

HADLEY SCHOOL COMMITTEE

HADLEY PUBLIC SCHOOLS

HADLEY, MASSACHUSETTS

September 26, 2011

6:30 PM Regular Meeting

Hopkins Academy Music Room

PRESENT: Chair: Ms. Robie Grant, Vice Chair: Mr. James Michalak. Members Present: Ms. Molly Keegan, Mr. Thomas Waskiewicz and Ms. Linda Dunlavy.

Also Present: Dr. Nicholas Young, Superintendent of Schools, Carol Trane, Administrative Assistant, Gazette Reporter, Nick Grabbe. Kris Garand, Ch. 5, Hopkins Teacher, Sharon Parsons, HEA President, Jack Horrigan, Elem. Principal, Jeff Udall, Hopkins Principal, Diana Bonneville, parents and community members: Sharon Andres, Jo-Ann Konieczny, Renee Hembrough, Jim Hafner and Kelly Aiken and Tom Beckwith. Special Guest: Attorney Fernand Dupere.

CALL TO ORDER: Chair, Ms. Robie Grant called the meeting to order at 6:32 P.M.

APPROVAL OF THE MINUTES

MOTION: (Dunlavy/Michalak) move to approve the minutes of the August 22, 2011, meeting as presented. VOTE: Unanimous.

PUBLIC COMMENT PERIOD

None

ANNOUNCEMENTS

Chairman Grant announced that in October there will be a presentation on the School Lunch Program along with a presentation from the Field Committee.

Ms. Grant encouraged members to complete the self-evaluation forms. The MASC representative, Pat Correia, will come out to Hadley to conduct a workshop on the self-evaluation results. Since members had difficulty coordinating an October date to meet with the MASC representative, Ms. Grant will continue to coordinate a meeting and keep the members updated on email.

SCHOOL ATTORNEY, FERNAND DUPERE

Ms. Grant introduced the school attorney, Fred Dupere, and asked him to join the members at the table.

Attorney Dupere said his law firm represents approx. 50 municipal and school entities throughout Massachusetts, has personally done this for 32 years and has been involved with the Hadley Schools for the past 20 years. His law firm provides legal representation in the court system, if necessary; arbitration and represent the SC in contract negotiations when requested, all included in his yearly retainer. Attorney Dupere said his firm does not tell school committees how to vote, they only give legal advice; telling boards whether something is legal or not, leaving voting matters to the individuals who are elected. Attorney Dupere said he is employed by the school committee, but on a day-to-day basis, the firm works with the administrative personnel in carrying out the policies of the school committee. The firm has a very specialized practice, education law is the only thing they do. Members had the opportunity to talk with Attorney Dupere and ask questions from both the board members and the audience.

Attorney Dupere was thanked for coming and invited to stay if he so desired, which he did.

Hopkins Academy Late Bus (Red Bus)

Dr. Young started by saying we do not have a “late bus” per se funded out of the budget. We have an arrangement where secondary students can access the elementary run. That arrangement has gone back and forth over the years, with the priority having to go to transporting elementary students home. There are times when we’ve had more or less seats on a particular bus at the elem. school and that impacted how seats were available for Hopkins to access for late bus purposes. Last year we were able to access five seats on the red bus and that was never enough. This year we have fewer seats with more demand. Options to alleviate the lack of available seats are not easy. One option would be to shift students from one bus to another, most likely adding to the length of their bus ride, likely making this an unpopular solution.

Our spare bus at the moment is being used for athletics, and the sped bus could possibly be rescheduled making space for approx. 6-7 students, but would not be available for an hour after the normal sped bus run thereby causing an adult supervision problem at Hopkins. This suggestion also comes with unbudgeted costs to hire a paraprofessional to stay the extra hour for supervision and pay a bus driver to make the run.

Mrs. Parsons told the committee that all buses are limited to five seats only per bus. Students must sign up in the morning to secure the seats and many times this is not enough. While the resolution was originally put forward due to lack of space on the red bus, the issue seems to be more wide spread. Ms. Keegan noted that it seems the biggest issue is providing kids with the opportunity to stay for extra help. Ms. Dunlavy asked if perhaps they way to solve it is to have students stay later at Hopkins and have parents pick up. Members discussed the viability of having a designated room available as an after school resource room. Dr. Young said running multiple late buses would run into big money.

After further discussion, Dr. Young said he understands the committee wants a resource room type arrangement and will develop a plan with Principal Bonneville and report back to the committee. Ms. Keegan also wanted to address the school policies regarding leaving school property. Dr. Young responded, that is an issue since students may not leave school grounds. The school is responsible for them.

Cal Ripken Request To Alter the Elementary Baseball Field

Ms. Keegan noted that the independent Cal Ripken League has an arrangement with the elementary school to use their baseball diamond. The proposal is to increase the diamond from 60ft out to 70ft to comply with the Cal Ripken regulations. The modifications would allow the fields to be used either as a 60ft or 70ft, allowing them to be used both ways. The Cal Ripken league would like to alter one field. In conversation with the Hopkins Athletic Director, Pat Lemieux, it is believed the alteration would benefit the middle school program. After further discussion, members agreed to allow the Cal Ripken League to move forward with the alteration. It was agreed this did not require a vote since it was a policy issue.

Subcommittees Of The School Committee-Policy BDE (Second Reading)

Ms. Grant said there are three subcommittees being proposed; they are: Finance, Buildings and Grounds and Policy and Curriculum.

Mr. Waskiewicz did not support the subcommittee structure. He noted that they did exist at one time, were ineffective and short lived. He does not believe they save time, but rather elongates the process by reporting to the full committee what the subcommittee did. Since this is a small committee, he believes it is not complex for the full committee to engage in discussions and make decisions. For the past eighteen years the committee has been efficient and effective in decision-making and everyone's voice has been equally heard at the table. He also noted that there has been good attendance at the meetings lately and doubted that they would attend subcommittee meetings.

Ms. Grant said, under the open meeting law, there can be a working group where any two members can meet without telling anyone, but with a subcommittee, it is transparent. Meetings must be posted and anyone can attend. She cited the Capital Plan and believed it needs a lot more work to let the committee know what is involved and what is a priority. Mr. Michalak would support having a full committee tour the building and look at what still needs to be done. Ms. Keegan said she supports subcommittees. She is interested in serving on the finance subcommittee since not every member has the inclination to roll up their sleeves and really dig into some of the numbers. Ms. Keegan does not believe there is enough time nor enough meetings for the full committee to do a good job.

Attorney Dupere was asked what his experience has been with other school committees to which he replied most have subcommittees. Ms. Dunlavy suggested the committee try using subcommittees and offered a motion.

MOTION: (Dunlavy/Michalak) move to adopt Policy BDE (Second Reading) for the purpose of establishing subcommittees of the School Committee; namely: Finance, Buildings and Grounds and Policy and Curriculum. VOTE: In favor: Keegan, Dunlavy, Michalak, Grant. Opposed: Waskiewicz.

Email Communications

Ms. Grant said recently there have been questions asked regarding email communications between SC members and the superintendent using private email accounts. Ms. Grant contact the Dept. of Public Records and was told anytime members write anything on a school subject it is considered a public record. They strongly suggested that SC members use school committee email addresses. Attorney Dupere confirmed that is what the Attorney General's office has recommended for a number of years so that the emails are archived on the school server. In the event there is a public records request it can be easily identified as a school record and not commingled with private personal information. Dr. Young will arrange for the members to have school email addresses.

Ms. Grant said the other question has to do with emails that go to the superintendent by one member, does it have to be sent to all members? Attorney Dupere said the problem arises when three or more members respond, causing deliberation. While there is no problem with forwarding an email, Attorney Dupere said a person feels compelled to respond, then there's a problem. The superintendent can use his discretion to send out updates. Attorney Dupere said many school committees have a protocol to have either the superintendent or the Chair disseminate information so that all members are kept in the loop on issues of importance.

School Committee Representative to the Collaborative

Ms. Grant noted that last year the Committee discussed having a SC member attend collaborative meetings. Dr. Young said the meetings tend to be quarterly and do take place in the evenings. Ms. Dunlavy asked if more than one member could share the responsibility; Dr. Young said the collaborative would not allow multiple members, they want one person to commit. He said Hadley has struggled with this as has other smaller schools. Dr. Young said he would get the collaborative meeting schedule to Ms. Grant. Dr. Young said the committee could send one of its members or the superintendent as their representative on the Board of Governors. He said about half the board members are superintendents and half are school committee members.

Purchase of the Trustee Land

Dr. Young met with Town Administrator, David Nixon, to confirm that the SC had an article on the warrant for the special town meeting to be held on November 3, 2011. As a general reminder, Dr. Young said the land is \$205,000 and the article is specific to that amount; however where the funding will come from is not specified. Members remarked that the next step would be to go to the Capital Planning Committee. SC representative on that committee, Ms. Dunlavy, said that meeting has not yet been scheduled. The SC is looking for a positive recommendation from the Capital Planning Committee, Select Board and Finance Committee and will plan to meet with each before the Nov. special town meeting.

Ms. Keegan believed the SC will be asked what the future plans are for the land, what funds will be used to develop the land, etc. Mr. Michalak reported that the Field Committee is working on a five-year expansion plan and hopes to have schematic drawings of the fields. Dr. Young responded that he believed we can pursue competitive grants that are not available to us until the town owns the land.

SUPERINTENDENT'S UPDATE

Hopkins Water Well – Dr. Young reminded the committee that they supported a request for \$5,350 to install a well with the electrical connections. However, the Field Committee selected a location that was beyond what the budget allocated for electrical. To finish the project, Dr. Young requested an additional \$1,435 to \$1,750.

MOTION: (Dunlavy/Michalak) move to approve the additional funds up to \$1,750 to complete the electrical work on the well. VOTE: Unanimous.

Hadley School Zone – Dr. Young reported that Lars Patenoude has contacted state legislators in an effort to get a school zone placed in front of the Hadley Elementary School. Mr. Patenoude is also working with the Board of Selectmen and the Town Administrator. This was referred to the Select Board who found there were limitations to what they can legally do. Dr. Young presented this to the committee so that they are aware of Mr. Patenoude's efforts to have this revisited and declared a School Zone.

School Survey Update – Dr. Young reported that the school surveys are out and the parents who opted out of Hadley schools this fall have now been sent a survey. There has not been a very high participation rate to date, having received a modest number of responses.

Summer Homework Update – This issue has been referred back to School Councils. There is a meeting at Hopkins on Thursday, September 29 at 3PM in Room 109. The elementary school has not yet set their meeting date with the Council.

Capital Improvement Plan – Dr. Young said the plan is a list of projects but are not time specific. He said the challenge with capital projects is there tends to be a project de jour for different SC members. Projects are often selected out of necessity when something needs immediate attention, or when finances were available. Prioritizing is very difficult. The current list provides projects to be discussed over the next three to five years. Some are big-ticket items, like the locker rooms that in rough shape. Ms. Keegan said she realized this list has to be put into context of longer-term planning and from a funding perspective the SC hasn't addressed a policy on how the School Choice money is to be spent. She believes that capital planning is a challenge across the entire town. Mr. Michalak would also like to have a plan for using choice funds to support not only the operating budget but also allot money for projects, adding he'd like to keep moving on improvements. Ms. Dunlavy would like to see the list prioritized with more long-term planning strategies for funding.

School Choice Update – Dr. Young provided the SC with numbers on School Choice Receiving and School Choice Sending by districts. As of 9/22/11 Hadley had 79 School Choice students

coming to us from 18 different communities, with 61 School Choice attending schools outside the district. Dr. Young cautioned that these numbers could change. School districts do not report enrollment until October 1.

Administrative Goals – Dr. Young suggested this item be put off until next month.

Elementary Report Card Update – Dr. Young referred the members to a letter from Elementary Principal, Mr. Jeffrey Udall. Dr. Young noted that before Mr. Udall's arrival, he had worked with the elementary teachers and Mr. DiPietro to revamp the elementary report card, moving to a new on-line format. Mr. Udall said that after his discussions with the report card committee, it was learned that the 1st and 2nd grade preference was to move from a letter grade system to a number system. Some parents found the letter grade too confusing and easier to understand if it were moved to a 1,2,3 scoring system. The grading system for grades 3 through 6 will remain the same for this year. Dr. Young said this did not require a vote, it was intended to keep the committee informed.

Request for Storage Shed at Hopkins Academy - The Boosters Club would like to construct a 12x24 storage shed at Hopkins Academy, somewhat like the one erected at the elementary school. The Hopkins shed would be delivered and situated behind the softball bleachers and the baseball backstop. Dr. Young did not ask for a motion, he believed there was consensus. Ms. Keegan wanted to publicly thank the Booster's Club for their generosity.

MCAS/SAT Update – Dr. Young said the SAT performance at Hopkins has been very strong for a number of years. There was a recent article in the paper that showed that Hopkins looked comparatively speaking to some of the other less high performing schools as not a particularly high number which surprised everyone since we are use to high SAT scores as reported out on the graduation information relative to a particular class. The short version is the way the College Board was reporting all the scores when students take the test multiple times; where we historically report the high score. The scores this time were not as high, although two pieces of information are important; one: a much higher percentage of students are taking the test and two: the College Board was reporting all the retakes.

Mrs. Bonneville said more students are taking the SATs. She said in previous years we had 92% of students continuing their education and the Class of 2011 had 96%. While students are encouraged to take the SATs, there were special education students and ELL students who scored poorly; they did contribute to lowering the scores. On the other hand, Hopkins has two national merit scholars. Ms. Keegan remarked that because we are small in numbers she cautioned not to focus on just one set of tests, but to look at performance holistically. Mr. Michalak said he is impressed by the top colleges that Hopkins student get into. Mr. Waskiewicz reminded everyone that our students going into the military or vocational schools are excelling also.

Dr. Young provided a packet of information on MCAS scores. He focused on a breakdown sheets showing District scores vs. State performance. In Grade 3 the district was slightly less than the state's performance. Dr. Young said we have a long pattern of our lower grades being at the state average or slightly below; however when we get to 10 Grade it tends to

be above average and very strong. Hopkins 10th Grade class is to be congratulated for scoring 100% on both English Language Arts and Mathematics and 98% in Science & Tech/Eng. to the state's 93%. Dr. Young continued to review the test results as outlined in his MCAS presentation sheet dated 9/26/11 and filed with and made a part of these minutes. Dr. Young said the next step is to analyze the information to determine which students need additional support, how the support can be provided and what are the implications long term from a curricular enhancement improvement process. This is the data that drives the continuous improvement academically.

FY12 Budget/Grants Update -

Dr. Young reported that the school budget did not have sufficient funds to support the budget. There had been discussions on how the budget would be back filled with grants and back filled with school choice money.

This updated budget being presented this evening shows where the grants are being back filled. There are three adjustments to this budget. One predisposes that the contract is settled tonight, the fuel cost is initially more than we predicted when the bids were locked in, and the vocational line item has increased. He noted that Hadley has picked up three more vocational students that are cost-shared with Northampton. There were some savings in special ed, short-term; one never knows with special education, things could change at a moment's notice.

Dr. Young looked back at the notes from May and highlighted again in June, to be sure everyone was aware that we may be taking more from Choice than we are bringing in and wants to underscore that tonight as well. The Committee has pledged 49.23% of the roof replacement costs from Choice funds. Ms. Keegan asked about an article that has approx. \$270,000 available for borrowing, plus \$70,000 in available cash remaining in the Hopkins school improvement account. Dr. Young said the \$70,000 was being accessed for the roof and is already figured in. The borrowing is another interesting question. Ms. Keegan would like all options to be explored. Discussion went in many directions around planning, funding, past budgets, use of Choice funds, etc. Dr. Young recommended this be more thoroughly discussed at the next meeting after he has had a chance to gather more information.

OTHER

Art Curriculum – Members received the elementary art curriculum as part of the normal routine updates.

Balance Sheets dated July 1 to September 26, 2011

NEXT MEETING

October 24, 2011, at 6:30 PM, Hopkins Academy Music Room.

EXECUTIVE SESSION (9:13 PM)

Purpose of the Executive Session was read aloud by the Chair

MOTION: (Michalak/Keegan) move to enter into Executive Session for the purpose of strategy planning with respect to collective bargaining with Unit A; 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 reconvene in Regular Session at the conclusion of the Executive Session.

The Chair called for a Roll Call Vote: Voting Yes: Michalak, Keegan, Grant, Dunlavy and Waskiewicz.

Re-entered regular session at 9:25 PM

MOTION: (Dunlavy/Keegan/Michalak) move to ratify the Unit A Memorandum of Agreement as amended with the effective dates starting September 1, 2011 and ending August 31, 2012. A one-time recognition stipend of \$375 for the contract period will be paid to all Unit A employees, prorated for part-time employees, on a date to be determined by a vote of the Hadley Education Association.

And Further: To include the following newly created co-curricular positions. Secondary Art workshop, Elementary Art Workshop, Gay Straight Alliance Advisor and Mentoring Trainers (for Peer Mentors) with stipends as agreed upon in the MOA.

And Further: Authorize the Chair, Ms. Robie Grant, to execute the amended Memorandum of Agreement on behalf of the Committee.

VOTE: Roll Call - In favor: Keegan, Michalak Grant. Dunlavy and Waskiewicz.

ADJOURNMENT:

MOTION: (Michalak/Keegan) move to adjourn the meeting at 9:30 PM. VOTE: Unanimous.

HADLEY SCHOOL COMMITTEE

HADLEY PUBLIC SCHOOLS

HADLEY, MASSACHUSETTS

June 23, 2011

6:30 PM Regular Meeting
Room

Hopkins Academy Music

PRESENT: Chair: Ms. Robie Grant, Vice Chair: Mr. James Michalak (arrived at 7:15PM). Members Present: Ms. Linda Dunlavy and Ms. Molly Keegan. Mr. Waskiewicz had a family emergency and was unable to attend.

Dr. Nicholas Young, Superintendent of Schools, Carol Trane, Administrative Assistant, Gazette Reporter, Nick Grabbe, TV5's Chris Garand, Hopkins Academy Principal, Diana Bonneville; Teachers, Cathy Niedziela, Janet Slocum, Jack Horrigan, Chris Garand for Channel 5 and community members Jo-ann Konieczny, Heather Earle, and Scott Payne.

I. CALL TO ORDER: Chair, Ms. Robie Grant called the meeting to order at 6:31 P.M.

II. APPROVAL OF THE MINUTES

MOTION: (Dunlavy/Keegan) move to approve the minutes of the May 23, 2011, meeting as presented. VOTE: Unanimous.

MOTION: (Dunlavy/Keegan) move to approve the minutes of the June 1, 2011, meeting as presented. VOTE: Unanimous.

III. PUBLIC COMMENT PERIOD

NONE

IV. ANNOUNCEMENTS

Chairman Grant had hoped to have out-going member, Tracy Kelley, present to receive a plaque in recognition of her service as a SC Member; but Mrs. Kelley was unable to attend. SC will invited her to the August meeting,.

Dr. Young reported that he had the opportunity to recognize some individuals at the close of school. The were: Mike Klimoski and Marianne Wanczyk for Distinguished Service to the District; three retirees: Sue Jekanowski after spending 11 years in the cafeteria, Margie Strauss for 25 years of service as an elementary teacher and Phil DiPietro for his 10 years of service to the district as the elementary principal.

Also awarded two golden apples, which are equivalent to “Employee Of The Year” awards to: Deb O’Neil, a Hopkins secretary and Peter Klimoski, the lead custodian at the Hadley Elementary.

V. SCHOOL COMMITTEE GOVERNANCE

a. Meetings on Varying Content and Purpose – SC policy on academic presentations, proposed June 2011. Ms. Grant said Mr. Waskiewicz had expressed a concern on requiring teachers to appear before the SC for presentations. Ms. Grant checked with MASC and learned that his policy is basically directed at administration. The presentation months would be Sept., Nov., Jan., Mar. and May. While this policy addresses the administrative team, asking teachers to join the presentations is welcomed but not mandatory. This constitutes the first reading.

b. School Committee Self-Evaluation Tool

Ms. Grant said that at the May meeting there was some discussion about this policy. Some members wanted to do the self-evaluation without outside help instead of calling in the school committee association to facilitate the results. Ms. Grant talked with Pat Correira, area rep with MASC, who discouraged going it alone and said the association does it all the time. Once the results are final, a representative will come to Hadley to meet with the members to dissect the information. Since neither Mr. Michalak nor Mr. Waskiewicz were present, the decision to hold a separate meeting will be decided at a later date when all members can be consulted.

c. Subcommittees: Proposed for Consideration: Finance; Buildings and Grounds; and Policy and Curriculum.

Ms. Grant said current SC policy does not allow for standing sub-committees, therefore she is recommending the current policy BDE be replaced with a two-page School Committee Subcommittee Policy as presented for consideration and first reading at this meeting. Ms. Grant said the goal of a subcommittee is to spread the work around and act as an advisory board to the School Committee subject to the Open Meeting Laws. Dr. Young said there are other districts that use liaisons rather than subcommittees to avoid all the extra postings and paperwork. Ms. Keegan suggested subcommittees be appointed and then if it becomes burdensome, the SC could revisit its options. It was noted that the Buildings and Grounds Subcommittee is separate from the Ad Hoc Committee currently working on the Hopkins playing fields and land acquisition. This committee has already met and a report is expected

when Mr. Michalak joins the meeting. This committee is working on their best recommendation for the development and expansion of the Hopkins playing fields.

d. Liaisons to Town Boards

Ms. Grant wasn't sure if the SC had or wanted to have designated members to serve as a liaison to other town boards. The BOS has appointed Mrs. Joyce Chunglo as their liaison to the SC, but the SC has not designed anyone to serve in a similar capacity. Ms. Keegan offered to serve as the liaison to the Finance Committee; however, she felt that if there is a finance subcommittee of the SC, this task would be covered. It was also agreed that if the BOS asked the SC to join them at a meeting, the entire SC would make an effort to attend, not just a liaison or subcommittee.

e. Financial Decision Making and Oversight

Ms. Grant noted that some school committees sign payroll and warrants in meetings. However, it was determined that not signing warrants and payroll in a timely manner is unlawful, therefore waiting to bring the paperwork to a SC meeting would not reflect the proper dates or time requirements.

f. Goal Setting and Strategic Framework to Create Continuous Improvement

Ms. Grant believes that school committees engage in this all the time and would like to talk with MASC representative, Pat Correia when she visits. Dr. Young reminded the committee that there currently exists a Strategic Plan adopted approx. five years ago and would be up in another year. With surveys going out and other fact gathering, Dr. Young suggested that it all be incorporated when a new plan is adopted.

VI. POLICY BEDG – PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS (Second Reading)

Ms. Grant announced this would be the second reading of this policy and noted that Mr. Waskiewicz had an issue with #3 because it said members of the SC would not respond to speakers during the public comment period. The language now reads ...will generally not respond...giving the SC the options to respond if so desired.

MOTION: (Keegan/Dunlavy) move to adopt Policy BEDG-Public Participation at School Committee Meetings. Vote: Unanimous (Grant, Keegan and Dunlavy)

-

VII. DATA GATHERING ON FAMILIES OPTING OUT OF HADLEY SCHOOL SYSTEM

Dr. Young said there was discussion last fall to have some sort of a survey for late spring or early summer or early fall. There was also additional discussion to collect data on the reasons why parents send their students to the Hadley Public Schools. Dr. Young provided the SC with one survey entitled Hadley Public Schools Survey and other entitled Hadley Public Schools-School Choice Survey. Both surveys have gone through the editing process and he has received input from many sources. Dr. Young believes the survey offers anonymity, yet provides the opportunity to be contacted by giving their name if they wish and to raise concerns or suggestions but at the same time makes it clear that this is not about identifying any particular employee in the district; adding, this is not a finger-pointing exercise.

Dr. Young felt this survey is ready to go, but he does question the late date and sending this over the summer. He felt we could start fresh after people are back from vacation and are more likely to respond. While he didn't recommend the survey go out the first week of school since many times students are overwhelmed with papers; he suggested sending out the survey the second week.

The flipside is the second survey asking parents why they opted to enroll their child in the Hadley Public Schools under the School Choice Program. This is a draft and will require some editing before it is ready to go out. Members questioned #12 on both surveys, as it pertained to asking survey takers to note if their concern was with an individual staff member and then is asked to Please Specify. This section should ask them to Please Specify the situation, not a particular individual. _

VIII. INNOVATION SCHOOL

Dr. Young offered a few updates, noting that there are some key legislative leaders that are feeling the need to offer a bill to have virtual schools back on the map for public schools, adding this issue is not dead.

Now switching to innovation schools, Dr. Young said this is predominantly a Secretary of Education initiative working for the governor in answer to the increase in charter schools that came about as a result of Race To The Top grant funding requirements. Massachusetts received these funds, and as a result, had to agree to increase their number of charter schools. Since there was an outcry from public schools because of the charter school costs, they came up with the idea of an innovation school or a school that could compete with a charter school and be creative in design, etc. The early example of an innovation school called for an urban center school that would receive the same amount of funding as the other schools within that district. That was widely interpreted as an innovation school at the same per pupil expenditure. Dr. Young went on to explain the funding behind this program, noting it would be impossible for a small district to fund this type program. In response to Ms. Dunlavy, Dr. Young said you could convert a school like Hopkins to an innovation school, but doubted that the community would embrace such changes in a school so steeped in tradition. Dr. Young reminded them that they have the authority to approve an innovation school, it does not require outside consent.

Ms. Keegan asked if Hadley should withdraw their Virtual School application. Dr. Young responded that the application has been denied and therefore no longer on the table.

However, Ms. Keegan believed the waiver was denied but the application was still out there. Dr. Young responded that the SC approved a Virtual School. The only thing the state has jurisdiction over is the waiver request. There is no application to withdraw.

Ms. Keegan then asked if the Committee wanted to have any on-going discussion about pursuing possible changes down the road under the innovation laws. Dr. Young said he had to admit that the financial end of it really took away his enthusiasm because Hadley can't afford to augment the kind of money it would require. Ms. Keegan said she would like to see community input up front in the process, and from the teachers, and school councils.

IX. SUPERINTENDENT UPDATE

(Mr. Michalak joined the meeting at 7:15)

a. **School Lunch Update-** Dr. Young distributed a letter from USDA citing Section 205 of the Healthy, Hunger-Free Kids Act of 2011, Hadley has to bring lunch prices of paid students to equal the amount that the federal government reimbursement is for free students. Right now Hadley is reimbursed at the elem. school \$2.46 a meal where our students are paying \$2.25. The recommendation from the Food Services Director, Diane Zak, is that we raise the elem. school lunch price from \$2.25 to \$2.50 to be in compliance with this regulation by July 1, 2011. Mrs. Zak also suggested that the committee raise the Hopkins' lunches from \$2.50 to \$2.75 citing the fact that food costs are generally going up. Dr. Young said he did not support raising the Hopkins' lunches at this time, but it's a warning of what's to follow. There is about \$48,000 in the food services revolving account and it's been holding steady with the lunch prices that we have. The revolving account has dropped slightly, but Dr. Young felt it could go another 12 to 24 months before the need for an increase.

MOTION: (Keegan/Dunlavy) move to increase the Elementary school lunch to \$2.50; and further, to keep the Hopkins lunch price at \$2.50. VOTE: Unanimous.

b. MSBA – Hopkins Roof Project

Dr. Young provided the committee with a small packet of information on this project. He noted that the competitive grant monies were suppose to be used by December 2011; however, at each stage of the process it took the state weeks or even months to get back to us. We are just now at the point where we have a OPM (Owner's Project Manager) and an Architect given to us by MSBA. They set the fees and contracts. Hadley was not able to have the roof built by December since it would be disruptive while school is in session. The state has said they are willing to work with us around an extension. MSBA should receive documents from the architect in August, the MSBA board should review it in Sept. at that point they will formally grant Hadley an extension. Then the project will go out to bid before the holiday break with a start date during April vacation or the summer of 2012.

c. Secondary Curriculum Update

(Art, Consumer Science, Technology/Computer Science, Health and PE)

Dr. Young said years ago Hadley did not have an established curriculum for the district. Over the years, the teachers and administrators developed a game plan about how to get a curriculum in place. This process took about five years and vowed collectively that we never put the district in that situation again. Each school has an instruction and curriculum committee in each school and there are two things that happen every year. One is we have a five-year review cycle laid out in our Strategic Plan and every year we ask our teachers to review their curriculum to see if it needs to be fine tuned at the end of the year. Every effort is made to insure that our curriculum documents are not obsolete. The review is also linked to financing with two priority areas in any particular year. Looking back over the last five years, when it's been a priority year, like we had Social Studies, English/Lang./Arts and we made major purchases for textbooks. Then everything comes back around again on a cycle and can be predicted. It is usually when books start to become dated in certain subjects.

Dr. Young said he wanted to acknowledge the hard work of the teachers and principal that capture the changes and the more extensive reviews in several areas. Dr. Young pointed out that along the way you could have a course change request and offered an example where the Hopkins Science teachers brought forth the idea of changing the 9th Grade integrated science class to a physics class partly because integrated science is a very general class and the teachers wanted the class to be more MCAS focused. Dr. Young added that our AP Physics test scores historically haven't been our strongest scores in the district and the idea of having two years or two parts physics program (one in 9th and one in an upper grade) would help strengthen that program. Dr. Young acknowledged Hopkins teacher Cathy Niedziela for bringing this forward and also Principal Bonneville.

d. 9th Grade Science Course Change

There is also a request to change 9th grade integrated science to a 9th grade physics that would be more aligned with MCAS and higher level science expectations. Ms. Dunlavy asked if this is an established curriculum for freshman and was told yes.

After general discussion, the superintendent said this would require a vote since this was a major course change.

MOTION: (Michalak/Dunlavy) move to change the 9th Grade Integrated Science course to 9th Grade Physics. VOTE: Unanimous.

e. Code of Conduct for Hopkins and Hadley Elementary

Dr. Young reported that the Code of Conduct is the one thing in a student handbook that is a school committee policy, where regular handbook changes are general information non-school committee policy. Noted that the Anti-Bullying policy that has already been approved and is now imbedded in the handbook language at both schools.

The Hopkins changes are consolidated on one-page in the very front of the handbook. Dr. Young noted that there are changes in the "Disciplinary Procedures" section, again pointing out that these constitute policy changes.

MOTION: (Keegan/Dunlavy) move to approve the recommended changes to the elementary and secondary Code of Conduct as presented. VOTE: Unanimous.

g. Renewal Application for Delegation of the Administration of Prescription Medications

(Note: Dr. Young took this agenda item out of order.)

He explained to the Committee that the schools have to be adequately staffed with school nurses noting this is not a way for school districts to avoid having adequate nurse coverage. This deals with the times and situations where someone might need an epipen on a trip and it's impossible to take the nurse out of the building. Each and every medication is controlled. When someone is entrusted to handle meds on a field trip, etc. they must receive training. No one is trying to get around the nursing element and that is simply not true.

MOTION: (Keegan/Michalak) move to authorize Dr. Young and Chairman Grant to sign the renewal application for the Delegation of the Administration of Prescription Medications. VOTE: Unanimous.

h. Virtual Towns and Schools

Members were referred to the website development proposal for the virtual towns & schools. Dr. Young admitted that the school department website is not the strongest part of the Hadley Public Schools. There are many frustrations with the current website and also the lack of manpower to maintain one. The town has a similar problem. What this proposal would allow us to do is work together to develop a website that would address the town's needs and the school's needs, would allow for a better exchange of information across the town, and great for employees to access information. Dr. Young addressed the proposed costs noting that the school department's cost would be more because we had more users. He said this could be started in late fall and would take about three months to complete. This is an opportunity for the school and town to work on a project together. Dr. Young said he fully endorses this proposal. There was general discussion on how the site would be set up and managed. In response to cost, Dr. Young said he was not certain where the funding would come from, adding the school budget has not set any money aside for resources. If the town does not ante up all of the money, the SC will then discuss making up the difference in the fall. This project will also require planning with teachers and staff.

MOTION: (Michalak/Dunlavy) move to support joining the town in securing funds to convert the school and town website to Virtual Towns and Schools. VOTE: Unanimous.

f. Review of District Goals – Superintendent Self-Assessment

Dr. Young said each year he develops a list of Administrative Goals and offered to review some highlights. Completed a successful comprehensive elementary principal search that resulted in hiring Mr. Jeff Udall. Unit A and C contracts were settled; time and effort was devoted to exploring a Virtual Innovation School; secured competitive funding from MSBA to

replace one of the Hopkins roofs; continue to update the Capital Plan in the fall; developed a plan to identify MCAS assessment weaknesses; improve the district website, adding this is now in progress; improve communication, developing anti-bullying policies. Hopkins was involved in organizing a Career Fair, worked on school climate; continued to work on NEASC; continue to work on a data warehouse project with the state; did additional category 4 ELL training which is a mandated requirement; been involved in professional development and involved in the use of PLATO for credit recovery; involved in NAEYC accreditation for kindergarten; involved in student success plans for students at risk in grades 3-6. Dr. Young said there are 50 areas of which he only highlighted a few, believing there has been involvement in a number of important things over the course of the year trying to improve the district.

Dr. Young also included a two-page Self-Assessment for the 2010-2011 Academic Year. He also shared with the Committee that he wrote a forward to a new education textbook.

The complete documents are filed with and made a part of these minutes.

X. OTHER (Reports, and/or Information Items, etc.)

a. Balance Sheets were not available. The copy machine in the superintendent's office was out of order. Dr. Young also explained that the bottom-line was changing hour-by-hour as we approached the end of the year.

b. School Field Committee – Mr. Michalak reported that as the SC representative to the Field Committee they met on June 10, 2011 and offered a two-page recap of the meeting. The field committee looked at all of the Hopkins fields and the Trustee land. All agreed that the current fields at Hopkins are inadequate. Also discussed how the Hopkins baseball field is right on the parking lot with no protection for foul balls. The field committee looked at the most ideal configurations for fields with the inclusion of the Trustee land. Mr. Izer will prepare a schematic showing 3 full size soccer fields, 2 half size fields for practice; 2 baseball diamonds, 2-3 softball diamonds, track around the field for PE classes; a pavilion with restroom/water/electrical; dugouts; fencing around field complex; new backstops, storage for field equipment; and storage for bulk materials plus expansion of the current parking lot. Dr. Young reminded the SC that the state has competitive community bloc grant money for recreation and Hadley has never tried to access these funds. Dr. Young also interjected that it might be cheaper in the long run to level everything and start from scratch and do a complete overhaul.

Mr. Michalak said in the short-term, a lot of money has been put into renovating the soccer field but it needs water. Last year the fire hydrant was used to get enough water on the field. Mr. Michalak is recommending a 2" facet be installed outside Hopkins to water the field in the summer and secure some used fire hose to run a cannon.

MOTION: (Keegan/Dunlavy) move to authorize the expenditure of up to \$2,500 for the installation of a 2" water main for the purpose of making water available to water the fields. VOTE: Unanimous.

XI. NEXT MEETING

August 22, 2011, at 6:30 PM, Hopkins Academy Music Room.

XII. EXECUTIVE SESSION

Purpose of the Executive Session was read aloud by the Chair

MOTION: (Keegan/Michalak) move to enter into Executive Session for the purpose of strategy planning with respect to collective bargaining with Unit A and Unit C; 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.

The Chair called for a Roll Call Vote: Voting Yes: Michalak, Dunlavy, Keegan and Grant. (Absent: Waskiewicz)

-

XII. ADJOURNMENT:

MOTION: (Dunlavy/Michalak) move to adjourn the meeting at 8:20 PM. VOTE: Unanimous.