

**HADLEY SCHOOL COMMITTEE  
HADLEY PUBLIC SCHOOLS  
HADLEY, MASSACHUSETTS 01035  
Minutes August 28, 2017 Hopkins Academy Music Room**

**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 called the meeting to order at 5:30 PM. The following members were present: Klesch, Brugger, Fasihuddin and Shannon. Phifer entered the meeting at 5:34.

**Record of Votes**

- *Approval of July 24, 2017 minutes– Fasihuddin moves to approve minutes of June 22, 2017 School Committee meeting. Brugger seconds. Vote 4-0-0.*
- *Superintendent Evaluation– Fasihuddin moves to give the Superintendent of Schools an overall performance rating of exemplary for the 2016-17 school year. Phifer seconds. Vote 5-0-0.*
- *Approval of warrants submitted in August – Brugger moves to approve warrants submitted in August. Shannon seconds.*
- *Adjournment – Fasihuddin moves to adjourn meeting at 7:42 pm. Shannon seconds. Vote 5-0-0.*

**Summary of Discussion on Each Subject Presented to Committee for Consideration**

**District Statement – Commitment to Social Justice, Inclusivity, Equity, and Civility (5:35)**

Klesch reinforced the district mission that 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. Klesch stated that the district remains committed to social justice, inclusivity, equity, and civility. Fasihuddin indicated these principles are the cornerstone of all strategic goals and objectives that flow out of what the district does. Fasihuddin acknowledged the district staff for holding true to these values. Klesch stated that if families have concerns, compliments, or suggestions they should feel free to share those. McKenzie added that in light of current events, it is easy to think that outrage, discourtesy, a lack of civility, and selfishness are the new norm. She wants to make clear to the community that this is not the norm in Hadley Public Schools or in the community of Hadley. McKenzie noted that last year Hadley Public Safety went out of its way to communicate its belief and the community's belief in the value and dignity of every person in the community. McKenzie encouraged families to approach the district if they have any concerns.

**Adjustments to the Agenda (9:19)**

Klesch indicated a report out on the MASC Summer Conference would be added to School Committee reports.

**Superintendent Evaluation (10:00)**

McKenzie reviewed the documents in the packet that would guide the discussion. McKenzie reminded committee members that they would evaluate her on the four standards of effective practice from the Department of Elementary and Secondary Education and her progress on goals. McKenzie noted that if the committee believed she needs improvement on standard one, they must give her needs improvement as an overall rating. Klesch asked if new goals are set annually. McKenzie said some goals carry over and some are different each year. Klesch encouraged committee members to be thinking about future goals. Klesch reviewed the first goal: increasing knowledge and skills in professional practice and successful management of the district. Klesch stated McKenzie had cited numerous examples of her progress. Klesch complimented McKenzie on her willingness to benefit others and had given McKenzie a rating of exceeded. Phifer added that McKenzie brings diplomacy and humor to her interactions. Fasihuddin stated McKenzie's contributions are regularly noted at CES. Brugger added that it was evident prior to her tenure on School Committee that McKenzie was meeting this goal. Shannon agreed. Klesch

moved to goal number two: providing leadership that impacts instruction and student learning. Fasihuddin stated she thought the evidence presented was solid. She has personally been very pleased with McKenzie's level of responsiveness to individual needs in each grade, such as the addition of a fourth grade classroom. She is also pleased with the restructuring and ongoing improvement in special education. Klesch stated she was pleased with the information on student progress McKenzie shares with the committee. Klesch said she felt the goal was being met. Shannon said he believes McKenzie's commitment to students is evident. Klesch moved to goal number three: ensure a safe, efficient, and effective learning environment. Klesch stated McKenzie's commitment to diversity and fostering a safe environment is important. Klesch recognizes more can be done but she feels McKenzie's performance is meeting the goal and the committee and district should think about how the district can continue to improve in this area. Phifer stated that he is interested in thinking through a vision for the future and asked McKenzie to help the committee think about how to prepare for changes over the next five or ten years. Klesch commented on McKenzie's consideration of technology changes and how these affect the district. Fasihuddin noted that McKenzie's focus on internet and social media safety was valued among parents. Fasihuddin appreciates the focus McKenzie has put on gender equity in the schools. Klesch moved to goal four: implement key enhancements to improve family and community engagement. Phifer said McKenzie has done a great job. Her emails are informative and positive. Fasihuddin said the weekly emails are so valued they are almost a necessity and said maintaining consistency is important. Brugger said McKenzie exceeded this in her opinion because she is proactive and "on top of this." Fasihuddin said if there is an area to improve upon it would be to identify two-way communication opportunities where parents can connect personally with McKenzie and the administration. Klesch agreed that it is important to look for ways to do this. Klesch moved to goal five: promoting the success of all students by nurturing and sustaining a culture of reflective practice, high expectations, and continuous learning for all staff. Phifer said he thought McKenzie exceeded this and believes she is a role model who sets high standards for herself. Fasihuddin said McKenzie helps others bring out high standards. Klesch agreed. Klesch moved to standard one: instructional leadership. Klesch reviewed the rating scale with committee members. Klesch said she is between proficient and exemplary on this standard. Klesch noted McKenzie's desire to use assessment data for change rather than testing for the sake of testing. She noted McKenzie shares relevant assessment data with the committee and community. Phifer said he felt McKenzie's performance was more toward exemplary. Klesch moved to standard two: management and operations. Klesch rated McKenzie as exemplary and gave kudos to Desjardins for keeping the committee informed on matters of finance and to McKenzie for helping the committee understand what the numbers mean. Fasihuddin said McKenzie is exceptionally good at being a resource and adjusting and shifting to meet strategic needs of district. Fasihuddin rated this standard as exemplary. Shannon said he agreed and cited the addition of the additional fourth grade class as an example. Klesch moved to standard three: family and community engagement. Fasihuddin said McKenzie showed extraordinary leadership in this area in diversity, social justice, and equity. Fasihuddin noted the past year had been especially challenging and required the district to focus inward. Fasihuddin is hoping that going forward the district could reach out more to families on this topic. Fasihuddin said her rating was proficient and that McKenzie and the district could strive for exemplary. Klesch moved to standard four: professional culture. Fasihuddin rated McKenzie as exemplary on this standard. Fasihuddin stated that the culture among teachers has improved dramatically since she started on the committee. Klesch said she would like to hear more about other leaders in the school that feel like they have ownership over initiatives. She cited examples of student led initiatives and said she liked hearing about these initiatives. Klesch asked for a rating on the standard. Phifer said he is comfortable with exemplary. Klesch moved to a discussion of the overall rating of performance. Klesch said she felt it was somewhere between proficient and exemplary. Phifer said for him it is not a mathematical equation. The important thing is to give feedback. Phifer said McKenzie is not perfect but is sure trying and he feels comfortable with exemplary. Phifer stated McKenzie is a great addition to the district and the district was lucky to have her. Brugger agreed with the exemplary rating and that it is not just about numbers. She remarked on McKenzie's compassion, dedication, enthusiasm and support to

all parties, students, parents, and faculty. Shannon remarked on McKenzie's responsiveness to students and cited the revision of the dress code. He stated he agreed with exemplary. Klesch agreed and stated she was thrilled and proud to have McKenzie in the district. Klesch said she had one caution – to make sure McKenzie did not spread herself too thin. She stated when McKenzie puts her attention on something it excels and gets done. The committee thanked McKenzie for her service. McKenzie thanked the committee for their feedback and stated she loves her job and is happy to come to work everyday. McKenzie said she is eager to do more and engage families more. McKenzie thanked Desjardins, the administrative team, and the town.

#### District Safety Presentation (34:00)

McKenzie introduced Chief Spanknabel, Chief Mason, Officer Romano, and State Trooper Carmichael. Mason thanked the committee for having the officers present. Mason said this presentation was a first step to improve safety and security. Mason said HPD would like to adopt enhanced lockdown. Mason said he echoed the committee's opinion of McKenzie's performance. He appreciates her open two-way communication with public safety and stated that he felt she was exemplary in that regard. Mason said all of the officers present were certified ALICE instructors. Mason explained ALICE is a build off of the standard lockdown that is a way of offering staff and students other options to stay safe. Mason would like staff and students in Hadley to have access to a blend of best practices in safety. Mason said the next step would be to get buy in from the parents. Mason said McKenzie was very supportive when public safety approached her to implement the training. Mason said it was important to inform and educate parents since there can be misconceptions about ALICE training. Fasihuddin commended the officers for taking the initiative to improve safety practices and for using a best practices approach. Klesch likes the idea of sharing information with the community. Phifer thanked the officers for their leadership. Brugger thanked the officers and said she felt good about how active officers are in the schools. Brugger asked if teachers are impacted and how are they taught to recognize the needs of different students. She highlighted the different developmental, cognitive, and maturity levels of students. McKenzie said that public safety had started working with our faculty last year. McKenzie said that the public safety officers go above and beyond to get to know our students with disabilities. McKenzie said in her first years in the district, both chiefs and police officers introduced themselves to children with special needs and visited frequently. Officers sit with and comfort students after drills if they are anxious or afraid. Spanknabel said the training would be modeled after fire drills which have taken the special needs of children into consideration. Spanknabel talked about recent bus evacuation drills for special education students and how the Fire Dept. is putting together protocols to improve this. The public safety officers will be riding the bus occasionally so students will not be afraid if they see an officer boarding a bus. Mason said the reason staff buy in is so important is because officers rely on staff during an emergency. Mason said he plans to have students see officers as much as possible in order to build trust with students. Brugger said the officers had her full support and she appreciates all they do. Romano said the ALICE program has specific training for various age groups and students with special needs. Shannon noted that in the past some students have received notice before a drill and he asked if the new training would make sure that all students actively participated. Mason said that is the goal. Fasihuddin said she believed the active participation of students might give students a greater sense of ownership over keeping themselves safe. Phifer believes the training may also continue to build positive relationships with public safety. Carmichael said he has witnessed children of all ages and all abilities levels implement these trainings effectively. McKenzie stated she would be interested in learning how and if schools that only serve students with disabilities implement these drills. Klesch said the public safety officers overwhelmingly have School Committee support. McKenzie asked public safety if they would like to weigh in on the capital plan. McKenzie said public safety officers went through both schools and did a detailed analysis that was sent to committee members. This information can only be discussed in detail in executive session. Mason said his team is happy to review the plan and prepare recommendations for the committee. McKenzie said she would invite the officers to an executive session to discuss these recommendations.

#### Review of Capital Plan (1:01:00)

Desjardins noted he dropped off a revised version of the capital plan. Desjardins addressed the air conditioning project as part of the plan. The district received one bid for \$513,000 dollars. The town allocated \$400,000 for the project so the district will not move ahead at this time. Desjardins indicated the district had received one bid and summarized the factors that may have contributed to the cost. Desjardins asked if the committee would like him to inform the town the district would not move forward and if he should let the town know the district will request the additional funds at a future town meeting. Desjardins said the price may reflect how tied up many contractors are with the casino project. Based on that, it might make sense to go forward with the project in summer of 2018. Shannon asked about the timeline of the MGM project. Desjardins was not certain of the timeline. Fasihuddin asked if the project could be timed over winter break in order to get regular shift workers over winter break. Desjardins said there is unlikely enough money with regular shift workers because that would only decrease the price by \$40,000. Fasihuddin raised the idea of bringing the request for additional funds to fall town meeting. Phifer asked if the estimate for the air conditioning was recent and if there was a way to get more bids. He asked if the bidder had to be DCAM certified. Desjardins said he was told that yes the bidder did have to be DCAM certified but that it was a fuzzy area. Desjardins did ask the firm that did the plans for their input on the question. Phifer suggested asking the state the question. Desjardins said DCAM may not increase cost but it probably decreases the number of people who bid which does affect costs. Phifer suggested the district reach out to other districts that have done similar projects and see if they bid them differently. McKenzie said she and Desjardins would bring back information from the state and other districts to the committee. Klesch said that doing this may allow the district to come up with a way to increase competition. Desjardins said the district received five bids on the electrical. Klesch asked if the district could keep the electrical bid and rebid the air conditioning portion. Desjardins said he would find out and inform the committee at its next meeting.

McKenzie asked the committee to review the capital plan to make sure their input was accurately reflected. Phifer asked about the air conditioning amount of \$125,000 and suggested removing that until the district had a better sense of the figures. Desjardins asked if the committee would like the girls' locker room plan updated. Klesch would like to have the plans accurately reflect the cost of the project. McKenzie said the district would have someone look at the plans to determine if they need to be updated. McKenzie reviewed the committee recommendations from the last meeting. Fasihuddin asked when the district would be at its goal of one to one. Desjardins said the district is expected to meet this goal by 2021-22.

McKenzie reviewed the Hadley Building Repairs. Desjardins said the most recent renovation was 1964. Phifer asked about the MSBA. McKenzie said she contacted the MSBA and they suggest that districts first get clear on their priorities and then identify a funding program. Klesch asked about the boys' locker room and if it had been renovated. Desjardins said it had not. There had been asbestos removal but no major renovations. Fasihuddin was curious as to why or how the two locker rooms could be in such different states of repair. Desjardins indicated that issues such as ventilation could have exacerbated the issues in the girls' locker room such as rust.

Klesch reviewed the next steps for the capital plan: 1) have an executive session on safety and security and implement these recommendations; 2) Desjardins brings back information from the state and other schools on the air conditioning bid; and 3) integrate more current information on girls' locker room.

#### Tiered Systems of Support – 2017 Data – 2018 Program Improvements FAST for Success (1:23:00)

McKenzie stated that the purpose of reviewing student growth and response to intervention was to help the committee and community understand the effectiveness of the district's resource allocation strategy or to answer the question are the dollars we spend improving student achievement. The percentage of students in Kindergarten who are on target to meet literacy benchmarks increased from the Fall to the Spring. Overall student performance exceeded targets in Kindergarten. First grade showed significant improvement in the percentage of students on target to meet literacy benchmarks. Overall performance in first grade at the end of last school year was a score of 201.1 which exceeded the goal of 155 by 46.1. Second grade students demonstrated singularly strong growth.

Overall performance in second grade was a score of 330.5 which exceeded the goal of 238 by 92.5. Growth in third grade was not as strong; however the committee determined that smaller class sizes were necessary for this grade and this year these students will likely demonstrate improvement. Third grade students did achieve an overall aggregate score of 389.1 which exceeded the goal of 330 by 40.9. McKenzie noted that it is important to taxpayers that the district regularly assess the impact of investments and ask if they are getting intended results, if the strategy should continue, or if the strategy should change. McKenzie said the investments in tiered instruction have definitely paid off.

McKenzie said this year the district will participate in a large national research study that will allow the district to use adaptive online assessments to screen students, measure growth, and design interventions. McKenzie said teachers will receive in-depth professional development on facilitating data team meetings and learning how to ask: what do we see, what does it mean, and what do we do as a result. McKenzie said the goal is to extend regular formative adaptive screenings to HA. Shannon asked if FAST is an accurate measure for students with disabilities. McKenzie said the research assistant indicated the adaptive nature of the test makes it more suitable for students. McKenzie said she would ask the researcher if there are any disability categories for which FAST is not suitable. Phifer asked how the district got on board. McKenzie said Dr. Ryan is a graduate of Umass Amherst and she connected the district with the project.

#### Personnel Report/Special Education Administration (1:35:00)

McKenzie discussed the resignation of the Special Education Coordinator. McKenzie assured families that all special education matters would be handled seamlessly. Pat Bell, special education director, will work full time until the district has hired someone. McKenzie looks forward to hiring someone who is a good fit for the district and for families. Klesch asked if there are any concerns since the school year is starting. McKenzie said Ms. Seymour was highly organized and that meetings for 2017-18 had already been scheduled. McKenzie said that services for students are scheduled for this school year and should begin immediately. Brugger asked with whom parents should communicate. McKenzie said that parents can communicate with Pat Bell and Melissa Steinbeck. McKenzie said Seymour's emails will automatically go to another administrator. Shannon asked about the timeline. McKenzie said the position is open until filled and said as soon as the district finds the right candidate the district would move ahead with hiring. McKenzie said the district is interested in finding a candidate who would be interested in and qualified to be a special education director. McKenzie is looking for a candidate who understands we work for families and that the district must always seek to understand the perspective of families and anticipate their needs. Shannon asked about the hiring committee. McKenzie said she would discuss timelines and processes for hiring with staff. Shannon asked if there would be parent involvement. McKenzie said yes. Shannon thanked McKenzie for her comments on families.

#### Public Comment Period (1:43:00)

None

#### Business Manager Reports (1:43:00)

##### Air Conditioning Bid Update

Summary of air conditioning bid discussion is included in the summary of the capital plan discussion.

##### Expense Report

Desjardins reported that given how early it is in the year, there is very little to report and he has no concerns.

##### Grant Report

There was no grant report this month. Desjardins reported that not all grants have been posted or come in yet. The district has not yet expensed anything against the grants.

##### Revolving Accounts

Desjardins stated that he did not receive the revolving report from the town in time to include it in the School Committee packet. He had received an email with some information on revolving accounts just prior to the

meeting but the report was not complete. He hopes to have a revolving account report for School Committee in September. Desjardins has requested read only access in VADAR.

#### *School Committee Reports (1:48:00)*

##### Negotiations

School Committee will begin negotiations with Unit A of the HEA on September 11, 2017 at 5:00 pm.

##### Policy

Policy subcommittee will meet in September to review the next section of the policy handbook (sections A, B, C).

##### Finance Triboard Update

No committee members were able to attend the most recent August meeting. Klesch indicated she would represent the School Committee at the September 6<sup>th</sup> at 6:00 pm. One other member may attend.

##### Fields

Phifer stated that the CPA meeting scheduled for this evening had been cancelled and rescheduled for September 11<sup>th</sup> at 7 pm. McKenzie said that the district has sent out requests for support from various philanthropic groups. McKenzie reviewed a fundraising opportunity from the Springfield Falcons. McKenzie reported that the Young Men's Club has been very supportive of the schools but their grounds are increasingly in higher demand which creates a greater sense of urgency around the fields project. Sudnick will present at the CPA meeting. Fasihuddin said that bussing to the Young Men's Club also creates an additional expense. Fasihuddin will not be able to attend the CPA meeting on 9/11.

##### CES Update

Fasihuddin will be attending a CES Board meeting in September and will report out to the committee.

##### Report Out MASC Summer Conference

Klesch asked committee members to report out on their experience at the MASC Summer Conference. Klesch attended a session on finance and said she was in even greater awe of the numbers Desjardins monitors day to day. Brugger summarized the session on goal setting and asked if the committee has its own goals. Shannon attended a session on federal legislation – Every Student Succeeds Act. Shannon said school committees throughout Massachusetts are interested in making sure future legislations does not emphasize testing for testing sake. Shannon said he attended a session on social emotional learning. Shannon said it offered a great look at the whole child. Brugger said it was helpful to have McKenzie in that session. Brugger and Shannon also attended a session on addiction. Brugger said it gave her an awareness of the concerns and worries so many districts are facing. Shannon summarized information shared by the District Attorney of Middlesex County. Klesch asked if the topic of legalized marijuana came up. Brugger said the message was wait for more guidance. Klesch stated she attended a session on Open Meeting Laws which discussed agendas and warrants. Klesch said that the addition of warrants under action items reflects what she learned at the conference. McKenzie said she added a question about social emotional health and well-being to the evaluation of meeting portion of the agenda. Klesch mentioned that some districts have consent agendas and it might be a way of organizing the committee agenda. McKenzie reviewed the conditions for school effectiveness in the packet. Klesch asked when the committee would have its next retreat. McKenzie said the district strategy extends through the end of the current year. Klesch said she liked the idea of having School Committee goals. Shannon said he would appreciate having goals.

##### **List of Documents and Exhibits Used at Meeting**

- Agenda August 28, 2017
- July 24, 2017 School Committee Minutes
- Superintendent Evaluation 2016-17 Summary of Activities and Artifacts by Standard
- Superintendent's Goals 2016-17
- Superintendent Evaluation 2016-17
- Hadley Public Schools 5 Year Capital Budget and Timeline
- Hadley Schools Building Repairs

- Evaluating Impact of Tiered Interventions in Literacy
- FAST for Success Project Statement of the Work
- Personnel Report 8/28/2017
- Expense Report July 1, 2017-August 24, 2017
- Conditions for School Effectiveness

**Names of Remote Participants**

No members participated remotely.

**Next Regular Meeting Dates**

September 25, 2017 at 5:30 pm

**Adjournment** \_\_\_\_\_ **7:42** \_\_\_\_\_ **PM**