

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

**September 22, 2014**

**6:30 PM**

**Music Room Hopkins Academy**

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

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

**OTHERS:** Anne McKenzie, Superintendent; Allyson Huntoon, Student Representative; Christopher Desjardins; Jack Horrigan, President, HEA

**APPROVAL OF MINUTES** – Dunlavy entertained a motion to approve minutes of August 25, 2014. Grant moves to approve, Klesch seconds, approved unanimously.

**ADJUSTMENTS TO THE AGENDA** – McKenzie indicated she would do the presentation of student survey data for Hopkins Academy. Desjardins will discuss an FY14 bill that requires payment in FY15 which requires action.

**PRESENTATIONS** –

*MCAS* - McKenzie presented MCAS data (see attached). Hadley has been classified a Level 2 district in 2014. Both HA and HES are classified as Level 2. In order for a school to be classified as Level 1 the All Students subgroup and High Needs subgroup must have a cumulative performance and proficiency index of 75 or greater. HA is ranked in the 83<sup>rd</sup> percentile when compared to other schools of same school type. All Students subgroup scored above the target. In order to meet cumulative PPI of 75 in 2015 for All Students this subgroup must score an annual PPI of 70. The High Needs group demonstrated impressive improvement in 2014. In 2013 this subgroup had an annual PPI of 40 and in 2014 the annual PPI was 70. If the High Needs group hopes to achieve a cumulative PPI of 75 in 2015, they must earn an annual PPI of 100. The faculty and leadership will look at areas where we saw improvement and areas where we saw decline. In areas where we saw improvement we will determine if systematic interventions contributed to high levels of performance and seek to replicate or expand those interventions. In cases where we saw a decline in performance we will put names behind the numbers in order to ensure that students are receiving the supports that they need.

HES had a decline in its overall ranking. McKenzie cautioned the public to keep MCAS in perspective. It is one measure but it is useful in that it can indicate if programs or interventions are having their intended effects and direct our attention to students who may need additional help. McKenzie called attention to the decline in performance of the Low Income subgroup. For the High Needs group to score a cumulative PPI of 75 in 2015, they will need to score 127 in annual PPI in 2015. This would be very difficult. If the entire district were classified as Level 1 in 2 years that would demonstrate significant improvement. This is a place that the district will pay close attention to. McKenzie highlighted significant improvements at

the district level. Students with Disabilities improved on annual PPI from 0 in 2013 to 56 in 2014. Dunlavy asked what implications PARCC will have on evaluating performance over time. McKenzie indicated that the state has developed a method of equating PARCC scores and MCAS scores so districts can evaluate data longitudinally.

*Student Survey Data* – McKenzie reviewed the summary of the student survey data (see attached). Dunlavy asked Student Representative Huntoon if she could offer any insight into 69% of respondents feeling safe at school while 61% reported bullying and harassment to be a problem. Rep. Huntoon made a distinction between perceptions of physical safety and emotional safety. She indicated that students may have witnessed or heard about incidents of harassment but may not have been victims of harassment. Huntoon also indicated that all students may not have taken the survey seriously. She suggests that HA supervise the survey better in the future and help students understand that their responses may shape policy/rules.

*TELLs Survey* – McKenzie reviewed the summary of the TELLs data for HA and HES (see attached). McKenzie highlighted responses where 50% or fewer of the respondents agreed with the statement. Dunlavy asked if TELLs would be continuing. McKenzie explained that it would not. The model system for educator evaluation requires that every educator consider feedback as part of the evaluation cycle. Districts determine what feedback they will use and how it will be used.

*Family Survey*- McKenzie reviewed the summary of the Family and Community Survey data (see attached). McKenzie highlighted responses where the mean rating indicated agreement or disagreement. McKenzie reviewed connections between all survey data highlighting the following themes: students, staff, and parents would like more opportunities for input. Students and parents place importance on rigor and social and emotional support.

*Entry Plan* – McKenzie reviewed the Superintendent's Entry Plan (see attached). Entry Plan integrates the recommendations Mr. Courtney presented at the August school committee meeting. The plan indicates how the superintendent will gather information for the development of strategic priorities. Klesch appreciates the number and diversity of sources that will be used to gather information.

#### **PUBLIC COMMENT** – None

#### **INFORMATION AND DISCUSSION ITEMS** –

*Superintendent's Report* – McKenzie reviewed the monthly superintendent's report (see attached). School Committee feedback on focus areas included the following: Klesch noted that under Family and Community Engagement the district should ensure that the district website is always fresh and up-to-date. Dunlavy thinks focus areas make sense. They match up with survey data and what the SC has observed over the past four years. Dunlavy requested that measures be quantitative and specific wherever possible. McKenzie encouraged people to check website on 9/23/2014 for updates on "Conversations with the Superintendent." In the month of October, McKenzie will attend the P.T.O meeting and be available after the meeting to talk with parents. Dunlavy indicated that she will not be able to make the October P.T.O meeting. Another SC member will attend. McKenzie reviewed SC expectations for fingerprinting. McKenzie's understanding is that all employees of HPS will be fingerprinted as well as any person who will have unsupervised access to students for a period of time. Subcontractors who do not have unsupervised access to children (e.g. construction workers or interns

who are observing only) will not be fingerprinted. Grant agreed that was the intention of the policy. Klesch indicated that is how she understood it as well. McKenzie asked the SC their opinions about dogs on campus in light of the incident on campus. HES has clearly posted signs. McKenzie reminded the public to not bring dogs to the front of the school or to the fields at HES. Signs at HA are not as clearly posted. Grant indicated that people enjoy bringing dogs to sporting events but that we should not wait for an incident to develop a policy. Fasihuddin reminded people the town has a leash law. Grant agreed with the action the superintendent in Amherst and would like the policy subcommittee to recommend a policy for dogs on campus. McKenzie reviewed personnel report (see attached). Klesch asked about Caitlin Lord's resignation as SC secretary. McKenzie offered to do the minutes. Klesch suggested the SC members rotate taking minutes. Dunlavy outlined the numerous ways in which the SC provides a record of its meetings (tape recording and video recording). Dunlavy and Klesch suggested that the minutes are less detailed. McKenzie will do the minutes. SC will revisit to ensure that the process works. All committee members agree less detail but staying in compliance. Fasihuddin ended this portion of the agenda by underscoring the impressive work of the district administrative support staff.

*Finance and Operations* – Desjardins reviewed expense report. Desjardins highlighted the electricity line. Based on encumbrances the district has \$36,000 available. Desjardins cautioned the SC that the variance will shrink. The HA bill will increase when credits from the solar farm decrease. Electricity is projected to double in price in November. HPS locked in electricity prices with LPVEC at a rate of just over .10 per kWh. Dunlavy asked why we have not incurred any expenses in the gas line. Desjardins noted that the propane line (for science classes) is a separate line. Maintenance items have large encumbrances for emergency repairs. Desjardins indicated the district is in good shape. Desjardins further explained that the HA Board of Trustees provided money to purchase laptops. Mike Duffy charged the Board of Trustees the cost of laptops less the rebates. The school department did not pay the outstanding balance. Desjardins said the PO was confusing. School department did receive the rebate so the overall net impact is zero.

**MOTION: (Klesch/Grant) to approve using \$650 from the school choice account to pay a FY14 invoice from Staples for laptop rebate outstanding balance.**

**VOTE: Unanimous**

Dunlavy indicated that Desjardins has completed a five year budget projection that finance subcommittee will review on October 6, 2014 before presenting it to TriBoard. Klesch asked when TriBoard will review. Dunlavy stated there is a small subsection of TriBoard working on this. Dunlavy has asked subcommittee to meet with schools on the morning of Thursday, October 9, 2014. Dunlavy does not know when projections will go to full TriBoard but she will inform SC. Klesch asked about the generator. Dunlavy responded that Desjardins will continue to spec out the generators needed to keep schools fully operational.

*Policies* – Dunlavy reviewed policies for first reading, Domestic Leave and Employee Notice Domestic Leave. These policies are required by law and will go in the section where Family Medical Leave and Small Necessities Leave go. Grant indicated policies were very clear. Dunlavy reviewed second readings of Sections A, I, and J. Dunlavy reviewed discussions about various policies. Acceptable Use Policy will

remain as is for now with technology committee reviewing over the course of the year. All of the J policies that pertain to Ch. 222 have been reviewed and vetted by counsel. Dunlavy highlighted that policy JP regarding gifts needs to be reviewed by counsel specifically as it relates to P.T.O gift trees. Policy subcommittee will seek clarification and suggested that the SC look back at policy based on counsel feedback.

**MOTION: (Grant/Klesch) to approve policies listed under Section A, Section I and Section J.**

**VOTE: Unanimous**

Dunlavy indicated that counsel will use HPS policies as a model. Dunlavy stated that PTO will announce SC meetings. Mackin sent his regrets. Next meeting is October 27, 2014. Klesch cannot attend. Dunlavy led evaluation of meeting. Klesch appreciated presentation of MCAS data specifically the 2015 projections so that the SC and community have a realistic understanding of what progress can be expected. Klesch felt data analysis met on all goals and our mission. Dunlavy thought it was important to review survey data. Fasihuddin agreed that reviewing data from all stakeholders is very important and should be considered when developing plans. Rep. Huntoon stated her first meeting was very important and expressed her curiosity about MCAS scores.

**MOTION: (Fasihuddin/Grant) to move into executive session to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel and further state that we will not be returning to open session but rather meeting on October 27, 2014.**

**ROLL CALL VOTE: Klesch – yes, Fasihuddin – yes, Grant – yes, Dunlavy – yes**

Meeting adjourned 7:36.