

**HADLEY SCHOOL COMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
January 30, 2013**

Hopkins Academy Music Room

CALL TO ORDER: **Chair, Ms. Robie Grant, called the meeting to order at 6:30pm**

PRESENT: Chair: Ms. Robie Grant; Vice Chair/Secretary: Ms. Molly Keegan
Members: Ms. Linda Dunlavy, Ms. Humera Fasihuddin and Absent: Mr. Tom Waskiewicz

OTHERS: Donna Moyer, Superintendent, Chris Desjardins, Business Manager; Dee Rex, Admin. Asst.
Kathy Boyden, Mike Rooney, Jeff Udall, Jack Horrigan, Connie Douglas, Denise Devine, Heather Klesch, Jo-Ann Konieczny, Stacey Mushenski, Dylan McCoy
Student Representatives: David Ruymen, Absent: Emma Hudgik

APPROVAL OF MINUTES

MOTION: (Keegan/Fasihuddin) move to approve the minutes of December 17, 2012. Vote 4-0

ADJUSTMENTS TO THE AGENDA

Add under Info/Discussion Items: F. Principal Job Description

PUBLIC COMMENT PERIOD - NONE

PRESENTATION - Handwriting Without Tears: A Brief Overview - Ann Weiss, Occupational Therapist at HES

Jeff Udall stated that when he arrived last year after discussions with his staff, it was felt that improvement was needed in the area of writing. As the year progressed, it was observed that as children were writing it looked painful at times as to how they were holding the pen, their posture and everything else. Handwriting Without Tears is the authority now. It would be a great program to bring into the school and it is introduced in K-2. HES is in the first year of implementation.

Ann Weisse has been an Occupational Therapist in Hadley for 8 years and handwriting has been an issue. Handwriting Without Tears is by far the best program on the market. It starts with upper case letters because they are easier to write and recognize. The program teaches posture, paper positioning and the grip. These are the fundamentals that are skipped in other programs. It has multi-sensory components, they use wooden sticks to learn how to form the letters step by step. The students are learning different ways to make the letters and that makes it more concrete for them. The handbooks are really great, because it shows how to make the letters with the sticks and it gives them a format to make the letters in the box. The program works on finger isolation and hand strengthening, it is good for lefties, they use double-lined paper and it has a cursive component. Our kindergarten students are really loving this program. In the first and second grades it is taking some of the students a little time to get accustomed to the double-lined paper, but a lot of the students are doing well. It has a screening component that is done 3 times a year. That gives the teachers an idea of how the students are doing with memory and placement of sentences and they get remediation suggestions as to where the children are falling short. All children are using this program through second grade.

Chris Desjardins and Donna Moyer presented a power point presentation regarding the proposed FY14 Budget. There was an update of our Chart of Accounts and the administrators participated and had their FY14 budgets submitted to Chris before the deadline. The school budget is the financial road map for your educational priorities. Parents are partners in the education of our students. This is the financial Conundrum we are in; there is not enough funds to pre-purchase for FY14 as we have done previously, a 12% decrease in grant funding is anticipated, spending no more school choice money than we estimate receiving and taking into account increases out of the district's control. The technology proposal will address the issue of inequity of student access to a technology enriched curriculum for the Hadley Elementary School in comparison to Hopkins Academy. This may be a separate article at Town Meeting and funding for it has not been included in the FY14 proposed budget.

Hadley's per pupil spending as of 2011(\$9,770) is actually lower than it was in 2006; however, the state average as of 2011 (\$13,361) for the same time period has increased by \$2,151 per pupil. The proposed level-funded budget for FY14 is essentially \$200,000 more than 2013. Instructional supplies and materials in FY12 were higher than average because

textbooks were pre-purchased for FY13. Salaries in FY12 were higher than average due to a one-year only increase, which was not built in to the salary schedule. Technology budget has been roughly the same for the past 4 years. Supt. Moyer stated that Technology should be considered as supplies and materials. Maintenance Budget is a little higher than it was FY12. Chris has discussed this with the Head Custodian and believe that it is adequate for FY14. Special Education budget has increased slightly in the past 3 years; however, the Special Ed proposed budget for FY14 had to be adjusted just last week to the \$446,108 that you see now because there were additional expenses that were going to be seen for the remainder of this year and for next year. This is a variable that is not in our control. Vocational school costs is a variable that is not in our control as well. FY14 Proposed Budget level programming total: \$6,639,529, less School Choice money used \$375,000, less Projected Grant money received \$370,495 for a Total Level Program Budget Local Contribution of \$5,894,034. FY14 Proposed Budget Additional Requests: replace 2 sets of outside doors at Hopkins Academy for safety issues, it has been on a list to replace since 2004, \$40,000; 0.5 FTE Math Coach at elementary school, \$23,678; Professional Development and Course Reimbursement (contractually obligated) and Tiered Instruction and Data Analysis (using Race To The Top Funds for Training) \$15,000; Automated Phone Information Message System (Hadley Mother's Club is paying for this for FY13) \$1,800; Parent Portal, \$4,104; 1.0 FTE Vacant Teacher Position (may be needed for a 3rd classroom at the elementary school, a 3rd section at the high school or a paraprofessional, but without it, there will be no wiggle room. If it is not needed, the money will not be spent.), \$47,356; Full Review and Revision of Policies (legally accurate) \$4,000; for a total of \$135,938 in additional requests. $\$5,894,034 + \$135,938 = \$6,029,972$; this is the Total Requested Local Contribution. The After-school Program at Hopkins Academy will stay the same.

Local contribution includes: Chapter 70 State Funding - Money received from the state to pay for education expenses (\$815,648 in FY13), projected \$1,082,979 in Governor's FY14 Budget). Medicaid - Money received in reimbursement for SPED services (\$36,233 in FY12). E-Rate - Discounts used to fund telecommunications and internet access (newly added in FY13). Town Funds - Funds from the Town of Hadley's tax receipts.

FY14 Request for Town Contribution - \$6,029,972, less \$1,082,979 (projected Chapter 70 money), less \$36,233 (SPED Medicaid Receipts) = \$4,910,760 (Total Net Cost to Town for FY14 Proposed Budget). Molly Keegan stated that one of the things that is not on here that we have to anticipate will come up in conversation, because it is real dollars, is the other assessment. There is cost associated with the school choice out and the charter school students going out. Those numbers have increased, so the expense has increased. It is important to put the number out there, because it does cost the Town money. Are the students leaving because we have not been adequately maintaining programming and technology things in Hadley. If the Town is not adequately funding programming and keeping up with neighboring schools, in terms of what they are offering their students, we are shooting our foot on the other side, because it is costing the town money to pay for those kids to leave. Thanks were given to Chris Desjardins for a great Budget Process and the transparency. Also, the administrators were thanked for their hard work on the budget and turning their budgets in earlier that requested.

Year to Date Financial Report by Chris Desjardins - we are at the half-point with 48.07 % of the budget spent for FY13.

INFORMATION AND/OR DISCUSSION ITEMS

Sub-Committee Updates: Finance - reviewed the budget info, school choice money and preparing for the select board meeting. Policy - looking at the School Use Policy and Fee Schedule. Reviewed policies from other schools and all of those policies give the superintendent a fair amount of latitude. Our policy currently does not have a fee schedule. During school hours, when there is space available, there will be no fees unless a group has to use the cafeteria and then they will have to cover the cost of having a certified food safety operator. After school or on weekends, the costs of custodial services will have to be covered. Doing more research on the use of athletic fields and the cost of field use and should have a policy within the next few months. Supt. Moyer will have a draft next week and it can be discussed further.

Survey - the survey committee met. The survey from the fall of 2011 was studied, which surveyed school choice in and out survey results. Our new survey would include parents and students. Electronic surveys can have more logic built in. Harvard

Graduate School of Education focused on K-12 and did quite a bit of search and amalgamated a lot of questions. This is a base survey that we can draw from.

Hopkins Academy Principal Search - There were 52 applications that were received. This is the last day that the screening committee can come in to review the applications. Will schedule 5-6 interviews next week. Each of the committees has defined characteristics that they are looking for. The committees have submitted their questions.

Superintendent Search Committee - Robie said there was a great response. School Committee was asked to select the members of the superintendent search by vote. Community - Denise Devine and John Silvestro, Hopkins Representatives - Susan Mooring and Noel Kurtz. Elementary School - Heather Klesch and Mark Acton. Time line for Search - School Committee will determine superintendent qualifications and update superintendent job description; conduct forums and surveys to be outsourced, March/April; informational brochure will be outsourced; Molly Keegan will work on the contract. Ad will be placed early September, cut off date for applications in early October, screening by the end of October, finalists announced in early November, Superintendent hired by Thanksgiving. If the pool of candidates are not as strong as we require, there is still plenty of time to go out again.

Collaborative for Educational Services: Hadley has not had a representative in several years and Robie Grant started going this fall. It is really a fascinating organization. It has a 44 member board. It provides the usual special education services and purchasing services that traditionally collaboratives do in MA. It is also a non-profit educational organization and handles the state contracts for all of the Dept. of Youth Services and all of the state-wide special education and institutional settings. CES has provided all the professional development in the district around the Educator Evaluation Model. CES will also be providing professional development in the second half of the year around the Common Core and the alignment of the curriculum. They also have courses for aspiring administrators and they provide mentors.

School Choice In and Out Numbers - Supt. Moyer was reviewing the Enrollment # Handout and questioned the school choice sending # for October 2011 as 37 sending students, because the # of sending students as of January 2013 is 53. Dee Rex explained that as of June 2012 the # was 47 sending students. Supt. Moyer would like to find a more accurate way of tracking sending student school choice numbers throughout the year.

Principal Job Description: The principal job description that was in place needed to be more comprehensive to include more aspects of instructional leadership. Supt. Moyer viewed several principal job descriptions and built a new job description that does include the management and operations piece. It also includes instructional leadership and curriculum. It was shared with the Hopkins faculty and received feedback and some adjustments were made. It was also shared with the administrative team and the lawyer was asked to put on the end the American Disabilities Act Requirements. Currently, there is not a template for job descriptions.

SUPERINTENDENT COMMUNICATION

Communication - We are very grateful to the Hadley Mothers' Club for underwriting a messaging system. Before a messaging system can be implemented, we have to reconcile our database, because the information needs to be extracted from the database. At a meeting with the secretaries and the building principals, it was discovered that we have to add new fields to our current database to meet requirements about email, texting and also that we are in compliance in sending information to parents that might be divorced, separated or have 50/50 custody. A letter from the superintendent's office will be going out to every parent asking them for accurate information and really stressing to the parents, if they want to be part of the messaging system, that the schools have to have accurate contact information. It has been the superintendent's experience, the first time the family does not get a call on a snow day, they let us know their new phone number. The school is piloting a parental portal. Mike Duffy did a training last night for parents. The superintendent is hugely disappointed that only 5 parents showed up. There has been so much feedback that parents want access to their students homework, grades, etc. Letters were mailed home to the 50 students that were involved in the project. Parents had to attend the training to learn how to access this information and get a password.

Calendar - The administrative team has developed a draft calendar for next year. It will be brought to the February meeting. Supt. Moyer met with Supt. John Robert, Hatfield, trying to have a couple days common between the two districts. Donna and John talked about sharing the cost of training between the districts.

Amherst Regional - Supt. Moyer met with Amherst Supt., Maria Geryk, and discussed a few things. Supt. Geryk's administrative team, which is made up of 22 people, is undertaking professional development on data analysis and using it to improve their schools. It is a great opportunity for our staff to join their team in doing that. There was discussion about sharing

resources. Amherst has an Assessment Coordinator, Data Management, Facilities people, etc. Sometimes sharing them for expertise or contracting them out for a specific task would be extremely helpful to Hadley Schools. Math Coaches were discussed, which Amherst has 6 or 7, possibly sharing or contracting out. Supt. Geryk is very keen on not being isolated. Amherst is currently struggling with capacity; they probably could take another 500 students. They have space and are actively seeking students. Amherst is looking at some pretty severe budget cuts in next year's budget in terms of programs. Staffing equals programs.

Regional Program - This is just exploratory; however, Supt. Moyer and Kathy Boyden had a preliminary conversation on one of the needs in the region is a regional program for a low incidence for behavior classroom for young children. We could host that and talking with the Collaborative for Educational Services about the possibility that we might be willing to have that discussion and hosting it in Hadley.

Professional Development - The administrative course has one more class and we also contracted for the trainer to work on site with each person. CES will be doing our curriculum work. Currently, there are contracts out with local smaller colleges about the possibility of offering 3 credit graduate courses on site, not only with our own teachers but for teachers in other districts to help defray the costs. Tiered instruction over the summer time and technology in the classroom. There will be a Professional Development Plan for next year so we hit the ground knowing what we are going to concentrate on and knowing how we are going to use our professional development days. The goal is to bring the Plan to the School Committee in May.

Mike Rooney - After completing his first month, it has been a joy to meet the students, parents and staff. The focus has been on the teacher evaluation; however, there have other things going on. The NEASC Accreditation process is at a really crucial point. Hopkins Academy is at the 5 year point since its accreditation. The 5 year report includes: complete all the recommendations dating back to the original report. Any recommendations in the 2 year report and special reports not completed. Must now be addressed and classified as completed in the 5 year report. This will be completed by the June deadline. Molly Keegan stated that Dr. Rooney has been very visible and the students appreciate this.

Jeff Udall - Thanked everyone for coming to the recent Technology presentation at the Elementary school. One of the school council goals and working with the teachers was to produce information that parents could access from the Pearson Publishing Company. A few parents stated that after familiarizing themselves with the site that it was easy to use. Mr. Udall plans to send out access info to all parents that will enable them to go to the Reading Street site. Mr. Udall has had a few meetings recently since the Newtown tragedy with the police chief and with Mike Spanknebel reviewing and re-evaluating our safety policies and protocols at the school. There has been communications sent out to the parents. For the most part, they have been very well received and they understand the need for some change, diligence and being vigilant about enforcing them and the staff has been very supportive of these measures as well. We have had a police officer out in the parking lot a few mornings just to do some general surveillance and to see how the process has been going. We did have some issues in the mornings with traffic, especially when the buses are getting ready to go and vehicles that have dropped off students are trying to follow them out and Route 47, River Drive, is so heavily traveled that trying to make a left hand turn is really difficult. January 15th the entire UMass Hockey Team came to the school to read to the kids and emphasize that reading is important. They met with students in PreK-4th grade and emphasized the importance of physical activity. Dr. Jonathan Bayuk, a local physician in the Pioneer Valley, donated the book to every student in the Hadley Elementary School. The book "Henry Gets Moving" written by Pierre Rouzier, a team physician at UMass and Chaz Nielson, an aspiring physician who loves to talk about getting children moving, was a big hit with the students. Mr. Udall and the students were very impressed with the UMass Hockey Team. Many elementary students were dressed in UMass athletic wear and some of the hockey players stayed for one and a half hours. It was a huge success.

Supt. Moyer added that we met as a district with Chief of Police, Dennis Hukowicz and Capt. Mike Spanknebel and our plan is to do some emergency management training for really significant incidences. We have a meeting scheduled. Franklin County Council of Governments is hoping to sit everyone down at the table and do one training. Currently, our schools do the drills and the lockdowns and meet with the Police Chief. In terms of responding to really significant incidences, we need to do some training.

ACTION ITEMS

Hadley/Hatfield Business Management/Facilities Supervision - Supt. Moyer discussed that we put out the RFP and bids were due on Friday, January 21st, and we received one, from The Management Solution. The procurement regulations in the state are that if you anticipate something being over \$100,000, and we did not figure the bid to be over \$100,000, that you have to register it on the Registry of the State. We did not register and the bid came in at \$110,000. Supt. Moyer and Supt. John Robert did not think that they could financially support that kind of money. Legally the bid cannot be accepted because of the procurement regulations, but it also does not make any sense to put out another RFP when we only got one response. There needs to be a discussion about where we go from here.

PERSONNEL REPORT

Resignations, Retirements and Appointments – We previously had appointed a JV Cheering Coach; however, there was not enough interest to support that position. Alex Kaciak, Head Custodian, his last day of work will be May 30th. Michelle Wojtowicz was approved to be on Family Medical Leave starting in April for the remainder of this year. She asked to be granted an unpaid Child Rearing Leave for the next school year and Supt. Moyer granted her request.

NEXT REGULAR MEETING DATE – February 25, 2013

Time: 6:30 PM

Location: Hopkins Academy Music Room

EXECUTIVE SESSION

MOTION: (Dunlavy/Keegan) enter into executive session for the purpose of strategy planning for collective negotiations with non-union personnel; and further that conducting the aforementioned business in open session will would have a detrimental effect on the public body's negotiating position. The committee will not reconvene in Regular Session at the conclusion of the executive session.

ROLL CALL VOTE: In Favor: Grant, Keegan, Dunlavy, Fasihuddin

ADJOURNMENT:

MOTION: (Fasihuddin/Dunlavy) move to adjourn the meeting @ 9:30pm. VOTE: 4-0

Approved by School Committee: March 25, 2013