

**HADLEY SCHOOL COMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
Minutes May 23, 2016 Hopkins Academy Music Room**

4:30 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 4:30 PM. The following members were present: Grant, Phifer, Fasihuddin and Dunlavy.

Record of Votes

- *Enter Executive Session – Grant moves to enter Executive Session to discuss strategy in preparation for negotiations with nonunion personnel; to discuss strategy with respect to collective bargaining; and to discuss strategy with respect to litigation as she determined an open meeting would have a detrimental effect on the bargaining position and litigating position of the public body and to reconvene in open session. Phifer seconds. Roll call vote: Dunlavy – yes; Fasihuddin – yes; Phifer-yes; Grant- yes.*
- *Approval of April 25, 2016 minutes – Grant moves to approve minutes of April 25, 2016 School Committee meeting. Phifer seconds. Vote 4-0-0.*
- *Approval of FY17 Budget – Grant moves to approve the FY17 school department budget in the amount of \$7,812,554.32. Fasihuddin seconds. Vote 4-0-0.*
- *Unit D Contract – Grant moves to accept the Unit D collective bargaining agreement for FY16-FY18.*
- *Additional School Choice Slots – Fasihuddin moves to increase school choice slots for FY17 with the understanding that Kindergarten classes will not exceed 20 students per class.*
- *Appointment of Special Education Administrator – Fasihuddin moves to offer position of part time special education administrator to Patricia Bell. Grant seconds. Vote 4-0-0.*
- *Voluntary Recognition – Fasihuddin moves to voluntarily recognize United Public Service Employees Union Local 424M subject to the required posting under the regulation of the Division of Labor Regulations. Grant seconds. Vote 4-0-0.*
- *Adjournment – Grant moved to adjourn the meeting at 7:45 pm. Fasihuddin seconded. Vote 4-0-0.*

Decisions/Actions

- School Committee appoints representatives to subcommittees for 2016-2017 as follows:
 - Policy subcommittee – Fasihuddin and Grant
 - Finance subcommittee – Phifer and Klesch
 - 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
 - Technology – Fasihuddin
 - Wellness – Grant
 - Union Negotiations – Klesch and Fasihuddin
 - Tri-Board - Dunlavy
- School Committee recommended approval of FY17 budget in the amount of \$7,812,554.32.
- School Committee will conduct the superintendent's evaluation in open session at its July meeting.

- School Committee agreed to expand school choice offerings given projected enrollments for Kindergarten. School Committee agreed class size in Kindergarten should not exceed 20 students per class.
- School Committee transferred \$60,000 in school choice funds into special education line to meet expenses.
- School Committee voted to accept Unit D collective bargaining agreement for FY16-FY18.
- School Committee appointed Ms. Patricia Bell as part-time special education administrator for the 2016-2017 school year.
- School Committee voted to voluntarily recognize United Public Service Employees Union Local 424M.

Summary of Discussion on Each Subject Presented to Committee for Consideration

Adjustments to the Agenda

Dunlavy indicated public interviews of special education administrator candidates would start at 6:15 pm.

Reorganization of School Committee

Dunlavy reviewed and reported subcommittee assignments. Subcommittee assignments are delineated in the previous section of the minutes.

FY17 Budget Revision

McKenzie and Desjardins presented the revised FY17 budget. The local contribution amount had been changed to reflect the amount of local contribution voted at May Town Meeting. Reducing the local contribution required the school department to defer a number of expenses. Fasihuddin asked McKenzie to explain the impact of the reduction in local contribution on the school department. McKenzie explained that the school department had made cuts to various lines including instructional and curriculum materials, supplies, and textbooks. These lines were identified for initial cuts because the finance committee had stated it anticipated the \$75,000 reduction would be restored to the school department at the September Fall Town Meeting. The school department will be able to purchase supplies and instructional materials for the start of the school year and will defer purchasing remaining needed items until after Fall Town Meeting and the restoration of the \$75,000 cut to the school department budget.

Superintendent Update – Progress on Goals

McKenzie reviewed progress on her educator evaluation goals. Dunlavy reviewed the evaluation process with committee members. Individual committee members will send feedback on the superintendent to the chair. The chair will compile the feedback and the entire committee will conduct an evaluation of the superintendent at its regular meeting, in open session, in July. Dunlavy suggested committee members meet individually with the superintendent to review her artifacts prior to the evaluation.

HES Update

McKenzie announced that Dr. Joan Wickman has been appointed interim principal for HES. Dr. Wickman will begin working in Hadley on August 1, 2016. Fasihuddin reviewed the selection process. The committee charged with selecting finalists included parents, teachers, HES staff, and a School Committee representative. The committee interviewed eight candidates and recommended two finalists to the superintendent. McKenzie selected the candidate with the most experience in elementary education and administration.

McKenzie explained her intention to notify HES families of their child's teacher in early August. In the past, families have received this information prior to the end of the school year. McKenzie stated that she did not want to have to send out changes in teacher/class assignments in the event that we had enrollment changes during the summer. Fasihuddin asked how parents would be informed of the change in practice and class assignments. McKenzie stated she would include information about the change in practice in her weekly email to families. McKenzie stated teacher/class assignments would be mailed home over the summer. McKenzie reviewed enrollment projections with School Committee. Given the relatively small size of Kindergarten for 2016-2017, McKenzie

recommended School Committee open additional school choice slots. McKenzie updated School Committee on senior class and graduation activities.

Personnel Report

McKenzie reviewed the personnel report included in the School Committee packet.

Public Comment Period

There were no comments from the public.

Expense Report

Desjardins reviewed the expense report. Desjardins stated several lines that are in the negative include expenses that have not yet been transferred to the appropriate revolving account or grant. Desjardins will continue to close out open purchase orders but does not see any issues with the FY16 budget.

Grant Report

Desjardins presented the grant report enclosed in the packet. Desjardins indicated the early childhood grant has now been fully utilized and Title IIA had decreased by roughly \$2,500 since the time the grant report was printed. Desjardins anticipates carrying over 25 to 30 thousand dollars in circuit breaker.

Revolving Accounts

Desjardins reported that the school department will need to transfer funds from the operating budget to cover the food services program as it did last year. Grant asked if there were sufficient funds in the operating budget to cover the expenses for the food services program. Desjardins stated there are. Desjardins stated the athletic revolving fund has a healthy balance but that these funds are consistently utilized per auditor recommendations.

Generator Update

Desjardins spoke with the contractor on May 23rd. The contractor has filed for all necessary permits. The contractor was not certain if the permits had been issued. Desjardins reported that the majority of the work will be completed over the summer. Dunlavy asked if there were any problems with the project at this point. Desjardins indicated that he anticipates the project will be on track. Desjardins has asked the contractor to be in close contact with him regarding progress on the project.

School Committee Reports

Unit D

Dunlavy presented the Unit D collective bargaining agreement included in the School Committee packet. Committee members voted to approve the contract.

Policy Subcommittee

Dunlavy stated the policy subcommittee will meet to discuss a school lunch charge policy and differential rates for school department employees.

Hadley Parade

Dunlavy asked committee members if they would be walking in the Hadley Parade. All members present indicated they would participate.

Parent and Community Survey

Fasihuddin reported the Parent and Community Survey had been revised and tested. Changes to the survey included reducing survey items so the survey would not take more than five minutes to complete for each school. Fasihuddin stated that initial feedback from parents indicated they wanted to respond to questions about each school. Fasihuddin updated the survey to incorporate the feedback. Several parents have already completed the survey. Fasihuddin anticipates closing the survey in June. She will analyze data with assistance from others and anticipates presenting the data to the School Committee by July.

CES Update

Grant reported on the CES budget for FY17. Member district assessments will not increase. Tuitions for some special education programs will increase. Dunlavy asked the percentage of the increase. Grant explained that the

increase is different for each program. Tuitions are calculated based on enrollment. Since enrollment varies for each program there is no consistent percentage applied to all programs.

Public Interviews Special Education Administrator

The School Committee heard Patricia Bell and Anita McDowell respond to the following question:

In lieu of a traditional question and answer interview format, you will be given the opportunity to speak to the School Committee and viewing public about your ideas regarding the design and delivery of effective special education programs and services. You will have no more than 10 minutes to describe what you consider to be high quality special education programming from pre-k through age 22. After your statement/presentation to the School Committee, members of the committee may ask follow up questions. You are not expected to have a written statement. You will only be asked to present verbally.

We understand that it is impossible to have specialized programming for every type of exceptionality or disability. We are interested in hearing what types of special education programs and services are critical to provide in preschool, elementary, middle, secondary and post-secondary education to ensure as many students as possible have access to the curriculum in the least restrictive setting and have the ability to participate as fully as possible in extra-curricular activities and the life of the school and community.

Please speak specifically about:

- What you consider key transition points in a student's education including post-secondary transition and what steps the district should take to ensure successful transitions
- How and when you have involved students in decision making and in the Team process, specifically around transitions
- Your experience providing professional development to help staff implement effective instruction
- Your experience designing and implementing budgets, including grants management, that support effective special education programs and service delivery
- Your experience ensuring effective communication with parents, staff, outside service providers (others you want to add) regarding programs, services and student progress. Please speak to how you assess the effectiveness of communication.

Committee members deliberated about the strengths of each candidate after the individual presentations.* Committee members agreed that both candidates were well qualified and brought different strengths. Fasihuddin asked committee members to consider the number of relatively new initiatives underway in the district, specifically Positive Behavioral Interventions and Supports, Response to Intervention, etc. and to consider the importance of continuity at this critical juncture. Committee members concurred and voted to offer the position of special education administrator to Ms. Patricia Bell.

List of Documents and Exhibits Used at Meeting

- Agenda May 23, 2016
- April 25, 2016 School Committee Minutes
- FY17 Budget Document
- Superintendent Progress on Goals
- HES Projected Enrollment
- Personnel Report 5/23/2016
- Expense Report 5/18/2016
- Grant Allocations for FY16 dated 5/18/2016
- Revolving Accounts Report
- Settlement Agreement between Hadley School Committee and Hadley Education Association Unit D
- Notes distributed by Pat Bell during Interview

Names of Remote Participants

No members participated remotely.

Next Regular Meeting Dates

June 27, 2016 at 5:30

Adjournment _____ 7:45 _____ PM

**Public Interviews and Deliberations can be viewed in their entirety on TV5.*