

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

**June 1, 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. Heather Klesch

**OTHERS:** Anne McKenzie Superintendent

**EXECUTIVE SESSION**

**MOTION: (Grant/Klesch) to go into Executive Session to conduct strategy session in preparation to conduct collective bargaining sessions because I have determined an open meeting will have a detrimental effect on the bargaining position and to reconvene in open session. Roll call vote: Fasihuddin – Yes; Grant-Yes; Dunlavy-Yes; Klesch-Yes.**

**6:30 PM Return to Open Session**

Ms. Humera Fasihuddin joined other school committee members. Others present: Jeff Udall, HES principal; Brian Beck, HA principal; Patricia Bell, Asst. Superintendent Special Education; Jack Horrigan, HEA president; Stacey Mushenski, Helping Hearts; April Camuso, HA teacher.

**REORGANIZATION OF SCHOOL COMMITTEE**

Committee members agreed to the following committee assignments:

Policy – Fasihuddin and Dunlavy

Tri Board and Finance – Dunlavy and Klesch

Building and Grounds – Grant and Phifer

CES Representative – Grant

Survey – Klesch

Technology Liaison – Fasihuddin

Capital Planning – Phifer recommended by committee. Dunlavy will confirm he is willing to serve.

**APPROVAL OF MINUTES** – Dunlavy entertained a motion to approve the minutes of April 27, 2015.

**MOTION: (Klesch/Fasihuddin) to approve the minutes of April 27, 2015. Approved unanimously.**

**ADJUSTMENTS TO THE AGENDA**

McKenzie requested the committee vote on whether or not to approve payment of a FY14 stipend for the Drama Club Advisor from school choice under action items.

## **PRESENTATIONS**

*Helping Hearts* – Stacey Mushenski informed school committee that the most recent race raised \$18,000 for Hadley Public Schools. \$2,000 will be earmarked for OT and PT departments with \$1,000 going to each school. Mushenski discussed how she and the superintendent developed a better system to collaborate and track funds. Mushenski said any employee in the district may put into a request for Helping Hearts. Helping Hearts will be the recipient of the “Share the Love” event sponsored by Subaru. Helping Hearts has raised \$48,000 in slightly under three years for Hadley Public Schools.

*2017 Europe Field Trip* – April Camuso presented information on the trip to Europe she would like to take students on in 2017. April reviewed information provided in the school committee handouts (June handouts). Camuso is looking into the option of students earning academic credit on the upcoming trip. Fasihuddin asked if students had the option of earning credit on previous trips. Camus explained the upcoming trip would be the first time that students may earn credit. Dunlavy asked why the trip is scheduled for February rather than April. Camuso explained the price is lower in February which brings down the cost for students.

Dunlavy entertained a motion to approve the 2017 field trip to Italy and Germany.

**MOTION: (Grant/Fasihuddin) to approve the 2017 field trip to Italy and Germany. Approved unanimously.**

*Annual Health Services Report* – Renee Denenfeld asked school committee if they had any questions about the data included in their handouts (see June handouts). Committee members did not have any questions. Denenfeld presented an overview of the Innovation School Care Coordination Grant. HPS received \$18,000 through the grant. The grant provided for access to mental health counseling for eligible students, education for school nurses, and opportunities to network with local providers. Additional projects supported by grant funds include: development of SafeHomes Directory, enhanced environment in nursing offices, literature racks, parenting classes for families, and the healthy body pledge.

## **INFORMATION AND DISCUSSION ITEMS –**

### *Superintendent’s Report*

#### **Recognition:**

McKenzie congratulated the class of 2015. McKenzie thanked Chris Desjardins and Dee Rex for their work in preparing for the audit of student activity accounts; Chief Mason and Chief Spanknabel for their assistance with the HA safety assembly; and Ms. Brayne and Mr. Skelly for the excellent work they did putting together the spring concerts.

#### **Educator Evaluation:**

McKenzie reviewed activities and outcomes from Hadley’s participation in DESE’s Professional Learning Network for Educator Evaluation. McKenzie reviewed survey data on staff perceptions of educator evaluation, the educator evaluation guide created by members of the educator evaluation team, and the synopsis of Hadley’s work that will be posted on the DESE website. All handouts pertaining to the project are included in the June handouts. McKenzie reviewed the summary data of staff feedback on the superintendent’s professional performance and competence. McKenzie received high ratings from staff in all areas.

**Personnel Report:**

McKenzie reviewed the personnel report in the June school committee handouts. There were no changes to personnel.

***Hopkins Academy –***

Beck reviewed upcoming events included in June school committee handouts. He remarked on how well the First Annual Hopkins Academy/Smith Academy Senior Class Competition went. Beck thanked the staff at Smith and community of Hatfield for being such gracious hosts. Beck reviewed curriculum updates included in the June handouts and informed school committee that he intends to hold student forums on the new schedule between now and the end of the school year in order to trouble shoot any problems students identify.

***Hadley Elementary School –*** Udall reviewed the HES report included in the June handouts. Udall recognized student, Nolan Styspeck, for coming up with an idea and plan to help those who suffered in the earthquake in Nepal. Udall discussed his intent to move to a tiered intervention model in academics in grades K-3. Udall intends on presenting HES' move to tiered instruction to parents. Udall reviewed the upcoming transition to standards based report cards. He walked the school committee through the information currently included on report cards and the standards that will be assessed on the new report cards. Udall will provide parents with information about the new report cards during various events at the beginning of the school year. Udall thanked the report card committee at HES for the work they put into developing the new report card. Klesch asked if the change from letter/number grades to the 1-4 scale would have an impact on HA. Klesch asked Beck if HA used the HES grades for any specific purpose. Beck said the ratings with a standards based report card would be more helpful to HA than the current system.

***Student Services –*** Bell reviewed the Student Services report included in the June handouts. Bell informed the committee that DESE had been onsite May 18-20 conducting a coordinated program review. The district can expect a draft of the report in the fall. Bell also informed the committee that our summer programming will include the new program at HES. Grant asked Bell to comment on the increase in mental health and social emotional needs that the committee has heard a great deal about in the presentations this evening. Grant pointed out that these issues are not unique to Hadley but that Hadley is doing a great job to meet the needs of students who present with these needs. Bell agreed with Grant's assessment that this is a societal issue not something unique to Hadley.

***Business and Finance-***

**Expense Report** - Desjardins reviewed budget summary report (see June handout). Desjardins does not anticipate any problems in any accounts.

**Revolving Account Report** – Desjardins did not present a revolving account report to the school committee but indicated that the district will need to transfer money from the operating budget to bring the lunch account out of the negative.

**Budget Transfer Requests** – Desjardins reviewed the budget transfer requests in the June handouts. Desjardins informed school committee that these transfers require school committee approval.

**MOTION: (Fasihuddin/Grant) to approve budget transfer requests as presented in the amount of \$31,825.00. Approved unanimously.**

Grant Allocation Report – Desjardins reviewed the grant report in the June handouts. Desjardins indicated all grant funds will be spent except for a small amount of circuit breaker funds to be carried over to FY16.

Audit Response – Desjardins reviewed the audit response to the FY14 finding of invoices not being signed off for approval. Previously the bookkeeper would contact teachers who had placed an order and ask if they had received the order prior to paying a bill. The auditor has asked that the person receiving the order sign the invoice. The district put this procedure in place beginning in FY15.

**MOTION: (Fasihuddin/Grant) to payment of \$1,570 to pay FY14 invoice for drama club advisor from school choice funds. Approved unanimously.**

Dunlavy brought up the possibility of electronic warrant signing. Several committee members expressed interest. Grant wanted to make sure that a summary of all bills would be included with the electronic signature page. Dunlavy said the process would ensure timely signing of the warrants. Klesch indicated that it would be beneficial and reminded everyone that all backup material for the warrant would be available for review in the superintendent's office. Klesch asked if town hall would accept the electronic warrant. Desjardins said he would check.

**MOTION: (Fasihuddin/Klesch) to approve electronic warrant pending approval from Town Hall. Approved unanimously.**

#### *Committee Reports*

Changing Time of School Committee – Dunlavy asked committee members if they would like to move the school committee meeting to 5:30. Committee members decided to table the discussion and continue to meet at 6:30 for the time being.

Policy Subcommittee – Dunlavy reported all policies are currently up to date and there is nothing to report at this time.

CES – Grant reported that the board approved maintaining the assessment for member districts at \$3.50 per student enrolled in the district. Grant attended a workshop on the SEI endorsement requirements for teachers.

Building and Grounds – Grant is interested in working with nonprofit organizations and community members on identifying funding sources and possible volunteers for moving ahead with the first phase of the work. Phase One includes JV softball, JV baseball, and soccer fields.

Technology – Fasihuddin reported on the most recent meeting of the Technology Task Force. Task force members heard from HA librarian Judy Bohall who is interested in moving from a traditional library to a Learning Commons model. Fasihuddin reported on the most recent staff development day in which members of the task force offered professional development in technology integration. These workshops were well attended and received positive feedback from staff.

Next meeting is June 22, 2015 6:30 pm. At 8:05, Dunlavy entertained a motion to adjourn. Grant made the motion. Klesch seconded. All members were in favor. Meeting adjourned.