

**HADLEY SCHOOL COMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
Minutes June 27, 2016 Hopkins Academy Music Room**

5:00 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 5:00 PM. The following members were present: Grant, Phifer, and Dunlavy.

Record of Votes

- *Enter Executive Session – Grant moves to enter Executive Session to discuss strategy in preparation for negotiations with nonunion personnel as she determined an open meeting would have a detrimental effect on the bargaining position of the public body and to reconvene in open session. Phifer seconds. Roll call vote: Dunlavy – yes; Phifer-yes; Grant- yes.*
- *Approval of May 23, 2016 minutes as amended– Grant moves to approve minutes of May 23, 2016 School Committee meeting as amended. Phifer seconds. Vote 3-0-0.*
- *Adjournment – Grant moved to adjourn the meeting at 7:05 pm. Phifer seconds. Vote 3-0-0.*

Decisions/Actions

- Chair adjusts agenda to allow for public comment immediately following approval of minutes. Discussion of HEA proposal for moratorium on standardized testing tabled until HEA representative is present at future meeting.
- School Committee recommends a member of the SC capital planning subcommittee (Phifer and Dunlavy) attend meetings of the Goodwin Library Board of Trustees when the site for a new library is being discussed.
- School Committee will conduct the superintendent's evaluation in open session at its July meeting.

Summary of Discussion on Each Subject Presented to Committee for Consideration

Adjustments to the Agenda

Dunlavy moved public comment to immediately after approval of the minutes. The HEA proposal on standardized testing will be discussed at a future meeting.

Public Comment Period

Chair of the Library Trustees, Jo-Ann Konieczny and Library Director, Patrick Borezo presented the library board's desire to build a new library on the Hopkins campus in the area that is currently used for middle school softball. Konieczny indicated the Trustees would like to work with the School Committee to review proposed plans and to discuss the impact of the proposed site on the school department. Dunlavy stated that the SC capital planning subcommittee had discussed the proposal at its last meeting. The biggest concern expressed by subcommittee members was parking. Dunlavy likes the idea of creating a community center connected to the schools. School committee members discussed the impact the proposed building site would have on circulation, flow and entry and egress at Hopkins Academy. Konieczny indicated that the architects and engineers on the project had been asked to consider these issues and demonstrate how any proposed plans would address them. Phifer asked the library representatives to speak about the vision for the new library. Borezo indicated the new building would be 11,500 square feet and a single story with sections for children, young adults, and an afterhours meeting room. Konieczny talked about the number of programs the current library runs that are utilized by Hopkins students. She stated the Trustees look forward to continued collaboration with the schools. Konieczny requested a representative from School Committee participate in meetings in which the new library would be discussed. Dunlavy recommended that the members of the SC capital planning subcommittee share the responsibility of

attending these meetings. Konieczny indicated that the Trustees have told the architects to be mindful of the bell. Dunlavy also stated that the school department could only support the project if the Hopkins' Academy Athletic Fields project passed in the fall.

Superintendent Update – District Strategy and Goals – ACCESS Proficiency Levels 2014-2016

McKenzie reviewed progress on the district strategy and her educator evaluation goals. McKenzie reminded committee members they had received quantitative data on her goals and the district strategy document at the May School Committee meeting. Dunlavy asked McKenzie to send a copy of the blank evaluation document to her so she could distribute to the School Committee and collect individual feedback. 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 reminded committee members they could meet individually with the superintendent to review her artifacts prior to the evaluation.

Athletic Program Evaluation

McKenzie stated the Athletic Program Evaluation was in the School Committee packet and available on the district website for public viewing. McKenzie indicated she would identify some of the recommendations that had been implemented since the time of the report and her recommendations for prioritizing the remaining recommendations. McKenzie suggested forming an Advisory Council as suggested in the report as the first order of business. McKenzie stated the Council would include parents. Grant pointed to the summary section of the document which clearly states the council should be comprised of individuals NOT directly involved with the athletic program as either coach, athlete, or parent but could include people who have served in these roles in the past. Grant discussed how the report brings to light a conflicting paradigm of the athletic program at Hopkins. Many people in the community feel that a benefit of an athletic program at a small school is the increased likelihood that all athletes may play varsity while the report recommends athletic programs should be competitive. Dunlavy discussed the School Committee move up policy pertaining to athletics. Dunlavy stated the report indicates the policy is cumbersome. Phifer underscored the importance of making the policies and focus of the program clear to the community. Committee members would like to revisit the report at a meeting when all members are present. In addition to reviewing the report, committee members would like to review all relevant School Committee policies pertaining to the athletic program and the athletic program handbook and mission statement. McKenzie will include all items in the School Committee packet when the topic is scheduled for discussion.

Five Year Budget Projections

Desjardins presented the Five Year Budget Projection. The budget projection included three scenarios. The first scenario assumes a level service budget from FY17-FY21. The projection assumes local contribution would increase by roughly 4% annually each year. Desjardins explained 4% represents the average annual increase since FY12. The second scenario assumes local contribution is level funded for the next five fiscal years with an increasing amount of school choice revenues being used each year to balance the budget. The third scenario assumes the amount of school choice revenues used to balance the budget remains constant from FY17 through FY21. Dunlavy stated that a level service budget requires roughly two to three hundred thousand dollar increases annually. These increases are manageable if the town's contribution increases at roughly 4% annually. If the town supports a level funded budget then the school department would be required to make cuts in FY19. Grant indicated that the school department is not currently a priority in the town-wide budget, making annual 4% increases unlikely. Phifer echoed Dunlavy's concern about what would happen to the school department budget in FY20 if the budget were level funded. Dunlavy asked Desjardins to make a few revisions on the spreadsheet, specifically to include the percentage increase for each line in FY17 through FY21 and to draw a line separating historical data from projections. Grant suggested bringing the revised document to TriBoard in order to have a discussion.

Personnel Report

McKenzie reviewed the personnel report included in the School Committee packet. Currently there are no unfilled positions.

Expense Report

Desjardins reviewed the expense report. Desjardins stated there are still significant payroll expenses that do not show in the current report. These will be paid out in FY16. Any remaining funds will be depleted by reclassification of expenses.

Revolving Accounts

Desjardins reported he transferred the Food Services Director salary to the operating budget which will ensure the lunch account ends the year with a positive balance. Desjardins also stated that there are still roughly \$850 in outstanding lunch charges at HES and HA. Dunlavy asked Desjardins what his recommendation was regarding the Food Services Director salary and if this should be in the operating budget. Desjardins stated that lunch accounts are typically kept separate from the general fund and expenses are transferred to the operating budget as needed.

Grant Report

Desjardins presented the grant report enclosed in the packet. Desjardins stated the district will carry over Circuit Breaker funds. Funds from the 240 grant will be spent in July. Desjardins reported that the school department had received an increase in the Mental Health grant in March. He will request a no cost extension so the funds may be carried over into FY17.

School Committee Reports

Capital Planning Subcommittee

Dunlavy stated the capital planning subcommittee met and prioritized capital projects. Grant asked for clarification on what the town is requesting from the school department. Dunlavy stated the School Committee would present its capital plan to the town capital planning committee. Dunlavy stated technology would have been put in the operating budget but that was not possible because the town had requested a level services budget. Grant indicated that items on the capital plan would not necessarily require the town borrow in order to fund projects but that the school department may be asking the town to fund projects and expenditures through its capital fund. Committee members discussed the phases of the fields project. Phifer indicated he had met with a representative from Berkshire Design to update the cost estimate for Phase I. The cost estimate without bid specifications is approximately \$406,000. Since the project could be completed in two phases, Phifer suggested reducing the total amount of the project and distributing the costs over two years. Phifer indicated that he thought the work in the second phase would be comparable to the work in first phase and that it may make sense to put the same amount (\$500,000) in each phase (phase 1 and 2). Committee members discussed if they should decrease the total cost estimate for the project. It was decided that Phase 1 would remain as the second priority in the capital plan at a cost of \$500,000. Phase 2 would move to priority number five (after HA Girls' Locker Room) with cost to be determined. Grant stated this was logical given the gender equity concerns raised in the athletic program evaluation. Phifer will update the CPA request and will get poster boards from Berkshire Design that can be used in presentations to the Board of Trustees and CPA. Once Phifer makes revisions, McKenzie will give request to David Nixon and the CPA. School Committee members will present project to Board of Trustees and CPA. The CPA meeting is September 12, 2016. Dunlavy stated she would contact the chair of CPA to determine the CPA's expectations regarding how much revenue the school department needs to raise. Once she has this information, the School Committee will determine its fundraising strategy. Dunlavy suggested revisiting the topic in July.

CES Update

Grant reported the CES Board had completed the Executive Director's evaluation and it was very positive.

Warrant Signing

School Committee and Desjardins discussed some of the technical difficulties they had encountered when signing the electronic warrant. Desjardins indicated he would test a solution and get back to School Committee with suggestions.

List of Documents and Exhibits Used at Meeting

- Agenda June 27, 2016
- May 23, 2016 School Committee Minutes
- District Strategy
- Superintendent Progress Report on District Strategy
- ACCESS Proficiency Levels 2014-2015
- HEA Documents Supporting Request for Moratorium
- Athletic Program Evaluation
- Personnel Report 6/27/2016
- Expense Report 6/23/2016
- Grant Allocations for FY16 dated 6/23/2016
- Revolving Accounts Report
- Five Year Capital Budget and Timeline by Priority and Year
- Hopkins Academy Athletic Fields Rehabilitation and Creation – Phase I

Names of Remote Participants

No members participated remotely.

Next Regular Meeting Dates

July 25, 2016 at 5:30

Adjournment _____7:05_____PM