

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

**Minutes November 2, 2015 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: Dunlavy, Klesch, Fasihuddin, and Phifer.

**Record of Votes**

- *Approval of October 1, 2015 minutes - Klesch moves to approve minutes of October 1, 2015 school committee meetings. Fasihuddin seconds. Vote unanimous.*
- *Approval of Amped Up Service Trip – Fasihuddin moves to approve service trip for HA students in February 2017 through Amped Up for Education as presented by Ms. Fitzgibbons. Phifer seconds. Vote unanimous.*
- *Approval of generator contract – Fasihuddin moves to award the bid and contract for generators to USNE. Phifer seconds. Vote unanimous.*
- *Creation of gift account – Fasihuddin moves to approve the creation of a district gift account. Klesch seconds. Vote unanimous.*
- *2<sup>nd</sup> and final reading of Supplement Not Supplant Policy – Phifer moves to approve the district Supplement Not Supplant Policy at this its second and final reading. Klesch seconds. Vote unanimous.*
- *Designation of surplus – Fasihuddin moves to designate out of date and damaged library materials as surplus per the recommendation of J. Bohall HA Media Specialist. Phifer seconds. Vote unanimous.*
- *Adjournment of meeting – Klesch moves to adjourn meeting at 7 pm. Phifer seconds. Vote unanimous.*

**Decisions/Actions**

- Committee did a first reading of changes to the HES and HA student handbooks as recommended by school counsel Dupere.
- Committee did a first reading of changes to policy IHBA-E District Accommodation Plan as recommended by district and school administration.

**Summary of Discussion on Each Subject Presented to Committee for Consideration**

**Adjustments to the Agenda**

The chair made the following adjustments to the agenda: business manager will report on creation of a gift account; Nature's Classroom presentation is moved to November.

**Service Trip Amped Up for Education**

R. Fitzgibbons presented a short video on Amped Up for Education

([https://www.youtube.com/watch?v=zC\\_Chds9sqA](https://www.youtube.com/watch?v=zC_Chds9sqA)) and gave committee members an overview of what the proposed service trip for HA students would entail. Committee members discussed timing of trip (February 2017), estimated cost of trip (\$2100), length of trip (7-10 days), eligible students (all students in grades 9-12), maximum number of participants (a maximum number of participants has not been established at this point), areas of the curriculum addressed (cross curricular – History, Foreign Language, English, Engineering, Art), fundraising strategies (Delaney House Night Out, multiple with the goal of making it possible for as many students as possible to attend), and housing (dormitory built specifically for volunteers, students are supervised at all times. School Committee would like updates on trip and fundraising at a future meeting.

#### Overview of HA Guidance Department

Angie Cullinan, Guidance Counselor HA, presented an overview of the HA Guidance Department Mission, curricula, and outcomes.

#### Superintendent's Progress Report on District Strategy

McKenzie provided a progress update on various district activities that align with and support the district strategy. Committee members discussed reviewing a monthly progress report on district strategy in lieu of the standard superintendent's report. Committee members agreed on the importance of reviewing the district strategy frequently and monitoring progress. Different activities will be reported each month. Committee members will maintain copies of the monthly reports should they need to review them.

#### Expense and Grant Reports

Desjardins reported that there had been limited activity in grant accounts. Desjardins indicated he will transfer expenses from the operating budget to various grants thereby bringing some negative account balances to the positive. Committee discussed heating expenses on page 8 of the budget summary report. Desjardins indicated the age of the heating system contributes to the ongoing expenses. Committee discussed whether or not heating should be added to the capital plan in addition to air conditioning. Committee members recommended doing an analysis of expenses associated with maintaining the existing heating system.

#### Generator Bid and Recommendation

District received 6 bids on the previous bid and 2 bids on the most recent bid. The recent bids were lower overall than the previous bids. District received bids from USNE for \$127,963 and from M.L. Schmidt for \$138,500. The district has \$134,000 budgeted for the project. Both bidders submitted all required documents. Desjardins anticipates the job being completed in the spring of 2016.

#### Creation of Gift Account

Desjardins discussed the need for a gift account. The district does not have a gift account currently. In the past the district has put money in student activity accounts which is not the best way of handling donations to the district or schools. Committee discussed whether there should be two separate accounts or one account. The benefits of having two accounts would be in the ability to track donations. Committee decided on having one account. The account balance will be included in the monthly revolving accounts report. Funds within the account will be designated as HES, HA or unassigned. Committee members discussed who has authority over how funds are spent. Superintendent may make recommendations to School Committee. School Committee decides how funds are spent. The gift account may maintain a balance from year to year. Funds do not need to be returned to the town.

#### Renaming of Grant Accounts

Desjardins is working with town accountant to rename grant accounts. The purpose of renaming the accounts is to align account names with grant fund codes.

#### Meritorious Budget Award

Committee would like a presentation on the Meritorious Budget Award. Once the district receives feedback on its FY16 budget document, the superintendent and business manager will review the feedback with the committee and discuss what changes they will make to the FY17 document.

#### FY17 Budget Preparation

The chair will speak with the chair of the Select board on the FY17 budget timeline.

#### Policy

Chair reported that this evening the committee has been asked to do its second and final reading of the Supplement Not Supplant Policy. Chair reported the committee will do its first reading of the changes to the student handbooks and the District Curriculum Accommodation Plan this evening. All changes are required as part of the district's Coordinated Program Review Corrective Action Plan. All changes have been reviewed by school attorney. District leadership indicated they are happy with the attorney's recommendations.

#### HA Parent Library Volunteers

McKenzie indicated J. Bohall (media specialist) would like to keep HA library open during lunch based on student feedback. Committee discussed if parent volunteers should be fingerprinted. Committee members agreed all volunteers in the HA library during lunch will be CORI checked but will not need to be fingerprinted.

#### Unit D Negotiations

Klesch reported discussions with labor are ongoing. There are meetings scheduled into December. Negotiations are moving forward.

#### Building and Grounds Subcommittee

Phifer reported on open meeting held on October 13, 2015. Meeting focused on how best to phase in project. Several members of the public have expressed an interest in helping. Phifer is working with parent Dan Markowski. Parent Jim Michalak is communicating with about irrigation. Phifer will bring an update back to the committee as information is available.

#### Library Surplus

J. Bohall has recommended several books be designated as surplus based on age, condition, and use. Bohall has identified an organization that will take the books. Additional materials will be purchased using insurance funds. Bohall is purchasing NOOKS with Helping Hearts funds. Committee members discussed creating a process through which parents can purchase books for the district and children could potentially share books. McKenzie will seek Bohall's input on the idea.

#### Reading Challenge

Committee members will send the chair the pages they have read in September and October.

#### Evaluation of Meeting

Committee members expressed satisfaction with replacing traditional superintendent's report with a progress report on district strategy. They indicated that a one page summary was helpful.

#### **List of Documents and Exhibits Used at Meeting**

- Agenda November 2, 2015
- October 1, 2015 School Committee Minutes
- Video Amped Up for Education ([https://www.youtube.com/watch?v=zC\\_Chds9sqA](https://www.youtube.com/watch?v=zC_Chds9sqA))
- Video Naviance counseling resource (<https://www.youtube.com/watch?v=7wv5Oea3Fg8>)
- Power Point Presentation HA Guidance (available on district website)
- HA School Counseling Department Calendar
- District Strategy Document
- Progress Report District Strategy
- Sample Administrator Action Plan for Educator Goals
- Budget Summary Report July 1 through October 30, 2015
- Grant Allocations for FY16 as of October 30, 2015
- Supplement Not Supplant Policy
- Revisions to HES and HA Student Handbooks as Recommended by School Attorney
- Policy IHBA-E with Revisions
- List of Library Materials Designated as Surplus

#### **Names of Remote Participants**

No members participated remotely.

#### **Next Regular Meeting Dates**

November 23, 2015 at 5:30

December 21, 2015 at 5:30

Adjournment \_\_\_\_\_ 7:00 \_\_\_\_\_ PM