

**HADLEY SCHOOL COMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
April 27, 2015**

6:00 PM

Music Room Hopkins Academy

CALL TO ORDER: Chair Linda Dunlavy called meeting to order at 6:00 pm.

PRESENT: Ms. Linda Dunlavy, Chair
Members: Ms. Robie Grant, Ms. Humera Fasihuddin, Mr. Paul Phifer

OTHERS: Anne McKenzie Superintendent; Christopher Desjardins Business Manager, Pat Bell
Assistant Superintendent, Brian Beck HA principal, Jeff Udall HES principal

EXECUTIVE SESSION

MOTION: (Grant/Fasihuddin) to go into Executive Session to conduct strategy session in preparation to conduct collective bargaining sessions and to reconvene in open session. Roll call vote: Fasihuddin – Yes; Grant-Yes; Dunlavy-Yes; Phifer-Yes.

6:35 PM Return to Open Session

Dunlavy welcomed Phifer to the school committee and congratulated all of those who had been re-elected.

REORGANIZATION OF SCHOOL COMMITTEE

Dunlavy opened the floor for nominations for chairperson.

MOTION: (Grant/Fasihuddin) to elect Dunlavy as chair of the school committee. Approved unanimously.

Dunlavy opened the floor for nominations for Vice-Chair/Secretary

MOTION: (Fasihuddin/Grant) to elect Klesch as vice-chair/secretary of the school committee. Approved unanimously.

Dunlavy reviewed the various committee appointments including policy subcommittee, finance subcommittee, grounds and maintenance subcommittee, and capital planning subcommittee. Dunlavy asked that committee members review options and inform her of the subcommittee they would like to serve on. Subcommittee appointments will be voted on at the next school committee meeting. Grant offered to continue as the representative to the Collaborative for Educational Services. All committee members agreed. Phifer and Grant offered to be the primary signers for bill and payroll. Committee members present volunteered Klesch. Fasihuddin and Dunlavy offered to be alternate signers for bills and payroll.

STATEMENT FROM THE SUPERINTENDENT –McKenzie made the following statement:

On behalf of the Hadley Public Schools' staff, I would like to extend our deepest sympathy to the Toy family. Coach Toy passed away recently. He was a respected and admired coach known for his kindness,

humor, and generosity. He encouraged his players to do and be their best. Our thoughts are with his family.

APPROVAL OF MINUTES – Dunlavy entertained a motion to approve the minutes of March 23, 2015.

MOTION: (Grant/Fasihuddin) to approve the minutes of March 23, 2015. Approved unanimously.

ADJUSTMENTS TO THE AGENDA – Dunlavy asked if there are any adjustments to the agenda. There are no adjustments to the agenda.

PRESENTATIONS: McKenzie reviewed the Executive Summary and Budget Workbook for the Hadley Public Schools FY16 Budget. (These documents are included in the school committee handouts posted on the district website). McKenzie reminded the public that the public hearing of the budget is scheduled for Thursday, April 30, 2015 at 6:00 pm in the Hopkins Academy Music Room. McKenzie reviewed the alignment between the mission, vision, goals and objectives of the district and resource allocation in FY16. McKenzie reviewed changes to programs and expenditures from FY15 to FY16.

Significant changes include:

- Development of an in-district substantially separate program for students with significant social, emotional, and behavioral needs
- Total budget request for FY16 is \$7,396,393.14 representing an increase of 4.8% from FY15
- 14% decrease in anticipated grant revenues which contributes to a greater percentage increase in local contribution than the total increase in the operating fund
- Investments in updated curriculum and instructional materials aligned to the Massachusetts Common Core Standards and the Next Generation Science Standard
- Increases in wages including step, lane and COLA

McKenzie called the committee's attention to a correction in the document under the subheading Educational Media/Technology. This program increased by \$10,500.43. Revenue sources for the budget include:

- \$520,000 from School Choice Funds
- \$364,147 from Grants
- \$44,936 from Revolving Accounts
- \$6,467,519 from Local Contribution

McKenzie reviewed significant changes to demographic and enrollment data:

- School choice attending increased by 27% from FY14 to FY15
- School choice exiting increased by 3 students or 5% from FY14 to FY15
- Students qualifying as low income have increased from 17% in FY14 to 24% in FY15

McKenzie reviewed data on public education spending in the region:

- Hadley spent \$12,179 per pupil in FY14
- The school department budget represented 42% of the town budget in FY13
- Hadley spent 16% above required minimum contribution

The school committee will vote to adopt the budget at its public hearing on April 30, 2015. Dunlavy summarized the most recent Tri Board meeting. The Tri Board supported providing the schools \$28,000

less than its original request. The budget presented includes the cut requested by the town. The original budget presented in January included a 5% increase for Smith Vocational tuition. The increase was far less than the 13% increase in FY15. The tuition came in less than originally budgeted which will allow the school department to reduce the overall budget. Desjardins also reported that he reduced budgeted amounts for cell phone contracts, heating maintenance, and other contracted services. Fasihuddin expressed her appreciation for the quality of the budget report and presentation.

PUBLIC COMMENT – Dunlavy asked for comments from the public. There were no comments from the public. Dunlavy asked the committee members if they would be interested in moving the school committee meetings to 5:30 as was done in the past. Dunlavy asked members of the public to contact her with their opinions about a change in meeting time. The meeting time will be discussed again at the next school committee meeting.

INFORMATION AND DISCUSSION ITEMS –

Superintendent's Report

Recognition:

McKenzie congratulated Thomas Kowal-Safron. Thomas took the 2014 Preliminary SAT/National Merit Scholarship Qualifying Test and met requirements to enter the 2016 National Merit Scholarship Program. Thomas is among 50,000 of the highest scoring participants from a pool of 1.5 million program entrants. Of these 50,000, 16,000 will be named semi-finalists and will have an opportunity to continue in the competition for about 8,000 National Merit Scholarships offered in 2016. McKenzie congratulated Diane Zak, Food Services Director for being elected Vice President of the School Nutrition Association of Massachusetts. McKenzie thanked the staff and trustees of the Goodwin Library for providing fun educational programs during spring break. McKenzie thanked our counseling and support staff and the teachers and staff who participate in our building crisis teams.

National Association for the Education of Young Children:

Given the Governor's FY16 Budget proposals and the implications for Kindergarten Full Day Quality grants (Fund Code 701), DESE issued a memo indicating NAEYC accreditation is optional and districts that did not elect to move forward with accreditation would not be penalized in FY16. Mr. Udall and McKenzie met with Dr. Lord and Ms. Hermans. McKenzie stated the district is committed to having a Kindergarten program that meets accreditation criteria; however we believe we can meet this standard without participating in a formal accreditation process. The district will not proceed with a formal accreditation next year. Dunlavy asked if the district would still be eligible for grant funds if they became available. McKenzie said the district would be held harmless.

Student Activities and Field Trips:

McKenzie reported on a change of dates for the October 2015 field trip to Washington D.C., to 10/22/2015 and 10/25/2015 in order to accommodate fall sports. At the request of the school committee, Mr. Burns surveyed students to determine who would be interested in the Close Up field trip he presented in March. Twenty seven students have expressed an interest in attending the field trip. Grant expressed was pleased to see that fundraising opportunities would be available to assist students with the cost of the trip. Grant expressed concern that expensive field trips may inadvertently create a two tier system of education. Grant asked if students who may not be able to afford a trip can contact

the principal directly for financial assistance through the principal's fund. McKenzie said she would reach out to other districts and find out how other communities encourage students to participate in extracurricular activities instead of opting out for financial reasons.

MOTION: (Fasihuddin/Phifer) to approve the Washington DC Closeup Field Trip March 6-12, 2016.

Approved unanimously.

School Choice FY16:

After meeting with administrators and educators, McKenzie recommends Hadley participate in school choice in 2015-2016. Pending school committee approval, all grades except grade 2, would accept school choice students. McKenzie requested discussion and input from the committee. Grant suggested that the district keep class sizes in K and 1 at or under 20 students per class. Dunlavy said that K and 1 historically has been kept at 20 or less and grades 2-6 at 25 or less. McKenzie asked Mr. Udall and the committee if they would like to refrain from opening up school choice for K and 1. Grant asked Udall about Kindergarten registration numbers. Udall said HES is looking at an anticipated enrollment in Kindergarten in the mid-thirties and there have been about five or six inquiries into school choice. Grant asked questions about enrollments in upper grades. McKenzie asked Beck to comment on school choice at Hopkins Academy. Beck would like to open all grades to school choice. Fasihuddin expressed a desire to expand school choice at Hopkins and keep class sizes low at HES. Grant indicated that although 25 students in a class sounds reasonable, historically parents have asked for another classroom when there are more than 50 students in a grade. Grant indicated that expanding school choice at HA is a good idea. Phifer expressed the importance of listening to recommendations from educators.

MOTION: (Fasihuddin/Phifer) to approve Hadley Public School participating in school choice in all grades K-12 except grade 2. Approved unanimously.

Professional Development Update and Feedback Data:

McKenzie reported on the professional development day in April. Overall survey data indicate staff were pleased with the professional development. On a scale of 1 to 5 with 5 being excellent and 1 being poor, average ratings for sessions ranged from 3.4 to 5.

Meeting with Hadley Mothers' Club:

On April 15, 2015, McKenzie met with the Hadley Mothers' Club. Several members of the HMC expressed an interest in offering a RAD (rape aggression defense) course at HA for female students and their mothers or female guardians. McKenzie has spoken with Chief Mason. The district is looking to offer something afterschool or on the weekend for interested students. Damion Shanley, Hadley police officer and certified RAD instructor, would teach the course.

Personnel Report:

McKenzie reviewed the personnel report in the school committee handouts.

Superintendent Evaluation Tool:

McKenzie reviewed the proposed superintendent evaluation tool in the school committee handouts. McKenzie's approved goals are integrated into the document. McKenzie reviewed the process for evaluation:

- Each committee member would complete the evaluation tool independently.
- Each committee member gives a rating for progress on each goal and a rating for performance on each standard

- For ratings other than proficient, committee members should provide an explanation in the comments section
- Each committee member submits his/her evaluation to the chair
- The chair compiles individual ratings into a single rating for each category
- This document is reviewed publicly at an open meeting in May or June and the entire school committee deliberates and determines an overall formative rating.
- Individual school committee members do not discuss their independent evaluation. Independent evaluations are not a part of public record. Only the document representing the consensus of the committee is a part of the public record.

Dunlavy asked committee members to provide her with their independent evaluations at or before the next school committee meeting. She will compile results for the June meeting. Phifer asked about the difference between the formative and summative rating. McKenzie explained that since she has goals that extend over a two year period, the end of year one is a formative rating and the end of year two is a summative rating. Both ratings are uploaded to the DESE. Grant asked about evidence. McKenzie asked that individual committee members request to meet with her individually to review any evidence they need in order to evaluate her performance on a particular standard.

MOTION: (Fasihuddin/Grant) to approve the superintendent evaluation tool. Approved unanimously.

Leadership Team Reports

Jeff Udall – Udall commended Corey Feltovic for her excellent management of Kindergarten registration. To date 29 students have registered. Udall provided a recap of MCAS testing. 100% of students in grades 3-6 participated in ELA testing. Math and Science MCAS testing will occur in May. Udall expressed his appreciation to the Helping Hearts board. The race was a wonderful event that brought the entire community of Hadley together.

Pat Bell – Bell reviewed the dates for the upcoming Coordinated Program Review in special education. She also updated the committee on the hiring of a teacher for the substantially separate program at HES. Grant asked when the program would begin accepting students. Bell stated that the program is open and some students are receiving specialized support services for part of the day. Bell indicated that planning for extended year services is underway. The delivery model for extended year services focuses on targeted instruction to support individual education plan goals in order to prevent regression.

Brian Beck – Beck expressed his appreciation for Helping Hearts. He also recognized Susan Duncan and Mike Burgess for their work on the science fair. Almost half of the seventh grade class qualified for regionals. Virginia Cannella and Matthew Weber were crowned “grand champions” and will represent HA at the regional competition. Beck congratulated seniors, Mary Cook and Drew Castronovo, who received the McDonald’s Scholar Athlete Award. Beck updated school committee on technology purchases made with Helping Hearts funds and the Hopkins Board of Trustees. Beck reviewed the new Naviance System which assists students with the college application process. Beck provided an MCAS update. HA had 99% participation with two students exempted. The Board of Trustees provided breakfast and a snack for all students. The Board of Trustees provided funds for students who needed economic assistance to participate in the science fair. Beck reviewed AP Exam dates, upcoming events in May and June and the schedule for senior week. All events are included in his report in the school committee handouts.

Business and Finance-

HA Library Update – Desjardins reported that the cost of replacing the water heater (from a previous and unrelated incident) will be covered by insurance. An adjuster came to inspect the library. Two air quality tests have been performed. The first test did not indicate any problems with air quality. The results from the second test are expected to come back fine as well. The librarian will review and purge books beginning next week. Dunlavy asked the percentage of inventory that had been affected. Desjardins indicated about 1-2% of the inventory. Some of the wall hangings were damaged as well. Grant asked when the library would be operational. Desjardins said students can use the library beginning Monday the 4th. The cosmetic work will be completed over the summer. Phifer asked if the air quality test tested for molds. Desjardins confirmed they did test for molds.

Expense Report - Desjardins reviewed budget summary report (see handout). Desjardins does not anticipate any problems in any accounts and does not anticipate any funds will be returned to the town. Desjardins will bring some line item transfers to school committee for approval in May. Desjardins reported that the district had implemented a budget freeze last week.

Revolving Account Report – Desjardins noted the negative balance in the lunch account continues to decrease. Desjardins will transfer repair expenses out of the school lunch account into the operational budget. The lunch account cannot have a negative balance at the end of the year. The student activity account shows a decrease from last month due to several field trips. Phifer asked what types of expenses the school uses the student activity fund for. Desjardins stated that this account pays for student trips and activities. McKenzie and Desjardins explained the different types of accounts (proprietary and enterprise). McKenzie explained that there are several subaccounts for various clubs.

Grant Report- Desjardins reviewed the grant report (see handout). Desjardins anticipates carrying forward some circuit breaker funds and possibly some Title I money but not a large amount.

Committee Reports

Policy Subcommittee – Dunlavy reported that the policy subcommittee will need to work on drafting a district wide sick bank policy. Fasihuddin requested a meeting be set for policy subcommittee to address this.

CES – Grant reported that the board approved the evaluation tool for the Executive Director and that CES has developed professional development to assist schools with teaching young children Google Apps.

Building and Grounds- Grant stated that addressing the fields should be the priority for FY16. The district has plans and Grant suggests approaching CPA about funding. Grant stated that there is a property line issue that the town needs to address. The property line issue might hold up progress on the fields.

Technology – Fasihuddin reported on her collaboration with Ms. Judah's art class. Fasihuddin worked with students on developing skills in creativity, design, problem-solving, and innovation. Students identified a problem they would like addressed – improving the lunch experience. Students presented their ideas to administration and faculty. Fasihuddin reported that working with students was a positive experience.

Next meeting is June 1, 2015 6:30 pm. At 8:20, Dunlavy entertained a motion to adjourn. Grant made the motion. Meeting adjourned.

