

**HADLEY SCHOOL COMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
August 25th, 2014**

6:30 PM

Music Room Hopkins Academy

CALL TO ORDER: Chair, Ms. Linda Dunlavy, called the meeting to order at 6:30pm

PRESENT: Ms. Linda Dunlavy, Chair; Ms. Heather Klesch, Vice Chair/Secretary
Members: Ms. Humera Fasihuddin, Ms. Robie Grant, Mr. Sean Mackin

OTHERS: Anne McKenzie, Superintendent; Christopher Desjardins, Pat Bell, Caitlin Lord, Kevin Courtney

APPROVAL OF MINUTES – SC meeting minutes from July 21st 2014 unanimously approved.

ADJUSTMENTS TO THE AGENDA – Dunlavy requested that a TriBoard update be added. Supt. McKenzie requested that several topics be added to Financial Updates: Energy Improvements, an update on the generator and the establishment of a gift account at HA. Energy Improvements and Gift Account establishment will also require action by the school committee. Desjardins requested that approval of a payroll from last year be added to the Action Items.

PRESENTATIONS –

Superintendent Induction Program – Kevin Courtney presented a brochure containing details of the new Superintendent Induction program to SC members, as well as a more detailed document providing a timeline and explaining the goals of the program. 130 superintendents have gone through the program in five years. Please see attached documentation.

Grant inquired as to how the logical plans and implementation models in the Induction Program relate to district improvement plans, noting that Hadley does not currently have one in place. Courtney stated that they typically take the place of district improvement plans.

Klesch asked if the same coaches work with each cohort of superintendents or if the coaches change over the years, and Courtney replied that the coach usually stays with them.

McKenzie added that the superintendent's evaluation will integrate several of the things presented by Courtney.

PUBLIC COMMENT PERIOD – None

INFORMATION AND/OR DISCUSSION ITEMS

Superintendents Report: McKenzie began by thanking Jeff Mish, HA Facilities Manager. Building inspections took place at both schools and the fire chief approached McKenzie to comment on the difference from past years and to inform her that Mish had done a wonderful job getting the buildings in order with a phenomenal attitude.

Udall stated that the Cal Ripkin under 11 team won the state title, qualifying them to play in the New England regionals. Although they did not win regionals, they did themselves and the town proud with their achievement.

McKenzie stated that HA was once again ranked as a top 100 school in Massachusetts, ranked 36, according the US News and World Report.

McKenzie discussed the superintendent's evaluation, beginning by detailing the five steps of the evaluation cycle. The five steps are:

Self-Assessment: Evaluating the needs of the district, the schools and the students by looking at achievement data, social and emotional health data, faculty moral and parent perception. The educator then evaluates their own professional practice against standards of effective practice. There are standards rubrics for administrators, building-level leaders, special education directors and classroom teachers among others.

Set A Student Learning Goal: Based on student need data, a student learning goal as small as a classroom and as large as a district will be set.

Set a Professional Practice Goal: Also based on student need data, a how-and-why goal of how to best be of greater service to students and their learning will be set. McKenzie feels these two steps (Student Learning & Professional Practice goals) should be linked. If no link is provided, the responsibility of the evaluator is to ask the educator to explain.

Delineate an Action Plan: A plan with action steps and a timeline will be created to be implemented mid-year.

Summative Evaluation: To take place in June.

Every educator gets a single rating from evaluators based on how well goals are met, as well as comparing the practice of the educator against the four standards of effective practice (instructional leadership, management and operations, ability to communicate with families and engage the community, and the ability to foster a professional culture and encourage collaboration among educators). In two years, the educator will state what they believe their impact was on student learning and provide data to support their conclusion

In year one, McKenzie will provide a timeline of priorities and actions to the school committee for approval as well as the formal action plan. There will be a couple of formal check ins and a public evaluation at the end of the year.

McKenzie stated she is a huge proponent of the Educator Evaluation framework and is excited to put it into practice and receive feedback from the school committee.

Dunlavy stated she was looking forward to seeing what McKenzie presents in September. Mackin stated that slowing down and giving McKenzie time and space to evaluate data and pinpoint areas of need without the need to fix everything all at once was important. Klesch stated she liked McKenzie's "Hit the Ground Listening" approach in service to the district.

Personnel Report: The adjustment counselor/licensed psychologist/social worker position has been filled.

Welcome Activities: A new student reception hosted by the HA Peer Mentors will take place August 27th in the HA band room. McKenzie will hold a district wide Meet & Greet in the HA cafetorium on August 28th. On August 29th an ice cream social will be held for students and staff. The HA open house will take place on September 16th. The HES open house will take place on September 18th, to be preceded by a Positive Behavior and Interventions and Supports info session led by Principal Udall. Beginning of September 19th McKenzie will host "Conversations with the Superintendent" to provide parents and other members of the community to come and speak with McKenzie about happenings in the district. All information is on the HPS website.

Fingerprinting: McKenzie stated she would be revisiting decisions made by the SC concerning who does and does not have to be fingerprinted under the new law at the next meeting for clarity.

Medicaid: There is no update at this time; the district will be staying with its current provider.

Student Handbooks: Udall stated that the PBIS system will be rolled out in segments over the course of the year. A PBIS team has met, gone through training and developed expectations. The acronym used will be "H A W K S" and students will be given an opportunity to earn "hawk wings." Since the code of conduct will change dramatically over the course of the year as a result, the handbook will be gradually updated as changes are made. Chapter 222, the new suspension laws, pinpoint a significant change in what is done administratively concerning suspensions. As the handbook is changed, a message will go

home to parents detailing the changes. Changes will also be available on the HES website. One handbook per family is now being provided as opposed to one handbook per child.

Beck stated that code of conduct has been changed so that it will no longer read as a list of “thou shalt not” guidelines. The new code of conduct revolves around providing students the opportunity to rectify what they may have done wrong. There is now a progressive approach to discipline with restorative consequences. Language has been changed to frame student learning and to align with PBIS standards used at HES. Respect, Responsibility and Integrity were decided upon to be the three qualities of character to fit into HA civic and social obligations developed in 2012. Bullet points define what the behavior of a student who is respectful and responsible with integrity looks like. 1/3rd of the HA faculty came in during the summer to aid in the development of the new code of conduct.

Dunlavy noted that once the handbooks are done they will need to be revised to make sure they align with current policy, but initial approval is needed so that the handbooks may be distributed at the start of the school year.

MOTION: (Fasihuddin/Klesch) to approve HA & HES student handbooks

VOTE: Unanimous

Financial Report: Desjardins presented the FY 2014-15 budget (please see attached documentation). Money has been put aside for Payroll and HR software, although acquisition is in the early stages. The revised Special Education tuition has gone up \$97,000 since the budget was finished in March/April. Some money has been moved into different lines to bring the shortfall down to \$71,000 dollars. Desjardins added the shortfall was only potential, as Pat Bell has informed him that the two students going to the Pioneer Valley Foundation School may not attend for the entire year. McKenzie stated that she and Desjardins had discussed the possibility that the school committee might bring the financial subcommittee together to discuss the implications of a potential budget shortfall and to make recommendations. McKenzie added that the district is not currently “in the red,” only that the potential shortfall should be discussed. Klesch agreed, adding that it was her understanding that the students in question did not have a tuition increase, but a change in placement. Desjardins confirmed that was true. Klesch stated that the finance subcommittee would schedule a meeting to discuss.

MOTION: (Grant/Fasihuddin) to approve the amended FY 2014-15 budget

VOTE: Unanimous

Desjardins stated that the school choice money available in the district is significantly more than originally thought. \$675,000 in school choice money was expected, but \$90,000 more is now anticipated. Grant inquired whether this was due to an increase in students or an increase in the date when money was received. Desjardins replied there was a big increase at the end of the school year of \$52,000 as well as an increase in school choice students. Bell added that the school choice increment has increased due to an ability to claim back costs for special education services.

A local subaru dealership contacted central office inquiring about making a donation to the schools. They desired to make the donation to a 501c3 organization, which qualified the Hadley PTO to receive the donation. Whenever a new subaru is purchased, the purchaser may choose from five national and one local charity; \$250 of each car sold is then donated to the chosen organization. Residents will not have the option to choose the Hadley PTO as the local charity.

In the process of arranging the donation, Desjardins discovered that while HES has a gift account, HA does not. Dunlavy inquired as to whether this meant a donation has never been made to HA, and Beck clarified that all previous donations have gone to the Principals account (an account set aside for student need-based use). Dunlavy asked what the difference was between the Principals account and a gift account. Desjardins replied the gift account is able to receive larger donations, and that gift account spending would be under school committee authority. Klesch asked whether donations from groups like the Helping Hearts for Hadley schools had previously gone to the district, and Beck clarified that those funds were distributed through the town.

MOTION: (Grant/Klesch) to create an HA gift account

VOTE: Unanimous

Desjardins made a request to use some school choice funds to pay wages for hours worked by an employee in July. FY2013-2014 funds are no longer available to pay the wages; the funds can be paid by going to town meeting or with school choice money. Dunlavy asked whether creating a "prior year unpaid bills" line item would be an option, but Desjardins replied that anything left over would go back to the town if so.

MOTION: (Klesch/Mackin) to set aside \$700 in school choice money to pay June payroll

VOTE: Unanimous

Desjardins presented the Energy Improvement analysis. Please see attached documentation. A state program to replace non-LED light bulbs with free LED light bulbs was made available and utilized. Desjardins requested that the reimbursement rate from WMECO be 67% for HES as it had been for HA, and was granted his request. A two and half year payback on an interest free loan for the cost of improvements will in theory be wiped out by the savings from energy improvements. Grant asked whether the improvements had been primarily for lights, and Desjardins replied that new motors had been installed in the freezer and cooler as well. Beck added that lights in classrooms now automatically turn off when no one is in the rooms.

MOTION: (Grant/ Klesch) to accept the bid for Energy Improvement analysis for a total cost of \$92,179 with a \$30,415.82 balance paid by Hadley

VOTE: Unanimous

At a meeting over the summer attended by Desjardins, McKenzie, Dunlavy, the fire chief and a selectman where it was decided that the Town of Hadley would purchase a portable generator. Smaller generators were decided upon due to the fact that they were not needed for HA to function as an emergency shelter. While it's a good idea to not buy the full blown emergency shelter generator, a larger generator than originally planned may be needed. The current generators are not large enough to cover the phone and refrigeration systems, which are needed in emergency situations. New design specs alone will cost \$10,000 and would need to go out to bid. Desjardins proposed buying a slightly larger generator which can handle an increased load when needed. Grant stated she isn't thrilled not having specs in alignment with the needs of the district. McKenzie stated that \$135,000 was set aside to replace what currently exists and conversation about whether the needs of the schools and town can be consolidated. Another set of design specs would cost nearly 10% of the entire money set aside for the capital project, which she feels should be approached deliberately. Mish had suggested replacing as is, with available capacity for emergencies. Grant stated that she thought the phone system was included in the original specs, and Dunlavy reiterated that she felt the previous SC agreement had been to meet the needs of a fully functioning emergency shelter. Desjardins felt that a majority of the cost in the project would be electrical work, and buying a slightly larger generator would not be as big an issue. A transfer switch will also be needed in both buildings in order to switch over to generator power in an emergency. Dunlavy stated she felt the subject needs to be re-approached, as the original decision for the two small generators was based on the assumption that they covered the phone and refrigeration systems.

Policies: Section AUP and all of Sections I & J are available for first reading. Fasihuddin stated that the original AUP policy (regarding Acceptable Use) was outdated and restrictive and has been updated and adjusted to meet the needs of the district. Beck stated the high school cell phone policy has been amended to integrate the use of technology for educational purposes. Klesch stated that the I policies may need to be revisited next month after clarifications are made regarding the fingerprinting policy. McKenzie agreed, noting that the policy is broad while clarifications will be specific. Dunlavy stated she feels the fingerprinting has been added appropriately but revisiting may be necessary going forward. Sections AUP and Sections I & J were unanimously approved for second reading.

Tri Board: Dunlavy stated the Tri Board had agreed on a three part strategy at its last meeting. A small group comprised of a school committee member (Dunlavy), a select board member (Guilford) and a finance committee member (Sanderson) would meet with most of the town departments to go over level services budget projections and get an understanding of any discrepancy so that all departments agree on the numbers. Concurrently, an RFP is being drafted to possibly hire someone to help with the effort. The RFP committee is school committee member Grant, finance committee member Aquardo, and West of the Select board. The accounting system, Vadar, will be contacted to see if they can do more specialized reporting and training.

NEXT REGULAR MEETING DATE – September 22, 2014

Time: 6:30pm

Location: Hopkins Academy Music Room

ADJOURNMENT_____

MOTION: (Grant/Fasihuddin) move to adjourn the meeting at 8:15pm

VOTE: Unanimous