

## **HADLEY SCHOOL COMMITTEE**

**HADLEY PUBLIC SCHOOLS  
HADLEY, MASSACHUSETTS 01035  
September 23, 2013**

**6:30PM**

**Hopkins Academy Music Room**

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

**PRESENT:** Chair: Ms. Molly Keegan and Vice Chair/Secretary: Ms. Linda Dunlavy  
Members: Ms. Robie Grant, Ms. Humera Fasihuddin, Mrs. Heather Klesch @ 7:08pm

OTHERS: Donna Moyer, Chris Desjardins, Brian Beck, Jeff Udall, Pat Bell, Jack Horrigan

**PUBLIC COMMENT** - NONE

### **DISCUSSION ITEMS**

**Parent Survey**, Molly: wait until Heather Klesch arrives. Away on business and expected to arrive shortly.

**Athletic fields committee**, Robie: no movement since the last update. Next step: still doing legwork and asking for an audience with the CPA committee.

**Policy subcommittee**: deferred until later for numerous policy review matters.

**Tri-board discussions**, Molly: meeting this wed, 6pm. DOR presenting their findings from report they issued for financial and management issues for town. Recommend viewers at home watch that meeting for the presentation. Will illicit subsequent discussions from tri-board.

**Business Manager's Report**, Chris: YTD report, first of this year. Run through middle of month because budget not in yet. Grant report, don't have amounts yet. Should have by next meeting; one grant left for amount missing. End of year report... Prediction of 12% decrease on grant money turning out to be true. Which grants? There is an across the board reduction. Notified of rationale behind decrease? Budgeted for that given sequestration. Movement of money from salaries to transportation, \$15K, will make up for it. Has been in the news: Headstart took significant cut across the board. End of year report: filed for reduction. Rather have accurate reports than rushed on time. Automatic granted extension of one month. Filed for extension, we were waiting for figures from town. Now we have those. Did file amendments. Total of 11 amendments on last year's reports. Asked Robert Hatch to update with amendments on website. Budget v expenses, not a lot to discuss. A heads up that things (the budget) will be tight this year. Noted items: higher than projections: Secondary principal salary: brought back interim for transition. Electric bills: spike in August, \$1200-1500 per school. Can't make sense of spike. Molly: usage or delivery? Not sure. Finding out. SPED accounts, running out of money? No. took them out of budget to use grants first. Look a little better. Budget will be tight this year. Turnover of a number of positions. Degrees we didn't anticipate to advance; moved along in scale. Custodian's situation mentioned last month. Technology plan implementation.

Donna Moyer: Hadley has very difficult means to tell who is going to move up. In contract that no pre-approval is required ... if approval was required, then we could keep a spreadsheet and budget for it. Put a budget in, but it wasn't enough. Linda: can we make a request even though not contractually required? Maybe. Good thing that people are getting training. New hires: looking for brightest and best.

Chris Desjardins: Good news! We have gotten a grant for the required software SIF (Student Information), which apparently all districts are required to implement in order to update state. Email about grant opportunity: 6K+, covering 80% of expense. Ready to go with a specific software company. Required student information via software... presently manual and done by Dee. She gets info from Admin Plus: gender, courses, grades, school choice in and out, ... submit attendance on staff (new). Subs called and declined. Now massive report after Oct 1. Reporting requirements have increased significantly. Streamlined mandate. Software provided by same company as Admin Plus, which should make integration easy.

Chris Desjardins: Maintenance: heating system inspected in both buildings. Numerous issues. Elementary fixed. Hopkins scheduled for next couple of weeks. There are big A/C units above secretary's desk: never used, therefore cold air coming in. Thin metal wall radiated cold air. Now will insulate wall and make whole office more energy efficient and much more comfortable. Jeff Mish fixed weather-stripping on all doors today; rapid turn around time. Nice and tight, more comfort and energy savings as well.

Molly Keegan brought up an ongoing concern about the number of bills relative to boiler unit even though we did some replacement work... any opportunity to cut back on large maintenance bills. It is believed to be related to the distribution system on the boilers. Invoices for plumbers and mechanical: \$3k here and there. Should look into it. Replace a couple of units a year otherwise very costly to do whole school at once. Found units that would literally run all day long. As a result of poor temperature regulation, school windows would be opened because rooms so warm... heating the outdoors. Once go through all repairs, ought to have energy savings. Repairs; playing catch up.

Molly Keegan: Piloting superintendent evaluation model: next steps. Follow-up to presentation from Mike Morris. Frightening grid. 42-evaluation points. Not the level that we wanted to take it in this round. Use this as a learning process. So that we have some experience when our new Super is here. Since then, Donna brought an idea of framework: curriculum, instruction, buildings and grounds, finance.

**Piloting the Superintendent Evaluation Model:** Donna Moyer-next steps are that superintendent brings in self-assessment and status of district, along with 2 goals: and they mutually decide on additional 4. DEM write up implementation plan, mid cycle review. Many focused on teachers and bldg. administrators. Many school districts implemented a different process: Belchertown: super submits 2, school committee submits 2... focus elements related to those four... not all 42. Nancy of Easthampton said their school committee did do all 42 and vowed never to do it again. DEM has Student Learning Goal and Professional Performance Goal; ideally mutual goal. Decide upfront what we want to use. Amherst weighted. 42 too many and especially when we're getting a late start.

Molly Keegan: Improving communications. Community input. Use this area as a goal. Donna: Administrators supportive of a survey. That's going to happen regardless. Going to do those anyways. In process, logical next steps. Not suggesting the selected goals should be something new, but shouldn't be a 'make work' thing.

Robie Grant: District Improvement Plan... is that something we should do?

Donna: Some specific and some broad. If decide surveying, as means of getting input into district improvement plan. Hire super for 1<sup>st</sup> of Feb to work with hire on a version they liked. District improvement plans not required by state. However, it is a norm across the state. It's a variation of a strategic plan. Solicit community and staff input to frame district improvement plan. Technology integration, training, utility, etc. Create 'smart goal' format. Challenge to write up in smart goal format, but will do. Make some kind of chart and include indicators that align with that goal.

### **News from administrative team:**

**Pat Bell:** with challenge of incomplete staffing, normal start to school year in both bldgs. Close to hiring secondary/HS SPED person. Despite frustrations, close and hoping any day to have hire completed. Long lineup of meetings to meet service providers new to children; filter by appropriateness and timing. More comfortable after open house. Begun advertising parent workshops: new service providers anxious to provide workshops not to just those with disabilities, but all students and the whole range: Dr. Jason Travers: Shaping Positive Behaviors in broad way with all families that get challenged; battles we have. Standing our ground with media. Kids with special obstacles, solve in creative ways. Occupational therapy workshops in eve. Collaborative across disciplines to bring changes in classroom programming. Elem: specific students, focus of IEP or 504, tiered intervention model. Couple with efforts already initiated by counseling staff; last year based on data; nursing, discipline, counseling... bring info together to discuss how we start changing and supporting those kids. Have impact on school culture, in general. Geared to different age group, but can be applied to younger children at large... Dr. Jason: language we use with children and key to how we get a response in certain ways. Linda asked how this would be advertised? newsletters: advertised on TV5 tonight. Flyers. Next Wed at 6:30 Oct 2<sup>nd</sup>. Website will be updated with that info. It was suggested we use the new emailing system.

**Brian Beck:** Thank you to those who made it to Open House. Outstanding turnout. Teachers felt support. Families came out in numbers. Upcoming: Fri, 27<sup>th</sup>, Hopkins van to Big E. Integrating Spanish in music lessons. Move to Friday, bigger audience, larger audience.

School related events: Sat, Oct 26: Grade 10-12... STEM-oriented courses free and hands on, across math and science, opportunity to do hands on throughout day, ready for college, ready to interact with college professionals. Students can register online and link on school website. Handed out papers on Thur and Fri with students. Register online. Hopkins culture: any paper entering backpack doesn't exit. Mass email with link might serve well here also. Math team, first meet, Oct 1. Jason Burns to take the AP world, mythology, philosophy classes to the Cathedral Church of St. John in NYC, another class is going to the college library. PSAT to be held on Saturday, new guidance counselor is coordinating this. Department meetings: ELA, list of activities where teach writing or assessing writing as skill.

Build list of what we do, integrated throughout common core. Math Department purchased inexpensive tool called IXL, allow students to have individual login and move through standards, testing, supplement, homework, reinforcement. All doing MCAS will have IXL.

Two things excited about leadership:

student counsel

peer advisors

Build on guest speaker Calvin. Informal survey, 40% had convo about guest speaker; follow-up in class the next day, but build capacity to put positive peer pressure on climate here in school.

Parent survey: permission to do this yet. Kicked around idea of students developing and implementing student survey. Formulating questions. Create, input, gather data, provide data to school committee. Not all areas in assessment align. Have a representative group who completed a draft to present; present collaborative work.

**Jeff Udall:** Beginning of School year smooth. Staff rose to occasion, welcoming student; very visible. Sept 19: open house, opened earlier, 100-125 parents arrived early. Jeff recapped unanimous approval by town to approve tech warrant and implementation across board. Overhead camera. Epson. Three computer on wheels (COWs) purchased. Activision: clickers to gain immediate understanding of strengths and weaknesses. Teacher gets real-time info. Skill or topic that needs re-teaching or not. Wireless! Teachers all have laptops. Upgrade computers in the lab, taking newer desktops and replace in library and computer labs. Overall upgrade. Spoke to parents and asked staff to be prepared to present and demonstrate. Numerous parents say they were astounded by their kids' enthusiasm. Huge learning curve for teachers and training will be an ongoing process. Year-long professional development process: how to use hardware; promethean software capabilities. Pearson training: second training, how to integrate technology components of curriculum. Feedback positive from teachers. Presenter led experiential training that was received well. Wed: additional HES only professional development training. Some moving along faster than others. Excitement and anxiety. Helpful with one another; helping colleagues.

Invite to butterfly garden opening; Deb Windolowski, incredible work and effort, worked with school council. Classes planting seedlings, transplant outside. Phased blooming. 350 white beach stones with children's names on it. Certified and recognized as butterfly garden. Two benches with butterfly designs attached to ground. This Thursday there is a dedication: 15-20 minutes. Acknowledged and thank everyone.

Parent Teacher conference: 23 and 24<sup>th</sup>: 23rd afternoon and evening conferences. Teacher signups at open house. 24<sup>th</sup> afternoon. Pearson training this afternoon, what parents will see is teachers using pre-made software. Learning to make your own things will take time and confidence. Intent on hiring .5 integrationist to have a person that troubleshoots technology/ curriculum need and to build confidence in within the teaching staff. Training today went very well for 2 and 3<sup>rd</sup> grade teachers.

Donna Moyer: Saturday: Level II accountability ratings. There will be a full presentation at the October meeting. What do the MCAS scores and longitudinal test scores mean. Alternative methods of assessing: to reduce the achievement gap by 1/2 by 2016 between general population and subgroups. Some have 10-11 subgroups: Hispanic Latino, Asian, native American, etc... SPED, ELL, Low Income. Everyone improves, but achievement gap doesn't narrow. Didn't make gap narrowing a standard. We see it as a opportunity to focus on all kids.

Fire inspection and building inspecting report: Brian Beck, Jeff Mish... report. Mike Spanknebel... much improved over last year.

Have been invited (can't decline) in PARCC field-testing in June. Two kinds of field-testing:

Performance testing: allowing student to be exempt from MCAS

End-of-year test: hour long at end of year. No exemption. 6<sup>th</sup> and 7<sup>th</sup>. Language arts. Tried to decline; respectfully denied.

Policies: look at ELL grant rating system that affect scores; parent educator evaluation training. Agreed on draft. Sent to Fred. Implement this year. Personal goal: implement as many support staff evaluations this year as possible. No systems in place presently.

Presented chart of incoming and outgoing students, to the best of our knowledge. Do we think this is final? School enrollments never final. Opening day, looked like 16 new incoming; 23 outgoing. 9 students choosing out. Survey will be helpful. Not sure what trend is for real estate market in Hadley, but 12 at elementary and 10 at high school have moved out. We don't see enrollment increasing from parents moving in. Five who choiced out who returned to Hopkins this year. Won't have final numbers until March, but will have better numbers in October. Udall: 9 out, 1 withdrew right before the school year, moved out already and hadn't notified ... Molly: these numbers are close.

**Parent Survey**, Heather Klesch: Heather and Humera met. Following that, Donna convened administrators. Draft overview captures outcomes of both meeting at beginning of month and with admin. What are goals and how do we get at those goals. Guided by conditions of school effectiveness (<http://www.doe.mass.edu/apa/ucd/CSE.pdf>). State document, 11 conditions and rubrics for evaluating. Felt we could use as a structure, questions that we'll get to ultimately, could be addressed by these 11. Goal: utilize feedback to guide a future

district improvement plan and share in future public report. March 2014. Not meant to replace any other mode of communication. Nor would it be to evaluate teachers or staff. How design and move forward w operationalization. It will be anonymous, distributed online and in paper. Translations will be available. Design it so length is not burdensome, but long enough to hit all questions; target of 10-20 minutes. Selected response; choosing from list. Allowing for some open response. Questions finalized will not be worded to presuppose outcomes. The suggestion at the special survey meeting was to get feedback on the instrument with a small focus group and review in advance for clarity. Looking ahead to have that focus group and facilitated process. We will sample one parent per household (multiple may be reflected); how many children and all those currently in and who have been in during the last two years. School categories: 8 major content areas. All questions linked back to these categories.

Donna Moyer: This was presented at the admin meeting and the team was supportive of this. Instrument that comes with that is a self-assessment; do with staff as well (perhaps not 10-20 minute). Just found out today about a “TELLmass survey” Hadley participated in this past year (2012). It was administered to every race to the top district: 89% staff survey. Looking at conditions in school: instructional, curriculum development, class size, 60 pages long. There is a summary report that we’ve not gotten our hands on. May well take questions from that. Link it back to the conditions of school effectiveness. Intent is to go to next faculty meetings at HES and Hopkins... share with staff to explain the conditions for school effectiveness... and explain.

Robie Grant asked how parents would know whether their child had an ‘aligned curriculum’. Heather Klesch indicated that the team would bring questions that are appropriate and link back to these. Wealth of ideas from rubrics. Can get more info and clarity at the next review. Standing group of students who review handbook and school improvement matters.

Brian Beck: as mentioned, we want to have a student survey and, in general, create a standing group of students that give feedback and assist school administration with their perspective. He’s seen such student groups work well for previous administrations.

### **Policy Updates:**

Field Trip Policy, Linda Dunlavy: Biggest change is a reorganization to read cleaner and clearer. School attorney suggestions:

New section on chaperones having CORI checks.

Parental authorizations, permission slips.

Transportation: policy used to read that transportation would only be provided by private carriers. We are adjusting it to allow us to use our own school buses if they are available, as is our practice.

Other considerations: no stopping for gift shops, rephrase to be a little more flexible and allow souvenir purchases that doesn’t require going out of the way.

Fundraising: unclear about intent of this section, but this is the existing section as-is. Suggestion to provide clarity that these are *group* fundraising activities that defray costs across the board and that every effort will be made to raise even extra funds to provide scholarships for those in need. The school committee would like that there be better communication with parents to both raise funds and also to communicate that funds might be available to those in need. In addition, the process for application and receipt of such scholarship funds be established to respect the privacy of families who are applying and receiving such scholarships. The question was raised as to whether curriculum covered should be approved, in light of a recent incident in the news regarding a Nature’s Classroom trip reenacting slavery. Another question was raised about consequences of misbehavior, insofar as students mission senior prom. Connect it to event of relevance in that year (juniors and junior prom, seniors and senior prom, etc.). The policy is being revised to only require one approval to a fairly well-formulated approval, instead of the current requirement of two approvals. However, in place we would like to suggest an optional report on the outcomes of the trip so we can learn for future trips. Also updated is the parent sponsor chaperone aspect of policy to make it all-encompassing; stipulating that all parents and accompanying guests are serving as chaperones and therefore subject to those rules. Slight adjustments to the foreign trip aspect of the policy indicating that those are contracts between the student and the foreign trip company. The parental guardian aspect of the policy is new. As is practice, principals approve class trips, so we are recommending that accurately reflect how things are presently done. Each Hopkins class has one class trip; not at HES.

Move Up Policy, Donna Moyer

**Policy Book Section A**, Humera Fasihuddin: Overview. Minor changes on a number of them, including legal references and updating of dates. Section AD, Mission Statement will be changed to ‘Mission Statement and Educational Philosophy’ and added a paragraph that’s been used in the school handbook that better exemplifies a mission statement. When DESE audits our books, they will compare titles and lettering nomenclature. Three sections are new and recommended by the School Attorney: ADDA-E-2, CORI Requirements, is a new standard state ADDA-R and Section ADF School District Wellness Program are all new additions to the manual and required by the state. CORI changes reflect CORI forms? Didn’t have anything so they’re all new.

Patricia Bell: Language change re ‘handicap’. ACUR language change handicap. Suggest removal of responsible person in the event that person changes. School Attorney has indicated that the specific name and phone number must be specified.

Donna indicated policies will come back in second reading to work on section B, providing second reading of section A and also first reading of section B. It is Robie’s understanding that wellness policy, no health classes required after 9<sup>th</sup> grade. May refer to integrated curriculum.

ADA Goals and Objectives, Robie asked to explain #2, to cope with the problems of an unknown future. Spirit of it is to have students that can adapt and problem solve. Like #1, but others need re-exploring. Policy committee will rephrase.

School district wellness program. Molly asked about this mandated policy, wellness seems to cover physical exercise and nutrition, but not emotional health. Federal language may be limited to those areas, but wellness seems to cover broader areas. This policy is written to meet the mandate. Less is more, would rather not add things that make it more complex. Donna, Linda and Humera took back the action to look into other parts of the policy manual for other policies which reflect that. Can we include emotional health by including it in the subtitle or add colon in title.

Goal to have updated the entire policy manual in one year.

No pyramiding of overtime. If an employee under contract under this policy, employee gets double time. Don't get double time plus time and a half. Just get holiday pay. Fred has clarified language: feel comfortable approving it.

**MOTION: (Dunlavy/Klesch) move to accept the Hadley Public Schools Non-Union Handbook VOTE: Unanimous**

**Jason Burns:** School trip has tremendous educational value and standards. Suggest we trial the opportunity to raise funding for scholarship and discreetly reach out to those who may not otherwise go. Linda makes motion. Robie seconded. Unanimously approved.

**Personnel:** hiring brightest and best. Vacancy: special education position. Hoping to have that filled by Friday. Technology integration specialist. This has proven to be a difficult position to fulfill. The certification is difficult to attain. After seeing Pearson staff person conduct technology training and interact with our teachers today, we realize this position, and the assistance it will provide to teachers, is crucial for successful technology training and the return on our technology investment.

**NEXT MEETING: October 28, 2013**

**Time: 6:30PM**

**Location: HA Music Room**

#### **EXECUTIVE SESSION**

**Enter into executive session for the purpose of matters of employment; and further that conducting the aforementioned business in open session would have a detrimental effect on the public body's negotiating position.**

**MOTION: (Grant/Fasihuddin)The committee will not reconvene in Regular Session at the conclusion of the executive session.**

**Roll call vote: All in Favor - Keegan, Dunlavy, Fasihuddin, Grant, Klesch**

#### **ADJOURNMENT:**

**MOTION: (Keegan/Fasihuddin) move to adjourn the meeting at 8:36pm. VOTE: Unanimous**

**School Committee  
Approved Minutes  
10/28/2013**