

**HADLEY SCHOOL COMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
October 27, 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
Members: Ms. Humera Fasihuddin, Ms. Robie Grant, Mr. Sean Mackin

OTHERS: Anne McKenzie, Superintendent; Christopher Desjardins; Jack Horrigan, President, HEA;
Brian Beck, HA Principal; Jeff Udall, HES Principal; Pat Bell, Assistant Superintendent;
Susan Duncan, HA Teacher

APPROVAL OF MINUTES – Dunlavy entertained a motion to approve minutes of September 22, 2014.
Grant moves to approve, Mackin seconds, approved unanimously.

ADJUSTMENTS TO THE AGENDA – McKenzie indicated Ms. Duncan would only present on the Nature's Classroom field trip. Desjardins will discuss roof project and the payment due on 11/5/2014.

PRESENTATIONS –

Nature's Classroom – Ms. Duncan sought approval for a field trip. Duncan provided SC with curriculum connections (please refer to handout).

MOTION: (Fasihuddin/Mackin) to approve *Nature's Classroom* field trip as presented by Ms. Duncan.
VOTE: Unanimous

PUBLIC COMMENT – Mr. Beck spoke during public comment. He recognized HA Katie Koch. Katie Koch was selected for the Alumni Leadership Council of Project 351. School Committee members congratulated Katie on her accomplishment.

INFORMATION AND DISCUSSION ITEMS –

Superintendent's Goals – McKenzie reviewed her proposed goals with the school committee (see handout). McKenzie presented four goals. Each goal aligns with one of the Standards for Effective Practice in the Massachusetts Educator Evaluation Model. McKenzie presented a student learning goal. The goals include activities, connections with work already underway in the district, timelines, and impact measures. Quantitative indicators include MCAS data. Grant questioned the status of DDMs in Hadley. McKenzie indicated that Superintendent Moyer requested an extension from DESE. DESE granted the extension. DDMs are due in December.

Dunlavy asked if the goal pertaining to parent feedback aligned with the family and community survey. McKenzie stated that the family community survey had two questions about governance but these

questions pertained more to school committee. McKenzie would create a survey specific to parent perceptions of district and school administration. McKenzie will have school committee review the parent survey prior to administering it.

Dunlavy asked about the timeline. McKenzie stated it is a one year plan. Dunlavy believes that the goals were too ambitious for a one year plan. Mackin echoed these concerns. Fasihuddin stated that the goals are similar to a logic model. She suggested using short and long term measures. Grant suggests breaking each goal into short and long term outcomes. Dunlavy wondered if the goal of reducing students reporting bullying as a problem from 61% to 30% was also very ambitious. Mackin agreed. Grant was comfortable with the goal. Beck indicated that he was comfortable with the goal and that the goal would be reflected in his plan as well. Dunlavy asked if the evaluation period was September to September. McKenzie reviewed the timeline. In February or thereabouts the school committee should conduct a public formative evaluation. In late spring or summer the school committee must do a public summative evaluation. McKenzie will provide progress reports on at least one goal each month. McKenzie will bring back her goals for final approval. MCAS will be a two year goal. MKEA will be a two year goal. Other goals will be one year.

Superintendent's Report – McKenzie reviewed the monthly superintendent's report (see attached).

Recognition - Report included recognition of the educator evaluation team and the previous superintendent, Donna Moyer.

SBIRT - McKenzie reviewed recommendation from the nursing team to adopt SBIRT. Dunlavy indicated that many Franklin county districts have adopted SBIRT and are quite pleased with the assessment.

Finance Subcommittee - McKenzie reviewed the topics discussed at the Finance Subcommittee meeting that occurred on October 6, 2014.

One Call Now Survey - School Committee reviewed survey McKenzie would like to send parents on use of One Call system. Fasihuddin asked if we could create separate lists for One Call that would allow the district to communicate with parents and families based on their preference (email or phone). Dunlavy asked if we do phone calls and emails or if we ever just do phone calls. Beck explained that it is either a phone call or an email. Dunlavy stated that we need to ask people for their identity so we can customize the system. Grant wanted to be careful that we do not create a situation that is unmanageable for administrative support staff.

Athletics - McKenzie asked school committee members if the school committee would like to participate formally in a conversation about athletics. Dunlavy suggested reviewing policies to make sure they describe our philosophy and then doing a quick review to ensure alignment between policies, philosophy, and practices. Dunlavy expressed discomfort with the term liaison, thinking it implied a level of involvement from school committee that was inappropriate. Grant does not think funneling concerns to one member of the school committee is appropriate. Dunlavy suggests pausing and assessing alignment of policies and practices. Dunlavy suggests naming a volunteer from the school committee to work with Brian and Erik. Grant asked why this was necessary. Fasihuddin thought having a volunteer assess and bring forth any concerns to policy subcommittee would be appropriate. Mackin volunteered. He stated it is important that our philosophy should be reflected in what we do on the field but school committee should not direct athletic decisions.

Building and Grounds Subcommittee - McKenzie reported Building and Grounds subcommittee met on October 2nd. Grant reviewed discussion of fields. Hadley has a design for the fields which does not

include JV softball field. Cost of improving fields with a largely volunteer corps of people was a \$176,000 proposition, including JV softball field would probably increase that cost to \$200-\$225 thousand.

Dunlavy asked about sprinkler system. Grant said the existing plan does not include an irrigation system. Grant is looking to ask CPA for funds and to create a committee which would include volunteers from the town. Grant discussed renovations to the girls' locker room. The district has plans that would need to be updated. Grant stated that the school committee needs to decide if they want to review the plans and move forward, perhaps going to town meeting in the spring. Desjardins stated that the estimate from several years ago was about \$400,000 for girls' locker room. Grant stated including boys' locker room would be around \$600,000 but we do not have plans for the boys at this point.

Suitability Determinations -McKenzie explained that DESE requires school districts to accept another district's suitability recommendation or pay the cost of the potential employee to be fingerprinted another time. McKenzie recommends that Hadley accept suitability determinations from other districts. Fasihuddin asked what is included in suitability determinations. McKenzie explained that the record is not attached to suitability determinations. Fasihuddin asked how frequently employees are fingerprinted. McKenzie said she would bring this information to the school committee in November. Mackin asked what other districts do. McKenzie stated that accepting suitability determinations is a standard practice. Dunlavy asked us to track the number of times annually we accept suitability determinations and report out to the committee one time per year.

Grants-McKenzie reviewed grants we have received and for which we have applied and reviewed the personnel report. McKenzie asked the leadership team to discuss the status/focus of their individual and school/department goals. Udall indicated NYAEC, MCAS, and PBIS are the focus of HES improvement efforts this year. Beck indicated school council selected the following areas of focus – achieving a cumulative PPI for high needs of 75 in order to become a level 1 school; building PARCC readiness; increasing student leadership capacity and reconstituting crisis team. Bell indicated the focus of the special education department includes supporting the PBIS initiative and supporting high needs students.

Business and Finance-

Expense Report - Desjardins reviewed expense report (see handout). Desjardins pointed out that special education transportation is in the negative but the encumbrance will be moved to a grant. Other accounts that are over include school committee dues and bus maintenance. Dunlavy asked if buses were in capital plan. Desjardins indicated he would add them.

Capital Plan - Desjardins reviewed capital plan (see handout). Dunlavy asked if 1:1 was a recommendation of technology committee and about researching supporting plan. Fasihuddin referred to Tech Plan submitted to school committee in FY14 that delineated a 1:1 plan for Hadley Public Schools. Fasihuddin indicated that research supports 1:1 environments. Grant indicated we do not have enough financial information regarding ongoing expenses after initial expense. Fasihuddin stated that the tech plan does call for a phase in of 1:1. Fasihuddin indicated Chrome Books would last approximately 4 years at a cost of \$179 per year. Desjardins indicated replacement costs are not in capital plan. Dunlavy asked Desjardins to include replacement costs in capital plan. Grant asked Desjardins to include costs of tech support. Grant questioned the reality of replacing text books and if there would be any significant savings. Fasihuddin is focused on the education and learning impact. McKenzie will get information from other districts that have a 1:1 plan. Grant has heard mixed reports about the Chromebooks at HA.

Dunlavy asked McKenzie to get information on recycling and replacement schedules from other districts. Fasihuddin asked about school committee comfort with having families lease computers with the option to purchase and providing financial assistance to those who do not. Grant expressed concern that students may then have very different equipment if parents opted to buy something other than a Chromebook. Grant asked school committee for feedback on priorities for the capital plan. Dunlavy said priorities should be fields, locker room, HA parking lot, and technology. Grant indicated there were some safety concerns including the fence, cameras at HES, and possibly wood door replacements. Desjardins did not think the wood door replacements needed to be high on the list in terms of safety. Desjardins stated that the shelving in the store room may be important for employee safety. Grant stated that school lunch program will not fund capital improvements to cafeteria. Dunlavy asked about the grease trap. Grant explained that she would be following up with town regarding this item. Dunlavy reviewed the priorities again. Grant asked for an estimate on the fence. Dunlavy asked that we build a capital expense line in the 5 year projection and consider if there is anything we would like to ask the town to support. Desjardins will reorder list and include additional estimates for safety priorities (locker room, fence). Dunlavy will speak with DPW about the parking lot. Final list of priorities with costs will include drain, fence, shelving, security cameras, fields, locker room and technology.

Five Year Budget Projection - Desjardins presented five year budget projection (see handout). Budget projection calculated by reviewing expenditures in major lines over the past four years. Average annual percentage increase in actual expenses was applied to each year going forward for five years. Desjardins reviewed the notes in the budget projection. Grant asked why there was no equipment. Desjardins explained that these expenses had not been in the school operating budget. Desjardins will add in an annual amount to support the district capital plan. Dunlavy stated this is especially important for IT. Dunlavy indicated Tri Board found five year projection helpful but would like more information on how school choice works. Desjardins clarified that Hadley pays and receives the same amount for school choice whether students are coming to the district or leaving the district. McKenzie explained that Tri Board thought school committee may want to use a future meeting to explain school choice in more detail. Dunlavy asked that the five year budget projection should be updated and we will bring back to Tri Board. Grant agreed indicating that she felt we are underestimating our five year budget projection.

Grant Report- Desjardins reviewed the grant report (see handout).

Action Items - Desjardins moved to action items. He reviewed the roof project (see handouts). School Committee voted in 2011 to pay town for any expenses associated with the roof project not covered by MSBA grant funds out of school choice with the understanding that the amount may be as much as \$350,000. The amount due to the town on 11/5/2014 is \$261,694. Grant indicated that the school committee had discussed this with counsel.

MOTION: (Grant/Fasihuddin) to approve payment in the amount of \$261,694 to the town for payment on the Green Roof Project from school choice funds.

VOTE: Grant, Fasihuddin, and Dunlavy in favor – Mackin abstained

Desjardins presented rationale for increasing the salary of the Director of Facilities. At the current salary the wage equates to three cents an hour more than his highest paid director report. After surveying

salaries of comparable positions in neighboring communities, finance subcommittee recommends a salary adjustment.

MOTION: (Fasihuddin/Mackin) to approve adjusting the salary of the Director of Facilities over three fiscal years as follows - \$4,000 increase in FY15, \$5,000 in FY16, and \$6,000 in FY17 with the understanding that employee will receive annual COLA increases.

VOTE: Unanimous

Desjardins discussed use of school choice funds. Finance subcommittee recommended defining purpose of school choice funds specifically that they be used to offset unanticipated special education expenses or capital emergencies rather than to subsidize the operating budget. Grant indicated that would cause a \$375,000 hit to the operating budget. Dunlavy indicated that decreasing the use of school choice to subsidize operating budget would be a goal. Dunlavy suggests that funding the operating budget through school choice is not good financial management. Dunlavy suggested that we offset the operating budget by the amount it actually costs to educate a school choice student makes sense, relying on school choice to offset operating expenses is not the best management practice. McKenzie explained that the focus of the conversation was on defining a purpose for school choice funds rather than defining what we would not use funds for. If the purpose for which the funds are designated does not arise in a given year, then using school choice in the operating budget would make sense. Grant suggests having a cap on the amount of money in school choice. Grant believes that without this degree of specificity there would be great objection. Dunlavy pointed out that the school choice fund has decreased significantly over the past couple of years. McKenzie will look at analysis of OOD expenses in previous years to see what the pattern of expenditures has been. Desjardins explained that every year school choice will build until June when we apply school choice money to expenses after local budget money has been expended. Desjardins recommends having a cushion especially in light of recent unexpected out of district placement costs.

No action taken on designating use of school choice funds.

Desjardins explained that Hadley had an employee working two jobs in the district. The employee was not receiving overtime for hours in excess of 40 hours. Per wage and hour laws the employee is owed overtime in the amount of \$578.32.

MOTION: (Fasihuddin/Grant) to approve paying employee overtime owed from previous fiscal year in the amount of \$578.23 using school choice funds.

VOTE: Unanimous

Policies – Dunlavy reviewed policies for second reading GCCD and GCCD-E. Policy subcommittee will meet November 10, 2014.

MOTION: (Grant/Mackin) to approve policies GCCD and GCCD-E.

VOTE: Unanimous

Dunlavy reviewed next scheduled Tri Board meetings. Dunlavy reports that the small Tri Board group has identified possibilities for efficiencies and the discussion has been productive. Mackin reported that he is waiting to hear from Safe Routes to School. Grant reminded group of Special Town Meeting on October 30, 2014 but there are no school articles. Next meeting is November 24, 2014.

MOTION: (Fasihuddin/Grant) to adjourn.

VOTE: Unanimous

Meeting adjourned 7:20.