

**HADLEY SCHOOL COMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
Minutes March 28, 2016 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

Dunlavy called the meeting order at 5:32 PM. The following members were present: Grant, Klesch and Dunlavy. Fasihuddin entered the meeting at 5:35 PM. Student Representative Jennie Moss was present.

Record of Votes

- *Approval of February 22, 2016 minutes – Grant moves to approve minutes of February 22, 2016 School Committee meeting. Klesch seconds. Vote 2-0-1.*
- *Approval of 2016-2017 School Choice Slots – Klesch moves to approve participation in school choice for 2016-2017 as presented at the March 28, 2016 meeting of the School Committee. Grant seconds. Vote 4-0-0.*
- *Adjournment of regular meeting – Grant moves to adjourn at 6:45 pm. Klesch seconds. Vote 4-0-0.*

Decisions/Actions

- School Committee decided to open 17 school choice slots at HES and 61 school choice slots at HA for a total of 78 school choice slots in 2016-2017.
- School Committee recommended altering current organizational structure of special education administration to include 1.0 FTE coordinator position and part time special education administration. School Committee strongly supports Ms. Bell continuing in the role of special education administrator part time after retiring.
- School Committee recommended hiring an interim elementary principal and conducting a search for a permanent principal in 2016-2017.
- Policy subcommittee will meet to develop a lunch charge policy in response to recommendations from recent audit.
- Fasihuddin agreed to present the draft community survey at the April School Committee meeting.
- Committee members agreed to post “Park at Own Risk” signs in HA parking lot per recommendation from legal counsel.

Summary of Discussion on Each Subject Presented to Committee for Consideration

Adjustments to the Agenda

There were no adjustments to the agenda.

District Strategy Progress Report

McKenzie reviewed the district strategy progress report included in the March 2016 School Committee packet. McKenzie indicated recent water quality tests at HES indicate water is safe. The town will test water at HES and HA in the summer of 2016. McKenzie reported that although the asbestos report for HA has items that must be addressed there are no issues requiring immediate attention. The district has until December of 2016 or longer to address any issues noted in the report. Mr. Mish has already started working on this and the district anticipates having most problems corrected by the end of the summer. Dunlavy requested McKenzie explain how she will collect artifacts/evidence for her evaluation in July of 2016. McKenzie showed School Committee members a binder with a number of artifacts to assist the School Committee with determining her performance rating for her annual evaluation.

Public Comment Period

There were no comments from the public.

School Choice Recommendations 2016-2017

McKenzie presented school choice recommendations for 2016-2017. Both principals recommend participation in school choice for 2016-2017. HES recommends opening four slots in Kindergarten, two slots in grade 1, six slots in grade 2, no slots in grades 3 or 4, five slots in grade 5 and no slots in grade 6. Dunlavy asked if HES would be opening an additional classroom to accommodate the sixty students in grade 5 in 2016-2017. Mr. Udall explained that currently grade 4 has three classes with an average class size of 18. HA recommends opening eleven slots in grade 7, six slots in grade 8, seventeen slots in grade 9, five slots in grade 10, fourteen slots in grade 11, and eight slots in grade 12. McKenzie explained that HA loses the most students in grade 9 with many students enrolling in Smith Vocational. Dunlavy asked how many students come in grades 11 and 12. McKenzie explained that not as many students come to HA in the upper grades through school choice and HA choice slots typically remain available throughout the year.

Special Education Administration Options for Organization and Hiring

McKenzie presented options for organizing and hiring administrative staff in the special education department. McKenzie presented option 1A: maintain current service delivery model/hire an Assistant Superintendent for Student Services; option 1B: maintain current service delivery model/modify position of Assistant Superintendent to Special Education Administrator and assign duties outside of special education to other staff which would require compensating staff; option 2A: revise current structure to include full time coordinator and part time special education administrator with superintendent taking on role of special education administrator; option 2B: hire full time coordinator and use a contracted service provider or retired special education director (Pat Bell) for special education administration; option 2C: hire full time coordinator and share special education administrator with another district. Dunlavy suggested ruling out option 1A as the current model is not effective. Dunlavy asked Ms. Bell if option 2A, eliminating some of the duties currently assigned to her position, would make the job more manageable. Ms. Bell responded that she currently works 50-60 hours per week and it would be hard to definitively say how a reconfiguration of the position would affect workload. Dunlavy asked how duties would be reassigned. McKenzie and Bell identified staff that are qualified and may be interested in assuming some administrative duties in Title 1 and Title 3. Grant indicated that the district had chosen to create an Assistant Superintendent position because they thought that more people would apply if the position were an Assistant Superintendent position instead of a Special Education Director. Dunlavy suggested eliminating options 1B because it did little to increase district capacity in special education. Dunlavy asked if there was another option – hiring a full time coordinator and hiring a part time special education administrator rather than outsourcing that function. SEPAC member, Mr. Brugger, asked if there was a clear advantage to hiring a part time special education administrator versus using a contracted service provider. Grant expressed concern that using a contracted service provider may expose the district to unforeseen liabilities and may negatively impact the district's control over the quality of services. Dunlavy asked Ms. Bell how she felt about option 2B. Ms. Bell indicated 2B would free up teaching hours by reducing the amount of time teachers and service providers spent outside of direct service to students. Ms. Bell said she liked the option, especially if she were afforded the opportunity to work in the district part time because she is invested in seeing several initiatives through, specifically the implementation of Positive Behavioral Interventions and Supports and Tiered Instruction. Ms. Bell also commented that several staff had expressed concern about changes in two critical administrative positions at the elementary school. Ms. Bell believes maintaining a certain degree of continuity would have a positive impact on staff morale. Fasihuddin indicated she liked option 2B with Ms. Bell as a part time special education administrator because it allows for continuity. Dunlavy asked if the district would still need to reassign duties outside of special education administration to other staff members. Ms. Bell and McKenzie stated they would work out how duties should/could be assigned to maximize efficiency and effectiveness. Dunlavy asked the School Committee if they

would like to recommend option 2B: hiring a full time coordinator and part time special education administrator. School Committee members all agreed.

Options for Hiring HES Principal

McKenzie presented options for hiring a principal at HES. Option 1 would be to hire a permanent position this spring. Option 2 would be to hire an interim principal. McKenzie explained that she had presented options to the staff and requested feedback. All staff who provided feedback in writing or verbally indicated they would like to hire an interim position for one year. Klesch asked about the hiring process. McKenzie explained she had reviewed the search process for the current HA principal. The search included a semi-finalist interview and selection committee. A committee including representatives from various stakeholder groups (staff, parents, school committee) would review applications and select semi-finalists to interview. This group would then recommend 3-5 finalists to meet with students, parents, faculty, School Committee, and the superintendent with the superintendent selecting the principal. Mr. Udall indicated that he had several interviews for his position and members of the Hadley team conducted a site visit to his district. Klesch indicated that based on the numerous steps involved with hiring a principal, the search could realistically take two to three months therefore, it makes sense to hire an interim. Fasihuddin indicated hiring an interim may make sense because it may encourage more people to apply. Fasihuddin expressed concern about hiring someone who was comfortable giving his or her district short notice. McKenzie indicated some candidates may opt not to apply due to the timing of the search. The School Committee recommended hiring an interim principal.

Personnel Report

McKenzie presented personnel report enclosed in packet. Grant asked how hiring replacements for retiring teachers at HA was going. McKenzie explained that she would be meeting with the French teacher Mr. Beck has recommended and that the interview committee for the music position was wrapping up interviews this week. Grant asked about the HA art position. McKenzie indicated that the art teacher was not retiring this year.

Expense Report

Desjardins reviewed the expense report. Desjardins stated he had no concerns. He will continue to transfer funds as needed to ensure we have no accounts in the negative. Klesch asked if the expenses for the new buses had been encumbered in FY16. Desjardins explained that the buses are town warrant articles and do not come out of the operating budget.

Revolving Accounts

Desjardins reviewed the revolving account report. Desjardins pointed out that the lunch account was in better shape than last month. Desjardins let the committee know that the lunch program had just undergone an audit which went well. The auditors recommended very few corrective actions. Desjardins stated that the auditors would like to see a lunch charge policy. Dunlavy requested that a meeting of the policy subcommittee be scheduled.

Grant Report

Desjardins presented the grant report enclosed in the packet. Desjardins indicated that the district will carry over circuit breaker funds this year. Dunlavy asked about the status of the generators. Desjardins expects the generators to be in soon and the work to be completed over the summer.

SC Chair: Meeting with Town Administrator, Select Board Member, and CPA Chair to Discuss Fields Project

Dunlavy updated committee members about a meeting she and Phifer had with CPA Chair, Select Board Member Mr. Devine and Town Administrator David Nixon. The purpose of the meeting was to discuss the fields project and determine if CPA funds might be available for the project. The Chair of CPA requested additional documentation from the school department in order to get an answer from the state. The state has said CPA funds may be used for this project. McKenzie discussed information from emails between her and the Chair of CPA. School Committee missed the deadline for submitting a proposal to CPA therefore the CPA Chair does not feel a request for CPA

funds can or should be brought to Town Meeting in May of 2016. Grant recommended the School Committee attend a CPA meeting.

FY17 Budget Presentation to Town Finance Committee

McKenzie attended the Finance Committee meeting on Saturday, March 26, 2016. She reported that the Finance Committee asked good questions about the school department budget specifically about the use of school choice funds and special education programs and enrollment. McKenzie commented that the Town Administrator made positive contributions to the school department budget presentation. Klesch thanked McKenzie for presenting the budget and attending the meeting.

Unit D Negotiations

Klesch reported negotiations are still underway and there are no updates at this time.

Parent and Community Survey

Klesch reported that she intends to send draft survey questions to School Committee members by 3/31/2016 for comment and feedback. She would like individual feedback from School Committee members by 4/8/2016. Klesch will finalize questions by 4/15/2016 and have questions ready for School Committee packet by 4/20/2016. The survey will be brought to the April School Committee meeting. Klesch will not be able to attend the meeting. Fasihuddin indicated she would present the survey to the entire committee in April.

Prioritization of Capital Plan

McKenzie stated Mr. Devine and David Nixon had asked if the School Committee had prioritized its capital plan. Grant questioned whether or not technology should be on the capital plan and whether or not technology purchases should be financed. Dunlavy commented on the difficulty of having technology purchases in the operating budget given the financial constraints the district faces.

CES Update

CES Board will meet next week.

Parking Lot Signs

McKenzie presented a mockup of parking lot signs. School Committee members agreed that the signs should be posted.

List of Documents and Exhibits Used at Meeting

- Agenda March 28, 2016
- February 22, 2016 School Committee Minutes
- Progress Report District Strategy
- 2016-2017 School Choice Slots Available
- Graphic Special Education Administration Options for Organization and Hiring
- Options for Hiring HES Principal 2016 – Graphic
- SEPAC Feedback on Special Education Administration Options for Organization and Hiring
- Personnel Report 3/28/2016
- Expense Report 3/27/2016
- Grant Allocations for FY16 dated 3/24/2016
- Revolving Account Report
- 5 Year Capital Plan and Timeline
- 2016-2017 School Calendar

Names of Remote Participants

No members participated remotely.

Next Regular Meeting Dates

April 25, 2016 at 5:30

Adjournment _____ 6:45 _____ PM