

**HADLEY SCHOOL COMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
Minutes February 26, 2018 Music Room Hopkins Academy**

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, Fasihuddin, Phifer. Brugger entered meeting at 5:33. Shannon entered meeting at 5:35.

Record of Votes

- *Approval of HA Field Trip to England, Ireland, Wales, and Paris – Phifer moves to approve HA Field Trip to Europe in 2020; Fasihuddin seconds. Vote 5-0-0.*
- *HA Program of Studies – Fasihuddin moves to approve the HA Program of Studies; Brugger seconds. Vote 5-0-0.*
- *Approval of AP warrants submitted in February 2018 – Fasihuddin moves to approve AP warrants submitted in February 2018; Brugger seconds. Vote 4-0-1.*
- *Approval of January 25, 2018 School Committee minutes – Shannon moves to approve January 25, 2018 School Committee minutes; Phifer seconds. Vote 5-0-0.*
- *Approval of warrants submitted in February 2018 – Fasihuddin moves to approve warrants submitted February 2018; Phifer seconds. Vote 5-0-0.*
- *Approval of 83 School Choice Slots for 2018-2019 – Phifer moves to approve 83 school choice slots for the 2018-19 school year as presented; Shannon seconds. Vote 5-0-0.*
- *Approval of PreK Tuition Increase FY9 – Phifer moves to approve FY19 PreK tuition by 5%; Shannon seconds. Vote 4-0-1.*
- *Approval of Transfer of Inactive Student Activity Funds to the General Activity Fund – Phifer moves to transfer funds as presented. Shannon seconds. Vote 5-0-0.*
- *Approval of Social Media Acceptable Use Policy – Phifer moves to adopt the Social Media Acceptable Use Policy; Fasihuddin seconds. Vote 5-0-0.*
- *Enter Executive Session- Fasihuddin moves to enter executive session to discuss strategy with respect to collective bargaining as she has determined an open meeting will have a detrimental effect on the bargaining position of the public body and to reconvene in open session. Phifer seconds. Roll call vote – Brugger-yes, Shannon-yes, Phifer-yes, Klesch-yes; Fasihuddin-yes.*
- *Approval of Collective Bargaining Agreement with Unit D for FY19-FY21; Shannon moves to approve the contract for FY19-FY21. Phifer seconds. Vote 5-0-0.*

Summary of Discussion on Each Subject Presented to Committee for Consideration

Adjustments to the Agenda

Klesch stated executive session would be moved to the end of the agenda. Klesch also stated that PreK tuition would be discussed under business manager's reports.

HA Field Trip – Europe 2020

Ms. Camuso did this trip in 2015 and received positive feedback from students and parents. The proposed trip aligns well with the English and History curricula and with the AP British Literature curriculum. The cost of the trip is approximately \$3,600. Parents and families have two years to save for the trip. Ms. Camuso would like to hold an informational meeting for parents prior to the end of the school year. Klesch asked if the price would change if more students participated. Camuso said the number of students who sign up does not impact the cost of the trip. Fasihuddin asked what factors

would determine whether or not students would go on the extension to Paris. Camuso said that if the other group HA is traveling with does not want to go on the extension, it could be cancelled. In some cases parents are giving the option of paying an additional amount to go on the extension. Phifer asked Camuso what lessons she has learned from previous trips. Camuso said that safety is her number one priority. She also said communication is very important and she does three parent meetings prior to a trip. Camuso said she has also become more effective at working with the EF tour directors.

Gender Equity Task Force Update on Social Norms Campaign (8:35)

Camuso reported that the Task Force presented its recognize sexism campaign at a recent basketball game and have released the campaign on social media. Camuso has been monitoring responses to the campaign on Instagram. Camuso will be planning a series of talks about gender equity. Faculty will facilitate conversations with small groups of students about sexism and how it impacts both men and women. Following these conversations, the task force will host a series of student-led workshops. The goal is to end the year with a positive social norms campaign. Fasihuddin asked what percentage of the student body has an awareness about the initiative in general. Camuso said she believes the majority of students are aware of the campaign. Camuso said middle school students have been talking with their teachers about the campaign and high school students have been discussing the campaign among themselves. Shannon asked how the task force is using negative feedback to change its approach. Camuso has been talking with students about how any feedback can start a conversation. Camuso said that the feedback is also informing how the upcoming talks would be structured.

Marketing Hadley Public Schools (15:06)

HA teacher, Mr. Simmons, presented two ideas for marketing Hadley Public Schools and Hopkins Academy. Mr. Simmons discussed a meeting Dr. McKenzie called to brainstorm ideas with faculty about how best to market schools. Mr. Simmons developed sample advertisements that highlight HA's business courses and the fact that HA is perhaps the only school in the area that requires a personal finance course for graduation. The second advertisement highlights the middle school technology program offered at HA. The program includes access to 3D printers, programming classes, web design, and robotics. School Committee members said they like Simmons' approach. Fasihuddin stated she thought these ideas were marketable. She suggested also creating content for social media that could support these advertisements. Simmons said he is hoping to get this information to HES grade 6 parents. Klesch said the goal of the committee is to fill every available school choice seat and these advertisements could help in that effort. Fasihuddin suggested exploring summer programming options particularly around the theme of technology and programming. Klesch said summer opportunities might be a good way to forge meaningful connections with the new Hadley Senior Center and public library. Phifer said he sees two audiences - students leaving for school choice and students choosing career and technical education. Simmons stated that he thought it might be difficult to compete with career and technical education. McKenzie said that Chapter 74 education is highly specialized and more difficult to compete with. Shannon asked if students might be involved in designing advertisements and possibly contribute testimonials to give the advertisements a personal touch. Simmons discussed the idea of creating short videos on YouTube that could be linked to the advertisements. Fasihuddin said involving students in the campaign is a good idea. They are role models for the younger students. Phifer suggested that we do a better job overall explaining what Hopkins is. Phifer said that he likes how Simmons highlighted "differentiators" that set HA apart. Fasihuddin described Mr. Simmons as a "rock star" teacher and suggested he do a demonstration at HES for students with some students and perhaps some other teachers. Fasihuddin suggested making the demonstration hands-on. Brugger said she believes students are aware of the world around them and would benefit from hearing how these courses prepare them for college and career. Phifer asked if there is an open house for incoming or potential students. Beck said that all prospective students and parents are invited to participate in "step up" day. Fasihuddin suggested having HA students showcase their work or projects throughout the year

at HES. McKenzie said that HA recently started having music students perform at HES and it was well-received. Fasihuddin said she is very grateful for Mr. Simmons taking the time to support marketing our schools. Simmons said, going forward he would like to place advertisements in local papers, creating a commercial for YouTube, sending the advertisements to fifth and sixth grade parents, and planning a hands-on demonstration for HES students.

Screenagers Viewing HA (41:00)

McKenzie reminded School Committee and the public that HA would have a showing of Screenagers. There will be a community screening on March 28th in Granby. This project is a collaboration between Hadley Public Schools and Granby Public Schools. Klesch said that the effects of screen time on children have been the topic of many news programs recently. McKenzie stated that Fasihuddin had sent information about a device that allows students to lock their phones during the school day. McKenzie shared the article with staff and has received a range of feedback. Fasihuddin suggested considering an experiment of small pilot. Shannon said we cannot avoid the reality that many parents will want their children to have access to their phones in the event of an emergency.

HA Program of Studies (47:00)

Beck reviewed the recommended changes to the HA Program of Studies. Changes included making sure course codes align with state codes, the addition of AP World History, and changes to the descriptions of science courses in middle school. Klesch asked if the district had received the results from the NEASC site visit. McKenzie said the report would be reviewed at the March committee meeting. Klesch asked if the recommendations in the report had been incorporated into the program of studies. Beck said that the district received credit for opening up upper level courses. Beck said that the recommendations focus more on the development of curriculum templates rather than on the content of the program of studies.

Principal Search (58:00)

McKenzie stated she will finish her site visits this week. The two finalists will have meetings with HES faculty and staff. McKenzie will meet with each candidate's references and anticipates having the process wrapped up within one week.

FY19 Choice, Charter, and Vocational Projections (59:00)

McKenzie reviewed graphs with choice, charter, and CTE enrollment data. She also reviewed the recommendations for school choice slots for FY19. Klesch asked for an explanation of CTE. McKenzie said this refers to Chapter 74 approved career and technical education programs. Shannon asked if the district follows up with students who apply to CTE programs to understand why they want to attend a Ch. 74 program. McKenzie said students indicate the specific program they want to pursue at Smith Vocational. McKenzie said there have been students who have returned from vocational schools. McKenzie explained that choice projections for FY19 are an estimate based current FY18 choice enrollment minus graduating seniors. The projection does not assume any additional students choosing in or choosing out. McKenzie said there have been 13 school choice inquiries to date. McKenzie said she had prepared the choice data in response to a school committee member's question about choice trends and to help faculty think through how best to market our school district. McKenzie reviewed the recommended school choice slots for FY19. McKenzie said the current enrollment for K is 26 not 50 as indicated on the chart in the School Committee packet. Klesch asked which grade had added the new class this year and if we were considering offering choice slots in that grade. McKenzie said that the HES faculty and administration do not recommend opening up choice slots in that grade for FY19. Phifer asked if there was a formula for determining choice slots or is it more subjective. McKenzie said it is more subjective and takes into consideration class composition and individual student needs. Fasihuddin asked if there was any concern about opening up 6 slots in grade 2. McKenzie said HES anticipates some students moving out. Shannon asked if the district fills all slots and determines there are too many

students what are the options. McKenzie said the district could add a classroom but the district could not rescind a choice slot from a student/family.

FY19 Budget Update (1:15:00)

McKenzie said she and Klesch will present the budget summary sheet to Finance Subcommittee in March. McKenzie said at this point in time the projected increase to the total budget is \$104,134.59 which represents a 1.24% increase from FY18. The increase to local contribution is greater due to an decrease in revenues. The projected increase to local contribution is \$158,315.97 or a 2.28% increase. McKenzie emphasized the idea that there are still a number of moving parts. McKenzie stated that right now the legislature has recommended budgeting circuit breaker with a 65% reimbursement rate. If the reimbursement rate increases to 75% that will positively impact circuit breaker revenues. McKenzie reviewed COLA increases for all bargaining units. These are different for each unit. In some cases wages were adjusted when they were significantly below regional averages. McKenzie said the district knows of one retirement and the reduction of the 391 grant. Unknowns include total grant funding, circuit breaker reimbursement rate, special education move ins or move outs, school choice numbers, and charter tuitions. Phifer asked if actual billing for charter and choice is tied to actual enrollments. McKenzie said yes. Phifer asked where Smith Vocational is included in the summary. McKenzie said Smith Vocational is included in the budget document but not listed in the summary. Klesch asked if vocational tuitions are known. McKenzie said the district has budgeted roughly \$634,000 for vocational students based on 37 students. This amount also includes an estimated special education surcharge. Phifer suggested the message we present to finance subcommittee is the overall increase is small, we are managing the budget well, and that we should be prepared to answer the question of how we managed to develop a level services budget with a modest increase. Desjardins said NEASC was a one time expense, the district had one retirement, and some reductions in textbook expenses. McKenzie informed the committee that she had asked Nixon if the proposed special education stabilization fund would be new money. Nixon said the money would come from existing stabilization.

Feedback and Formative Evaluation of Superintendent (01:33:00)

Klesch reviewed the superintendent's goals which are included in the packet and reminded committee members that these are tied to the standards of effective practice. Klesch said this is a time for committee members to provide feedback on the goals. McKenzie said this was a time for committee members to provide feedback on the superintendent's performance. McKenzie said that if committee members have any questions or concerns, she would like to hear them at this time. McKenzie reviewed progress on each goal for the committee. Klesch discussed the process for developing the School Committee Family and Community Survey. Klesch asked committee members to indicate their interest in assisting with the survey to her directly. Fasihuddin asked when the survey should be administered in order to use the data for the next three year district strategic plan. Klesch asked about having an executive session to discuss safety recommendations with public safety. McKenzie said the administration has met with public safety and representatives from police and fire would attend the March School Committee meeting. Committee members did not express any concerns regarding McKenzie's performance or suggest any areas for improvement.

Personnel Report (1:42:00)

McKenzie reviewed personnel changes and open positions since last committee meeting.

Public Comment (1:42:00)

Business Manager Reports (1:43:00)

Expense Report

Desjardins stated he has started to move some expenses into grants and circuit breaker. He still has additional movement to make into circuit breaker. Klesch asked if spending is on target for the year or if Desjardins had any concerns. Desjardins said although the report indicates 76% of the budget has been expended that does include encumbrances for the entire year. He said he has no concerns at this time.

Grant Report

Desjardins reported that some grants had been fully expended. He plans on carrying over some circuit breaker funds for FY19. Title I and Title IIA will be fully expended. Fund code 391 will decrease by about \$15,000. The grant will be fully phased out in FY20. He proposes increasing the PreK tuition by 5% to help offset the impact of the decrease in grant funding. A 5% increase is equivalent to about 25 cents per hour. Klesch asked if the Committee approves the PreK tuition annually. Desjardins said the committee approves any increases. Klesch asked if there would be an annual increase. Desjardins suggests doing a smaller annual increase in order to keep pace with inflation. A 5% increase for a student attending full time would be about \$27.50 per year. Desjardins stated that the district needs to be mindful of increases in order not to discourage families from attending the program. McKenzie said that if the district does not have a PreK program, the town is financially responsible for providing special education services for students age 3-5 with disabilities. Brugger asked to what extent the increase would cover the FY19 decrease in 391 funds. Desjardins said the increase should result in roughly \$13,000 of revenue. Phifer said if the increase brings in 5% in FY19 will the district need to increase the tuition by 10% or 11% the following year to close the gap. Desjardins said it is important to consider the importance of high quality PreK for the district and the community. McKenzie also pointed out that the district assumed the \$14k decrease in the FY19 budget and does not include the 5% increase. If the district puts the additional revenues from this year are held in revolving and applied to FY20 that will mean a lower tuition increase in FY20. Brugger suggested advertising the benefits of the program to the community. Brugger suggested the School Committee promote and advertise PreK. Klesch asked where the revolving funds for PreK come from. Desjardins said that those funds come from tuition. Klesch asked where the district anticipates the PreK revolving balance will be at the end of FY18. Desjardins said there is roughly \$81,500 in the account. There is an additional \$3,600 in grant funds that will be applied. Desjardins anticipates the ending balance being roughly \$85,000. Klesch asked if there is a goal to have as a prudent reserve in the PreK revolving. Desjardins said next year, realistically the district would be looking at a \$40-50 thousand balance. Brugger asked about enrollment trends. McKenzie said that at one time there were three PreK classrooms. Overall declining enrollment in the district has affected the PreK program.

Revolving Accounts

Desjardins reviewed revolving accounts. Phifer asked why the athletic revolving had decreased. Desjardins said that the funds were used to purchase a scoreboard. McKenzie said funds are used for afterschool supervision also. Klesch asked if the athletic revolving was different from Athletic Boosters. Desjardins said they are separate.

Capital Plan/Air Conditioning Project

Desjardins reported that the district has received two bids for the electrical sub bid of the air conditioning bid. During the walk through, potential bidders indicated that the job would need to happen over the summer.

Student Activity Account Funds to Be Transferred to the General Activity Fund

Desjardins said per School Committee policy, inactive funds need to be transferred into the General Activity Fund. The majority of the accounts have been active since before 2013. McKenzie said the general activity fund can be used to support student clubs that have limited funds or to support financial aid/scholarships for field trips.

School Committee Reports (2:11:00)

Negotiations

Brugger reported that School Committee would be discussing the contract in executive session.

Policy

McKenzie presented the Social Media Acceptable Use Policy for its second and final reading. Shannon suggested creating procedures/expectations for comment posting on social media. Shannon discussed

the conversation that he had with CES regarding their tool for managing social media. Shannon recommends not adopting the tool at this time but instead selecting a social media platform and focusing on that one platform. Shannon said he will assist McKenzie in developing the social media platform.

Finance/Tri-Board

Klesch reported that McKenzie and Klesch will meet with finance subcommittee to share current FY19 budget projections. Klesch asked if McKenzie and Klesch should be discussing the special education stabilization fund with the finance subcommittee. McKenzie said she believes there will be multiple opportunities to discuss the fund at TriBoard.

Fields

Phifer reported fundraising with local businesses is underway. Phifer said the district is still working on the private donation campaign.

CES

Fasihuddin reviewed the CES report in the packet. She highlighted the work that CES is doing around drug and alcohol education in the region.

Next Regular Meeting Date:

March 26, 2018 at 5:30 pm.

List of Documents and Exhibits Presented at Meeting

- Minutes January 25, 2018
- Europe 2020 Field Trip Itinerary
- HA Advertisements
- Synopsis Screenagers
- HA Program of Studies Updates 2018-2019
- 2018-2019 School Choice Seats Available
- CTE, Choice, and Charter Graphs and Enrollment Data
- Expenditure and Revenue Assumptions FY19 as of 2/23/2018
- Standards of Effective Practice Superintendent
- Superintendent Goals 2017-2018
- February 26, 2018 Personnel Report
- February 20, 2018 Expense Report
- February 20, 2018 Grant Allocation Report
- FY18 Revolving Accounts Report
- Student Activity Funds to Be Transferred to the General Activity Fund per Policy JJF-R
- Social Media Acceptable Use Policy
- CES Executive Director's Report January 31, 2018