

**HADLEY SCHOOL COMMITTEE  
HADLEY PUBLIC SCHOOLS  
HADLEY, MASSACHUSETTS 01035  
Minutes- June 27, 2022**

[Zoom](#) Meeting;

**4:30 PM – Regular Meeting**

**Present:** Fasihuddin, Brugger, Pipczynski, McKenzie, Desjardins, Chunglo

**Absent:** Phifer, Percy

**1. Call to Order**

Fasihuddin called the meeting to order. She informed the committee members that Phifer would be joining the meeting soon and that Percy would not be in attendance.

**2. Adjustments to the Agenda**

McKenzie informed the committee members that they would not be reviewing the Pre-K handbook at this meeting, but items added to the agenda include: change in job title, job description, and request to utilize vacation days during summer months.

**3. [Public Comment-](#)**

There were no members of the public wishing to make comment.

**4. Presentations/Discussion Items**

a. Superintendent Summative [Evaluation](#)

McKenzie reviewed the SC responsibilities in evaluating the Superintendent. The end of the year Summative requires that the SC provide a rating on each standard and an overall rating, which are then submitted to DESE. She provided SC members with an outline of the standards, the ratings from the previous year, and a copy of her progress report. Fasihuddin voiced appreciation for the format of the evaluation document and complimented McKenzie on her performance, including progress in instructional leadership and grant funding acquisitions. She also spoke to the significant progress made this past year in family and community engagement. Brugger said that she agreed that the superintendent should receive a rating of exemplary in all areas with a proficient in Community and Family Engagement, as there is always room for improvement in this area. She commented on the progress made and that feedback is frequently sought, received, and acted upon. Pipczynski said the community enjoys the accessibility of the superintendent and feels comfortable in communicating with her. She said that McKenzie is doing a wonderful job. McKenzie thanked the SC members for their positive input and for the part they played in the progress made. She also credited the school leadership and educators.

Fasihuddin asked for a motion for a rating of exemplary on standards 1,2,4 and a proficient on standard 3, with an overall rating of exemplary. Pipczynski made the motion. Brugger seconded and the vote carried 3-0-0.

b. Facilities Audit and Capital Plan Update

Colliers completed the facilities audit and will be sending a proposal with a list of recommended projects and timeline in July. In response to a question from Fasihuddin, McKenzie said Colliers would be consulting on MSBA grant funding for appropriate projects.

c. Breakfast and Lunch [Price Proposal](#) FY23 Presentation Chris Desjardins

Desjardins said the district is required to charge a minimum for meals and shared a proposal.

Fasihuddin said she believes the proposed prices to be fair.

Meal Min. Allowed Current Price Proposed Price

Breakfast Student \$ 2.00 Adult \$ 3.00

Lunch Student \$ 3.50 Adult \$ 5.00

Pipczynski made a motion to approve the increase in breakfast and lunch prices for FY23.

Brugger seconded and the vote carried 3-0-0.

- d. Return Funds to Town - Reimbursement for COVID Absences Covered with ESSER Funds

McKenzie reminded the SC that they already approved this but needed to vote on the amount, which will be returned to the Town, which is \$23, 581. Brugger made a motion to return \$23, 581 from ESSER funds to the Town to cover COVID related absences. Pipczynski seconded and the vote carried 3-0-0.

- e. 2nd and Final Reading Policy KF [Building Use](#)

Policy subcommittee presented changes to the policy at the previous meeting. Cal Ripkin was added to the list of examples of non-profits and hours for custodial fees to designated staffing hours. Pipczynski made a motion to approve the changes, Brugger seconded and the vote carried 3-0-0.

- f. Sale of Used Textbooks

Desjardins informed SC members that there were a number of text books at HES (160) that are no longer being used. He said they would be offered back to the publisher and books they would not accept would be recycled. The SC needs to approve the sale or disposal of assets. Brugger made a motion to sell/ recycle used textbooks. Pipczynski seconded and the vote carried 3-0-0.

- g. Acceptance of Donation from Fitzgibbons Family for D.C. Field Trip

McKenzie said that SC policy requires acceptance of donations. She said they were very grateful for the generous donation. Pipczynski made a motion to accept the donation, Brugger seconded and the vote carried 3-0-0.

- h. Final SY 2022-2023 [Calendar](#)

McKenzie said this is final vote on school calendar for 2022-2023 to designate early dismissal for the collaboration time for educators, now including HES, on the same days as HA. Fasihuddin asked about reporting back on how the combined transportation on these early dismissal days are working. Brugger made a motion to approve the change to the calendar. Pipczynski seconded and the vote carried 3-0-0. Brugger added that she would like to make sure that HES parents are made aware that there will be after school Hadley Kids Program available on the early dismissal days.

- i. Designation of SC Member for Bus Driver Negotiations

Fasihuddin and Percy volunteered to serve on Bus Driver Negotiations.

- j. Change in job title in job description from Network Administrator to Technology Director.

Pipczynski made a motion to approve the job title from Network Administrator to Technology Director. Brugger seconded and the vote carried 3-0-0.

- k. Approval of job description for SY District Cook/ Summer Custodian

McKenzie is asking to protect the employees from the ethics commission by creating one job description rather than 2 jobs. She assured the SC that the school attorney is reviewing any other jobs that this may apply to and there may be other positions in the future. Fasihuddin said that employees should be given the opportunity to supplement their income. Pipczynski made a motion to approve the new job description of District Cook/ Summer Custodian. Brugger seconded and the motion passed 3-0-0.

- I. Reclaiming [Focus](#) - Increasing [Attention](#) and Engagement and Reducing [Distraction](#)  
McKenzie provided links regarding above topics. She said that students' use social media on their devices may be diminishing focus on tasks and interpersonal interactions in real time. The links provide research on the topics and suggests that media devices can be distracting and interrupting to student learning and interactions. She spoke of a system where the students would place their phone in a pouch for the day so students could improve focus and attention. McKenzie stressed this is not a punishment, but feels that she has a responsibility to provide a more conducive learning environment without the distraction of social media. She said she would like to do a Q & A with parents on the topic. Fasihuddin said she is a proponent of technology, but this is an important conversation to have. Pipczynski shared her experience as a teacher, saying that students are sometimes not even aware that they are not paying attention. Brugger said she supported the idea and suggested surveys. McKenzie said she would prepare a survey and share it with Fasihuddin and other members if open meeting law allows. There is no vote required to move forward with this proposal.
- m. Request for Administrators to use vacation time during the summer  
McKenzie explained that the fiscal year ends June 30 but she would like to extend the time administrators could use the vacation time through the summer months. Brugger made a motion to approve use of vacation time through the summer for administrators. Pipczynski seconded and the motion carried 3-0-0.

## **5. Business Manager Reports**

- a. [Expense](#)  
Desjardins reported on the yearend financial activity. All vendors are being contacted for any outstanding invoices and outstanding POs reviewed. In response to a question from Fasihuddin, Desjardins said that technology expenses were high due to pandemic technology needs and consulting expenses.
- b. [Revolving](#)-Desjardins said the revolving accounts were in good shape. Free lunches for all students will be discontinued next year so he anticipates the lunch account balance to drop.
- c. [Grant](#)- Desjardins spoke to the grant expenditures and noted that grants that would be carried over to the next fiscal year.

## **6. School Committee Reports/Discussion**

- a. Finance – Fasihuddin said she had nothing to report. Fasihuddin asked Joyce Chunglo if she could be included in alerts for Tri-board meetings.
- b. Policy - Percy/Pipczynski- nothing to report to date.

- c. CES – Brugger reports that her first meeting was focused on an informational brochure that would be disseminated. They are planning an on-line learning platform for ESPs and SEL.
- d. Fields and Capital – Phifer not present. McKenzie said there would be an update from Berkshire Design in July. The CPA meeting will be in September.

## 7. Announcements

- a. Welcome Selectboard Liaison - Joyce Chunglo  
The SC welcomed her and thanked her for her service. Chunglo commented what a pleasure it was to work with McKenzie. Desjardins responded to a question regarding the procurement of a master lawn mower.  
Fasihuddin expressed her condolences to Cathy Niedziela and family for the passing of Stanley Niedziela.  
Fasihuddin provided updates for Hadley Learns events in July and August.
- b. [MASC MASS Joint Conference](#)

## 8. Action Items

- a. Superintendent Summative Evaluation Rating- Motion: Pipczynski; Second: Brugger; Vote: 3-0-0
- b. Approval of FY23 Breakfast and Lunch prices- Motion: Pipczynski; Second: Brugger; vote: 3-0-0.
- c. Approve return of \$23,581 for Covid-related absences of HPS employees covered with ESSER funding- Motion: Brugger; Second: Pipczynski; Vote: 3-0-0.
- d. Approval revisions to policies [KF and KF-R](#)- Motion: Pipczynski; Second: Brugger; Vote: 3-0-0.
- e. Approval of sale of used textbooks to publisher- Motion: Brugger; Second: Pipczynski; vote: 3-0-0.
- f. Acceptance of \$600 donation from Fitzgibbons family to support D.C. field trip- Motion: Pipczynski; Second: Brugger; Vote: 3-0-0.
- g. Approval of early release days HES- Motion: Pipczynski; Second: Brugger; Vote 3-0-0.
- h. Change in job title in job description from Network Administrator to Technology Director- Motion: Pipczynski; Second: Brugger; vote: 3-0-0.
- i. Approval of [Minutes](#) of May 23, 2022- Motion: Pipczynski; Second: Brugger; Vote 3-0-0.
- j. Approval of AP Warrants for May 2022- Motion: Brugger; Second: Pipczynski; Vote: 3-0-0.
- k. Approval of Payroll Warrants for May 2022- Motion: Brugger; Second: Pipczynski; vote: 3-0-0.

## 9. Next Meeting Dates

July 25, 2022 @ 5:30 pm - Regular School Committee Meeting

## 10. Convene Executive Session

*No executive session*

## 11. Adjourn Regular Meeting 6:00 PM