

**HADLEY SCHOOL COMMITTEE MEETING
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
Minutes October 28, 2019**

125 Russell Street, Hadley, MA 01035 5:30 pm

Call to Order – 5:30 pm

Klesch calls meeting to order. Present: Klesch, Phifer, Fasihuddin, Brugger, Shannon, Kelley, McKenzie, Desjardins

Adjustments to the Agenda

Klesch said she had an addition to the business managers section of the agenda to revisit having only one electronic signer of the warrant. She also suggested moving the Personnel Report to after the Special Education and Curriculum goals. McKenzie mentioned that they had anticipated having some students representing the GSA present but that there were no students in attendance. She added that there was some information in the School Committee meeting packet from GSA. Klesch proposed that the committee postpone the GSA item on the agenda.

Presentations/Discussion Items (5:35)

Student Presentation GSA – Lanham - Postponed

Student Representative Report

Jack Kelley reported to the School Committee that the Student Action Committee held a meeting the week prior and discussed student goals and desired achievements. He said that they still wanted to develop a plan for implementation for goals achievement. McKenzie inquired as to what students were involved in the meeting(s). Kelley responded that he had invited students who participated in the walk-out and that 2 of them are on the student council. Jack also told committee members that they planned to meet bi-weekly. He said that the main purpose of the group, yet to be named, is to make Hopkins a more environmentally conscious place. Fasihuddin offered some advice regarding experimenting to see what works and what does not. Ms. Markowski, student was also in attendance and spoke to the goals the students wanted to adopt. She said they had met with a representative and talked about applying for a grant for a Cooler Communities Expo. She added that it would involve the elementary school, the middle school, and the high school working together to educate the community with environmentally friendly ideas and projects. McKenzie followed up with information about other school districts who had held the fairs and more detail regarding the goals and funding of the event project. Committee members commended the students for taking the student-led initiative and thanked them for their presentation.

District and School Accountability Data 2019 (5:45)

McKenzie informed the Committee that it is required to annually review their accountability data. All districts receive a report card and share that with families. The district reviews data to make sure that standards for deep learning are being met by rigorous and coherent curriculum aligned with state standards. McKenzie reported on some of the highlights of the data as it is quite a sizable report. She first reviewed the points process and what areas points are given, such as growth, achievement, and attendance. She said there was significant improvement at the middle school level this year. The high school, which performed quite well last year, increased in advanced coursework completion. McKenzie said that the data related to cohorts (same students over time) is important. She pointed out that students who have tested as Hadley students for the past three years have done well and this is an indicator of good progress with a trend in the right direction. Changes in the data are a cause for analysis and reflection on the curriculum as well as any changes that could have contributed to the change in data. McKenzie compared HPS data to State Data and provided analysis of percentages. Overall, the district met or exceeded targets. McKenzie focused on the areas needing improvement in ELA at the Elementary level in Literacy. She

added that the district recently received a grant for professional development in writing instruction. Dowd informed the Committee of conversations and data analysis taking place at the elementary level to address the writing skills issue.

School Strategy Presentations (6:15)

HES– Dowd

Down thanked everyone who had helped her in her first successful year as principal of HES. She told the Committee that her overall goal was a continuation of her goal from last year and that is to make sure that Hadley Elementary School is a place where every child feels safe and welcomed and that their families feel the same way. Dowd reviewed her strategic School Improvement Plan with committee members, speaking of curriculum mapping, data meetings, and assessments. She outlined practices that contribute to school morale and spirit and mentioned her monthly newsletter as a part of family communication and engagement. Dowd updated the Committee on the progress being made on curriculum mapping and collaborative data meetings between teachers. She added that the math teachers were working with the HA math teachers to align math curriculums. Fasihuddin mentioned past interactions between HES and HA, such as the 6th grade visiting HA and the seniors going back to HES. She suggested that these positive events could start earlier in the year. Dowd agreed that bringing the schools together for events and projects is a good idea which will be pursued. She mentioned that the HA athletes would be visiting HES in December to read to the younger children. Discussion continued regarding all the different things that could bring the schools together. Beck mentioned that there would be a void to fill for robotics community involvement next year as students graduate.

HA- Beck

Beck presented his School Strategy Report for Hopkins Academy, highlighting the School Redesign Institute and 2019-2020 Learning Excursions, Early College High School Innovation Pathways, and the design and implementation of My Career and Academic Plan under Instructional leadership. Beck outlined the new strategies developed under Management and Operations. He spoke about trainings for the implementation of Multi-Tiered systems of support for grades 7 and 8. He also spoke about the protocols for the school leadership team to be implemented to assess the value of events that compete with instructional time. He provided some examples. Beck explained that for Family and Community engagement, the School Council would be surveying families regarding school improvement priorities. Career Day and Financial Literacy Fair would be evaluated and future offerings designs would be considered based on feedback. Beck said they would be evaluating the Code of Conduct using data from various sources with an eye toward equity and effectiveness. Beck provided information about the offerings for the Career Fair scheduled for October 31st. He mentioned all of the career topics being presented and the names of the presenters.

Curriculum and Special Education Goals – Camuso and Haywood

Haywood spoke of the assessments and collaborative conversations that were taking place to ensure that every student is provided with a rigorous curriculum, effective instruction and meaningful assessments. She said that she would like to provide new transition opportunities for students aged 14 to 22. She said she recently attended a transition fair where she was able to make some connections and learn about opportunities that may be available for Hadley students. Haywood also informed the Committee that some clinical supervision with a UMASS consultant would be provided to the counseling staff. Haywood also said she would like to have more participation in SEPAC and is partnering with other districts to host trainings. The committee thanked Haywood for her report.

Camuso expressed that she is very excited to take on her new role as Director of Curriculum, Instruction and Assessment. She said that she had three main goals. Camuso said that she plans to gather and organize all the curriculum within the district so that it can be referenced and understood. In addition Camuso is working on a more formal curriculum review process. She cites her second goal to support the implementation of grants. Camuso said the third major goal she has involves working with teachers toward increased collaboration and sharing of resources. She will be designing and facilitating professional learning community meetings between teachers. She will also be serving on the district PBIS team. Camuso said she has offered to help classroom teachers with instructional strategies and assessment designs as well.

Haywood addressed the recent resignation of the School Adjustment Counselor at HA and informed the committee that former school psychologist at HA has returned on a temporary fill-in basis to meet the needs of the students.

District Professional Development Plan (7:00 pm)

McKenzie provided the Committee with a copy of the District Professional Development Plan for 2019-2020, as required. The Plan includes a listing of the Professional Development Activities that staff will engage in through the year.

Job Description After-School Program Leader

McKenzie informed the Committee that the Hadley Kids After School Program was going well, with a current enrollment of 63 students. She added that 26 students are interested in the Before School Program proposal. McKenzie explained the new job description of a Program Leader for Hadley Kids. The Parks & Rec Director, who initially held the position of Program Director will be stepping down due to conflicting work commitments with her primary employment with Parks & Rec. McKenzie reminded the Committee that the approved Program Director position required a Bachelor's Degree. In checking with DESE, McKenzie found that considering her close proximity and involvement with the Program, the requirement could be waived and thus a new job description for Program Leader is being presented to the Committee. This will allow the hiring of interested qualified, proven-performance current Hadley Kids staff to be hired to the position. Shannon said that he would like to add training in de-escalation and social and emotional skill development to the "Education, skills, and experience" part of the Job Description. Fasihuddin made a motion to approve the Job Description of Hadley Kids Program leader Job Description as amended. Shannon seconded. The vote was 5-0-0.

Establishment of After School Program Revolving Fund (7:15 pm)

McKenzie provided an opinion from the school attorney which outlined a law that can be used to establish a revolving account for school-age children. She explained that the School Committee would establish the revolving account under M.G.L. c. 71 §26C and subsequently Town Meeting will vote to allow the SC to accept the gift from Hadley Kids, Inc. under M.G.L. c.44§53A. Fasihuddin made a motion to establish the revolving account. Brugger seconded and the motion passed 5-0-0.

Ethics Disclosures Field Trips

McKenzie explained the Massachusetts law that requires school trip chaperones to disclose any benefits they receive as chaperones, including the cost of the trip being paid by the school or another party. McKenzie received a legal opinion as to the procedure to follow and has informed all staff. She provided other examples of gifts in kind that require the same disclosure. The ethics law requires disclosure of any gift valued over \$50.00. In

response to a question from Fasihuddin, McKenzie said she would prepare the disclosure statements for committee members and after signature, they will be filed with the town clerk in accordance with the law.

Fund code 191 Shared Services (7:30)

McKenzie informed the committee of grant availability for shared food services. Hatfield School committee would like to apply in partnership with Hadley School committee. The grant would allow for the study, plan and implementation of innovative shared services. McKenzie said Hatfield School District is looking for a vote of the SC to proceed with the grant and they will write and submit the grant. Both schools are looking for ways to be more efficient and economical. Fasihuddin said she would like food quality improvement included in the proposal. Committee members also expressed concern about any environmental impacts resulting from shared services. On motion made by Fasihuddin and seconded by Shannon, the committee voted 5-0-0 in favor of a joint application (fund code 191) with Hatfield Public Schools.

Personnel Report

Resignation already addressed earlier in meeting.

Public Comment Period

No members of the public were present for comment.

Business Manager Report

Expense Report

Desjardins said that the budgets that are over expended are in the SPED tuition accounts as the district is still waiting for funding approval of the 240 grants. The money will be transferred when the grant money has been approved. HPS budget is currently paying the Hadley Kids staff salaries but the money will be transferred back from the revolving account once it is established. Klesch asked about locking in the price for fuel. Desjardins said it had been done.

Revolving Accounts

Desjardins reported a positive balance on the lunch account. He added that there may be some revisions as the town rolls over balances from FY 19 into FY20. He said that the revenues from Pre-School had not yet been posted. McKenzie said that the revenues from Hadley Kids were still at Parks & Rec. but indications are that we will absolutely be in the black with the program. McKenzie added that there were good predictions for School Choice. In response to committee member's questions about possible reasons for the increase in school choice, McKenzie said that the "shadowing " program was very popular with parents and many parents are very complementary about the welcome they receive when visiting as well as program offerings.

Grant Report

Desjardins pointed out that the revenue from the Safer Schools grant did not show up on the report provided the committee and apologized for the omission. He said that \$21,000 was used from the Safer Schools for new locks and security upgrades. McKenzie mentioned that they would be seeing the funding for the recently acquired grants of the Governor's Innovation Pathways for \$15,000 and the Early College/ High School for \$30,000. Klesch asked about the Circuit Breaker new formula if the amount would be higher and McKenzie explained the formula and said that she believes it would start next year. She said that the district would be allowed to include special education transportation. Phifer asked if McKenzie could provide a listing of the grants recently received and commended McKenzie for the great job she has done in completing grant applications for HPS. McKenzie said she would prepare a report for the December SC Meeting as the November meeting was under time constraints. She also talked about the two grants that were not awarded to HPS but said that she had confidence that she would be successful in her next application.

Capital Request Special Town Meeting

McKenzie reviewed the school article for Town Meeting, including each funding request. Klesch said that the visuals and individuals available to answer questions at the town Meeting Public forum were excellent.

Signing of the Warrant

Desjardins explained the warrant process and that it would be a more expeditious and smooth process if there was only one official signer and the rest of the SC would be able to view the warrant. Motion was made by Shannon to have a single signer for the AP and Payroll Warrants and seconded by Phifer. The vote was 5-0-0 with Tara Brugger as the single signer.

School Committee Reports/Discussion

Policy – There would be a first reading of some of the policy revisions at the November meeting.

Start Time Task Force – Brugger reported on the first meeting and the plan for action, including data and research collection, meeting with key stakeholders, and bringing questions to the next meeting.

Finance/TriBoard – Klesch reported that the only discussion related to the schools was that of the funds generated from Hadley Kids Program.

Fields and CPA update – Phifer reported that the conservation commission approved the plans for the athletic fields. The next step would be to have the design specifications completed.

CES – Fasihuddin reported that most of the last meeting was dedicated to the evaluation of the executive Director, which by law, has to be done annually. She added that there was a request for two school districts to gain membership to CES and that School Committees who are already members have to vote to approve the new district members. Bill Diehl has requested to attend the November SC meeting to address the issue with the Hadley School Committee. There was also some discussion about investigating whether CES could work collaboratively with Kelly's Environmental Action Committee and other school districts. Fasihuddin said she would ask Bill Diehl. McKenzie said the topic had come up at the superintendents' meeting and that she had mentioned the possibility of Kelly's group being involved.

Action Items

Approval of AP Warrants Submitted September 2019 – Motion: Phifer; Second: Shannon; Vote: 4-0-1.

Approval of Warrants Submitted September 2019 Motion: Shannon; Second: Phifer; Vote: 5-0-0.

Approval of HES School Strategy/Improvement Plan – Motion: Fasihuddin; Second: Brugger; Vote: 5-0-0.

Approval of HA School Strategy/Improvement Plan – Motion: Fasihuddin; Second: Brugger; Vote: 5-0-0.

Approval of Job Description After School Program Leader as Amended – Motion: Fasihuddin; Second: Shannon; Vote: 5-0-0.

Approval of After School Program Revolving Fund- Motion: Fasihuddin; Second: Brugger; Vote: 5-0-0.

Approval of Joint Application (fund code 191) with Hatfield Public Schools Motion: Fasihuddin; Second: Shannon; Vote: 5-0-0

Approval of September 23, 2019 minutes – Motion: Phifer; Second: Shannon; Vote: 5-0-0.

Next Regular Meeting Date- November 20, 2019 at 5:30 pm

Adjournment – 7:41 pm

Motion to adjourn: Phifer; Second: Shannon; vote: 5-0-0.