

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

**June 22, 2015 Music Room Hopkins Academy**

**5:30 PM – Convene in open meeting for the purpose of entering into Executive Session to discuss strategy with respect to collective bargaining.**

**1. Call to Order** - Dunlavy called the meeting to order at 5:30. The following committee members were present:

Ms. Linda Dunlavy \_\_\_x\_\_\_

Ms. Heather Klesch \_\_\_x\_\_\_

Ms. Humera Fasihuddin \_\_\_x\_\_\_

Others present: Anne McKenzie, Superintendent; Chris Desjardins, Business Manager

**2. Executive Session (Closed to the Public - Music Room)**

***Chair will entertain a motion to enter Executive Session to discuss strategy with respect to collective bargaining.***

***Motion: Fasihuddin moved to go into Executive Session to discuss strategy with respect to collective bargaining.***

***Fasihuddin determined an open meeting will have a detrimental effect on the bargaining position of the public body and to reconvene in open session. Klesch seconds.***

***Roll call vote:***

***Ms. Linda Dunlavy Yes***

***Ms. Heather Klesch Yes***

***Ms. Humera Fasihuddin Yes***

Phifer enters Executive Session at 5:45 pm.

Committee returns to open session and opens regular meeting at 6:30 pm.

**3. Approval of Minutes**

***Motion to approve minutes of June 1, 2015 – Motion - Fasihuddin; Second – Klesch; Vote - Unanimous***

**4. Adjustments to the Agenda** – McKenzie states Mr. Beck, Mr. Udall, and Ms. Bell will not be present this evening; therefore, they will not report. Mr. Beck will report on the items scheduled for this meeting at the next school committee meeting. Dunlavy will report on Unit A vote during presentations.

**5. Presentations** – Dunlavy announces results of Roll Call vote taken in Executive Session. All members of school committee present (Dunlavy, Fasihuddin, Klesch, and Phifer) voted to approve the Unit A contract proposals and salary schedule as presented for 2015-2018.

**6. Public Comment Period** – There were no comments from the public

**7. Leadership Reports**

***Superintendent's Report:*** McKenzie recognized Mr. Jeff Mish and his staff for the work they do to set up and break down events at the end of the year. McKenzie also recognized the administrative support team for the work they have done this year to streamline and organize procedures pertaining to field trips. McKenzie also thanked the entire HPS staff, faculty, school committee and student body for making her first year so enjoyable. McKenzie reviewed Grade 1 growth data in reading and math. She noted the high impact Hadley educators have on student achievement. McKenzie wanted the school committee to see an example of the data dashboards she intends to create for each grade and present regularly to the school committee to keep committee members informed of student achievement and growth in the district. McKenzie indicated that the growth in grade 1 demonstrates the effectiveness of a tiered intervention model. This year Mr. Udall introduced a tiered intervention model in grade 1. Some HES teachers visited Buckland Shelbourne Elementary at the end of the year to observe BSE's fully implemented tiered intervention model in order to apply lessons from BSE to HES. McKenzie reviewed the field trip procedures and requested feedback from school committee members. Dunlavy felt there were several steps and perhaps a statement at the beginning of the procedures indicating how long it takes to prepare for a field trip would be beneficial. Fasihuddin asked if the steps were new or just being documented. McKenzie said most of the steps were simply being documented although putting emergency information on the Google Drive is a new

practice. Fasihuddin said documenting procedures is a great opportunity for cross training. McKenzie presented the only proposal submitted for business services. The proposal is for a three year period. Klesch asked if the proposal falls within the amount budgeted in FY 16. Dunlavy asked if a vote is required every year. Desjardins stated yes, the school committee must vote to renew annually and the contract falls within the budget. Dunlavy confirmed the start date of the contract is July 1, 2015. Phifer asked how long the contractual relationship has existed. Phifer confirmed the amount is within the parameters budgeted. Desjardins stated the district has contracted with TMS since 2012.

***Fasihuddin moved to award the contract for business service to TMS in the amount of \$59,500 for FY16. Phifer seconds. Vote Unanimous.***

McKenzie reviewed the summer homework expectations. Summer homework is recommended, not required. Dunlavy asked if this expectation extended to AP courses. McKenzie strongly encourages all students in AP to do recommended reading over the summer. If students do not do this, they will be at a serious disadvantage. McKenzie updated committee members on the athletic self-study. Sudnik, Beck, Banach and McKenzie have worked on responding to all questions pertaining the standards of effective practice. One person has committed to assisting with the site visit and two other people believe they will be able to participate but have not yet confirmed. McKenzie said surveys will be sent out over the summer to athletes, parents, and coaches. The site visit will most likely occur in early fall or late summer. The district will need to schedule the site visit at a time that is convenient for the people volunteering. McKenzie reported on the leadership retreat scheduled for July 8, 2015. McKenzie said administrators will begin discussing district strategy and objectives for the next 3-5 years. A draft strategy document will be shared with faculty and school committee before it is finalized. McKenzie invited school committee members to the retreat. McKenzie reviewed the personnel report. She thanked everyone for their service and wished them well in their future endeavors. Dunlavy asked if McKenzie would like to speak on behalf of the administrators. McKenzie said administrators will report at the next meeting.

#### **8. Business Manager Report**

Desjardins reviewed the expense report. Desjardins said the district is in good shape but all lines will be spent completely. Dunlavy asked if there were any concerns or unexpected challenges. Desjardins said no. Desjardins reviewed revolving accounts. Desjardins reported there were no significant changes in revolving accounts. Desjardins said the only account in the negative is lunch revolving. Desjardins said he would recommend transferring \$10,000 from school choice to lunch revolving to bring the account to the positive and start the school year with some money in lunch revolving. Dunlavy asked if there were any repairs or equipment needed. Desjardins indicated there were no immediate needs. Klesch asked what café equipment is on the capital plan. Desjardins indicated the Buffalo Chopper, serving lines, and grease traps. Desjardins indicated that grease traps may not be necessary. Klesch asked if revenues should be sufficient enough to pay for costs associated with serving lunch. Fasihuddin indicated that it is difficult to create a self-sustaining program when costs continue to rise. Klesch asked if we should consider raising the price. Desjardins said the district charges \$2.70 which is the lowest a district can charge without being required to increase the price. Diane Zak has stated that poultry and other items will cost more next year. Zak recommends raising the price to \$2.75 or .05 cents. Dunlavy asked when the district had last raised the price. Desjardins said last year. Dunlavy asked if the district should anticipate small increases every year. Desjardins said that is a safe assumption. Phifer asked about the impact of the increase. McKenzie said a family that purchases lunch every day can expect to pay \$9.00 more per child annually. Klesch asked if Desjardins would explore having the transaction fees associated with My Bucks decreased. Fasihuddin suggested added revenue might help improve overall quality of program. Desjardins discussed the strict nutritional guidelines the lunch program must adhere to. Zak regularly surveys students and tries to offer their favorite meals more often. Dunlavy asked Desjardins to research how other districts deal with deficits in the lunch program. Dunlavy indicated we need to take the expected lunch revolving account deficits into consideration when building the budget. Klesch said without a dramatic increase we will be in this position every year. Desjardins and McKenzie said if we raise the

price too much, expenses will outpace revenues even more. Dunlavy asked the committee if they are ready to vote on raising the lunch price and transferring money from school choice to lunch revolving. Klesch suggested waiting to vote on a price increase to the next meeting. Klesch asked if milk price is a separate price. Desjardins will bring back a recommendation from Zak regarding raising the milk price.

***Klesch moved to transfer \$10,000 from school choice to the lunch revolving account. Phifer seconds. Vote unanimous.***

Desjardins reviewed the grant report. Some accounts have money remaining that will be applied to MTRS. Dunlavy asked if Desjardins or McKenzie had information about grant opportunities in FY16. McKenzie indicated she is not optimistic about the amount of grant money that will be available next year. McKenzie stated she is grateful for the generosity of various philanthropic groups in the community. She indicated that the 350 Committee has established an Education Foundation for Hadley Public Schools. McKenzie spoke of the importance of remembering that these groups should be viewed as offering enrichment but not as a source of funding the operating budget. Desjardins reported on getting electronic signatures. Desjardins said the auditors did not like the idea. Auditors want committee members to review the bills and not just the summary of payments. Desjardins will continue to talk to auditors about the idea. Dunlavy said if electronic signing is not an option committee members would like more time to review the warrant. Fasihuddin asked if bills could be scanned and sent to committee members. Desjardins indicated that given the amount of documentation and size of invoices, scanning all invoices is time consuming and cumbersome. Klesch suggested doing electronic signatures with payroll only. Desjardins agreed this is a good idea and the warrant where we have greatest need for timeliness.

#### **9. School Committee Reports**

Dunlavy asked committee members if a 5:30 start time works. Committee agreed to try the time in July. School committee will not air live but it will be aired. McKenzie reminded viewers that in addition to airing the school committee meeting, McKenzie typically has draft minutes up on the district website shortly after the meeting. Fasihuddin thinks we may see increased attendance with an earlier start time. Phifer reported the building and grounds subcommittee will meet on June 29, 2015 from 3-5 pm in the Superintendent's Office. Phifer said the subcommittee will discuss implementation of fields project. Dunlavy asked about changes to the MS program of studies. McKenzie said this would be discussed at the next meeting.

#### **10. Evaluation of Meeting**

- a. To what extent did discussion and action items focus on teaching, learning, student achievement and development, and conditions for school effectiveness?
- b. Did the school committee review/discuss data pertaining to district performance?
- c. Did the school committee analyze information that will facilitate making sound budget and policy decisions?

Committee members indicated the meeting met criteria for a productive and efficient meeting.

#### **11. Next Regular Meeting Date**

12. July 27, 2015 at 5:30 pm

#### **13. Adjournment \_\_\_\_\_ 7:25 \_\_\_\_\_ PM**

- a. Motion \_\_ Fasihuddin \_\_\_\_\_ Second \_\_ Phifer \_\_\_\_\_ Vote \_\_ Unanimous \_\_\_\_\_