

**HADLEY SCHOOL COMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
Minutes June 6, 2018 HA Cafe**

5:30 PM

Hadley Public Schools – We are guided by the mission to provide a safe and supportive environment that fosters cooperation, critical thinking, creativity, and integrity; and educating students to contribute positively to a global society.

Call to Order/Members Present

Klesch calls the meeting to order at 5:30 pm. Members present: Klesch, Shannon, and Fasihuddin. Brugger entered at 5:35.

Record of Votes

- *Motion to call meeting to order – Fasihuddin moves; Shannon seconds. Vote 3-0-0*
- *Motion to approve of AP Warrants submitted in April 2018 – Shannon moves; Brugger seconds; Klesch abstains. 3-0-1*
- *Motion to approve warrants submitted in April 2018 – Fasihuddin moves; Shannon seconds. 4-0-0.*
- *Motion to approve April 9, 2018 minutes – Shannon moves; Brugger seconds. 4-0-0.*
- *Motion to amend FY19 operating budget total expenses to \$8,363,499.72 – Fasihuddin moves; Brugger seconds. 4-0-0.*
- *Motion to open 3 school choice slots in grade 5 and 4 school choice slots in grade 6 in 2018-19 – Fasihuddin moves; Klesch seconds. Shannon votes against 3-1-0.*
- *Motion to amend 2018-19 school calendar as presented – Brugger moves; Shannon seconds. 4-0-0.*
- *Motion to award business services contract to The Management Solution – Fasihuddin moves; Brugger seconds. 4-0-0.*
- *Motion to Adjourn – Fasihuddin moves to adjourn the meeting at 7:30 pm. Brugger seconds. Vote 5-0-0.*

Summary of Discussion on Each Subject Presented to Committee for Consideration

Adjustments to the Agenda

Klesch stated that the FY19 budget revisions would be discussed first; update on the fields would be second on the agenda, followed by business manager reports. After business manager reports, regular discussion and presentation items would resume. Klesch stated a discussion of the HA schedule and program offerings would be added to the agenda.

FY19 Budget Revisions

McKenzie reviewed the summary of proposed changes to the FY19 budget. McKenzie explained that the School Committee had approved total operating expenses of \$8,542,398.42 and a local contribution request of \$7,092,482.98. The Select Board recommended a local contribution of \$7,039,167 which was \$53,315.98 less than the amount the School Committee requested. Town administrator David Nixon has stated that the Select Board is prepared to fund the School Committee's entire request after Fall Town Meeting. McKenzie stated that in order to have a balanced budget on July 1, the school department must decrease its budget by \$53,315.98. McKenzie stated that she and Desjardins recommend postponing some expenses such as professional development, materials and supplies, and the purchasing of regular testing materials. After Fall Town Meeting, the school department will adjust its budget to reflect changes to revenues and expenses. Klesch asked McKenzie to speak to the criticality of the expenses being postponed until after Fall Town Meeting. McKenzie explained that many expense lines do not need to be expended all at once in the second quarter of the fiscal year. McKenzie pointed

out that over time the School Committee has applied an increasing amount of school choice revenues to the budget. This will require the school department to increase school choice revenues by expanding the school choice program. McKenzie also explained that the outlook for grants remains uncertain which will have long term budget implications. Klesch said that the preference would be to postpone purchasing certain items rather than dip more into school choice. Shannon asked what funds are available for unanticipated expenses throughout the year in special education. McKenzie stated school choice funds and circuit breaker funds. Fasihuddin stated that making budget adjustments after Fall Town Meeting is not uncommon. Shannon asked about the .29 FTE reduction at HA needed to be reinstated would the school department pull the money from another line. McKenzie confirmed that is what would happen.

Update on HA Athletic Fields

Desjardins provided an overview of work to date. Berkshire Design needs to submit plans to conservation commission. The commission stated the next submission deadline is June 26th for a July 10th hearing. The conservation commission stated it could present an informal request on June 12th in order to go out to bid earlier with the assumption that formal approval would be granted on June 26th. Desjardins advised against going out to bid until the school department has a commitment for all or the majority of funds needed. Klesch asked about the marketing strategy. McKenzie said that the school department has asked to meet with a specific school support partner to see how much the group would be willing to commit for Phase I. McKenzie said she would then approach some local businesses during the summer. McKenzie said it will be important to galvanize community support to submit a request to CPA for additional funding. Klesch asked if CPA required the school department to raise funds. McKenzie said CPA can certainly put conditions on using CPA funds but they have the option of funding any phase or project in its entirety. Fasihuddin suggested doing things on a parallel path and approaching conservation committee earlier rather than later. Desjardins said he would communicate with Berkshire Design.

Business Manager Reports

Desjardins reviewed the expense report. Desjardins said he had completed a number of line item transfers to bring all lines into the positive. Desjardins said there would be another final payroll and he still needed to transfer circuit breaker funds into the budget and apply school choice funds. Desjardins stated the School Committee would need to vote to apply school choice funds at their June meeting. Klesch asked that the school choice balance be updated and presented to School Committee after the funds have been applied to FY18.

Desjardins reviewed the grant report. He said the majority of grant funds had been spent. He said he would refrain from applying all circuit breaker funds until July.

Desjardins reviewed the revolving account report. He expects the PreK revolving account to increase by about \$7,000. The lunch account is in the red. Ms. Zak is working diligently to collect outstanding balances. Fasihuddin asked why the online payment system allows parents to have a negative balance. McKenzie said School Committee policy allows students to receive a lunch even if they do not have money for lunch which would allow lunch balances to go into the negative. Klesch asked if the "My School Bucks" can help with messaging and collecting outstanding balances. Fasihuddin asked if there might be a button right in the app that allows people to easily pay their outstanding balance. Desjardins said he would discuss this with the vendor.

Capital Plan

McKenzie said the deadline for submitting the capital plan to the town is June 22nd but the town understands the School Committee will submit its plan after its June 25th meeting. Desjardins reviewed the most recent revisions to the capital plan:

- Tech upgrades were removed (\$32,000)
- Cafeteria serving lines will increase

- Girls' Locker Room increased to \$500,000
- Phase II of Athletic Fields added
- Resurfacing of HA parking lot will occur in FY22
- Tech upgrades include tech replacement
- Years 7-10 of the plan are subject to change, currently the plan assumes the univents will need to be replaced at HA
- HES roof replacement in year 10; price estimates are subject to change

Shannon asked what items are included in health and security. Desjardins said the security items have been discussed in executive session and the health items include drinking item replacements. Brugger asked if the timing for school bus replacement is safe. Desjardins indicated the projected timeline for replacement takes safety into consideration. Klesch suggested including a discussion of facilities as part of the retreat this summer. The discussion may require the capital plan to be updated after the retreat. Brugger said she is comfortable with the plan as it is currently written but understands that it may change based on discussions the School Committee has about facilities.

Desjardins left the meeting.

Student Recognition

McKenzie read a letter from PTO President, Beth Ginsberg, thanking HA senior John J. Earle for his participation in the PTO Book Fair at HES. School Committee members thanked John J. for his service to the elementary students.

Update Service Field Trip

McKenzie reviewed the status of the HA service trip for 2018-19. McKenzie said that prior to any international trip the school district reviews travel and country advisories on the U.S. State Department website. McKenzie reviewed the four advisory levels issued by the State Department. McKenzie said she and Senora Fitzgibbons had reviewed the security levels for every Central American country. Guatemala is a level 3 and Nicaragua is a level 3. Nicaragua's level recently changed due to civil unrest. The travel coordinator in Nicaragua has indicated that she believes Nicaragua will return to a level 2 soon. McKenzie said the school is keeping options open for the trip. Prior to finalizing a trip to any country with a level three security rating, McKenzie would bring the matter back to the School Committee for additional discussion and another vote. Fasihuddin asked at what point Senora will finalize the decision. McKenzie said Senora is simultaneously working on alternative destinations. McKenzie reminded families that they should sign up for Smart Traveler Enrollment through the State Department if their children go on international trips with the school.

School Choice

McKenzie suggested the School Committee reconsider opening school choice slots in grades five and six. McKenzie said she had met with the HEA leadership and faculty representatives at both schools. Overall the faculty agreed that opening school choice slots in grades five and six may not be an optimal solution but it would be preferable to making significant cuts in the budget. The faculty recognized that given our current fiscal reality the school department has to consider either reducing expenses or increasing revenues. Brugger stated that even if the district opened up school choice slots in these grades the classes would remain relatively small compared to other districts. Fasihuddin said originally the School Committee had not opened up choice slots until they had evaluated the impact of adding a class to the current grade four. Brugger asked how many students are currently in grade 4. Shannon said either 15 or 16 students. Fasihuddin asked if we have advertised at both HA and HES. McKenzie said yes and HA had also created additional ads about its programs. McKenzie said it appears the advertising is working as HA is expected to have an increase of 24 students next year. Brugger asked if each grade had two classrooms. McKenzie said currently the fourth and sixth grade have three classrooms each. Klesch said she was in favor of opening three seats in grade 5 for next year, or one additional seat per class.

Shannon asked if HES already has teachers for all three classrooms for next year. McKenzie indicated teaching positions in grade five and six were filled for 2018-19. Fasihuddin asked how many seats would be added to grade six next year. McKenzie said the School Committee would need to decide. Fasihuddin asked if teachers were supportive. McKenzie said some individuals indicated the district should absolutely open up school choice. Other people are opposed to the idea. Overall the faculty indicated they would prefer increasing revenues over making cuts. Klesch recommended opening four seats in grade six for next year. Brugger said she agrees with the grade six recommendation. Brugger said she also agrees with at least three seats in grade five also or one additional per class. Shannon stated that he has heard the transition to fifth grade can be challenging and opening up school choice seats might add to the challenges. Fasihuddin said the School Committee should be careful and only open one slot per class for grade five next year. Klesch said if the School Committee could revisit school choice slots the following year. Klesch asked Brugger if she was comfortable with opening three seats in grade five next year and four seats in grade six next year. Brugger asked if the School Committee has had to revisit the number of school choice seats after determining not to open seats in a grade. McKenzie said she believed it had occurred since she had been here. Shannon asked about school choice seats in third grade for next year. McKenzie said the faculty felt very strongly that the current second grade students needed a very small class. Brugger asked why the number of students accepted into K exceeded the number of seats advertised. McKenzie said if there is space available in the grade and the School Committee had voted to open seats in that grade, the superintendent can accept students into a grade that has advertised for school choice seats and has available seats. Klesch asked if the School Committee should open up seats in grade three next year. McKenzie said she would not recommend that. Fasihuddin said in her years on the School Committee she has noticed that the grade two to grade three transition is significant.

2018-19 School Calendar

McKenzie explained half days for parent teacher conferences had been added to the calendar.

Business Services Contract

McKenzie said the district had received one proposal that met all criteria set forth in the RFP. McKenzie recommends awarding the contract to TMS for business services.

HA Schedule and Program Offerings

McKenzie shared the current draft schedule for 2018-19. McKenzie pointed out that the majority of core courses with high enrollments are in math. HA may need to eliminate the Family Consumer Science/Home Economics program in order to fund a full time math position. If this happens, the School Committee may need to approve changes to the Program of Studies at HA over the summer.

Personnel Report

McKenzie indicated there was very little to report.

Public Comment

None

Family and Community Engagement Survey

Brugger asked if the School Committee had any feedback on the draft survey. Shannon stated he and Brugger had made changes to the previous survey (e.g., eliminating gender specific language). Brugger said the survey incorporated feedback from SEPAC. Klesch suggested including the Superintendent Weekly Email as one of the choices under question seven. Fasihuddin suggested doing a test of the survey with one volunteer to see how long the survey takes to complete. McKenzie said she will send out an email to families encouraging them to complete the survey. Shannon said the survey can be ready to send out on Monday June 11th. Klesch suggested closing the survey the 22nd so the results could be discussed at the meeting on the 25th of June.

Policy Subcommittee

McKenzie said the subcommittee will meet over the summer. McKenzie said School Committee will be voting on the second and final reading on policies reviewed in March.

Finance TriBoard

No updates

CES

Fasihuddin reminded Committee members that she had sent the CES Executive Director's report.

Next Regular Meeting Date:

June 25, 2018 at 5:30 pm.

List of Documents and Exhibits Presented at Meeting

- Minutes April 9, 2018
- FY19 Budget Revisions
- FY19 Updated Function Subtotals
- FY19 School Choice Projections
- FY19 Circuit Breaker Projections
- Email from Berkshire Design Re: Athletic Fields
- Budget Summary Report dated 5/30/18
- Grant Allocation Report dated 5/31/18
- Revolving Accounts Report
- 10 Year Capital Plan
- Letter from PTO to Mr. Beck
- Update on Service Field Trip HA students to Central America
- 2018-19 Calendar
- Bid Opening Results – School Business Management Services
- Draft HA Schedule 2018-19
- Personnel Report
- Draft Parent Guardian Survey