjardins wanted to comment on the first meeting of the town Financial Management Team. Desjardins said there was a great deal of discussion about free cash certification.

CES Update

Fasihuddin referred to the September CES Board report she had forwarded to members of the committee. Fasihuddin stated that CES continues to offer a range of quality programs for schools and districts. McKenzie reminded committee members that CES will offer the required Chart the Course training for new committee members.

Other Information

None

List of Documents and Exhibits Used at Meeting

- Agenda October 23, 2017
- September 25, 2017 School Committee Minutes
- Hartsbrook Academy Approval Checklist
- Schedule and Draft Survey Questions HES Principal Search
- Understanding Next-Generation MCAS and 2017 Accountability Results
- Hadley Public Schools Strategy Document
- Superintendent Goals 2017-18
- HES Strategy Document 2017-18
- HA Strategy Document DRAFT 2017-18
- District Professional Development Plan 2017-18
- NEASC Accreditation Schedule
- Report to Hadley School Committee Regarding Proposed Expansion of PVCICS
- Student Council School Committee Update
- Personnel Report 10/23/2017
- Expense Report 10/18/2017
- Grant Allocations for FY17 dated 10/18/2017

Names of Remote Participants

No members participated remotely.

Next Regular Meeting Dates

Scheduled November 27, 2017 at 5:30 pm. This date may be subject to change.

Adjournment _____ 7:05 _____ PM