

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

**March 24, 2014**

**6:30 PM Music Room Hopkins Academy**

**CALL TO ORDER: Chair, Ms. Molly Keegan, called the meeting to order at 6:31pm**

**PRESENT:** Ms. Molly Keegan, Chair; Ms. Linda Dunlavy, Vice Chair/Secretary  
Members: Ms. Robie Grant, Ms. Humera Fasihuddin, Ms. Heather Klesch

OTHERS: Donna Moyer, Superintendent; Chris Desjardins, Business Manager; Jeff Udall, HES Principal; Caitlin Lord, Jack Horrigan, Bill Diehl, Annie McKenzie, Joe Pelis, Judy Pelis.

**APPROVAL OF MINUTES**

**MOTION: (Grant/Fasihuddin) to approve SC minutes from February 24, 2014**  
**: Unanimous, subject to the correction of typographical errors**

**MOTION: (Grant/Fasihuddin) to approve SC minutes from March 10, 2014**  
**: Unanimous**

**ADJUSTMENTS TO THE AGENDA** Moyer requested that Use of the District Messaging System be added as a Discussion item. She also requested that Awarding of the Transportation Bid be added as an Action item. She also asked that a second presentation, from the 350<sup>th</sup> committee, be added. To the agenda. Keegan stated that both presentations would be done before the public comment period.

**PRESENTATIONS**

The Collaborative For Educational Services - Bill Diehl, the newly appointed director of the Collaborative, stated that the Collaborative works with 36 school districts and each involved school district must sign an agreement prior to their involvement. Diehl briefly explained his credentials and background, as well as outlining the goals of the Collaborative.

Grant explained that the changes to the articles of agreement mostly concern conditions of membership and making sure that member districts are well represented. Hadley now has a representative on the board, though for a long time they did not. The articles of agreement have been well vetted by DESE. Moyer pointed out that Hadley has used the Collaborative's professional development programs extensively for years and that the Collaborative has been working with the district regarding evaluations and curriculum development. All services provided have been high quality.

**MOTION: (Dunlavy/Fasihuddin) to approve the Collaborative Articles of Agreement**  
**: Unanimous**

Hopkins Academy 350<sup>th</sup> Committee - Joe Pelis explained that the 350<sup>th</sup> Committee has drawn up a proposal for a stone marker to be placed in front of HA. The marker would be a large rock, approximately 3 or 4 feet long, with "Hopkins Academy founded 1664" engraved on it. The 350<sup>th</sup> committee currently has two

locations in mind, one near the soon-to-be-built bell gazebo and the other on the knoll. Members of the school committee expressed support subject to the further involvement of Jeff Mish, HA facilities manager. Mr. Pelis provided members of the school committee with commemorative pins that the 350<sup>th</sup> committee had ordered and will be selling for the event. He also expressed that he would like current Hopkins students to be involved in the 350<sup>th</sup> commemoration.

**PUBLIC COMMENT PERIOD** – None

**INFORMATION AND/OR DISCUSSION ITEMS**

Principal Communication – Beck detailed how HA faculty has gotten together to implement District Determined Measures with the help of the Collaborative. Music, English, Social Studies, MS Technology and 7<sup>th</sup> grade Math are all piloting DDMs this year, and Beck congratulated them on a good job. Jason Burns, HA Social Studies Chair, will be taking 40+ Hopkins students on a field trip to Washington DC. Hopkins alum Matthew Waskiewicz will give students an opportunity to select which areas of the Smithsonian they would like to go into as well as giving them a personalized tour of the Capital Building with an opportunity to meet Rep. McGovern. The HA drama program will stage performances of *The Importance of Being Earnest* in April. The Spring Concert will be on May 10<sup>th</sup> @ 6:30pm and the marching band will perform on Memorial Day weekend- in the 350<sup>th</sup> parade on the 25<sup>th</sup> and again in the Amherst Memorial Day parade on the 26<sup>th</sup>. Five HA 7<sup>th</sup> graders came in 2<sup>nd</sup> at the Regional Energy Expo competition, and Beck stated those students are sowing the seeds of what he hopes will be a successful robotics program at Hopkins. Both the girl's and boy's basketball teams had excellent seasons. Special thanks were extended to the HA seniors for their excellent work with the HA Pep Band. Beck also explained an initiative to help HA middle school students in danger of needing summer school to come in during April vacation and on Saturdays to make up missed work. If students are able to complete all work to teacher satisfaction, they will be permitted to proceed to the next grade without summer school. Students are currently studying for 12 different AP exams they will be taking in May.

Udall stated that HES is piloting a Performing Arts Youth program DDM and are currently involved in a series of training programs with the Collaborative and developing DDMs for grades K-3. The DDMs will be ready to implement in the fall. Maureen Tumenas has been integral in the integration of technology at HES, doing great things with HES teachers. Technology has become a more regular part of HES instruction and developments for the future are underway. HES has been inserting the new curriculum template of instructional strategies and assessments has been ongoing in both ELA and Math. HES has been working with the Collaborative during this process and plan to complete it by the end of the school year. The annual carnival will take place on March 29<sup>th</sup> from 11am – 2pm. A 6<sup>th</sup> grade Geography student took the exam to determine eligibility to compete at the State level Geography Bee in Worcester and qualified.

Committee Updates –

Family Survey: Klesch stated that several changes have been made to the Family Survey. Seven categories have been decided on and statements have been dropped in for parents to rate their degree of agreement on. The statements were tested by a sample of seven parents to determine whether the statements were clear and necessary. Ten statements were then dropped from the set, leaving the Professional Development and Cooperation section short. The next follow-up will involve the clarification of the final wording of six questions and the adding back in of two statements to the Professional Development and Cooperation section of the survey in order to more appropriately balance it. Moyer inquired about the inclusion of an open-ended question. Klesch stated they would prefer a single open ended question at the end of the entire survey as opposed to at the end of each section. Translations into different languages have been discussed. Moyer asked if the Survey Monkey program has a translation feature and Klesch states she will check if their subscription level offers it. What can and cannot be asked in the optional Demographic Questionnaire, which aims to capture information regarding the race, ethnicity and school(s) of respondent's children, was discussed. Moyer stated that because the questions are optional, legality is not an issue so much as community perception and inquired as to what the information would be used for. Klesch responded that they hoped to look for any significant differences in responses according to certain demographics.

Fasihuddin stated that knowledge of which school(s) the respondent's children attend is important in light of recent level changes at the schools. Moyer suggested that the statistical results may be skewed if many families opt out of optional questions. 3-4 weeks was the suggested time line for overall completion of the Family Survey. Concern for the accuracy of updated family data was expressed by Moyer. A special meeting for approval was decided on, taking place on April 7<sup>th</sup>.

District Determined Measures (DDM) – DDMs are formative assessments administered periodically throughout the school year to gauge student learning and progress, and Moyer stated the district will be in better shape at the end of the year than it was at the beginning as a result of them. Teachers are excited about having performance based assessments, but concerned about how they will be rated on it. Three draft copies of language will be negotiated. Jack Horrigan, co-chair of the task group concerning DDMs as well as Union president, will aid in drafting some of the language. Reporting to the state is required by June 1<sup>st</sup>. Administration and Moyer will meet March 25<sup>th</sup> to discuss, and will include Annie McKenzie so that she will begin her tenure as superintendent comfortable with their ideas.

Business Manager Reports – The YTD financial report shows that so far 65% of set aside money in the budget has been used. There are big expenses hitting soon, one of which is salaries. Vocational tuition will also be a few thousand dollars. Moyer stated that she and Desjardins put up a “P.O. freeze,” disallowing non-mandatory purchasing in the schools, in order to preserve the budget. Desjardins transferred some expenses to grants, particularly in special education. There is still another \$2k+ in grant monies left to be used. Transportation bid results have come in and are improved from the first bid. Four and six bus contracts were compared, and the six bus contract was significantly more. A three year oil contract with two years of options has been made available. A surplus of oil left over from the winter can be delivered next year to save on heating costs., and adjustments can be made to the amount of oil purchased going forward. The original budget number presented to the Select Board can hold.

**MOTION: (Klesch/Grant) to award the transportation contract to Five Star Transportation: Unanimous**

Follow-up Discussion from Select Board Meeting – The School Committee met with the Select Board to discuss whether it would be feasible to take additional money out of the School Choice fund, and are holding firm on their proposed level programming budget. Keegan expressed that with the addition of a business manager, the School Committee has a much stronger hold on it's line items than it has in the past. The Select Board, Finance Committee and Tri-Board have all discussed that they were aware of a town-wide deficit going into this budget season and Keegan expressed that she felt the School Committee has shown leadership in the budget process. The School Committee feels that School Choice money should be preserved in order to protect the district and it's students from unforeseen circumstances and mandates. One more out of district student placement would put the School Choice money under policy minimum, and any misconception that additional money is being sat on is false. There will likely be further discussion about the budget before the town meeting on May 1<sup>st</sup>. Grant stated that she would like to use School Choice funds to help the schools, but doesn't think it's possible.

**MOTION: (Dunlavy/Grant) to approve an operating budget for FY2015 of \$7,052,052 : Unanimous**

Revisiting Food Service Revolving Fund – HPS has increased student participation in the school breakfast program by at least 35% and will be recognized at a program in Boston. If that percentage increase is maintained they may receive state-wide recognition in Dec 2014. The food service revolving account has been gradually lowering over a period of several years, mostly due to maintenance and equipment costs. All food service expenses come out of the revolving account, a process which is the norm amongst most school districts. Moyer stated that not having a capital replacement plan for equipment has contributed to the current status of the fund. Desjardins reported that a list provided by Diane Zak of problem areas in equipment details that dishwashers, freezers (particularly the HA freezer) and an outdoor compressor at HES are major factors. Build-up related to water quality has also required repairs, and repair vendors had suggested water filters in the past. A survey will be going out to students and staff at HA and a survey for HES is in the works in order to increase interest in the school lunch program. A price increase may need to

be looked at going forward as well. The Feb 28<sup>th</sup> balance in the food services account was -\$107.15, while a month ago it was \$2,000. An email concerning outstanding lunch account balances did not receive a significant response from parents, and Moyer suggested the Policy committee look at creating policy for the lunch accounts. Dunlavy stated that a prioritized capital plan would be beneficial and should be made a priority.

Use of the District Messaging System (One-Call Now) – A request had recently been made to Moyer to use the DMS to recruit participants for a non-school sponsored fundraiser, and she asked the school committee how they would like the DMS to be used. Other local districts mainly use their messaging systems for emergencies and school/testing related reminders and updates. Useage of the DMS for purposes not directly related to school drew large amounts of criticism in other districts. Grant states she felt the DMS should be kept just for school use and mentioned the PTO has it's own list that people can sign up for to receive updates. Fasihuddin and Dunlavy felt similarly. The school committee was in agreement that the DMS should only be used for directly school related purposes.

First Reading of Policies – Grant inquired about policy DB, finding it too pessimistic. Dunlavy agreed to lighten the language. Keegan inquired about policy DAB, finding the language too limiting. Klesch also inquired about policy DAB, asking to remove the “discretionary” specification in reference to grant money. Dunlavy agreed to add language specifying how much School Choice money should be held and reserved for unplanned emergencies. Dunlavy briefly summarized the E & F policies, and stated she would send all made changes to the school committee for approval.

Second Reading of Policies – There were no inquiries regarding the second reading of policies originally proposed to the school committee during the February SC meeting.

**MOTION: (Dunlavy/Fasihuddin) to accept as presented policies included in sections B & C:  
Unanimous**

#### **ACTION ITEMS**

**MOTION: (Dunlavy/Klesch) transfer funds not to exceed \$375k from School Choice to the FY2014 Operating Budget: Unanimous**

#### **PERSONNEL REPORT**

Cheryl Gardner was appointed as HA Special Education paraprofessional. A list of known anticipated vacancies will be included on the next Personnel Report.

#### **NEXT REGULAR MEETING DATE – April 28, 2014**

Time: 6:30pm Location: Hopkins Academy Music Room

#### **ADJOURNMENT**

**MOTION: Keegan adjourn the regular meeting to enter into Executive Session at 8:40pm**