

**HADLEY SCHOOL COMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
Minutes August 27, 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 5:30 p.m.

Klesch called the meeting to order at 5:30 p.m. members present: Klesch, Fasihuddin, Phifer, Brugger.

Record of Votes

- Approval of AP warrants submitted in July 2018 – Brugger moves; Fasihuddin seconds; Klesch abstains. 3-0-1.
- Approval of July 30, 2018 minutes – Fasihuddin moves; Phifer Seconds. 4-0-0
- Approval of warrants submitted in July 2018 – Brugger moves; Phifer seconds. 4-0-0
- Approval of Superintendent Contract – Fasihuddin moves; Phifer seconds. Roll Call Vote Fasihuddin- yes; Phifer- yes; Brugger- yes; Shannon- yes; Klesch- yes
- Approval of HA Handbook- Fasihuddin moves; Phifer seconds. 4-0-0.
- Approval of HA Program of Studies- Fasihuddin moves; Phifer seconds. 4-0-0.

Summary of Discussion on Each Subject Presented to Committee for Consideration

Adjustments to Agenda

The Committee Executive Session moved to end of agenda

Presentation of Discussion items

HA Handbook (5:34 pm)

Principal Beck was present to clarify questions that School committee members had regarding changes to the 2018-2019 HA Handbook. Principal Beck provided information regarding new proposed language on Valedictorian Qualification in the Hopkins Academy Handbook. Klesch asked for clarification of what grade levels were included in the requirement of completing at least 3 years of courses at Hopkins Academy. After a brief discussion, Mr. Beck said he would add the stipulation of “between grades 9 and grades 12.” The language agreed upon reads “The position of Valedictorian is the top ranked student in the Senior Class, for the ceremonial purpose of addressing their class and community at Graduation. In order for a student to qualify for this ceremonial status, this student must have completed courses at Hopkins Academy for at least 3 school years, between grades 9-12.”

Shannon had previously asked if students in dual enrollment were being penalized for taking college courses since the revisions to the handbook indicate dual enrollment college courses

will not be considered when determining class rank. Mr. Beck explained the logistics of GPA calculation for students in dual enrollment, and why it is not possible to include college course grades in the HA GPA. Hopkins Academy provides a GPA for courses taken at Hopkins and colleges provide their own GPA. Hopkins uses the state college system algorithm for weighting. Different educational college institutions do their own weighting of grades based on the challenge level of courses.

Program of Studies (5:47 pm)

Mr. Beck explained that the Program of Studies had been adjusted to reflect courses not being offered in 2018-2019. He informed the Committee that a new course had been added- *Media and Communications* as a grade 7 & 8 elective to replace Home Economics. Mr. Beck also mentioned the addition of an Honors Calculus class and a math support class for high school and middle school students. McKenzie commented that taking an AP class and passing the AP exam could be considered equivalent to a college level course. Mr. Beck stated that with the addition of Honors Calculus, some students now have the opportunity to complete 5 math courses in preparation for college and to enhance their transcripts. Klesch said she was encouraged to see the new Media & Communications course offering due to the ever increasing role that social media plays in the lives of our students. Mr. Beck expanded on the benefits of the course, including learning the ethics of effective media communication, piloting aspects of media and communication, avoiding social media mistakes, and having students take away a solid understanding of social media messaging communication skills. The Committee thanked Mr. Beck for his attendance and presentation. McKenzie acknowledged Mr. Beck for a successful opening day of school.

Community Engagement (5:55 pm)

McKenzie referenced the School Committee meeting retreat in July where several community engagement themes emerged. She shared that the Leadership Team had a meeting with Bill Diehl, executive director of the Collaboration for Education. She spoke of the common theme of the desire to connect with students, demonstrate that we care about them, that we know them, and engage with families and community. The Leadership Team will explore what specifically can be done to design and implement structures that support diversity and foster inclusion. Bill Diehl recommended making no radical changes to the District Strategy for one year as the four major objectives are currently aligned to the educator evaluation framework of the superintendent and leadership team. Changes would be in activities with the idea of connecting and caring in each one of the four standards- instruction, building culture, family and community engagement, and professional culture in the school. Evidence of engagement themes would be in school improvement programs, strategy documents, special education strategy documents, and the district strategy document. The School Committee will be provided documents in October after the leadership team has had the opportunity to obtain and utilize input from SEPAC, school councils, faculty and data collection. McKenzie informed the Committee that she met with Whole Children, a nonprofit agency located in Hadley that serves as a resource for children with disabilities and their families. McKenzie said she would like to establish a relationship where our typically developing HPS students can connect with students with disabilities. Due to the small size of HPS, it is difficult to establish a formal Best

Buddies Program, but the Whole children Program may provide HPS the opportunity to advocate for students who may be feeling isolated or marginalized. McKenzie said she would continue to have conversations with the agency and keep the Committee informed. As a follow up to an idea for the School Committee to hold an event so community members could meet them and learn more about what they do and how they can be reached, McKenzie mentioned that she had an informal discussion with Denise Devine from Hadley Mother's Club. They are considering partnering with the PTO to hold a town wide event at which several town boards and committees would make themselves available to meet members of the community.

Capital Planning / Fall Town Meeting (6:01 pm)

McKenzie said that Business Manager Chris Desjardins would inform the Committee as to what the schools had on the warrant for Fall Town Meeting to date. Desjardins said that the last time the Committee reviewed the Capital Plan in June there were two items- Cafeteria Equipment Replacement and Health and Security Upgrades. Desjardins noted that the Cafeteria equipment costs, specifically the quote for a new freezer, had increased due to recommendation to replace the cooler at the same time. The representative strongly recommended replacing both the freezer and the cooler as they are the same age, very close in proximity, and the new freezer would have to be moved when the cooler needs to be replaced. Desjardins agrees that it makes sense to replace both units at the same time and he submitted the cost for both to the Town for placement on the Fall Town Meeting warrant. Phifer introduced the possibility of including improvements to Hopkins Academy parking lot to be completed in conjunction with the town's plan to add approximately 30 parking spaces to the land between the old Russell Street School and Hopkins parking lot. Desjardins said he could get updated estimates for the parking lot improvement project but they would most likely be contingent on the condition of underlying infrastructure when the lot is excavated. Discussion was held regarding the need for a school committee liaison to the Capital Planning Board. McKenzie explained that no more than 2 members could attend the meetings and that the purpose would be to make sure the schools are included in the conversations surrounding capital planning and that the schools were represented during Town planning process. Phifer expressed an interest in serving as liaison for the Capital Planning Board and Klesch said she could serve as a backup. Fasihuddin mentioned the long standing capital project of improvements to the girls' locker room at Hopkins. She indicated that it is something that is not in the public eye and suggests that awareness of the need should be made known. Klesch agreed. Klesch checked if there was any other input under Capital Planning and since there was none, the agenda move forward to the Personnel Report

Personnel Report (6:13 pm)

McKenzie pointed out that there were many new hires to replace staff, who had either left HPS or and that had resigned and then decided to return to Hadley Public Schools. Klesch congratulated McKenzie on filling all the needed positions. McKenzie further explained that some of the ESP positions were required to meet the Individualized Education Programs for students. She said there may be a need for one more ESP hire. Klesch inquired as to whether all the math positions had been filled at Hopkins to meet the recent influx of student interest in

additional math courses. McKenzie informed the Committee that the the math department was “in good shape” and all classes were fully staffed with certified teachers in all subject areas.

Public Comment (6:15 pm)

There was no member of the public present for comment

Business Manager Report

Expense Report (6:16 pm)

Chris Desjardins reviewed the Expense Report with the committee. He pointed out that it was early in the school year and the only activity was the transfer some funds for contracted services. Desjardins said everything looked good so far. Klesch inquired about projected fuel expenses in the budget and asked Desjardins if he expected any fluctuations. He responded that the heating oil expense had been locked in for both schools at \$1.95 per gallon and that actual expenses may exceed budgeted expenses in the event of an unusually cold winter. Central office oil expense could not be locked in due to access restraints of the larger oil trucks to deliver that many gallons to the building. Desjardins explained that the propane and natural gas expense was to be split with the cafeteria. He added that the electricity expense is hard to predict and he encumbered the same amount expended last year. Desjardins expressed that he feels that the real “wild card” in the budget is water and sewer. He said he had spoken to Jeff Mish in this regard. The elementary school has a 3-4 times high water/ sewer usage bill than Hopkins. Frequent student handwashing, which was noted to be a good thing, at the elementary school may account for some of the discrepancy. The water meter is inside the building, which eliminates a leak in any pipes outside the building. He said he is keeping an eye on usage to try to determine if there are any other contributing factors. Desjardins mentioned that if and when any athletic field irrigation system would be installed, it would be placed on a separate meter to eliminate the concurrent sewer charge that comes with standard water meters.

Grant Report (6:20 pm)

Desjardins said that some of the FY18 grants end August 31st so new grant applications cannot be made for those grants until those are closed. He added that all of the FY 18 grant money had been spent. A couple of the FY 19 grants have been approved, some are in the application process, and the rest are waiting for the grant applications to become available.

Revolving Accounts (6:22 pm)

Lunch accounts are again in the negative due to the timing of reimbursements coming in and some adjustments that had to be made on the government agency side. The account is starting the year with a negative \$6,000. Desjardins added that this is an account that is always going to be tight. He stated that he would most likely have to offset the balance through the transfer of a portion of the Food Service Director’s salary as in the previous year.

Phifer asked about school choice balance. Desjardins said the amount reflects the close out of FY 18. Phifer asked if an increase in School Choice was expected again this year. McKenzie responded that an accurate figure would be available after the October 1 data collection and

analysis, which will confirm the exact number of school choice students. In November, the state will certify the data and then the Committee will be provided with much more accurate information.

Desjardins explained that the final close out of FY 18 was being held up by an issue with a solar electric bill that had been paid in full by the town and subsequently paid again by the schools for their portion. Once the town Accountant resolves that issue, FY 18 will be closed out.

School Committee Reports/ Discussion (6:27 pm)

Policy –Meeting – Klesch and Shannon to meet with Superintendent in near future to review policies- TBD

Finance/ Tri Board-no meeting since last School Committee meeting- no update

Fields-Phifer reports fundraising and meetings with major fundraisers is ongoing. Desjardins said that he had heard back from Berkshire Design and that they would be submitting a summary of changes needed within a few days. Phifer asked if the design company had met with the Conservation Committee yet. Desjardins said they had not. Phifer said he plans to attend the meeting, which is scheduled for September 11th.

CES- Fasihuddin reported that there had not been a meeting in August but that an Executive Director's Report had been shared. She added that CES is organizing a team to look at school district needs and brainstorm how to best address them.

Phifer made a motion to enter into Executive Session to discuss strategy with respect to contract negotiations with nonunion personnel. Fasihuddin seconds. Roll Call vote: Phifer: yes, Brugger; yes; Fasihuddin; yes, Klesch; yes.

Executive Session 6:37 p.m.

The committee reconvened to Open Session at 6:56 pm.

Adjournment

At 6:57 pm, Fasihuddin made motion to adjourn; Phifer seconds. Vote 4-0-0

List of Documents and Exhibits Presented at Meeting

- HA Handbook 2018-19 - Summary of changes
- HA Program of Studies- Summary of changes
- Minutes July 30, 2018
- Personnel Report
- Budget Summary Report dated 5/30/18
- Grant Allocation Report dated 5/31/18
- Revolving Accounts Report
- 10 Year Capital Plan

Next Regular Meeting Date: September 24, 2018 at 5:30