

**HADLEY SCHOOL COMMITTEE  
HADLEY PUBLIC SCHOOLS  
HADLEY, MASSACHUSETTS 01035**

**Minutes January 25, 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.

**Record of Votes**

- *Approval of HA Service Trip to Guatemala in 2019 – Phifer moves to approve HA Service Trip to Guatemala in 2019; Brugger seconds. Vote 4-0-0.*
- *Approval of AP warrants submitted in January 2018 – Brugger moves to approve AP warrants submitted in January 2018; Shannon seconds. Vote 3-0-1.*
- *Approval of December 18, 2017 School Committee minutes – Shannon moves to approve December 18, 2017 School Committee minutes; Phifer seconds. Vote 4-0-0.*
- *Approval of warrants submitted in January 2018 – Phifer moves to approve warrants submitted January 2018; Shannon seconds. Vote 4-0-0.*
- *Approval of transfer of operating budget expenses to school choice revolving – Phifer moves to approve the transfer of \$350,000 of operating expenses to school choice revolving; Shannon seconds. Vote 4-0-0.*
- *Approval of 2018-19 Calendar – Phifer moves to approve the HPS 2018-19 school calendar; Shannon seconds. Vote 4-0-0.*
- *Declaration of Surplus – Phifer moves to declare HES textbooks as presented by Desjardins as surplus; Shannon seconds. Vote 4-0-0.*
- *Enter Executive Session- Brugger 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 not reconvene in open session. Phifer seconds. Roll call vote – Brugger-yes, Shannon-yes, Phifer-yes, Klesch-yes.*

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

Adjustments to the Agenda

McKenzie stated that the Gender Equity Taskforce update and the Diversity Club update would be postponed.

HA Service Field Trip – Guatemala (2:00)

Senora Fitzgibbons presented her request to lead a service trip to Guatemala in 2019. Students will participate in a program that includes Spanish language lessons, a service project, and tours. Klesch asked how staying in a hotel would impact the cost per student. Senora indicated she thought the price might increase slightly. Senora stated the students are eager to get fundraising underway. Klesch asked that Senora update the School Committee as details get worked out going forward. Phifer asked about what type of service projects students would participate in. Senora said she has told the tour facilitator in Nicaragua that the students would like to do some building and volunteer in schools. Phifer also asked about the language lessons offered. Senora indicated every student on the trip would receive 1:1 language lessons. Phifer asked what grades are eligible to participate. Senora said all high school students are eligible to participate in the service trip.

Student Council Reports (6:30)

McKenzie shared an update from HA student council. HA student council are focused on preparing for spirit week in February, developing activities for Black History month, supporting the gender equity taskforce, and planning a career fair. HES student council members continue to work on bringing a buddy bench to HES. They have applied for a grant to support their efforts. They have also created a taskforce to gather student input on what playground equipment they would like to see the district purchase.

#### Special Education Performance Data (10:00)

Pat Bell reviewed some of the data the special education department analyzes to evaluate academic progress for students who have individual education plans. Bell reported that during her term, almost all students with disabilities had successfully graduated from high school. Bell reviewed MCAS performance levels and median SGP for students with disabilities in the district; to what extent students are meeting goals on their individual education plans; and student performance on MAP testing. Brugger asked Bell how she interpreted the data on IEP goals and what factors contributed to varying performance by grade levels. Bell stated she believes there are many factors. She said faculty had discussed the challenge of writing goals that were challenging yet attainable. The faculty is also committed to trying different approaches with students.

Brugger stated it was good to see the high percentage of students making significant progress in the middle and high school. Klesch stated that it was promising to see that very few students showed negative growth based on RIT scores. Shannon asked for clarification on how progress on goals would be used to increase learning for students. Bell stated that in some cases goals are adjusted if it is clear that students would benefit from increased challenge. Phifer asked Bell how the School Committee could work with the special education department to support student learning. Bell said it was important for the committee to support and encourage staff to try new approaches and support professional development. Klesch asked how many students are currently receiving services in the district. McKenzie said the figure was about 79 students in the district. Shannon asked if all students receive instruction from special education staff. Bell said yes. Shannon asked if it would be beneficial for general education staff to receive more training or professional development on working with students with special needs. Brugger asked if Bell thought there was a need for different or additional resources. Bell said she believed the staff have reasonable caseloads. Bell did say that she is not sure how the opioid crisis will affect learning needs of students who enter the system in the future; meeting their needs will require technical skill, expertise, and collaboration. Bell said knowing each child is one of the best ways to effectively teach children. Bell said the principles of universal design can help us to personalize learning for each student. McKenzie said that the new STEAM maker space at HES has given many children the chance to be successful and enjoy learning. Brugger said she is interested in continuing to hear from parents and staff about how the district can better serve students with disabilities.

#### SEPAC Recommendations for FY19 Budget (45:00)

McKenzie introduced Mrs. O'Leary, co-chair of the Hadley SEPAC. Mrs. O'Leary proposed two ideas the SEPAC would like the School Committee to consider when developing the budget. SEPAC would like to see resources allocated for the support of inclusive practice and professional development to help teachers create meaningful inclusion experiences. Klesch asked O'Leary how much time she would recommend for professional development. O'Leary stated she would rely on the judgment of the special education department. Klesch said she was interested in seeing models of how to structure professional development in a district the size of Hadley and encouraged the special education department to bring these ideas to a future meeting. Brugger stated that she assumed these needs would change from year to year based on student needs. Shannon asked McKenzie how far in advance the district plans professional development. McKenzie said the five district-wide professional days are planned several months in advance. McKenzie said that in addition to the five district-wide days, she and the president of the HEA had created a professional development handbook this year that allows faculty to design

small group or independent inquiry projects they tailor to their professional development needs. O'Leary indicated SEPAC would like the School Committee to ensure that when Pam Haywood moves into Bell's role, that Haywood has the support she needs.

#### Presentation of MASS Certificate of Excellence (58:00)

McKenzie read several comments from HA faculty members about Benjamin Andersen, the 2017 recipient of the MASS Certificate of Excellence. McKenzie commended Benjamin on his moral courage and his leadership and congratulated him on his achievement. The School Committee congratulated Benjamin on his accomplishment. Brugger asked Benjamin what he will study in college. He plans on studying civil engineering.

#### Fundraiser Kickoff Athletic Fields (1:04:00)

Phifer reported that HPS hosted a kickoff fundraising event. Phifer reviewed activities to date including: acquiring CPA funds, completing soil testing using school department funds, awarding contract to draft bid specifications for Phase I to Berkshire Design. Phifer indicated Helping Hearts for Hadley Schools will be the fiduciary agent for the project. Individuals can donate by writing a check to Helping Hearts and putting HA athletic fields on the memo line. HPS raised \$2800 at the kickoff event.

#### Social Media Acceptable Use Policy – 1<sup>st</sup> Reading (1:08:00)

McKenzie stated she included a social media sharing policy for a first reading. She will bring the policy back to the School Committee at the February meeting for a second read and vote. The policy has been reviewed by Attorney Dupere.

#### CEShare –Social Media and Sharing Application (1:09:00)

McKenzie presented an idea from the Collaborative for Education Services (CES). CES is designing a social media sharing platform that would allow the superintendent and other designated users in the district to create content for up to four social media platforms. The application would push content to all selected social media platforms. McKenzie said the proposed cost is much less than other similar options available from private vendors. Klesch stated this might be a good starting point for marketing the district. Shannon asked if the district had existing social media pages. McKenzie said no. Shannon stated social media is a great tool if used thoughtfully. Shannon offered to work with the district on developing one platform at a time. McKenzie said she would appreciate his assistance and input on developing a district social media presence. McKenzie said she would put Shannon in contact with the app developer at CES.

#### FY19 Budget Discussion (1:19:00)

##### *SEPAC Considerations for FY19 Budget*

SEPAC co-chair addressed School Committee earlier in the meeting.

##### *Chinese Language – Collaboration with Amherst Regional High School*

McKenzie stated she has been discussing how to allow HA students to virtually attend Chinese language courses at Amherst Regional High School. This option would be designed specifically for students who have Chinese language skills that they would like to maintain. The superintendent at Amherst has stated that since offering Chinese the district has seen a decrease in students choosing to attend PVCICS. McKenzie would like to experiment with options that may help retain and attract students to Hadley Public Schools. Scheduling would be individualized for each student who chose to participate in this option. Amherst and HA have a different schedule so students will need to participate virtually and may need to miss a regularly scheduled class occasionally.

##### *Recommendations from Town Master Plan*

Klesch reported that she and Fasihuddin attended an all boards meeting that focused on the Town Master Plan. Klesch reviewed the goals that involve the school department. McKenzie reviewed each of the goals. The first goal is the development of a school building master plan. McKenzie said she believes the long range capital plan addresses this. The second goal focuses on offering adult education opportunities. McKenzie said she is in discussion with the directors of the Goodwin Library and the

Council on Aging on how their departments might work together to meet this goal. The third goal is to continuously support and improve existing schools. Klesch discussed ideas for continuing and adult education. Klesch said she would be interested to hear from the Council on Aging, specifically regarding the education interests of their population and how the school department can respond to those interests. Phifer asked if adult education is focused solely on seniors. McKenzie said no it includes all adults in the community. Klesch said she believes the capital plan is important but that the School Committee may want to consider if a building project may benefit the community. She suggested discussing this during the School Committee retreat. Klesch would like the committee to revisit the Master Plan at future meetings. Brugger stated that it makes sense to revisit the plan at the planning retreat.

#### *Factors Influencing Revenues and Expenses*

McKenzie reviewed some factors that may affect the FY19 budget. McKenzie discussed potential circuit breaker cuts. If these cuts occur, the impact on HPS would potentially be \$26,000. Another policy that could affect the budget is the LOOK Act. The LOOK Act allows for parents of English Language Learners to request specific programming (e.g., bilingual education) if the English Language Learner population in a district is 5% or greater.

#### *Town Recommendations for Special Education Stabilization Fund*

McKenzie reviewed the draft warrant article included in the School Committee packet. Town Administrator Nixon has proposed the establishment of a special education stabilization fund to fund any unanticipated special education expenses. Nixon's reason for establishing the fund is to proactively establish a fund that would be available if school choice funds were not available. Nixon believes the School Committee would be able to expend funds without a vote of the Select Board. Brugger asked if a majority vote of the School Committee and Select Board was needed to establish the vote. McKenzie said yes. Phifer asked if the fund would use existing funds or new funds. McKenzie said she would find out. Phifer said the only way it makes sense is if it increases existing funds. Phifer said the downside to such a fund would be that by identifying certain expenses, specifically special education, as having a negative impact on the budget, the committee could stigmatize certain people. Brugger expressed concern about what would happen if people did not vote for the request and what information needs to be divulged to ensure that funds are appropriated. She furthermore expressed concerns about the potential of violating confidentiality. Phifer reiterated that he liked the idea of expanding the pie and would be open to setting up ground rules with the Select Board. McKenzie said she worries about the potential for violating confidentiality of families of students with special needs. Phifer said there might be an opportunity for the Select Board to better understand the challenges the school department faces. Brugger said she recently attended a meeting in which she learned about funds/insurance options for dealing with unexpected special education expenses. McKenzie said she would get more information from David Nixon. Klesch would like to understand the level of access Chris D. would have to viewing and monitoring accounts.

#### *Budget Timeline*

McKenzie said she and Desjardins had reviewed budget requests from every department. Desjardins said if all requests are funded the increase to the total budget would be 2.44%. Desjardins said changes in the budget will be affected by grant funding. Klesch asked if the 2.44% increase reflected a level service budget. Desjardins described it as a level service "plus." There are a few additional items. McKenzie said these increases may reflect staffing changes that happened after the budget was approved in the spring of FY17. Klesch asked if the current draft of the FY19 budget reflected any of the recommendations from SEPAC. McKenzie said that she believes there may be low to no cost options to address some of the professional development recommendations from SEPAC. McKenzie said it is important to make sure that there are sufficient funds available to support the new special education director in FY19. Phifer asked for a review of next steps. McKenzie said she is getting feedback from

David Nixon. McKenzie said she would like to review the Governor's cherry sheet with Nixon. Desjardins did explain that the FY19 estimate is the FY18 expense in school choice expenses. The amount may or may not increase in FY19. McKenzie said she and Desjardins would present additional budget information in February. She will ask Nixon if there are parameters the town intends to set with regards to the school department budget. McKenzie will present any parameters she receives from the town in February. Brugger asked how many graduating students are currently choosing out or attending Smith Vocational. McKenzie said she would provide choice, charter, and vocational data in February.

#### 2018-19 Calendar (2:07:00)

McKenzie said that dates for open houses and parent teacher conferences had not been established. The calendar will be updated with this information after faculty members have discussed.

#### Personnel Report (2:10:29)

McKenzie said the district had posted for spring coaching positions.

#### HES Principal Search (2:10:47)

McKenzie reported search committee would interview semi-finalists and forward finalists to McKenzie for consideration.

#### Business Manager Reports (2:11:00)

##### *Expense Report*

Desjardins stated tuitions to non-public schools look as though they are over-expended. He will move expenses to grants. Desjardins stated he has no concerns regarding the FY18 budget at this time. He will review encumbrances and adjust any lines that are over-encumbered. Klesch asked Desjardins what expenses are included in the "other" line of maintenance. Desjardins said this is a catch all line for all expenses other than plumbing, heating, and utilities. Desjardins said he meets with Jeff Mish every week. Mish has said that the heating repairs in FY18 have been much less than previous years.

##### *Grant Report*

Desjardins reported Title I has been fully expended. He stated he will be putting expenses from special education tuitions to circuit breaker which will bring that line back into the positive. Desjardins will move applicable salary expenses into grants in the upcoming weeks. Klesch asked what the Early Childhood grant pays for. Desjardins indicated the district uses the money to support salaries.

##### *Revolving Accounts*

Desjardins reported that the lunch account is in the negative but not all revenues received in December have been posted and no state reimbursements have been posted. Phifer asked how the school choice works. McKenzie said the revenues and expenses are adjusted to reflect actual enrollments quarterly. Desjardins asked the School Committee to transfer \$350,000 of expenses from the local budget to school choice.

##### *Capital Plan*

Desjardins reported on his meeting with AD Sudnick and Jeff Mish regarding the girls' locker room plans. Desjardins reviewed the changes included in the existing plans: increasing the number of sinks and toilets; removing old lockers; removing showers and putting new lockers in that location; creating a privacy changing area for each shower; replacing lighting and ventilation; replacing windows. Jeff Mish reviewed plans with building inspector. The building inspector said the plans still comply with building codes. Phifer asked for an update on the air conditioning project at HES. Desjardins said the school department would advertise the bid the week of February 5<sup>th</sup>. Phifer asked when the school department expected to start the project. Desjardins is hoping the project could start over April vacation.

##### *Water Testing*

McKenzie said she had received information from Phifer about installing water fountains that allow people to fill water bottles with filtered water. These fountains would encourage students to drink more water and reduce plastic waste. McKenzie said she and Desjardins would research installation costs.

#### School Committee Reports (2:32:00)

### *Negotiations*

Brugger reported that School Committee would be discussing its positions in Executive Session this evening.

### *Finance/Tri-Board*

Brugger reported the Finance/Tri Board requested budget information in the next two weeks. Brugger reported the TriBoard was looking closely at where they could cut costs. McKenzie reviewed how charter and choice estimates will affect the FY19 budget. McKenzie asked if the TriBoard discussed FY18 receipts and if these are expected to come in higher or lower than projected. Brugger said this was not addressed but there was significant discussion about sharing services. Klesch asked if the TriBoard discussed OPEB. Brugger stated this topic was not discussed.

### **Next Regular Meeting Date:**

February 26 2018 at 5:30 pm.

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

- December 18, 2017 Minutes
- Guatemala Field Trip Itinerary
- Special Education Indicators of Student Performance
- HA Athletic Fields Fundraising Flyer
- Social Media Acceptable Use Policy
- CEShare Proposal
- Hadley Master Plan Update Section 11
- Draft Special Education Articles Town Warrant
- HPS 2018-19 Calendar
- January 25, 2018 Personnel Report
- January 18, 2018 Expense Report
- January 18, 2018 Grant Allocation Report
- FY18 Revolving Accounts Report
- Summary of Proposed Changes to Girls Locker Room in Existing Plans