

**HADLEY SCHOOL COMMITTEE MEETING
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
Minutes May 28, 2020
125 Russell Street, Hadley, MA 01035 5:30 pm**

Present: Klesch, Phifer, Fasihuddin, Brugger, Percy, McKenzie, Desjardins

1. Call to Order

Klesch asked for a motion to call the meeting to order at 5:30 pm. Fasihuddin made the motion, Brugger seconded and the vote was 5-0-0. Percy, new School Committee member, introduced himself and provided information about his personal and professional background.

- 2. Public Comment-** due to technical difficulties, an individual wishing to make public comment was unable to be heard. Klesch suggested that an adjustment to the agenda be made and have public comment after one of the Presentation/ Discussion items so that the problem could be resolved.

3. Adjustments to the Agenda

Klesch said that the Committee would move to discussion item of 4b and talk about protocol and graduation in conjunction with the governor's update.

4. Presentations/Discussion Items

Governor's Updates Re: Reopening

McKenzie referred to the letter she sent to the HPS community regarding the activities and plans for graduation to date. She thanked everyone involved. She explained that HPS waited for guidance from state agencies for graduation plans. The guidance was clear that any in-person activities prior to July 19, 2020 should be done virtually or under very strict social distancing guidelines. McKenzie expressed sadness that traditional graduation could not take place. She shared proposals for graduation ceremonies and explained that the plans for a drive-through graduation were denied by the Board of Health.

Fasihuddin addressed the question of why other communities were holding graduation ceremonies. She said that those communities had their plans in place before the Governor's guidelines were published. Phifer said that a committee was going to work on some additional decorations for the parade. Brugger said it was important to follow the guidelines in order for the students and the community to be safe. McKenzie spoke to others having made plans prior to guidelines but said that her priority was safety.

Public Comment

Andrea Elson said that as a parent of a senior, she felt the need to advocate. She spoke positively about the plans and activities in place. She said she read the guidelines and researched what other cities and towns were doing. She said she just wanted to make sure HPS was planning something to honor the graduates and said that now that she had heard that plans were in place, she felt assured.

Re-entry Planning

McKenzie said that the Commissioner of Education was going to publish re-entry plans that were mostly prescriptive so detailed planning at this stage would be time consuming not effective. She added that when the guidance was shared from the state, a task force would be put in place and input from the school community would be gathered.

Reduction in Unit A

McKenzie said that the 6th grade class, which had 3 classes and 3 teachers was moving to Hopkins next year and so the warranted reduction in force of one Unit A teacher. McKenzie said the statutory guidelines required notification to the employee by June 15th. She added that fiscal responsibility regarding class size and staff had to be considered, especially in light of the current budget situation. Klesch added that the School Committee has always and will continue to monitor class sizes and make adjustments as needed. Paula Cristoforo was present as a community member to express concerns about the Fall and the possible need for additional staff.

Possibility of 1/12th Budget

McKenzie made note that Jane Nevin Smith was present. She is a recently elected member of the Select Board and is the liaison to the Schools. She also made a correction to the date of the TriBoard meeting. McKenzie informed the Committee that there is no actual budget until town Meeting has a quorum and votes to pass the budget. If that does not happen or if the State legislature does not have its budget finalized, many communities will have to look at a 1/12th budget. McKenzie explained that it is not as big of a problem for the schools as the major portion of the school budget is for faculty and staff, who do not return to work until the Fall. McKenzie encouraged all registered voters in Hadley to please attend Town Meeting. Klesch took the opportunity to congratulate Nevin Smith and welcome her as the liaison to the School Committee.

Applying Any Stimulus to FY21

McKenzie spoke of Stimulus Funding available for which the District would apply for in FY 21 in the anticipated amount of approximately \$48,000. She mentioned the technology article and explained that it is an authorization to borrow, but it is not mandatory. Fasihuddin mentioned that she was glad that consideration for PPE and technology were being considered. She asked if any of the stimulus money could be used for professional development, especially for distance learning. McKenzie responded that the stimulus money could be used for any COVID related expenses. She added that it is subject to proportionate share.

End of Year Activities

Klesch mentioned that much of the year-end activities were already discussed and the parade route is published on the school website. McKenzie mentioned that the Hopkins Academy website had everything readily accessible. Fasihuddin suggested that someone could track the parade travel route/ location and make a link available to community members. Klesch spoke about the graduation Senior feedback survey and McKenzie said that Beck would be getting that out by the weekend.

Acceptance of Board of Trustees Athletics Fields Donation

McKenzie said she would like to thank the Hadley Board of Trustees for their donation. Desjardins said the amount was \$117, 820. McKenzie thanked everyone who donated and said that every little bit mattered. McKenzie said the acceptance of the donation required a vote by the School Committee. Klesch added her gratitude for the financial support. Phifer added his thanks to the Board. He also thanked everyone in the community. Phifer made a motion to accept the donation. Fasihuddin seconded and the vote carried 5-0-0.

Request for Chromebook Donations

Paul Benjamin donated chromebooks to the schools and followed up with a letter suggesting that the public be made aware of how important these are to the students and that there is a need. McKenzie said she was seeking the SC members thoughts before requesting donations. Klesch said that she was in agreement with the idea, as well as Fasihuddin. Phifer asked for an update on the 1:1 chromebook plan and McKenzie provided an update.

Klesch asked if the Board of Trustees and the many scholarships awarded would be part of the graduation program. Fasihuddin agreed with the suggestion for a Zoom live honoring.

5. Reorganization of the Committee

- a. Election of Chairperson- Brugger nominated Klesch and Fasihuddin and Klesch said she would be willing to continue in that role. Klesch seconded. The vote was 5-0-0.
- b. Election of Vice-Chair/ Secretary Motion- Fasihuddin nominated Phifer adding that he had done a great job. Brugger seconded and the vote Paul Phifer for Vice Chair was 5-0-0.
- c. Appointment of Policy Subcommittee- currently Brugger and Fasihuddin are currently serving on the committee and they would like to continue serving on the Policy committee. They were appointed.
- d. Appointment of Finance Liaison- It was agreed Ethan Percy said he would serve in this role.
- e. Appointment of Capital Planning Sub Committee- Paul Phifer will continue serving in this role.
- f. Appointment of CES Representative- It was agreed that Fasihuddin will continue in this role.
- g. Signers for Bills and Payroll- It was agreed that Brugger will continue in this role.

6. Business Manager Reports

- a. Expense Report- Desjardins spoke of the encumbered amount and said there are many purchase orders to close out. He added that the district would be resolving any outstanding accounts payable and finalizing the final payroll. He mentioned that a transfer would be made to cover final expenses. He said that he would have to move some food services and pre-school expenses into the budget. He added that the Food Services budget was affected by continuing to pay food service salaries with no food service income. Phifer asked why the fuel and other expense items were still spent as if school was in session. Desjardins said that the fuel was a contracted price and that the tanks were close to empty from the

previous colder year. Desjardins mentioned that there was a new phone system and the elementary system was not yet on line. Because there is currently an overlap in systems there may be an extra expense. Phifer asked about the repairs to the heating system and Desjardins responded. McKenzie reminded the committee that there was a grant submission for heating vents.

- b. Grant Report- Desjardins said most of the grants were fully spent. Some grant items that were not able to be implemented due to COVID and DESE said that those balances could be carried over. Desjardins also reported on the Safety Grant and the security fob entry system that was installed. He added that some of the water fountains in the schools had been replaced.

McKenzie spoke of the Early College Planning Grant awarded and the Early College Implementation Grant that was submitted for approximately \$66,000. McKenzie explained how these programs would enhance the educational opportunities for Hopkins students.

- c. Revolving Account Report- Desjardins had previously reported on the Food Services Account. The student Activity did not show many changes due to lack of activity during COVID. Brugger asked about the Hadley Kids revolving account. Desjardins said that transfer had taken place and gift account transfer would be taking place. Brugger asked that those items be added to the report. McKenzie said the Hadley Kids account would end in the black.

7. School Committee Reports/Discussion

- a. Policy – Brugger said they did a review of some policies that would be in the packet for a second reading at the next School Committee meeting,
- b. Finance/TriBoard – McKenzie and Klesch updated the committee members on most recent meeting and impact of loss of revenue due to graduation cancelations. Nevin Smith spoke to the loss of revenues due to loss of meal tax and hotel tax somewhere in the amount of \$800,000. Permits requests have increased.
- c. Fields and CPA update –Shout out to Desjardins for his help in the bidding process. CPA extension of funds need to be voted on. Hopefully ground will be broken this summer. He additionally gave a shout out to Helping Hearts. Phifer said that the town had approved funding for repaving the driveway but it will be postponed until after construction has been finished.
- d. CES – Fasihuddin reported that they were provided with an annual review and services and programs during COVID. Professional Development was provided for distance learning. She added that they were granted a payroll protection loan which could result in grant money.

8. Action Items

- a. Approval of AP Warrants Submitted April 2020 – Motion: Phifer; Second: Fasihuddin; Vote: 4-0-1.
- b. Approval of Warrants Submitted April 2020 Motion: Phifer; Second: Fasihuddin; Vote: 5-0-0.
- c. Approval of April 27, 2020 minutes – Motion: Fasihuddin; Second: Phifer; Vote: 5-0-0.

- d. First Reading Policies- First Reading on 5/28/20
- e. Acceptance of Donation from Board of Trustees- Motion: Phifer; Second: Fasihuddin; Vote: 5-0-0.

9. **Next Regular Meeting Date-** McKenzie asked if she could send out possibilities for meeting dates for the next meeting dependent on her receipt of new opening guidelines. The Committee agreed.

- a. _____ June 2020

10. Adjournment

At 7:35 pm, on motion made by Brugger and seconded by Phifer, the meeting adjourned with a unanimous vote.