

**HADLEY SCHOOL COMMITTEE  
HADLEY PUBLIC SCHOOLS  
HADLEY, MASSACHUSETTS 01035  
Minutes April 25, 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 5:34 PM. The following members were present: Grant, Phifer, Fasihuddin and Dunlavy.

**Record of Votes**

- *Reorganization of School Committee*
  - *Chair 2016-2017- Fasihuddin nominates Dunlavy as chair. Grant seconds. Vote 4-0-0.*
  - *Vice-Chair/Secretary 2016-2017– Fasihuddin nominates Klesch as Vice-Chair/Secretary. Grant seconds. Vote 4-0-0.*
- *Approval of March 28, 2016 minutes – Grant moves to approve minutes of March 28, 2016 School Committee meeting. Phifer seconds. Vote 4-0-0.*
- *Approval of FY17 Budget – Fasihuddin moves to approve the FY17 school department budget in the amount of \$7,890,149.02. Grant seconds. Vote 4-0-0.*
- *Designation of library surplus– Phifer moves to accept proposed designation of library surplus. Fasihuddin seconds. Vote 4-0-0.*
- *Enter Executive Session – Grant moves to enter Executive Session to discuss strategy as she determined an open meeting would have a detrimental effect on the bargaining position of the public body and not to reconvene in open session. Phifer seconds. Roll call vote: Dunlavy – yes; Fasihuddin – yes; Phifer-yes; Grant- yes.*

**Decisions/Actions**

- School Committee appoints representatives to subcommittees for 2016-2017 as follows:
  - Policy subcommittee – Fasihuddin
  - Finance subcommittee – Phifer
  - Capital Planning (internal) – Phifer and Dunlavy
  - Capital Planning (external liaison to town municipal building committee) – Dunlavy
  - CES representative – Grant to serve through August 2016. Fasihuddin to serve September 2016-August 2017.
- School Committee recommended approval of FY17 budget in the amount of \$7,890,149.02. School Committee agreed that after town votes on local contribution to school department budget at May town meeting, School Committee will make any necessary revisions to the budget at the regular May meeting of the School Committee.
- School Committee will review draft of 2016 Parent and Community Survey distributed electronically to members of the School Committee by Fasihuddin. Members will make revisions/suggestions. Fasihuddin hopes to distribute survey to families in May. School Committee would like to use One Call Now to assist with distribution.
- School Committee directed Desjardins and McKenzie to expend \$600 annually to enable electronic warrant signing.

**Summary of Discussion on Each Subject Presented to Committee for Consideration**

#### Reorganization of School Committee

Dunlavy asked for nominations from the floor for Chair of School Committee for the 2016-2017 school year. Fasihuddin nominated Dunlavy. Dunlavy indicated she had served for two consecutive years and is willing to give someone else a chance to serve in the role of chair. Committee members complimented Dunlavy on running efficient meetings and facilitating good collaboration among members. Dunlavy accepted nomination. School Committee voted Dunlavy chair for 2016-2017. Fasihuddin nominated Klesch as Vice-Chair/Secretary. Members supported the nomination and voted Klesch Vice-Chair/Secretary for 2016-2017. Dunlavy reviewed the work of each subcommittee. Dunlavy indicated policy subcommittee would need to develop a lunch charge policy. Dunlavy delineated the work of the capital subcommittee namely, making a formal presentation to the CPA on the fields project; prioritizing capital plan of the School Committee; and serving as School Committee representative to the municipal building committee. Phifer expressed an interest in finance and capital planning. Grant expressed interest in serving as CES representative until CES Board reorganizes in August of 2016. Fasihuddin agreed to act as CES representative following Grant from September 2016 through August 2017. Fasihuddin agreed to serve on the policy subcommittee. Dunlavy agreed to serve on capital planning subcommittee with Phifer. Dunlavy agreed to act as liaison to the town municipal building committee. Dunlavy indicated she would ask Klesch if she would like to serve on policy subcommittee. If Klesch does not serve on policy subcommittee Dunlavy indicated she would serve on policy subcommittee.

#### Adjustments to the Agenda

There were no adjustments to the agenda.

#### Public Presentation FY17 Budget

McKenzie and Desjardins presented the FY17 budget. McKenzie reviewed how the district strategy guided budget development and resource allocation. McKenzie reviewed current school choice numbers and proposed FTEs for FY17. McKenzie also discussed trends in special education that have significant fiscal implications. McKenzie discussed fluctuations in grant funding. Discretionary and competitive grant funds have increased since FY14; however, entitlement grants have decreased resulting in a net decrease in grant revenues since FY14. Desjardins presented a micro and macro budget overview and underscored the fact that the majority of the school department budget is dedicated to personnel. In order to significantly reduce the budget, the school department would need to decrease personnel. Desjardins presented reserve fund projections. Desjardins indicated revenue projections were intentionally conservative. McKenzie stated that projected expenditures from the reserve fund were also conservative. McKenzie explained that after local contribution is voted at town meeting, projected ending FY17 fund balance may be reduced by an additional \$225,000. McKenzie also indicated that there is a special education expense that must be paid out of reserves in FY16 which will reduce reserve funds by an additional \$60,000. Total reductions to fund reserves may exceed \$285,000 bringing the FY17 projected ending reserve fund balance to \$374,862. McKenzie stated it was important for townspeople to understand that reserve funds may not be applied to the operating budget at the beginning of the fiscal year which results in the reserve account having a balance of over \$1,000,000 before the prior year's revenues have been applied to the operating budget. Dunlavy asked if school choice funds could be applied at the start of the fiscal year so that reserve fund balances more accurately reflected unencumbered funds. Desjardins stated applying all funds at the beginning of the year would make the reserve fund balance too low. Dunlavy suggested applying school choice funds two to three times per year. Desjardins stated that would be possible. Grant asked when the School Committee would need to make the \$75,000 budget reduction. Dunlavy and McKenzie indicated that at a town finance committee meeting on April 23, 2016, the town finance committee indicated it anticipates the \$75,000 reduction would be restored at town fall meeting. Both Dunlavy and McKenzie stated the town finance committee said restoring cuts to the school department would be a priority at fall town meeting after making restorations to public safety budgets. Dunlavy reminded the School Committee that restoration of cuts could not be guaranteed. Unforeseen circumstances on the town side could result in the cuts not being restored. Dunlavy recommended the School

Committee adopt the FY17 budget as presented this evening and revise the budget as needed in May. Grant asked if the cuts could potentially be more than \$75,000. Dunlavy stated that the town has said \$75,000 would be the maximum amount of a reduction to the local contribution requested in the school department budget. Donald Pipczynski, Select Board liaison to the School Committee, asked if additional Chapter 70 revenues had been included in the school department budget. Dunlavy explained that Ch. 70 revenues go directly to the town and the town had incorporated the roughly \$20,000 in increased Ch. 70 revenues into its final budget recommendation. Pipczynski asked questions about the grease traps, specifically the reason for the request and how the cost estimate was calculated. Grant explained Mr. Waskiewicz (Assistant Chief Operator, Hadley Wastewater Department) has directed to the school department to install external grease traps in both schools in order to comply with town regulations. Dunlavy indicated the grease traps are not a project the school department had prioritized; rather the town wastewater division indicated external grease traps must be a priority. Desjardins explained that the quote was a verbal quote from an area vendor. Desjardins also explained that the school department would not seek formal quotes or bids until the school department was ready to start the work. Pipczynski expressed concern about an incident he observed regarding a school bus operated by the school department's transportation contractor. McKenzie said she would follow up with the contractor. Pipczynski thanked the School Committee for voluntarily cutting its budget and praised the quality of the Hadley Public Schools. Dunlavy stated she may not be available to attend the town meeting in May. Grant, Phifer, and Fasihuddin indicated they would attend. Dunlavy asked Desjardins and McKenzie to complete three five-year budget scenarios over the summer. Dunlavy requested five-year projections of a level-funded budget (funded at FY17 approved local contribution levels), a level-services budget and a needs-based budget with conservative enhancements to programs and services.

#### Personnel Report

McKenzie stated the district had appointed a band/music teacher for HA. The district will continue to search for a speech language pathologist and school psychologist. The HES interim principal search and special education coordinator searches are underway. Dunlavy thanked Fasihuddin for participating in the HES interim principal search committee.

#### Public Comment Period

Pipczynski asked School Committee members their respective feelings on an override vote. Pipczynski stated he would support a clearly spelled out request for an override. Dunlavy indicated any discussion of an override should include all town departments. Grant stated she did not think the town was ready for an override. Dunlavy agreed and believes it is critical to educate people before making a request for an override.

#### Expense Report

Desjardins reviewed the expense report. Desjardins stated he had no concerns. He stated \$520,000 of school choice funds had been applied to the salary line in the FY16 operating budget.

#### Revolving Accounts

Desjardins will present the revolving account report in May.

#### Grant Report

Desjardins presented the grant report enclosed in the packet. Desjardins indicated that the district can carry over circuit breaker funds and Title I funds. Desjardins anticipates carrying over circuit breaker.

#### Parent and Community Survey

Fasihuddin reported the School Committee did its first Parent and Community Survey in 2014. She and Klesch had revised the original survey and reduced it by 50%. Fasihuddin stated several parents indicated the survey took too much time to complete. Fasihuddin and Klesch streamlined the survey and aligned it with the District Strategy. Fasihuddin hopes to get the survey out before the next School Committee meeting. Fasihuddin asked School Committee members to review the survey and suggest any edits within one week. Fasihuddin suggested using One

Call Now to encourage participation. Dunlavy asked if Fasihuddin was also working on a teacher and student survey. Fasihuddin stated that was done by building principals.

#### CES Update

Grant thanked the Franklin County Council of Governments on behalf of CES for donating meeting space in Franklin County. Grant reported several CES communities were advocating for opting out of standardized testing. Grant stated that the CES board had received a presentation on initiatives to support healthy families and communities. Grant stated that the SPIFFY data for Hadley is available in the superintendent's office. Dunlavy asked if the School Committee would receive a presentation on the SPIFFY data for Hadley. McKenzie stated she would coordinate the presentation for the School Committee with Nurse Leader Ms. Denenfeld. Grant stated CES is considering creating and administering a survey asking families why they choose traditional public schools in lieu of charter schools. The idea to administer a survey came as a result of discussing proposed legislation to lift the charter school cap.

#### **List of Documents and Exhibits Used at Meeting**

- Agenda April 25, 2016
- March 28, 2016 School Committee Minutes
- FY17 Budget Document
- FY17 Budget Presentation (PPT)
- Personnel Report 4/25/2016
- Expense Report 4/21/2016
- Grant Allocations for FY16 dated 4/21/2016
- Draft Parent and Community Survey

#### **Names of Remote Participants**

No members participated remotely.

#### **Next Regular Meeting Dates**

May 23, 2016 at 5:30

Adjournment \_\_\_\_\_6:40\_\_\_\_\_PM