

**HADLEY SCHOOL COMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
November 24, 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, Ms. Heather Klesch

OTHERS: Allyson Huntoon, Student Representative; Anne McKenzie, Superintendent; Christopher Desjardins, Business Manager; Brian Beck, HA Principal; Jeff Udall, HES Principal; Marlee Higgins, Student; Kelly Higgins, parent Helping Hearts; Stacey Mushenski, parent Helping Hearts; Drew Castronovo, student; Linda and Paul Castronovo, parents

APPROVAL OF MINUTES – School Committee tabled approving minutes. Members did not receive minutes in their packets.

ADJUSTMENTS TO THE AGENDA – No adjustments to the agenda.

PRESENTATIONS –

Recognition of Student Achievement – Mr. Brian Beck presented Drew Castronovo with the Massachusetts Association of School Superintendents Certificate for Academic Excellence.

Donation Helping Hearts – Stacey Mushenski presented school committee with a check for \$15,000. Schools will use funds to purchase technology and art, music, and physical education materials.

Update School Improvement Plans – Mr. Udall reviewed the four goals recommended by the HES school council. These goals focus on improving academic performance, with an emphasis on students who fall into the high needs category; implementation of positive behavioral interventions and supports; and successfully completing requirements for accreditation of our Kindergarten program through NAEYC. The HES school council is also interested in raising money for a climbing wall in the gymnasium. HA goals include developing a PARCC implementation plan, improving academic achievement for students in the high needs subgroup, updating crisis team plans, and increasing opportunities for student leadership and student involvement in school decision-making.

Superintendent Goals – McKenzie reviewed her proposed goals for 2014-2015 including revisions recommended by school committee (included in handouts). McKenzie acknowledged the work of Ms. Radely Saillant, who facilitates the Diversity Club at HA and student Cienna Harris, who is a student leader in the Diversity Club. The club is making great strides in fostering a school climate that celebrates diversity and creating opportunities for adults and students to increase their cultural competence.

MOTION: (Grant/Klesch) to approve Superintendent's Goals as presented.

VOTE: Unanimous

PUBLIC COMMENT – There were no comments from the public.

INFORMATION AND DISCUSSION ITEMS –

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

Recognition - Report included recognition of faculty who contributed to Pro Merito, and several students including Pro Merito officers Joselyn Beaulieu, Phoebe Blaisdell, and Avery Hanlon. McKenzie also recognized the student athletes from fall sports.

Donation Board of Trustees - McKenzie thanked the Board of Trustees for its generous donation of \$24,885 to HA.

Suitability Determinations – McKenzie reviewed state requirements for CORI, SORI, and fingerprinting checks. The district runs a CORI and SORI on every staff member every three years. The district is required to do a fingerprint check on every staff every seven years.

One Call Now Survey - School Committee reviewed revised survey McKenzie would like to send parents on use of One Call system and requesting feedback on what parents value about the Hadley school district. Klesch suggested separating question about communication from questions about budget priorities. Dunlavy suggested using the One Call Now survey McKenzie previously presented to the committee and sending the budget survey separately. Fasihuddin suggested McKenzie include questions about internet access on the communication survey in order to gather information that might be useful to the Technology Task Force. Committee members are comfortable with McKenzie revising both surveys and sending them out to parents.

Educator Evaluations DESE Report - McKenzie reviewed DESE report on the number of educator evaluations completed in Hadley in 2013-2014. Although the report indicates that less than 100% of educators were evaluated in the 2013-2014 school year that is a reporting error. One staff member should have been listed as a long-term substitute. Long term substitutes do not need to be evaluated using the new system.

Grants-McKenzie reviewed grants the district has received including fund code 274 which will support professional development for paraprofessionals. The district recently applied for fund code 349 which will support a full time mental health counselor for the district for up to three years. The district has not received word on grants submitted in October. McKenzie has met with the Executive Director of Five Colleges to discuss ways in which Hadley students and faculty can collaborate with faculty from higher education and students at area colleges.

Budget FY16- McKenzie reviewed the framework and questions faculty have been asked to consider when making budget requests (please see Superintendent's Report in November handouts).

Personnel Report – McKenzie reviewed the personnel report (included in handouts).

Upcoming Events – McKenzie encouraged the community to attend the concerts at HA and HES.

Business and Finance-

Expense Report - Desjardins reviewed expense report (see handout). Desjardins pointed out that teachers' salaries reflect encumbrances in excess of 30% and we are only a few months into the school year. That is because the district will transfer school choice funds into the operating budget at the end of the year. The "wild card" remains special education tuitions. The district will not have final numbers until the end of the year.

Grant Report- Desjardins reviewed the grant report (see handout). Desjardins indicated fund code 262 is not reflected in the grant report. The district anticipates receiving \$3500 from this grant. With the exception of circuit breaker funds the district anticipates using all grant funds in their entirety. Dunlavy asked if any of the outstanding grant proposals would be affected by 9C cuts. McKenzie indicated that was unlikely.

Food Service Revolving Account- Desjardins reported outstanding lunch account balances at HA are \$1078 and outstanding balances at HES are \$268. Dunlavy pointed out that last week she believed the outstanding HA balances were approximately \$900 which would indicate that outstanding balances increased by over \$100 in one week. Dunlavy suggested making this a future agenda item. Dunlavy would like to know if the problem has gotten worse since the district adopted the POS system. McKenzie indicated that going forward the school committee will receive a report on all revolving account balances. McKenzie also pointed out that the lunch revolving account includes more than the outstanding lunch balances. Klesch asked if the district is maximizing the functionality of the My Bucks system. McKenzie discussed a meeting with Desjardins, Beck and Diane Zak. Ideas generated at the meeting included suspending student privileges if students have outstanding account balances and sending parents a letter indicating any outstanding balances and including directions on how to use the notification features on the My Bucks system. Desjardins reviewed transfers to the lunch account in FY14 and FY15. In FY14, the district transferred approximately \$13,000 from the operating budget to the lunch account. In FY15 (summer), the district transferred approximately \$15,000 from the operating budget to the lunch account. Currently the lunch account is approximately \$8,000 expenses over revenues. Diane Zak informed Desjardins that the \$8,000 includes more than monthly expenses. The district does not anticipate that expenses will continue to exceed revenues at this rate.

Capital Plan - Desjardins reviewed revised capital plan (see handout). Desjardins reported that the plan is similar to what was presented last month. He added and updated pricing on several items. Desjardins indicated that school buses were added. Desjardins indicated that the district would recommend buying a smaller bus in FY16 and a larger bus in FY17. Dunlavy requested that Desjardins provide additional information about the rationale for the vehicle purchase so the school committee could get it to the town capital planning committee. Dunlavy would like information specific to the vehicle the district would like to replace. Klesch asked about the fencing. McKenzie indicated the district will wait to see what NAEYC recommends before constructing a fence.

Five Year Budget Projection - Desjardins presented revised five year budget projection (see handout). Desjardins added capital plan items to capital improvements line. Dunlavy asked Desjardins to send the updated five year budget to members of the town subcommittee.

9C Cuts- At this point, the district does not anticipate 9C cuts will affect the district. If circuit breaker is cut it would have negative consequences for the district. Dunlavy reviewed 9C cuts for the viewing audience.

School Committee Reports-

Building and Grounds – Grant reported the subcommittee reviewed plans for the girls' locker room. The design for the locker room still works; however the district will need to ensure that the plans are up to code and get updated pricing. Grant reported that another priority is the HA parking lot. Jeff Mish is taking care of this. Grant reminded Mr. Udall that any requests for alterations to school buildings and

grounds need to go through the school committee. Mr. Udall will discuss with PTO that a request for a pavilion on HES grounds will need to go through the school committee.

Negotiations – Dunlavy reported that the district is prepared to enter into negotiations with Unit A and Unit C. Dunlavy reported that the paraprofessionals have sent a letter indicating that they have organized. Dunlavy has asked Klesch to serve as the school committee representative for negotiations with paraprofessionals.

MOTION: (Grant/Fasihuddin) to appoint Heather Klesch as school committee representative to Unit D (paraprofessional) negotiations.

VOTE: Unanimous

Policies – Dunlavy reported the Domestic Leave Policy and Employee Notice/Domestic Leave Policy are going into second reading. There have been no changes to these policies between first and second reading.

MOTION: (Klesch/Fasihuddin) to approve policies GCCD and GCCD-E.

VOTE: Unanimous

Dunlavy also reported that there is one outstanding policy about gifts to teachers. The committee has asked the attorney. The attorney has asked the Ethics Commission. The committee is awaiting a response. Dunlavy recommends that no gifts to educators exceed \$50.00 so as not to put staff in an ethical quandary. Dunlavy reported that the policy subcommittee discussed recommended policy changes from MASC. The attorney is researching the need for these changes and will get back to the school committee.

Tri Board – Dunlavy reported that the next Tri Board meeting is December 3, 2014. Klesch asked if the policy subcommittee intends on developing a policy about One Call Now. Dunlavy indicated the policy subcommittee will work on this.

Technology Task Force – Fasihuddin updated school committee on the last two meetings of the technology task force. The task force believes that 1:1 is an important aspirational goal. The focus of the committee will be on training teachers and increasing technology integration in teaching and learning. These priorities are reflected in the capital plan.

Athletics-Review of athletics policies will be moved to December meeting.

Next meeting is December 22, 2014. McKenzie reviewed December agenda items discussed at this meeting including approval of October and November minutes, specific rationale for vehicle replacement, update on the food service account including impact of POS system and leveraging My Bucks system, and update on policies.

Meeting adjourned 7:50.