

**HADLEY SCHOOL COMMITTEE MEETING
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
Minutes March 30, 2020
125 Russell Street, Hadley, MA 01035 5:30 pm**

Present: Klesch, Phifer, Brugger, Shannon, Fasihuddin, McKenzie, Desjardins.

1. Call to Order

Klesch asked for a motion to call the remote meeting to order at 5:30 p.m. Shannon so moved, Fasihuddin seconded and the vote to open the meeting was unanimously approved.

2. Public Comment

Klesch asked if there was any public comment. McKenzie responded that there was none at this time but would check back in case anyone who wished to make public comment joined the meeting later.

3. Adjustments to the Agenda

Klesch announced that there were no adjustments to the agenda.

4. Presentations/Discussion Items

Principal Beck Appointed Superintendent GMRSD

McKenzie made formal announcement and congratulation to Principal Beck, current principal of Hopkins Academy. Beck has been appointed as the Superintendent of Schools for Gill-Montague Regional School District. She thanked him for the service he has provided to Hadley Public Schools. McKenzie informed SC members that due to the COVID situation, she would like to post the position internally for a one-year interim position until such time as a meaningful search for the permanent position could be conducted. McKenzie said that the action for the posting does not require a vote by the School Committee, but she seeks feedback from the members. Klesch congratulated Beck and thanked him for his service. She voiced agreement with McKenzie's proposal for an internal one year interim position appointment. Fasihuddin echoed positive remarks about Beck and his new position. She added that she feels that a one year interim appointment for the HA principal is a good idea despite the COVID situation because of the time frame being almost the end of the school year.

Phifer asked McKenzie what the typical time frame was for the hiring of a new principal from start to finish. McKenzie responded by outlining the steps usually taken, which include, 1) obtaining input from parents, students, staff, 2) formation of a search committee, 3) screening of applications, 4) Committee interviews, 5) recommendations, 6) site visits, 7) final candidates public meeting with community.

Shannon asked the process would have to be accelerated if she was to move forward with searching for a permanent candidate in place for September. McKenzie responded that it would have to be an

extremely accelerated process. Klesch asked the members if they were all comfortable with the proposed approach to filling the HA Principal position. All members were in agreement.

Change of Date Europe Field Trip April 2021

Camuso was present to propose a new date for the Europe trip. She informed the SC that she had taken a survey and based on responses, the new date would be April 2021. She mentioned that the trip would be the same itinerary and that all but 3 of the students originally signed up to go in 2020 were rolled over to go on the trip in 2021. Camuso said she would like to open the opportunity to participate in the trip to 2021 sophomores and juniors. Shannon asked if the original price quoted for the 2020 trip would be honored. Camuso responded that the original price for students already signed up is locked in and that new students would have a window of opportunity for the locked in price. Phifer made a motion to approve the Europe trip with amendments of the date and opportunity for new participants. Brugger seconded and the motion was approved 5-0-0.

Revised School Choice Seats by Grade

McKenzie provided the committee with revised upper limits of students per class that could potentially be accepted through School Choice. Fasihuddin asked if additional staffing would be required if the upper limits were met. Beck responded that the numbers were based on existing staffing and taking into consideration which grade levels typically see inflow and outflow of students. Brugger made a motion to approve the revised 2020-2021 School Choice seats available. Phifer seconded and the motion was approved 5-0-0.

Program of Studies HA

Beck was present to inform the members of some amendments made to the HA Program of Studies approved by the Committee in February, which included the addition of the description of World Language Requirements, Art History I and II Descriptions, and the addition of Innovation Pathways courses. Members thanked the team responsible for their work in obtaining the Innovation Pathways grant, noting the advantage it gives HA students. Fasihuddin made a motion to approve the HA Program of Studies as amended and presented. Shannon seconded and the vote carried 5-0-0.

Update Innovation and Early College Designations

McKenzie said that HA has received the Innovation and Early College designation and have made it to the interview stage. The March 17th interview date was canceled due to schools closure but they have made contact with options for rescheduling or applying for designation in the fall. McKenzie said she would be conferring with Greenfield Community College as to their preferences as this is a joint proposal. McKenzie said she will provide an update next month.

Formative Evaluation Superintendent

McKenzie informed the committee that it is required by law to perform a formative and summative evaluation. She said that the formative evaluation could be as simple as the members letting her know if there are concerns about progress on any of the goals or things the district is working toward. McKenzie also said that the committee could rate her on the formative evaluation or wait for final ratings on the

summative evaluation in June or July. The Committee had opted for the full evaluation for the end of June last year. McKenzie provided a Formative Evaluation Progress Report for the Committee in their meeting packet.

Phifer asked McKenzie if she had any concerns about delayed progress on any of the goals due to COVID school closure. McKenzie responded that the areas of delay are: administration of a social/ emotional screening tool at HA, expansion of Active Bystanders, evaluation of the effectiveness of the restorative justice framework at HA, Review and Improvement of Student Progress Reports to families, SBA Grant. School Committee members expressed how pleased they were with the progress and productivity of the superintendent this year and had high praise for the distance learning, instructional continuity, and communications between the schools and families during the school closure.

FY21 Budget Update

McKenzie informed the committee that the Town Administrator had to make cuts in all budgets and that the school department received a cut of \$26,000. She also said that the budget as presented to the SC will remain in draft format until a meeting takes place with the Finance Committee and a final budget public hearing in April where the SC would vote on a final budget. McKenzie informed the members where she made the cut in contracted services. She explained reallocations she had made as well. McKenzie said that there are still some unknowns, such as Smith Vocational tuitions. This draft is for the committee's information and does not require a vote of approval at this time. McKenzie did say that there may be changes in revenues at the state level and that reimbursements/ financial aid from state and federal sources was still unknown.

SY 2020-21 Calendar

McKenzie had brought back the previously approved 2020-2021 School Calendar with adjustments made to the first 2 days of school and the last 2 days of school. Feedback from Unit A resulted in changing the first day of school for teachers, first day of school for students, and last day of school. Teachers return on 8/27/20, Students on 8/31/20, and the last day of school 6/17/20 (provided no snow days). Fasihuddin made a motion to approve the SY 2020-2021 calendar as amended and presented. Phifer seconded the motion the motion was approved 5-0-0.

Developing Norms as a Committee

McKenzie provided the SC Norms and Policy documents and asked the members if they wanted to vote to formally adopt the proposed Norms or whether they wanted more information from MASC. Klesch said that MASC had not recommended the establishment of a policy for SC Norms, but to post adopted SC norms on the website and have them subject to annual review. Fasihuddin made a motion to accept the Hadley Public Schools Norms and Values document as a Committee, subject to annual review and post on the school website. Shannon seconded and the vote carried 5-0-0.

Continuation of compensation during scheduled closure March 16- April 7, 2020

McKenzie provided detailed information regarding how staff are continuing to work from home and added her support to the Commissioner's guidelines to continue compensation to all school staff during the school closure.

Business Manager Report

Expense Report

Desjardins reported that there would be no problems with the budget expenses being paid through the end of the school year. Klesch asked if there were any anticipated facilities savings due to the closure. Desjardins said there might be some savings in utilities. He added that there would be savings in the substitute teacher line item. Desjardins responded to Shannon that he had already locked in process for heating oil.

Revolving Accounts

The Lunch Account and Pre School are both back in the positive. Going forward, there will be a negative as there are no food service revenues to offset the payroll. Desjardins mentioned that the money saved from accounts mentioned previously, such as the substitute teacher account would most likely be offset by this type of expenditures. McKenzie reminded the members of a discussion from a previous meeting regarding the total annual expense for substitute teaching when she had asked for an increase in the daily rate for substitutes. She informed the committee that when Desjardins had provided an estimated annual total expense for that line item, she had failed to point out that that amount also included the cost of Long-Term subs needed for family or medical leave. Long Term subs are paid at the Unit A B1 rate as opposed to the daily sub rate.

Grants Report

Desjardins reviewed the grants expenditures and balances. He said that there would be some adjustments made for the next meeting as there was a slight increase in the 240 Grant. Klesch asked McKenzie to provide an update on any open grant applications. McKenzie said there are no grants open but that she would be submitting the School Building Authority Grant and that the deadline for the School Violence Prevention Grant had been extended.

Public Comment- A check back showed no new participants for public comment.

5. School Committee Reports/Discussion

- a. Policy – Brugger- First Reading with second reading at next meeting
- b. Start Time Task Force – Brugger- on hold for now
- c. Finance/TriBoard – Klesch- no new updates
- d. Fields and CPA update – Phifer- bid from Omasta finalized and a shout out to all those who made donations to the project. Desjardins shared the latest update from MIIA regarding a spring sports schedule to possible start May 4th.
- e. CES – Fasihuddin- Reports first virtual meeting and shares that CES services have been significantly impacted financially by COVID-19 but is confident they can manage the deficits. They are working on professional development for online learning and curriculum.

6. Action Items

- a. Approval of Amended Europe Trip for 2021- Motion: Phifer, Second: Brugger; Vote: 5-0-0.
- b. Approval of HA Program of Studies as amended and presented- Motion: Fasihuddin; Second: Shannon; Vote: 5-0-0.
- c. Approval of School Choice Seats by Grade – Motion: Brugger; Second: Phifer; Vote: 5-0-0.

- d. Approval of SY 2020-2021 Amendments to School Calendar- Motion: Fasihuddin; Second: Phifer; Vote: 5-0-0.
- e. Approval of AP Warrants Submitted February 2020 – Motion: Fasihuddin; Second: Shannon; Vote: 4-0-1.
- f. Approval of Warrants Submitted February 2020 -Motion: Fasihuddin; Second: Shannon; Vote: 5-0-0.
- g. Approval of March 2, 2020 minutes – Motion: Fasihuddin; Second: Shannon; Vote: 5-0-0.
- h.

7. Next Regular Meeting Date- April 27, 2020

With no further business at hand, Fasihuddin made a motion to adjourn the meeting at 6:50 pm, Phifer seconded and the motion carried 5-0-0.