

**HADLEY SCHOOL COMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
June 24, 2013**

6:30 PM

Music Room Hopkins Academy

CALL TO ORDER: Chair, Ms. Molly Keegan, called the meeting to order at 6:33pm.

PRESENT: Chair: Ms. Molly Keegan and Vice Chair/Secretary: Ms. Linda Dunlavy
Ms. Humera Fasihuddin, Ms. Robie Grant, Mrs. Heather Klesch
OTHERS: Pat Bell, Mike, Rooney, Jeff Udall, Diane Zak, Pat Corriera, Dee Rex

ADJUSTMENTS TO THE AGENDA

Kathy Boyden is working right down to the wire making sure that all loose ends have been taken care of before she leaves Hadley Public Schools. Kathy has been employed here for 35 years and has always been a consummate professional. She will be greatly missed by all.

Mike Rooney has been the interim Principal at Hopkins Academy for the last 6 months. He made an immediate positive connection with students and kept the school on course.

PUBLIC COMMENT PERIOD - NONE

PRESENTATION

Pat Correira, MASC Consultant: Roles and Responsibilities of the School Committee - Pat used a power point presentation to outline some of the roles and responsibilities of the school committee. Micromanaging is easy to fall into. The Committee is responsible for the superintendent and legal counsel; the employer of record for collective bargaining. There should never be any surprises for the superintendent or school committee in a meeting. Always talk before a meeting and let them know what questions are going to be asked so they can be prepared to give a detailed answer. The Strategic Plan or School Improvement Plan is the responsibility of the Committee and should be reviewed and updated annually as needed. The Committee sets policy for the district and should be reviewing and updating policy constantly. The School Committee chair sets the agenda with the superintendent. School Committee meetings are not a public meeting; they are a meeting held in public. The Committee approves the district budget (subject to the confirmation by the town's select board). Pat reiterated the importance of POLICY, POLICY, POLICY.

INFORMATION AND/OR DISCUSSION ITEMS

ACTION ITEMS

Appointment of Assistant Superintendent for Student Services

MOTION: (Grant/Dunlavy) moved to hire Patricia Bell for the position of the Assistant Superintendent of Student Services for the Hadley School district.

ROLL CALL VOTE: All in Favor - Dunlavy, Fasihuddin, Grant, Klesch, Keegan VOTE: Unanimous

Pat will be working 6 days in July overlapping with Kathy Boyden for training purposes with a full-time start date of August 1st. Molly Keegan signed the contract.

Update: Superintendent Search

Draft Brochure: Linda Dunlavy and Heather Klesch drafted a brochure. The brochure touches on the following subjects: the region, Town of Hadley, school district, Elementary School, Hopkins Academy, community support, relatively new

administrative staff, superintendent qualifications, compact, compensation and process, application procedure. We will need an email address for the supt. search for applications and correspondence. Goal is to have this ready for distribution in August. There will be a mock up ready for July.

Compensation Range: It was suggested that the starting salary be stated as not less than \$110,000. Robie Grant stated that the budget and the # of students we have must be taken into consideration for determining a salary for the new superintendent. If we use a range and hire someone at the mid- point, they will definitely be disappointed.

Job Description: Molly and Robie worked on the job description for superintendent. They ran the job description by Donna and our legal counsel is reviewing it. All of the job descriptions have to be reviewed and a format established to use for all of them. Ms. Keegan will pose the question to Supt. Moyer. There were no suggestions for changes. Molly will discuss with Donna the format for the job description.

Distribution of Materials to Perspective Applicants: MASC will distribute to their 700 named mailing list nation wide. Pat Correia also encouraged the advertisement in the Education Week online magazine. The magazine reaches out to 1,800 - 2,000 people.

Update: Policy Committee Activity

Policy committee met with a group of parents that had concerns and questions about our sports policy, specifically, the middle school rule. Policy committee told the parents that they will be working on reconsidering that policy and bringing it back for further discussion in July.

Erik Sudnick provided info to the Policy Committee about the Concussion Policy.

Principal's Comments:

Mike Rooney thought that the year ended up pretty well. Report cards will be ready by the end of this week. It will be posted on the marquis when the reports cards are ready. He is trying to wrap up the end of the year and provide some transition for the new principal, Brian Beck. Mike Rooney will provide a 3-day transition the 1st week in July. Mike was impressed with the work of the staff that put together the next Technology Plan for 3-5 years.

Jeff Udall stated that Arts Day was a success. Thanks for all who helped. Step Up Day went smoothly. The 6th grade celebration was a very nice event. The Red Paper Clip challenge that was introduced by Humera got the children really excited about the project. Jeff spoke about the 2 new administrative assistants, Corey Feltovic and Laurie O'Shepa, and how they hit the ground running and have kept the office moving ahead. Jeff spoke about the entire HES staff and said they are the most collegially group of educators that he has ever worked with. They are to be highly commended for their commitment, dedication, professionalism and the fact that they genuinely care for the kids and the success of the school.

Business Manager Reports

Revised Estimate of Year End Balance: Chris will notify the Committee of the amount that will be transferred to General Fund at the July meeting.

Grant Report: We expect to carryover the RTTT and Circuit Breaker Grant Funds.

Status of Life and Safety Purchases and Upgrade Purchases

Flame Retardant Stage Curtain: Received a quote of \$8,750.

Repair of Doors at HA and Replacement of Door at HES: Received an estimate of around \$38,000 for both schools combined.

POS System: Healthier School Award and a check for \$500 from the USDA was presented on June 19 at the Hadley Elementary School. Only 6% of schools receive this award. Congratulations to Diane and her staff. The cafeteria staff training will be held in mid-September for the POS system. Parents will be able to access their child's lunch account to deposit money for lunch and to view what their child is actually purchasing to eat. Diane Zak will be able to generate letters to parents about payment balances in their accounts. This system will also be used for the nurses to track nutritional values for an entire meal.

Technology Infrastructure: Cost is coming in a little higher than we had anticipated. That would be an upgrade to the WI-FI at Hopkins Academy and the replacement of one of the servers. We are still waiting on a few more quotes.

FY12 Audit of EOY Report: Received a draft version of the report about a week ago. Molly stated that the school department, on an annual basis, submits a final End of Year Report. It is a consistent format throughout all school districts. That report summarizes all of the expenditures relative to the school district. It includes allocations for administrative Town Hall time, lunch expenses and revolving account activities that are normally not discussed. This is an annual audit done by an independent agency. There were several errors on the EOY Report and suggested that we amend the report. Chris Desjardins will respond to the report. There is a monthly reconciliation done between the Town and the School Department. Molly suggested that we need written procedures on how to prepare the EOY Report. Chris reminded everyone that the FY12 EOY Report was done when he and Donna Moyer were not working in Hadley. He did his best to answer all questions that were asked of the auditors with the information that he had available to him.

Discussion: Piloting the Superintendent Evaluation Model

Robie took the training through the Collaborative. Donna has agreed to let the Committee do a dry run with her for the Superintendent Evaluation. DESE has created a template for the Superintendent Evaluation. It starts with a self-assessment by the supt. and it should be based on the district improvement plan. There are 4 standards: Instructional Leadership, Management and Operations, Family and Community Engagement and Professional Culture. You select a couple of goals and work it out with the supt. for review. Still need to discuss the evidence that would be used. They are using the evaluation on Supt. Moyer as a learning process.

Review of Revised Survey to Families, Students and Staff

At the last meeting, Humera was going to remove some of the questions that were oriented to the household as opposed to what was happening in the schools. Committee discussed what questions they wanted to keep and what are they trying to get out of the questionnaires. Robie Grant asked what are we going to do with the information that we receive from the surveys? Molly responded that what she understood the Committee to be looking for is: What are we doing well? What are we not doing well? The Committee is committed to a continuous improvement theme and this sort of survey will help us focus on those areas through resource allocations via people and budget. Heather Klesch agrees that this should be tied into policy or improvement plan. Linda Dunlavy thinks that we should put the survey off until we can do it well, with the Improvement Plan, with a plan for the Strategic Plan, with the participation of either the new superintendent or with Ms. Moyer. The survey should not be rushed through at risk of not having a good survey. The Committee will review the survey and send any suggestions or changes electronically to Humera.

PERSONNEL REPORT

Reviewed the Personnel Report.

NEXT MEETING: July 22, 2013

Time: 6:30PM

Location: HA Music Room

ADJOURNMENT:

MOTION: (Fasihuddin/Klesch) move to adjourn the meeting at 9:25pm. VOTE: Unanimous

Approved by School Committee: January 27, 2014