

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

September 3, 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 and negotiations with nonunion personnel.

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

Ms. Linda Dunlavy

Mr. Paul Phifer

Ms. Humera Fasihuddin

Ms. Robie Grant

Others present: Anne McKenzie, Superintendent

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 and negotiations with nonunion personnel.

Motion: Fasihuddin moved to go into Executive Session to discuss strategy with respect to collective bargaining and negotiations with nonunion personnel. Fasihuddin determined an open meeting will have a detrimental effect on the bargaining position of the public body and to reconvene in open session. Grant seconds.

Roll call vote:

Ms. Linda Dunlavy Yes

Mr. Paul Phifer Yes

Ms. Humera Fasihuddin Yes

Ms. Robie Grant Yes

Committee returns to open session. Regular meeting begins at 6:00 pm. The following individuals were in attendance: Chris Desjardins, Brian Beck, Jeff Udall, Patricia Bell, Patricia Hopf, Paula Cristoforo, April Camuso, Jana Linhart (MASS DOT).

3. Approval of Minutes

Motion to approve minutes of July 27, 2015 – Motion - Grant; Second – Fasihuddin; Vote - Unanimous

4. Adjustments to the Agenda

Dunlavy indicates School Committee will allow for public comment during the discussion of the fields. McKenzie indicates two additional motions need to be added to the agenda. The lunch price needs to be amended. School Committee needs to vote to dispose of library books.

5. Presentations

Jana Linhart provided information on Safe Routes to Schools. Safe Routes to Schools is a federally funded initiative of the Massachusetts Department of Transportation. SRTS encourages public elementary and middle school students to walk and bicycle to school by implementing the five E's: education, encouragement, enforcement, evaluation, and engineering. Udall indicated that his interest in STRS stems from his desire for school zone signs, sidewalks and crosswalks around HES. Ms. Hopf (Director of Transportation) expressed her concern about the lack of a bike lane on route 47 and expressed a need for sidewalks, bike lanes, and possibly widening roads. Linhart explained SRTS will collect anonymous student data (addresses without names) from the school and compile the data into statistical information and maps that can be used in grant applications from MASS DOT and other organizations. Hopf believes the data collection and analysis provided by SRTS would be useful. Grant indicated the data would help bring more community attention to the issue. Fasihuddin asked if providing matching funds would make a grant application more competitive. Linhart was uncertain but said she would find out. Dunlavy suggested asking if Pioneer Valley Planning Commission may do a pedestrian assessment. Fasihuddin highlighted the groundwork the district has laid to promote walking and physical activity, specifically the HES walking club and the Helping Hearts annual 5k. Fasihuddin offered to put Linhart in touch with the leadership of Helping Hearts. Dunlavy facilitated a SWOT analysis with the School Committee. Committee member discussed the strengths, weaknesses, opportunities and threats facing the district. Udall mentioned technology as a strength. Grant clarified that the school committee feels lukewarm support for schools from the town during the budget process but the

school committee feels the town at large is very supportive of the schools. Phifer questioned how limited investment in IT as a weakness aligns with continued commitment to technology. McKenzie said the district has focused on low to no cost options for integrating technology. These efforts have been successful. There is insufficient funding for acquisition and replacement of technology. Dunlavy added that the generosity of various organizations is a strength but a weakness if it goes away. Grant suggested safe routes to schools are a weakness. Dunlavy suggested capturing this as infrastructure issues. Grant suggested the committee add declining enrollment in the region. Grant also added lack of town funding as a threat. Grant suggested regionalization may be a threat and suggested the committee consider possible partners and terms because Hadley is too small. Dunlavy will compile the information and submit to Town Hall. A copy of the analysis will be provided on the district website along with the minutes from the meeting.

6. Leadership Reports

Superintendent's Report:

McKenzie thanked Hadley Police and Fire for their participation in a DESE sponsored school safety and security conference. She also thanked police and fire for participating in a leadership team meeting to review crisis and medical emergency response plans. Police and fire will conduct several drills on each campus in the fall and meet with crisis teams. After the drills and meetings, the chiefs will meet with the leadership team to discuss ways to continuously practice safety drills and improve prevention, response, mitigation, and recovery.

McKenzie informed the committee that Udall had participated in a webinar in which the Best Practices Guide on Educator Evaluation was featured. DESE sponsored the webinar. McKenzie thanked Udall for his facilitation of the webinar.

McKenzie informed the School Committee that due to incorrect reporting in the student information management system the district may receive a level 3 designation from DESE. A few students were incorrectly coded in the district's SIMS report as being English Language Learners. When a student is coded as ELL the student must have an ACCESS score or the district receives a participation of 0 for the student. The students with incorrect codes participated in MCAS. The state will not recognize the participation when determining the district's accountability status. One student was coded as attending Hadley when in fact the student should be included in another district's accountability calculations. McKenzie has submitted an appeal. She will hear about the outcome in September. Phifer suggested preparing a press release in the event the DESE does not grant the appeal.

McKenzie informed committee members that the two professional development days for staff prior to the start of school went smoothly. Staff gave positive feedback. McKenzie included an overview of both days in the School Committee packet.

McKenzie reviewed dates for open house at HA and HES and indicated she will be available to meet with any parent in the district on October 14th at 7:30 pm at HES to answer questions and listen to suggestions.

McKenzie reviewed the personnel report. McKenzie reported all positions are filled except a .5 paraprofessional position at HA.

McKenzie reported School Improvement Plans/Strategy documents will be presented to the committee in October after the committee has developed a district strategy.

HES – Udall

Committee members received a summary of all HES handbook changes for 2015-2016. Committee members did not have any questions about the recommended changes.

Udall reported a successful start to the school year. He also noted how hot it is at HES and indicated he requested air conditioning be added to the capital plan.

Student Services – Bell

Bell provided an overview of the Coordinated Program Review findings. The district received one finding in special education out of 59 criteria and findings on 5 of the 26 criteria reviewed. Bell is preparing a corrective action plan

to be submitted within the next few weeks. Once submitted the district will submit progress and completion reports. The district will have another review in six years.

HA – Beck

Ms. Camuso reviewed the HA Reading Challenge. HA students and staff will be encouraged to read one million pages collectively during the school year. Students will be eligible to receive prizes for every four hundred pages they read. Several staff members will also participate. Dunlavy asked if School Committee could participate. Camuso said yes and the School Committee indicated they would participate.

Beck discussed a possible collaboration with Rhode Island College. Ms. Kelley, math teacher at HA, is an adjunct professor at Rhode Island College. She has communicated with Rhode Island College about creating an articulation agreement. Beck would like to expand student access to dual enrollment opportunities. Grant asked if HA still had an articulation agreement with Hampshire College and if any students had enrolled in a Hampshire College course. Beck will look into updating the Hampshire College agreement and find out why students are not participating in Hampshire College courses.

Beck reviewed the summary of HA handbook changes included in the School Committee packet. Beck reviewed changes to the program of studies for the middle school.

McKenzie reminded the School Committee that HA will offer cross country and FIRST Technical Challenge this year.

7. Business Manager Report

Desjardins reviewed revolving accounts. Several deposits have not yet been made. Future reports will reflect more current data.

Desjardins did not present a grant report. There is not yet any grant activity to report.

Desjardins presented a detailed expense report. There was nothing extraordinary to report.

Desjardins reviewed the revised capital report. He added HES air conditioners but did not yet have prices. Grant indicated grease traps had also been added to the plan. Desjardins indicated he had received prices for the serving lines with drains. Phifer asked if air conditioning would be added to existing duct work. Desjardins indicated the work would probably look similar to the units in HA. Dunlavy asked if the price for the girls' locker room is recent. Grant said no. Dunlavy asked that the boys' locker room also be added. Dunlavy asked why the HA parking lot paving was in year four. Desjardins indicated he attempted to spread out items and begin with the most pressing. Desjardins reported that the district needs to dispose of moldy library books. Phifer asked how many books. Desjardins and McKenzie could not recall exactly how many are on the list. Fasihuddin asked if the books could be recycled. Grant indicated it is difficult. Fasihuddin requested the district explore the possibility of recycling.

Grant moved to dispose of surplus damaged library books. Fasihuddin seconds. Vote unanimous.

Desjardins reported that he has the go ahead to pay the bills for the library project. Dunlavy and others spoke with DOR and received approval to pay the bills. At October town meeting there will be a vote to apply the insurance proceeds to the expense line for the HA library. Dunlavy thanked the Department of Revenue for helping to come up with a creative solution. Dunlavy stated the vote at Town Meeting will be necessary.

Desjardins discussed the electronic signature for warrants. Mike Duffy is focused on the server conversion project. Once that project is complete, Mike Duffy can move on to the selecting a product for electronic signature.

Desjardins reviewed the need for an amendment to the vote on lunch prices. Desjardins explained that the vote should have been to increase the lunch price to \$2.75.

Phifer moved to set lunch price at \$2.75. Grant seconds. Vote unanimous.

8. School Committee Reports

Policy Subcommittee

Dunlavy stated policy subcommittee recommends changes to the non-union employee handbook. McKenzie reviewed the changes: all employees entitled to one floating holiday, updating directory information, all non-union employees shall be eligible for three personal days of which up to one unused personal day may rollover to employee's accrued sick time, and updating/changing Maternity Leave Act to Parental Leave Act.

Fasihuddin moved to accept changes to employee non-union handbook as presented. Phifer seconds. Vote unanimous.

Dunlavy reported on Earned Sick Time For Employees, law recently passed by Massachusetts Legislature. It is a law that must first be adopted by a municipality before the school committee would make any policy changes.

Dunlavy reported that Maternity Leave Act has been replaced by Parental Leave Act. Dunlavy stated that although the Committee could require two readings it is not necessary.

Grant moved to replace GCCR-2 Massachusetts Maternity Leave Act with GCCC-F Massachusetts Parental Leave Act. Phifer seconds. Vote unanimous.

Dunlavy reviewed changes to athletic code. She reported that our existing policy was not as stringent as MIAA rules. AD Sudnik recommends adopting the policy/code as presented in order to ensure our code aligns with MIAA's minimum standard.

Fasihuddin moved to accept revisions to HA Athletic Code as presented. Phifer seconds. Vote unanimous.

Dunlavy announced School Committee voted unanimously to accept the Unit C contract on a roll call vote in Executive Session

CES Update

Grant reported the next CES meeting is the 30th. The CES Board will continue its conversation about the effects of school choice on districts in Massachusetts.

Unit D Update

Dunlavy reported that labor and School Committee have met several times. The dialogue has been productive and negotiations are off to a good start.

Building and Grounds Subcommittee

Grant reported that the internal grease traps at both HES and HA failed. The grease trap at HA will be replaced during winter break. The grease trap at HES will be replaced in the spring. Grant reports external grease traps are a new requirement. As such they have been added to the capital plan. Dunlavy asked if the price estimate was a good estimate. Grant reported that the subcommittee discussed the estimate with John Waskiewicz who indicated it was sound.

Grant provided an update on the field project. A few years ago a committee consisting of school committee and community members had designs drawn up for the entire project. The committee discussed doing the project in phases as well. The district applied for a grant a year and a half ago that would have developed middle school soccer fields and would have moved the JV soccer fields. The JV baseball field was not added on to the grant project. The district did not get the grant. The district is back to looking for funding. Grant reports that the subcommittee discussed finding ways to secure the entire amount (over 1 million) or addressing immediate needs, specifically the middle school soccer fields and to add the JV baseball field. In doing so, the district would automatically redo the JV softball field. The School Committee needs to decide if it would like to go after all funding or prioritize safety and supervision and approach the project in phases. Dunlavy asked how much the district would need to raise for a phased approach. Grant said Berkshire design estimated \$170,000 to the middle school soccer fields and one softball field. Grant stated Berkshire would need to redo the estimate. She guesses about \$250,000. Phifer suggests pricing out each phase. Phifer suggested the district look to see if there is funding from other state sources. Phifer stated the importance of having an honest debate about what the community wants (i.e., to invest in the fields or something else). Dunlavy clarified what is included in safety improvements and does this mean not having HA teams walking to fields off site. Grant agreed. Phifer said it may also include issues pertaining to the parking lot.

Grant and Phifer indicated that there may be cost savings that may be found in the existing budget. Grant asks the full committee if it would like to pursue addressing middle school and JV or would the committee like to pursue funding for the entire project. Fasihuddin suggests identifying safety hazards and near term critical needs and then looking at a multi-faceted approach that involves long term fundraising. Fasihuddin suggests asking town to

support the first phase. Grant said after the first phase is complete, the subcommittee could look to various organizations to support the project.

Mr. Mahalak (community member and parent) addressed the School Committee and asked if parents and community members could be a part of the committee. Mahalak suggested paring the designs down and simply focusing on upgrading the boys' baseball field and girls' softball field and keeping the soccer fields as well as doing the work in phases. Mahalak suggests getting a company in to determine what needs to be done at a minimum. He suggested starting with the baseball field. He stated the position of the baseball field creates hazards for the parking lot. Mahalak emphasized the need to repair and move the girls' varsity softball field and boys' varsity baseball field. Mahalak understands the school does not have the money but suggested pursuing CPA and private funds. Mahalak asked if the three community members present could be a part of the subcommittee to improve the fields.

Dunlavy stated there is consensus that the district needs to request a phased plan from Berkshire Design. Phifer suggested that first the subcommittee come together before approaching Berkshire Design. Mahalak stated Markowski (parent/community member) may know people who could provide ball park figures for a phased in project.

Dunlavy asked subcommittee to find a time to meet with community members and develop a prioritize phased plan in order to ask Berkshire Design to redo the design. Phifer asked if Berkshire Design should be invited to the subcommittee meeting.

Grant asked McKenzie to ask Berkshire Design how much it will cost to update prices. McKenzie clarified.

Fasihuddin suggested McKenzie invite Berkshire to the meeting.

Dunlavy suggested the subcommittee meet before inviting Berkshire Design. Phifer asked if the subcommittee could identify the phases. Dunlavy said the subcommittee would brainstorm and then invite Berkshire Design.

Mahalak stated it was important for AD Sudnik to be involved. Mahalak restated his desire to be involved in the conversation.

McKenzie clarified – the subcommittee will meet and then McKenzie will contact Berkshire Design.

Mushenski (parent/community member) asked McKenzie if she had heard from other groups about supporting the project. McKenzie said she had not heard from the Board of Trustees and PTO. HMC, HEA and Helping Hearts will discuss at September meetings. McKenzie said she heard from the Boosters but the project does not align with its mission.

Mahalak asked if the subcommittee could come up with a date. Grant said September is difficult, October would be better.

Dunlavy asked that the conversation move offline. McKenzie reminded the subcommittee must adhere to open meeting laws.

Mahalak asked for emails of subcommittee members. McKenzie said for all district personnel and School Committee emails are first initial last name @ hadleyschools.org.

Dunlavy asked if the School Committee needs to move its 9/28/2015 meeting. School Committee also reserved October 1, 2015. Dunlavy will inform everyone by email of the meeting date.

McKenzie asked if the December meeting could be moved to 12/21/2015. School Committee agreed.

Action Items

Grant moves to approve and release Executive Session minutes from 9/22/2014, 2/23/2015, 3/23/2015, 3/27/2015, 6/1/2015, and 6/22/2015. Fasihuddin seconds. Vote unanimous.

Fasihuddin moves to approve revisions to HA and HES handbooks. Phifer seconds. Vote unanimous.

Dunlavy indicates meeting was efficient.

Fasihuddin moves to adjourn at 8:20 pm. Grant seconds. Vote unanimous.

School Committee Approved 10/01/2015