

**HADLEY SCHOOL COMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
December 23, 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: Anne McKenzie, Superintendent; Christopher Desjardins, Business Manager

APPROVAL OF MINUTES – Dunlavy entertained a motion to approve the minutes of October 27, 2014 and November 24, 2014. Klesch moves to approve. Grant seconds. Minutes of October 27, 2014 approved 3-0-1 with Klesch abstaining. Minutes of November 24, 2014 approved 4-0-0.

ADJUSTMENTS TO THE AGENDA – Due to the change of schedule for the school committee meeting, student representative Ally Huntoon will not be present and the presentation scheduled for the Boston Field Trip will occur at a later date.

PUBLIC COMMENT – There were no requests for public comment.

PRESENTATIONS – There were no presentations.

INFORMATION AND DISCUSSION ITEMS –

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

Recognition - McKenzie acknowledged the work of the first grade teachers, Mrs. Cristoforo and Mrs. DeForge for organizing another exceptional Thanksgiving play and feast. McKenzie recognized the work of the music department at HES and HA for putting together a wonderful winter concert series. Additional recognition of DPW is included in the superintendent's report (see December handouts). McKenzie recognized the students who participated in Hadley's FIRST Lego league robotics team competitions in Agawam and Worcester. The students won a 1st place trophy in the regional competition and a 2nd place trophy in the state competition. McKenzie acknowledged two students who have been selected for Western Massachusetts Junior District Band.

School Closures and Cancellations - McKenzie acknowledged a problem that occurred with the One Call Now system during our last weather delay. McKenzie indicated the vendor had resolved the problem and she reminded the community weather related cancellations and closings can be found on CBS, NBC, ABC, local radio and the district website.

Approval of Hartsbrook School—McKenzie reviewed the Hartsbrook School application to operate as a private school in Hadley. The school committee must vote annually to approve the school. McKenzie

reported Hartsbrook had submitted all required documents. Klesch questioned why the school committee had to approve this school and no other schools. McKenzie briefly reviewed M.G.L Ch. 76 section 1 regarding the approval of private schools by superintendents and school committees. This statute does not apply to the approval of charter schools.

MOTION: (Grant/Fasihuddin) to approve Hartsbrook as an operating private school in school year 2014-2015.

VOTE: 4-0-0; Unanimous

FY16 Preliminary Budget – McKenzie reviewed brief slide presentation (see December handouts).

McKenzie presented the current FY15 budget including total operating budget, local contribution, grant funds applied to operating budget, school choice funds applied to operating budget, and revolving account funds applied to operating budget. McKenzie then reviewed recommended program improvements for FY16 based on staff and administrator recommendations. These improvements included \$54,000 for technology (replacement, maintenance, and repair); \$18,000 to support a paraprofessional position to expand implementation of learning centers; \$34,000 to increase the technology coach position to full time; additional funds for textbook purchases; and an increase in sub pay. McKenzie indicated that the “program improvement” budget exceeds the parameters set by the town of a 2% increase in local contribution in FY16. McKenzie underscored the importance of asking faculty to identify the resources they need to provide an excellent education to our students. McKenzie promised staff that these recommendations would be reviewed by the committee. McKenzie reviewed the impact of including recommended program improvements in the FY16 budget. If all recommendations were included in the FY16 budget the local contribution would increase by \$602,110. McKenzie and Desjardins noted that there are several items at play in the FY16 budget. The district has not locked in a rate for oil/fuel; special education out of district enrollments could change; Operational Services Division has not set final tuition rates for FY16; and the school committee will negotiate three labor contracts for FY16. McKenzie reviewed a level services budget for FY16 which included projected salary increases for all staff at an increase of ≈ \$240,000; out of district special education tuition at an increase of ≈ \$73,000; electricity at \$18,000 more than FY15; ≈\$45,000 decrease in circuit breaker funds. McKenzie reviewed the impact of a 2% increase. A 2% increase represents a \$121,000 increase in local contribution in FY16. Once the projected increases in special education tuitions have been accounted for that leaves \$48,000. Projected increases for salaries are \$192,000 more than that. A 2% increase could conceivably result in the elimination of 3.5 certified positions. Dunlavy asked that Desjardins and McKenzie use the information presented for the budget that will be presented to the town in January. Dunlavy suggested the presentation go as follows: level services budget which would not include increase in technology specialist to full time or additional paraprofessional position but would account for increases in salaries, textbook purchases, increases in special education tuitions, technology repairs and replacement, and an increase in substitute pay. Grant requested that a bit more detail on expenditures would be beneficial when presenting to the town. All committee members agreed that the excel workbook containing every line item would not be presented to the town at this time as too many factors are subject to change. McKenzie reviewed a spreadsheet with data on sub rates paid by districts in Hampshire County. McKenzie informed the committee that Atty Duprere informed her municipalities

are not required to implement the state minimum wage because the legislation does not specifically indicate the municipality is obligated to do so. Grant stated that she felt Hadley needed to increase its substitute rate and that the district should minimally pay minimum wage, if not a more competitive rate. Based on the data presented the committee voted as follows:

MOTION: (Fasihuddin/Grant) to increase substitute per diem rate to \$70.00 per day for non-certified subs and \$75.00 per day for certified subs effective January 1, 2015.

VOTE: 4-0-0; Unanimous

Grants-McKenzie informed the committee that DESE has not posted allocations or award notifications for the three proposals she submitted in the fall. Klesch asked if there were federal or state funds available for technology. McKenzie indicated that the majority of funds are for school safety but that she would make a habit of checking the US DOE website for federal funding opportunities.

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

Upcoming Events – McKenzie reminded the community that winter break for students begins on 12/24 and students return to school on 1/5/2015.

Business and Finance-

Expense Report - Desjardins reviewed expense report (see handout). Desjardins pointed out that he will be doing line item transfers to bring all lines to the positive. The committee should see these on the January expense report. Desjardins reported that the district is currently in good shape regarding the budget.

Revolving Accounts – Desjardins reviewed all revolving accounts. School committee will see this report monthly. Discussion on lunch account was tabled to later in Desjardins' report.

Grant Report- Desjardins reviewed the grant report (see handout). Grants specifically designated to support staff salaries have been utilized. Other grants have funds remaining.

Five Year Budget Projection – The five year budget projection has not been amended since December. McKenzie pointed out that a FY16 level services budget would be less than the FY16 projected budget originally provided to the town.

Capital Plan – Desjardins is still awaiting prices on a few items on the capital plan. As he receives this information, he will provide it to the committee.

Rationale for Vehicle Replacement – Desjardins is in communication with the town mechanic. He anticipates having information in January.

Food Service Revolving Account- Desjardins has been in contact with the POS vendor to ensure the district has access to various notification functions. Klesch asked if perhaps the POS system was having a negative effect in that parents were not signing up for lunches every week and food services staff may be making more food than is needed or purchasing more than is needed. Desjardins indicated that the primary issue is the food service account historically had a surplus that was used to offset operating costs, as the surplus was depleted and no longer available to apply to the operating budget, the account began to run in the negative.

School Choice Funds – Desjardins had prepared a report on school choice projections for FY15 and FY16 that were not included in the packet. McKenzie will include them in January.

School Committee Reports-

Policy – Dunlavy reviewed minor changes to policies ADDA, DJE, JIC, and JII. Dunlavy informed committee members that all changes had been reviewed by the subcommittee and were recommended by MASC and legal counsel. Dunlavy asked if the committee could vote to approve after one reading. McKenzie indicated the committee could do so. Grant asked that there be a discussion about employee reimbursement for personal property before calling for the vote. McKenzie explained that a staff member's cell phone was damaged by a student. McKenzie had directed the principal to the student handbook which states that students will be responsible to replace or repair any staff property that they damage. Prior to providing reimbursement from the district McKenzie wanted input from the committee. The committee requested that McKenzie provide the policy subcommittee a copy of LPVEC's policy and that policy subcommittee make a recommendation to the committee.

MOTION: (Klesch/Grant) to approve policies ADDA, DJE, JIC and JII as presented.

VOTE: 4-0-0; Unanimous

Building and Grounds – Grant reported the subcommittee has not met since the November SC meeting; however she has met with a towns person who has experience and knowledge of improving fields. She will continue to meet with this individual to develop a realistic project timeline. She also recommended that the committee enlist the assistance of a 501 (c) 3 to help with private fundraising.

CES Update – Grant reported things at CES are going well under Diehl's leadership. The board approved Diehl's goals for SY14-15.

Tech Task Force – Fasihuddin reported that the task force continues to meet and to clarify its vision and objectives for SY14-15. Fasihuddin discussed the recent Hour of Code that HES and HA participated in and the vital role that technology must play in the curriculum if the district expects to prepare students for 21st century careers. Committee members viewed a brief video created by Maureen Tumenas during the Hour of Code.

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

Next meeting is January 26, 2015. Dunlavy entertained a motion to adjourn. Klesch made the motion. Meeting adjourned 7:45.