

**HADLEY SCHOOL COMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
April 23, 2012**

6:30 PM

Hopkins Academy Music Room

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

PRESENT: Chair: Ms. Robie Grant. Members: Mr. Tom Waskiewicz, Ms. Linda Dunlavy, Ms. Molly Keegan and Ms. Humera Fasihuddin. Hopkins Academy Student Representative (s) Matt Waskiewicz, Matt Jacques. Absent: Lauren Robinson

Present: Dr. Nicholas Young, Superintendent; Dee Rex, Secretary; Fred Dupere, Attorney; Richard Trueswell of TV5.

OTHERS: Diana Bonneville, Heather Ciaglo, Renee Denenfeld, Connie Douglas, Terri Earle, Nadine Gallo, Renee Hembrough, Jo-Ann Konieczny, Stacey Mushenski, John Silvestro, Michelle Wojtowicz, Mark

REORGANIZATION

The swearing in of Robie Grant and Humera Fasihuddin was confirmed.

Election of a Chairperson

Chair Robie Grant said that nominations were in order for the election of a new Chairperson.

MOTION: (Dunlavy/Keegan) move to nominate Robie Grant as Chair. VOTE: Unanimous

Election of a Vice-Chair/Secretary

Chair: Robie Grant declared that nominations were in order for the election of a Vice Chair/Secretary

MOTION: (Dunlavy/Grant) move to nominate Molly Keegan as Vice Chair/Secretary VOTE: Unanimous

Signers for Bills and Payroll

Ms. Grant, Ms. Fasihuddin and Ms. Keegan

Alternate #1: Ms. Dunlavy Alternate #2: Mr. Waskiewicz

APPROVAL OF THE MINUTES - 03/26/2012

MOTION: (Dunlavy/Waskiewicz) move to approve the minutes of the March 26, 2012, meeting as presented.

VOTE: Unanimous

PUBLIC COMMENT PERIOD - NONE

ANNOUNCEMENTS

Ms. Grant congratulated the drama club on their successful play "Father Knows Best," and thanked Mr. Goodhue and Mrs. Vachula and the volunteers.

The Public Hearing on the FY13 Budget will be held on April 30th @ 6:30pm in the HA Music Rm.

Town Meeting will be held on Thursday, May 3, 2012, @ 7:00pm at Hopkins.

Next meeting date will be on May 21st, so we do not conflict with Memorial Day.

PRESENTATION - DRUG EDUCATION CURRICULUM

Ms. Renee Denenfeld, the Nurse Leader for the District, as the chairman of the Wellness Committee elaborated on the parents, students and faculty concerns about alcohol and drug use in the schools. At the March meeting we invited Karen Jarvis, who is the Nurse Leader of Northampton Public Schools. Karen spoke about programs that they have instituted since 2007 in response to a survey about and increase in alcohol and drug use in their school system. Ms. Jarvis shared information about a wealth of programs that have been scientifically proven to be successful in their schools. Renee is working on implementing education for these subjects for students through grade 12. Elementary Principal, Jeff Udall, is looking at the possibility of incorporating this information that would start at the elementary school level.

Mrs. Carolyn Sorrentino, HA Nurse and Health Teacher for Grades 8 & 9, discussed some of the issues that are addressed at Hopkins Academy. Carolyn teaches about alcohol and drug use, how poor choices affect you, your self-esteem, your family and their finances, your school, relationships and your overall well-being. She talks with the

students about how to deal with peer pressure and how to assert yourself in varying scenarios. The students are going to learn about the use of caffeine and energy drinks and how they affect them. Different coping skills will be discussed to deal with these issues. The MA Comprehensive Health Frameworks is what is used as a guideline for curriculum development. It was last updated in October 1999. What is taught at Hopkins is above and beyond what is currently required from the state. We recently have had nursing students that did presentations on marijuana and alcohol. They discussed the impact that those substances have on the impact of driving. They are also doing a follow-up with the students about peer pressure and have the students role model. The All-Star program focuses on substance abuse, violence and bullying prevention. This program focuses on the positive reinforcement of students. This program will be great because we have so many positive things in the student's life that we can emphasize. For grades 10-12, the staff will develop lessons to address in phys. ed. classes issues that are specific to Hadley and that age level.

HA principal, Diana Bonneville, said that the high school has a group called S.A.D.D., Students Against Destructive Decisions, peer mentors, drug and alcohol assemblies to help educate and support the student body. Every year there is a pre-prom assembly and the drunk driving car will be here again this year. There is a great speaker that will address our students before the prom on safety and poor choices. School Council listed one of their goals for next year is to see what else we can do on this subject. Ms. Dunlavy will supply Principal Bonneville with additional contacts on this subject and the Community Coalition for Teens.

FY13 BUDGET UPDATE

Dr. Young, Superintendent, stated that the starting FY13 Budget Request was \$6,439,501 + as of 1/23/12 we have an additional projected vocational cost of \$64,000. This brings us to a new starting figure of \$6,503,501. We have **not** accounted for \$100,000 for pre-purchase funding in FY13 or COLAs or a new special education paraprofessional. Steps are built into this budget per contract requirements. FY13 Assumed Town Appropriation of \$5,600,000 - FY13 Budget Request of \$6,503,501 the resulting gap in funds is \$903,501. The Projected Grants for FY13 is \$316,000 applied to the \$903,501 gap in funds leaves a total gap in funds of \$587,501 for the FY13 School Committee Budget.

There are different courses of action for dealing with this. The Committee has school choice revenues to work with, both incoming and currently what they have in reserve.

1. They could secure additional funding from the town, most likely in terms of the fall town meeting.
2. They can spend incoming school choice, estimated at about \$400,000 annually and then dip into the school choice reserves for the remaining balance to cover operating costs for FY13. Probably will need somewhere around \$280,000 from the reserves. This can be explored. Ms. Dunlavy asked if the Committee did not do the pre-purchases, would that save money? Dr. Young suggested that we are reliant on the pre-purchases to ensure that there are adequate supplies in the classrooms that we need in any particular year. If we do not do the pre-purchases, the cost is just being deferred to the next year.

3. Reduce services in personnel to account for the shortfall.

4. Strike a balance between school choice reserves and budgetary reductions.

How does the Committee take the resources that they have now and plan on their allocation over an extended period of time, appreciating that it is unlikely that any kind of an economic windfall is going to come to the community? It is not likely to be substantially better in 12 months than it is currently. That would suggest that the Committee would not want to spend too much of the reserve monies in any one year.

The Committee has until June 15th to make any notifications around reductions. There are still a fair amount of wild cards in terms of vocational lines and special education.

Dr. Young said that the Smith Vocational numbers would be more accurate in May. The Kindergarten enrollment numbers are increasing and will have to be watched closely in order to determine whether an additional paraprofessional position will be necessary, which we have not budgeted for. The more information that is available allows for a better decision to be made about the FY13 Budget. The Finance Committee is recommending to the Select Board that our FY13 Budget be funded for \$5,600,000.

Molly Keegan cautioned the Committee on expecting any money from the Town in the fall.

Fees for athletics, extra-curricular, parking at the high school for students, school bus fees were discussed to help alleviate the short fall in the budget. Bus fees could bring in \$11,000 - \$12,000. Athletic Fees including Extra-Curricular fees could bring in \$12,000 - \$14,000. The fees that area schools are using will be investigated and discussed at a future meeting.

Ms. Keegan asked that Dr. Young go through the budget lines to see if there is any discretion in the budget, and how much it might be. Dr. Young will review and report back.

Ms. Dunlavy would like to start the year knowing we can afford the budget and if there is additional the Committee will be able to add something back to the budget. Dr. Young agreed with that statement. The current budget is not plausible without reductions.

The Public Hearing on the budget will be held on Monday, April 30th @ 6:30pm in the Music Room at HA.

FIELD TRIP REQUEST

Montreal and Quebec - February 7-10, 2013

There was discussion about the trip and it has been funded in the past.

MOTION: (Waskiewicz/Dunlavy)move to approve the trip for February 2013. VOTE: Unanimous

OPERATIONAL - REVIEW QUOTES

The (3) Financial Operation Review quotes from: MASBO at \$4,850; Melanson Heath at \$12,500 and The Management Solution at \$6,000 were discussed. Mr. Waskiewicz was not in favor of this review process because of the deficit in the budget. Ms. Fasihuddin stated that having this review completed before Ms. Trane and Dr. Young leave is essential.

MOTION: (Dunlavy/Keegan) moved to select MASBO for the Review in June.

VOTE: In favor- Dunlavy, Fasihuddin, Grant, Keegan Opposed: Waskiewicz

SOCIAL MEDIA POLICY (Second Reading)

The policy has been reviewed by our lawyer and he has made some additions. It was added that the Hadley School District will monitor improper use of District computers and technology and improper communication with students. Disciplinary action can be taken if there is inappropriate communication between adults and students, and adults with each other. This is a safeguard for kids. Hadley Public Schools has security to prevent anyone from being able to use the computers to get to sites that are inappropriate.

MOTION: (Keegan/Dunlavy)moved to accept the policy as presented. VOTE: Unanimous

MUSIC ROOM PROPOSAL

The entire school community would like to dedicate the Hopkins Academy Music Room in honor of Eddie Forman._____

MOTION: (Fasihuddin /Waskiewicz)Move to dedicate Music Room. VOTE: Unanimous

HOPKINS DEAN OF STUDENTS POSITION

At the last Committee meeting, adding the position of Dean of Students was discussed. There was a rationale presented in terms of the concerns in the last 2 months regarding discipline challenges. The enthusiasm for this position has grown in the last month. The HA staff would like the Dean of Students position to be a 1.00 FTE. The recent changes by the state to the teacher evaluations has substantially increased the amount of time required that principals will have to spend in the classrooms. The amount of time that is going to be available to principals administratively is of great concern. The administrative time ratio for an administrator to a teacher, for effective evaluations, should be 10 to1. Ideal scenario for a Dean of Students position would be a .67 FTE, which would be the mornings.

How to manage the new evaluation requirements is a huge concern. A member from the MTA came out to layout what the expectations are for administrators. How do we meet the expectations for our administrators with our current staffing? There are ways we could bring in a part-time teacher to potentially relieve someone that could do that work. There is a salary range of about \$40,000 to \$45,000. Discipline is a greater complexity at the high school as opposed to the elementary. The Dean of Students position is not certified to do classroom evaluations. Dr. Young stated that it is a good idea to think about the Dean of Students position. This position would free up the administrators to do what is required. It is not mathematically possible in a week, with the kind of ratios that our principals have in both buildings, to do what is required for teacher evaluations. The Committee will revisit the Dean of Students position in the fall.

SOLAR POWER

Ms. Dunlavy investigated the issue of solar power. The Hampshire Council of Governments was going to secure a vendor and we would be able to use that vendor if it is decided to pursue the solar power issue in the future.

ROUTE 47 SCHOOL ZONE ISSUE

The Committee has heard from the Select Board about the request to put a school zone in front of the elementary school. It currently does not meet the state requirements for a school zone because there is no cross walk. The Select Board feels that putting a cross walk there would be unsafe, but they would like direction from the Committee. Ms. Dunlavy asked if we are a sanctioned school district. There is a federal transportation program called "Safe Routes to School." Dunlavy spoke with a person at MA DOT that runs that program. He said that HPS can become designated as a sanctioned school district simply by filling out some paperwork. That would make the schools eligible for "Safe Routes to School" federal funds that would cover the cost of the engineering study. Dr. Young stated that Route 47 does not meet the requirements for a school zone. This discussion has been had at least 4 or 5 times and we do not meet the requirements. It costs \$10,000 to put up the speed tracking radar signs. The

police do set up near the elementary school with radar as often as they can. This is an accident waiting to happen. There will be future discussion on the safety near the elementary school.

INTERIM SUPERINTENDENT HIRING TIMELINE

Ms. Dunlavy stated that the Committee has some resumes to look over and would like to set up interviews in the next few weeks. Members was asked to email her their availability. The Committee would like to hire someone before Dr. Young leaves, so there would be some overlap.

SUPERINTENDENT SEARCH COMMITTEE

Our attorney, Fred Dupere, was at the meeting to discuss the search for a Superintendent. Ms. Grant had also spoken with the MASC, they run Superintendent searches for school committees. The cost would be \$10,000+ for advertising. MASC said that if you want do it yourself, they will supply the technical assistance that would be needed for free. NESDEC is another group that searches for superintendents. Ms. Keegan stated that the reference checking on the process would be critical. Fred Dupere stated that Mt. Greylock is using a company from Boston and said that their costs were in the \$10,000 range for the services that they were providing. Fred Dupere said that MASC and NESDEC are the 2 best known. We will have to do a scope of services and request quotes in order to choose a company.

Ms. Grant wants people to understand the commitment and what it entails to be on the Superintendent Search Committee. There will be public meetings, they will create the job description and create packets that the people get. MASC suggested that you have no more than 13 people on the committee, no more than 2 School Committee members, 1 administrator, a teacher from Hopkins, a teacher from the elementary school, special education parent and community members - should be chosen by lottery. Dee will place info on the website for those who are interested in being on the Search Committee for a new Superintendent, to send a letter to Ms. Grant listing why they interested to be on the committee. The best time to advertise for a superintendent is in the fall or early spring.

School Committee will decide if they are going to use a company to search for a superintendent and if they are, they will then have to go out to bid for a search firm. The Committee will work on the Scope of Services that they would use if they decide to go with a Search Service. These decisions will be made in the near future.

OTHER

- a. Balance Sheets - July 1, 2011 to April 23, 2012 (available at the meeting)
- b. New Hire - David Skelly, Music Teacher

NEXT MEETING DATE (Public Hearing on the FY13 Budget)

April 30, 2012 at 6:30pm

NEXT MONTHLY MEETING DATE

May 21, 2012 at 6:30pm

EXECUTIVE SESSION

MOTION: (Keegan/Waskiewicz) move to enter Executive Session for the purpose of strategy planning with respect to collective bargaining with Unit A and Unit C; and discussion of personnel issues regarding the interim superintendency; and further state, that conducting the aforementioned business in open session will 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: Waskiewicz, Fasihuddin, Dunlavy, Keegan and Grant

ADJOURNMENT

MOTION: (Keegan/Waskiewicz) move to adjourn the meeting at 9:45pm. **VOTE:** Unanimous

Document List:

- Minutes of March 26, 2012
- MA Comprehensive Health Curriculum Framework
- Hopkins Academy Montreal/Quebec Trip February 2013
- Financial Review Quotes from: MASBO, Melanson Heath, The Management Solution
- Social Media Policy
- Music Room Proposal
- Route 47 "School Zone"
- David Skelly - District Band Director
- Balance Sheets - July 1, 2011 to April 23, 2012