

**HADLEY SCHOOL COMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
Minutes June 25, 2018 HA Cafe**

5:30 PM

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

Call to Order/Members Present

Klesch calls the meeting to order at 5:30 pm. Members present: Klesch, Shannon, and Phifer.

Record of Votes

- *Motion to approve of AP Warrants submitted in May 2018 – Shannon moves; Phifer seconds; Klesch abstains. 3-0-1*
- *Motion to approve warrants submitted in May 2018 – Brugger moves; Shannon seconds. 4-0-0.*
- *Motion to approve June 6, 2018 minutes – Phifer moves; Shannon seconds. 4-0-0.*
- *Motion to approve HES 2018-19 Student Handbook with recommended edits– Shannon moves; Phifer seconds. 4-0-0.*
- *Motion to adopt policies as presented in the policy revision schedule – Phifer moves; Brugger seconds. Shannon votes against 3-1-0.*
- *Motion to transfer up to \$250,000 of expenses to the school choice account– Phifer moves; Shannon seconds. 4-0-0.*
- *Motion to approve 10 year capital plan as presented – Phifer moves; Brugger seconds. 4-0-0.*
- *Motion to Adjourn – Phifer moves to adjourn the meeting at 7:30 pm. Shannon seconds. Vote 4-0-0.*

Summary of Discussion on Each Subject Presented to Committee for Consideration

Adjustments to the Agenda

Desjardins informed School Committee that they would need to vote to transfer expenses to the School Choice account for FY18.

Superintendent Summative Evaluation FY18

McKenzie received the following ratings from the Committee:

Rating of Progress on Goal 1 – Exceeded

Rating of Progress on Goal 2 – Met

Rating of Progress on Goal 3 – Exceeded

Rating of Progress on Goal 4 – Exceeded

Rating of Progress on Goal 5 – Met

Rating of Progress on Standard 1: Instructional Leadership – Exemplary

Rating of Progress on Standard 2: Management and Operations – Exemplary

Rating of Progress on Standard 3: Family and Community Engagement – Exemplary

Rating of Progress on Standard 4: Professional Culture – Proficient

OVERALL SUMMATIVE PERFORMANCE RATING 2017-18 – EXEMPLARY

McKenzie thanked the committee for their feedback.

HES Handbook

McKenzie reviewed changes to the HES handbook. The first change pertains to birthday parties and classroom celebrations at HES. McKenzie said a letter explaining the changes to the handbook would be sent to parents at the start of the school year. McKenzie said that the Wellness Committee recommended having a designated day each month to celebrate birthdays. The school will provide a nutritious treat that adheres to USDA guidelines. McKenzie said the next change indicated students who

are tardy at HES must be accompanied in the building by a parent. Shannon recommended including a time. McKenzie indicated that the dress code now reflects the dress code policy at HA. Minor changes were made to the food service section. Klesch asked if any issues had arisen with the HA dress code that would affect the HES dress code language. McKenzie said that for the most part the language is exactly the same except for language that is building specific (e.g., “play structure” at HES).

HA Programming and Schedule Updates

McKenzie informed the Committee that the Family and Consumer Science (FCS) program had been eliminated at HA. The district will use the funds from the elimination of a 1.0 FTE in Family Consumer Science to hire a 1.0 FTE in mathematics. Once the teacher has been hired and the new hire’s schedule determined, additional electives will be added to the HA schedule to replace FCS electives. McKenzie reviewed the criteria the administration used when considering what programs to eliminate. McKenzie explained that under the new accountability framework, schools will be evaluated on the number of students enrolled in advanced courses as defined by the state. There are no advanced course options in FCS. There are advanced course options in all other electives.

FY19 Budget Updates

McKenzie said the budget is subject to change based on salary costs for new hires. The current budget document has salary estimates. Once these costs are known, the administration will present an updated budget. Shannon asked about the process for student class assignments at HES. McKenzie explained that historically teachers met to discuss class assignments for the upcoming year. Teachers would assign students to classes based on behavioral and academic considerations. The data used to make decisions was not included in class assignment recommendations. In the past teachers did not always review individual education grids before making class assignment recommendations. This process can lead to a duplication of resources. This year, McKenzie asked students to provide academic and behavioral data on each student, as well as qualitative data. Teachers were also given the option to provide a class list if they chose to do so. McKenzie stated that teacher input has not diminished. The data used to make class assignment recommendations is included with the recommendations thereby making the process more transparent.

Personnel Report

McKenzie presented the personnel report included in the School Committee packet.

School Committee Retreat

Klesch suggested the committee pick a couple of dates and see when Fasihuddin is available. The School Committee selected July 30, 31, and August 1 as options for a combined regular meeting and retreat. The meeting will last from 3:00 to 9:00 pm.

Public Comment

There were not comments from the public.

Business Manager Reports

Expense Report

Desjardins presented the budget summary report. He indicated that although the available funds showed a negative balance, the school department will not end the year in the negative. Desjardins will make additional transfers. Desjardins reviewed the school choice projection handout she provided to the School Committee. Desjardins stated he was seeking approval from the School Committee to apply up to \$250,000 in school choice funds to the FY18 budget.

Grants Report

Desjardins indicated most grants had been used up for the year. Desjardins said that the district will carryover circuit breaker funds in FY19.

Revolving Accounts

Desjardins reported that he had transferred expenses from the lunch account to the operating budget. Desjardins said that the district expects another payment of school choice revenue from the state before the end of the school year.

Capital Plan

Klesch reviewed what the committee discussed at its June 6th meeting. McKenzie said that although the capital plan may be revised at the retreat, the committee needs to approve the plan tonight so the school department can send a copy of the plan to David Nixon. Shannon asked if it is possible to retrofit the existing serving lines in the cafeteria. Desjardins said he would research the suggestion.

Desjardins left the meeting.

School Committee Reports

Family and Community Engagement Survey

Shannon and Brugger updated the committee on the survey results. They stated that there were 121 responses to date. 74% of the people who accessed the link finished the survey. The committee will discuss the results at its retreat.

Policy Subcommittee

Klesch stated that she and Shannon had reviewed several policies in accordance with the annual policy review schedule and updated policies in accordance with MASC recommendations, best practices, and state and federal laws.

Fields Update

McKenzie said that Berkshire Design needs to conduct additional soil analysis before going to Conservation Committee. Phifer recommended getting on a CPA agenda in order to update CPA on the status of the project.

Finance TriBoard

No update

CES

No update

Next Regular Meeting Date:

July 30, 2018 at 3:30 pm

List of Documents and Exhibits Presented at Meeting

- Minutes June 6, 2018
- Superintendent Evaluation 2017-18
- HES Student Handbook
- HA Programming and Schedule Updates
- June 25, 2018 Personnel Report
- School Choice Projections
- Budget Summary Report dated 6/25/18
- Grant Allocation Report dated 6/25/18
- Revolving Accounts Report
- 10 Year Capital Plan
- Annual Policy Review Schedule