

**HADLEY SCHOOL COMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS
October 24, 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, Kris Garand, Ch. 5, Hopkins Teachers, Chris Pipczynski and Pat Lemieux, Elementary Teacher, Connie Douglas and Food Services Director, Diane Zak. Student Council Representative, Matt Jacques and Hopkins Principal, Diana Bonneville. Parents and community members: Jo-Ann Konieczny, Renee Hembrough, Heather Ciaglo, and Terri Earle.

CALL TO ORDER: Chair, Ms. Robie Grant called the meeting to order at 6:35 P.M.

APPROVAL OF THE MINUTES

MOTION: (Dunlavy/Michalak) move to approve the minutes of the September 26, 2011, meeting as presented. **VOTE:** Unanimous.

PUBLIC COMMENT PERIOD

Ms. Renee Hembrough asked about the school choice surveys. Dr. Young responded that surveys are still being collected. He hopes to have them tabulated for the next meeting. When asked how the results would be tabulated, Dr. Young thought it might have to be a theme-based approach.

Ms. Hembrough also addressed the restrictions placed on Mr. Glen Cooke's access to school events and believes he should not be allowed to participate in events on school property in light of a newspaper article that reported that he admitted to having sexual contact with a female student. Dr. Young said at this point he would need to defer this to legal counsel in terms of how far we can go in a public meeting. Dr. Young believed the school has taken the steps that were appropriate to address the situation without getting into specifics. He acknowledged that there is a recent Gazette article that is one piece of information, but is of the understanding that there will be more information to follow; adding, it will be appropriate to get all information before any additional actions are taken, if appropriate.

PTO President, Terri Earle, extended an invitation to SC members to attend the PTO Parent/Teacher meeting on the second Wednesday of every month at 6:30 PM at the Hadley Elementary School Library.

ANNOUNCEMENTS

Ms. Grant announced that the next SC meeting scheduled for November 28th may be scheduled earlier than the usual 6:30 start time in anticipation of having Mr. Glenn Koocher from the Mass. Association of School Committees join the Committee to discuss the results of the self-evaluation of the school committee.

Members were asked if they wanted to change the December meeting date, since it the fourth Monday falls on the day after Christmas. Members agreed to meet on the third Monday, December 19, 2011.

Ms. Grant recognized the Hopkins Academy Student Representative to the School Committee, Matt Jacques.

SCHOOL LUNCH PRESENTATION- Mrs. Diane Zak

Dr. Young welcomed Mrs. Diane Zak, Food Services Director for the Hadley Public Schools. To begin, Dr. Young said he will review the financials and referred members to the Five-Year Trends Report that provides monetary information.

Dr. Young said up until about five years ago the Lunch Program was not solvent and depended on the district budget for support. Referring to the Cafeteria Budget handout sheet, the projected FY12 personnel costs are approx. \$95,000, with additional costs that are non-payroll of approx. \$75,000. The

handout sheet shows projected revenues of \$176,000 with projected expenses of \$169,000, with a difference of \$6,001. Dr. Young said the intent of the SC is to remain solvent, not to amass a profit. In order to maintain that margin, the Committee increased the lunch price at one school and not the other, but understood it will have to be reviewed again at some point in the future.

Mrs. Zak reminded the Committee that the government regulates the amount of money allowed in the revolving account. In order to keep the account within an acceptable range, money was used from the account to replace the kitchen ceiling at Hopkins and install a washer and dryer, along with purchasing new trays for the elementary school.

Mrs. Zak reviewed the kitchen staffing; making note that due to a resignation, she replaced a fulltime person with two part-time workers that she believes will benefit the program scheduling wise.

The number of students buying breakfast and lunch has increased. She attributes having a salad bar at Hopkins for a part of this increase. Mrs. Zak noted the increased use of fresh fruits and vegetables.

In October, Mrs. Zak attended a meeting at Cooley Dickinson with their Board of Trustees. She had applied for a grant with the help of an elementary parent, and was informed she was to receive a \$1,000 grant for Healthy Lifestyles for the purchase of fresh fruits, vegetables and nutritional education.

Mrs. Zak said she is moving towards joining the national US Healthy Schools Challenge and will start at the elementary level.

Dr. Young asked Mrs. Zak to explain how she makes meal selections. She responded that she has very strict guidelines set by the federal government that dictates the amount of protein, carbs, fruit and vegetables, and 8 ounces of low-fat milk. Chocolate milk is still made available, but may be eliminated next year, along with all flavored milks. Mrs. Zak noted the use of commodities is necessary to keep a lunch program solvent. For the majority of other food and paper products, Hadley uses the Hampshire Collaborative who handles the bid process for a majority of the schools. Mrs. Zak will continue to work on securing local produce when available.

Mrs. Zak was asked if Hadley has considered having its own vegetable garden; answering she has gathered information on starting one, but noted it would take a great deal of commitment from a wide variety of staff, parents and volunteers.

Mrs. Zak was thanked by all.

Field Committee Presentation – Mr. Patrick Lemieux

Hopkins Academy, Director of Athletics, Pat Lemieux, said he was charged with putting together a committee to study what the needs were for athletic fields if the town acquired additional land from the Trustees of Hopkins Academy. The committee met several times to discuss a variety of options to develop the land to meet the needs of our students along with securing the resources to renovate the land.

Committee members consist of: Pat Lemieux, SC Member, Jim Michalak, Land Surveyor, Randy Izer, Booster Club Member, Steve Konieczny, Park and Rec Commissioner, Andy Klepacki, Dan Markowski, UMass Associate Athletic Director in charge of fields, grounds and maintenance and Ray Brown, Board of Trustees.

Mr. Lemieux presented the SC with a Needs Assessment printout and reviewed the figures consisting of the number of teams, along with the number of athletes participating in soccer, baseball and softball along with use by the Hadley Park & Rec. Mr. Lemieux pointed out that currently there are not enough fields in one location to accommodate all teams. Middle School practices and plays at the elementary school, while the Young Men's Club fields are used for JV and V practices depending on scheduling. It is definitely not ideal to have our students off campus, especially those that have to walk to the YMC. The MS baseball team practices on the HES fields that are not regulation size. Mr. Lemieux said with the land purchase all students will be on one campus, plus the school could yield enough land for 5+ soccer fields, 3 softball diamonds (including Russell School field) 2 full size baseball diamonds, and one utility PE area with a small extra parking lot.

Mr. Michalak said once the land is purchased, the field committee would like to bring in a design group to work on the layout and estimates.

Dr. Young said once the land is purchased, the school will actively seek out grant money for both design and development.

School Choice Funds Spending Policy

The Finance sub-committee met and discussed the School Choice Spending Policy. Members received a draft policy prepared by member, Molly Keegan. Members discussed the amount of money that should be set aside to cover the loss of grant monies in the event the district did not receive grant funding. Mr. Michalak opposed setting aside too much and not have the funds available for other projects.

The policy would continue to set aside a reserve equal to the prior year's ending accrued and unpaid vacation pay for school department employees.

Restrict transfers to non-payroll related operating expenses or one-time projects. Ms. Keegan said choice funds should not be used to fund personnel. Ms. Dunlavy asked that this restriction be reworded to clarify its intent.

The policy also provides steps to take if the SC is in conflict with the policy guidelines. Ms. Dunlavy recommended that in the event the Committee voted to transfer funds contrary to the policy guidelines, that it be done at a meeting, with a vote recorded in the minutes.

Members agreed this draft will require rewriting for the second reading.

Available Funds for Replacement of the Hopkins Academy Roof

Members learned there are funds remaining in an article already approved for borrowing that could be used to fund the roof project. Dr. Young said the project is estimated to cost between \$600,000 and \$700,000 with a 49.23% MSBA reimbursement under receipt of a competitive grant under the Green Repair Roof Project. This project is expected to be bid in December. The question is how will we fund our portion of the project, which should be between \$300,000 and \$350,000. Dr. Young said early conversations in theory could come out of the school choice account.

The SC has the ability to access \$70,000 in cash remaining in an article that was previously approved for infrastructure at Hopkins Academy. Once an article is approved it stays on the books. The unexpended funds in the article has approx. \$270,000 borrowing capacity remaining. If this could be accessed, it would reduce the amount needed from the school choice account for the school's share considering there is a large amount coming out of the choice account for operating expenses. As an example, if our share is \$350,000 and it's reduce by the \$70,000, we are left with approx. \$280,000 that could be covered by the borrowing article.

Ms. Grant asked the Committee if they wanted to consider requesting the use of the money remaining in the article. Dr. Young said this year the Committee will be spending approx. \$50,000 more out of school choice than they bring in but if the Committee is able to deal with the roof project in a different way it will have preserve their cash position with approx. 1M in the choice account.

Ms. Keegan said the borrowing has to be within the spirit of the original vote on town meeting floor and believed the roof fits into the original definition of the borrowing. All members agreed to support the use of the article for funding the roof. Dr. Young reminded the Committee that there would still be a \$30,000 to \$40,000 gap that will have to come out of the school choice account.

District Goals/Superintendent Evaluation Tool

This will be taken up again at the November meeting. Members received Ms. Grant's list of District Goals for 2011-2012. She asked members to review the list and make recommendations. The superintendent evaluation tool is also up for review. Members were asked to review the evaluation instrument currently being used and also review the evaluation form from the Melrose school district. Ms. Grant said she believed the Hadley instrument is better and more specific; however, the other document has a provision to include some major goals for the superintendent to focus on. The VT form had some fiscal language she felt was better than Hadley's and asked the SC and superintendent to look them over and let her know their thoughts. Dr. Young responded that the current Hadley form has set standards that the state established and is used when Hadley is reviewed as a district. Hadley's evaluation tool matches the exact state standard.

Members were asked to review the district goals and evaluation instrument for the next meeting.

SUPERINTENDENT'S UPDATE

District Professional Development Plan-

Dr. Young presented the Committee with a 28-page document. He reviewed the structure, with the formation of goals, and from this stems a set of individual professional goals. Each teacher fits within this to complete the required PDP's they need on an annual basis for licensure. This document needs to be diverse and not only cover all the content areas in special education and all the various areas.

Dr. Young said we have a mentor program that's important and will be evaluated for effectiveness.

This document has to have professional plans that match school improvement goals that feed from the school improvement plans.

Dr. Young said we have a limited number of professional days. This year the primary focus needs to align the district's curriculum for the common core standards. Looking at the Race to the Top

requirements, we have to take our current curriculum and expand it to include the common core new standards. This year the district is spending its time realigning the curriculum and professional development on how to instruct on the common core standards. In addition to that the district will have to look at our weakness as identified by our standardized test scores. We have our broad goals that we need to help our teachers fulfill their re-licensing requirements and want to do a good job with mentoring new teachers and do a decent job of understanding what the new teacher evaluation standards are in the spring once promulgated. Looking at all of those, it fills our very limited number of professional development days and opportunities. In addition to the five professional days, we are also going to use time after school on a monthly basis as well offer support workshops and conferences off site.

Homework Center Update

Members received a chart showing Student Participation in the newly established Homework Center at Hopkins Academy. The Center became operational on October 3 and runs Monday through Thursday 2:00 to 4:30 p.m. The handout showed the cost of a paraprofessional until the end of the school year. Dr. Young reminded the Committee that the \$4,556.50 is not in any line item. Dr. Young said he would included this additional cost on the list with the money needed for the new website when he makes the request for pre-purchases he intends to include these expenses.

Dr. Young said by all accounts, this seems to be a great success and believes the Committee supports this plan with financial support.

New York City Field Trip

Mr. Burns submitted a field trip request to take the World History II and AP European history students to New York City to study art and architecture. Dr. Young this is an out of state trip and requires SC approval.

MOTION: (Keegan/Dunlavy) move to approve the New York City trip requested by Mr. Jason Burns and outlined in his letter dated October 11, 2011. VOTE: Unanimous.

Draft Document – Five-Year Trend Data

Dr. Young said this is a draft document and asked for any input from the Committee. Right now the five-year data is without text. Dr. Young reviewed student demographics, staffing information and financial data.

Social Media Policy

Members received the MASC Policy on Facebook and Social Networking Websites. Dr. Young said this is a policy that's timely and should be adopted. It will offer well-advertised parameters for staff. Dr. Young asked if this could be the first reading to move it through the approval process. Any suggested changes can be addressed and incorporated before the final reading.

FY13 School Department Budget Process

Dr. Young referred the Committee to a Proposed FY13 Budget Development Cycle and said we're currently at the point where requests are open to everyone in the organization to put forward, then consolidated by their cost-center manager. In December there will be a first cut.

Dr. Young said experience would suggest that without a substantial revenue influx in the community that we are looking at curtailing a lot of enthusiasm for a lot of new positions and services.

Ms. Keegan expressed concern that past practice has had the SC holding their public hearing on the budget the same night as they take the vote on the proposed budget. She suggested perhaps having two meetings in the month of April, or to have the public hearing in March and vote the bottom line in April.

Request for Athletic Trainer Services for FY13

Mr. Lemieux submitted a letter of request for financial support to employ the services of an athletic trainer for the 2012-2013 school year. Dr. Young said it's been some time since we've had our own athletic trainer. Mr. Berger use to serve in this capacity. Everyone is concerned about students getting injured in a way that may have long-term repercussions. An athletic trainer would be useful to have as part of the athletic program covering home games at a cost of roughly \$2,000 under contracted services. Dr. Young said he wants to include this in the budget because it's a safety concern rather than perhaps some of the other kinds of things in terms of discretionary points. He does not believe this is a choice point, but rather a safety issue.

In response to a question from the Ms. Dunlavy as to why just soccer, Mr. Lemieux said all of our injuries occur around soccer season since it is a contact sport. There are very few basketball or cheering injuries nor baseball or softball.

Mr. Lemieux said having a trainer at the home games would allow for immediate evaluation of injuries. Contracting with Precision Athletic Training Services guarantees we would have a trainer present at our games to cover both the Varsity and JV teams. When playing at away games, it is the home teams responsibility to have a trainer at their facility.

Hopkins Solar Lab Update

This project is moving forward. Members received a handout showing pictures of what the SLL project will look like along with output data from the modules. The installer is in the process of securing all the permits to install the equipment next to Mrs. Niedziela's classroom. Dr. Young reported that he has been asked to serve on the advisory panel and will look to access even more STEM money to bring into the schools.

Resignation

Mrs. Terry Yusko has resigned from her position as a cook/baker at Hopkins Academy.

New Hire

Dr. Young took a moment to publicly thank Mrs. Sue Lehman who will be retiring on October 31. She has eight years of service to the district as a school nurse and district nurse leader.

New Appointment: Mrs. Renee Denenfeld has been hired as a part-time district nurse leader.

OTHER

Website Update: Mrs. Dunlavy asked for an update on the website. Dr. Young said there have been some initial meetings on the website and is not sure if it's realistic to hope for a late December launch or spill into January. The shell is being built and when completed there will be another meeting with the principals and then the teachers so that the individual sections can be completed. What is important to note is that the website has the flexibility built in to accommodate Edline programs and also to accommodate individual teacher websites; a structure that will allow for maximum flexibility.

The template itself is actually a decision point between the schools and the town. It was important from the very beginning that we have one website as part of one community, but have our portion of it and within our portion, subdivided by school and so forth. This is moving forward, pictures have been provided to personalize the website, very Hadley specific.

Balance Sheets dated July 1 to October 24, 2011

Updated FY11 and FY12 Budget with FY11 Expenditures

NEXT MEETING

November 28, 2011, time to be determined. Members will meet with Mr. Glenn Koocher from MASC around SC self-evaluation.

ADJOURNMENT:

MOTION: (Dunlavy/Michalak) move to adjourn the meeting at 8:25 PM. VOTE: Unanimous.