

**HADLEY SCHOOL COMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035**

Minutes November 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 5:30 PM. The following members were present: Grant, Fasihuddin, Phifer, Klesch and Dunlavy.

Record of Votes

- *Approval of October 24, 2016 minutes– Grant moves to approve minutes of October 24, 2016 School Committee meeting. Phifer seconds. Vote 5-0-0.*
- *Enforcement of Policy KF – Grant moves to enforce policy KF as written. Klesch seconds. Vote 4-1-0.*
- *Approval of District Improvement Plan– Klesch moves to approve District Strategy/Improvement Plan for 2016-2017. Phifer seconds. Vote 5-0-0.*
- *Public Access Records Officer- Fasihuddin moves to name Dee Rex as the school department’s Public Record Access Officer. Grant seconds. Vote 5-0-0.*
- *Approval of Hartsbrook Private School – Grant moves to approve Hartsbrook Private School to continue operating in Hadley. Klesch seconds. Vote 5-0-0.*
- *Creation of new position in food services – Klesch moves to approve the creation of a position that would assume the responsibilities of the food services director in her absence. Fasihuddin seconds. Vote 5-0-0.*
- *Approval of Amendment to Dupere Retainer – Fasihuddin moves to approve appointing the Dupere Law Offices as special education counsel for the district. Phifer seconds. Vote 5-0-0.*
- *Executive Session - Fasihuddin moves to go into Executive Session to discuss strategy with respect to collective bargaining and contract negotiations with non-union personnel. As she has determined an open meeting will 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; Fasihuddin – yes; Grant – yes; Klesch – yes.*
- *Adjournment – Fasihuddin moved to adjourn the meeting at 7:15 pm. Grant seconds. Vote 5-0-0.*

Decisions/Actions

- Superintendent requests that School Committee consider a discussion of having Dupere Law Offices represent the district in matters pertaining to special education.
- Votes as recorded in record of votes
- School Committee has requested superintendent develop goals for her evaluation distinct from the district improvement plan. Dunlavy said she would work with the superintendent and goals would be presented at the January meeting.

Summary of Discussion on Each Subject Presented to Committee for Consideration

Adjustments to the Agenda

Superintendent requests that School Committee consider a discussion of having Dupere Law Offices represent the district in matters pertaining to special education. Chair elects to discuss matter under item 6, business manager reports.

Presentation on Collaborative for Education Service (CES) by Dr. Diehl, Executive Director

Dr. Diehl presented information on CES. The presentation had a four-fold purpose: 1) to provide an overview of services and programs offered by CES; 2) provide information on the programs and services the Hadley school district currently utilizes; 3) provide information on upcoming programs and events; and 4) get feedback from School Committee members regarding the needs of the Hadley Public Schools. Dunlavy asked Diehl if he thought upcoming changes at the federal level will have an impact on the cost of programs and services. Diehl said it is too early to tell. Dunlavy asked Diehl the role of CES in working with Berkshire County around issues of declining enrollment. Diehl indicated CES was very involved with this work and had written a regionalization and efficiency grant to create a collaborative in northern Berkshire county. Dunlavy asked if CES was also looking at declining enrollment in Hampshire county. Diehl indicated yes. Fasihuddin stated she had attended her first board meeting at CES as the School Committee representative. She stated she was very impressed with the range of programs offered by CES and asked if Hadley participates in professional learning groups at CES. McKenzie stated yes. Fasihuddin said she was very interested in recent reports from NPR and other news agencies that indicate students cannot consistently discern between real and fake news. She believes this is a critical issue that librarians could play a vital role in addressing. Fasihuddin also asked if CES might facilitate this type of work. Phifer asked about membership fees. Diehl indicated districts are assessed \$3.50 per student. Diehl thanked committee members Grant and Fasihuddin for their service as board members.

Request for Exception to Policy KF Building Use

McKenzie asked committee members to review the request from Chief Spanknabel enclosed in the School Committee packet. Spanknabel requested an exception to School Committee policy KF that prohibits the presence or consumption of alcohol on school property. Grant stated she is not interested in making an exception. Phifer understood the reluctance of committee members to make an exception but was inclined to consider it since the request was being made by the fire chief on behalf of the Volunteer Firefighters' Association. Klesch stated she supported offering the space but was uncomfortable sending the wrong message about alcohol. Phifer stated it seemed like a "good neighbor" thing to do. Fasihuddin stated this issue underscores the town's need for community spaces. She is wholeheartedly supporting efforts to get a new library and senior center built. She also acknowledged that HA has issues with alcohol use as indicated by the most recent Preventative Needs Assessment Survey.

Possible Question 4 Moratorium

McKenzie reported that town administrator, David Nixon, will be exploring the possibility of a one-year moratorium on the implementation of question 4 in Hadley and possibly in collaboration with surrounding towns. Dunlavy asked that should the town move ahead with this, the superintendent should invite the town administrator to a future meeting to discuss the details of a moratorium and the implications of question 4 in general.

District Strategy/Improvement Plan for 2016-2017

McKenzie presented the district improvement plan for 2016-17 to support the district three-year strategy. Klesch asked when the plan needed to be updated. McKenzie stated the plan covers 2015-18. The School Committee would need to update the plan in the summer of 2017 or 2018. Dunlavy asked about quantitative measures and if the lack of specific quantitative targets reflected the discussion of the School Committee and the superintendent during her annual review. McKenzie said that since there are so many quantitative measures the committee would review to determine if the district is making progress, she did not list a target for each one. The School Committee indicated they were comfortable with that approach. Dunlavy asked why post-secondary measures were not included in the HA improvement plan. Beck stated that since these are monitored by one person it was not included in the school improvement plan. McKenzie stated she would be responsible for bringing information regarding HPS performance on post-secondary readiness, attainment, and achievement indicators as she has done in the past. Grant asked that the educator evaluation goals for the superintendent be separated from the district

strategy/improvement plan. Dunlavy said she would work with the superintendent in order to bring separate goals to the January meeting.

Hartsbrook Private School

McKenzie stated she had conducted a site visit of Hartsbrook Private School and that the school has met all criteria set forth in School Committee policy for private school approval.

Personnel Report

McKenzie reviewed the personnel report enclosed in the handouts. The administrative assistant for HA resigned. The position is posted.

Public Comment

There were no comments from the public.

Business Manager Reports

Special Education Counsel for District

McKenzie requested the School Committee appoint Dupere Law Offices as the special education counsel for the district. Dupere currently represents the district in matters pertaining to student discipline, personnel, negotiations, policy, and general counsel. The change would result in a \$300 a month increase to the existing retainer. The new retainer does not cover attending BSEA hearings. This would be an additional hourly rate if needed.

FY18 Budget Development

McKenzie stated she has not yet received direction from the town regarding budget parameters. McKenzie stated based on the limited information she has heard, the town does not anticipate revenues will support significant increases to the budget. McKenzie proposed developing a budget that level funds all lines except contractual/personnel obligations and seeing what the impact is in terms of percentage increase to the budget. Fasihuddin asked when School Committee generally receives a first draft of the budget. McKenzie said January. Dunlavy asked why the school department would not create a level service budget that includes increases for electricity, oil, etc. McKenzie said since most of these costs are known they would be included. McKenzie said she was trying to avoid having teachers make requests if they were unlikely to be funded. Dunlavy stated the only difference is getting a wish list from the teachers. McKenzie made it clear that she values the input of the teachers and faculty but she also values their time. McKenzie said she wanted more information from the town. Fasihuddin asked if it would be that much effort for the teachers to present their needs. Fasihuddin would like to hear from the teachers specifically regarding what is necessary for innovative teaching. Dunlavy asked Wickman for her input. She suggested asking teachers for their input but making it clear that there was no guarantee that requests could be met. Klesch sees value in first looking at the impact of contractual obligations, evaluating that increase, and also creating the cost of fulfilling teacher requests.

Expense Report

Chapulis reported that the restoration of \$75,000 to the FY17 budget voted at special town meeting would be applied to special education tuitions which exceed what was originally budgeted. The district may need to use additional circuit breaker funds to balance the budget if needed. Grant questioned why electricity expenses were running in the negative. Chapulis said he would look into this but that it may just be a matter of not having yet adjusted encumbrances.

Grant Report

Chapulis noted grant 298 had not been posted as of this report. Fund code 262 had just come in the day Chapulis ran the grant report. Updated information will be available at the next meeting.

Revolving Accounts Report

Chapulis distributed a revolving account report to committee members. Chapulis noted that the lunch account had made several large purchases at the beginning of the year and that is having an effect on the account balance. Chapulis stated the student activity balances would be updated at the next meeting.

School Committee Reports

Policy

Policy subcommittee will reschedule its November meeting.

Tri-Board/Finance

Klesch announced an upcoming TriBoard meeting on December 7, 2016 at 6 pm. Fasihuddin said she would try to attend.

Capital/Facilities/Grounds

Phifer asked about how to get the CPA funds approved at special town meeting. McKenzie said she would follow up with CPA. Phifer said he was looking to create an advisory committee to assist with the project. Dunlavy suggested looking for old files to assist with the creation of the RFP. Phifer said he would work with McKenzie on the development of an advisory committee. Fasihuddin suggested casting a wide net when looking for advisory committee members. Grant suggested including a representative from Hadley Park and Rec. Phifer suggested having an open house to review the design with interested members of the community. Klesch stated she liked the approach taken by Zatoryka Park. Fasihuddin asked if donations for the project would be tax deductible. McKenzie stated donations to the school are not tax deductible. Fasihuddin suggested partnering with a 501c3 such as Hadley Mothers' Club, PTO, or Helping Hearts.

Negotiations

Klesch and Fasihuddin reported that negotiations were progressing smoothly.

CES

Update provided as part of Diehl's presentation.

Additional Discussion

Dunlavy suggested skipping a December meeting due to travel schedules and conflicts, as well as, the winter break. The committee will meet again on January 30, 2017. Dunlavy stated if a meeting was needed prior to the next regularly scheduled School Committee meeting, the committee could post one.

Executive Session

Fasihuddin moves to go into Executive Session to discuss strategy with respect to collective bargaining and contract negotiations with non-union personnel. As she has determined an open meeting will 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; Fasihuddin – yes; Grant – yes; Klesch – yes.

List of Documents and Exhibits Used at Meeting

- Agenda November 28, 2016
- October 24, 2016 School Committee Minutes
- CES materials
- Request from Hadley Volunteer Fireman's Association
- Excerpt from Section 40A
- School Committee Policy KF
- Secretary of State Information on Public Records Law
- Personnel Report 11/28/2016
- District Strategy Document 2015-18
- District Strategic Action Plan 2016-2017
- Hadley Elementary School School Improvement Plan and Strategy
- Hopkins Academy School Improvement Plan and Strategy
- Private School Approval Process and Checklist
- Budget Summary Report Dated 10/31/2016
- Grant Allocation Report Dated 10/31/2016
- Hadley Public Schools Revolving Accounts Report

Names of Remote Participants

No members participated remotely.

Next Regular Meeting Dates

January 30, 2017 at 5:30

Adjournment _____7:15_____PM