

**HADLEY SCHOOL COMMITTEE  
HADLEY PUBLIC SCHOOLS  
HADLEY, MASSACHUSETTS 01035  
Minutes February 25, 2019 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**

The meeting was called to order at 5:30 p.m. by motion of Fasihuddin, seconded by Brugger and vote of 4-0-0. Members present: Klesch, Fasihuddin, Brugger, Phifer (Remote), Shannon arrived at 5:38 pm.

**Adjustments to the Agenda**

Klesch informed the members that the committee would not be covering item k. - ECC Request for census information. She added that the item would be ‘tabled’ for a future meeting.

Klesch announced that the committee would be going into executive session at the conclusion of the open meeting, not to reconvene.

**Presentations and Discussions (5:35 pm)**

Service Field Trip- Ms. Ruth Fitzgibbons was present to provide a background of the service trip and explain how it has taken some time as the original destination of Guatemala had to be changed for safety reasons. The new destination is Costa Rica for February school vacation 2020. Klesch asked about the deposit made for the original trip. Ms. Fitzgibbons assured the committee that the deposit was transferrable. The committee voted to approve the Costa Rica field trip as presented and thanked Ms. Fitzgibbons.

Change in Date for Music Field Trip- the Superintendent informed the Committee of a change in dates for the Boston Music field Trip to 4/26 and 4/27.

**Hopkins Program of Studies (5:40 pm)**

Principal Beck was present to present the 2019-2020 Hopkins Academy Program of Studies. He noted that committee members were provided a summary of changes made from the 2018-2019 POS. He added that any new courses were highlighted. He mentioned that there would be an addition of a one credit course called Global Studies that would coincide with the Europe trip next year. Beck also spoke about major changes in the Social Studies courses and curriculum that was being completed to align with the scope and sequence of the new curriculum frameworks. He provided a few examples of course changes. He also informed the Committee that there was a request for consideration to change the graduation requirement to 4 years of social Studies beginning with the graduating class of 2024. McKenzie informed the committee of their options

regarding a vote on approval of the Program of Studies, one which included approving the POS but withholding approval of the proposed new graduation requirement until more information was forthcoming. Beck reviewed several of the electives and proposed electives for the POS. McKenzie spoke to the proposal of graduation requirement of 4 years of social studies. She informed the members of the reasoning behind Mr. Burns' proposal. Discussion took place regarding requirements for social studies credits and coverage of historical time periods. McKenzie shared comments provided by Mr. Burns in support of the four-year social studies requirement.

Shannon inquired what the impact would be on school choice students if neighboring school systems have only a 3 year social studies graduation requirement. McKenzie agreed there may be unintended consequences. Brugger and Shannon inquired about the new requirement resulting in limiting other elective options. Shannon also asked if any other schools were changing their requirements in a similar manner. McKenzie responded that some schools recommended four years of social studies but did not require it. Discussion took place regarding the curriculum, new courses, financial implications, and elective offerings. McKenzie said that although Mr. Burns said there would be no additional cost of the proposed graduation requirement but that she had not had a chance to do her own analysis. Phifer and Fasihuddin both provided positive comments regarding the new offerings in the Program of Studies, as did Brugger and Shannon. Some committee members said they would like a little more information before making a final decision about the four-year social studies requirement so the Program of Studies was approved without the addition of a graduation requirement of four years of Social Studies.

#### **HA Proposed Schedule 2019-2020 (6:00 pm)**

Beck provided the committee with a projection of courses for next year. Committee members posed questions in regard to specific courses and Beck and McKenzie responded. Committee members gave positive feedback about the schedule. Beck thanked Ms. Camuso and Ms. Cullinan for their work on the schedule.

#### **NEASC Special Progress Report Update (6:05 pm)**

Beck said that there were three items that NEASC Progress Report needed.

Item 1: Engage all members of the school community in a dynamic, collaborative, and inclusive process, informed by current research to identify and commit to a set of core values and beliefs about student learning.

Item 2: Develop and implement challenging and measurable learning expectations, which address identified academic competencies.

Beck outlined the progress and associated timeline for meeting the response requirement and provided a copy of Hopkins Academy Statement of Core Values and Hopkins Academy Academic, Civic, & Social Expectations. Beck mentioned that they are working on the issue of tardiness to school as part of the process as currently 25% of students are tardy at least 5 times per semester. Beck mentioned punitive processes that may have to be implemented to address the most frequent offenders. Fasihuddin suggested a positive response to those who do arrive to school on time. Beck responded that they are currently studying the PBIS model at the elementary school to consider incorporating some of the positive student incentives. Phifer asked

Beck if he could account for why there was such a high incidence of tardiness. Beck said that the school and families needed to do a better job of stressing the importance of being on time. Phifer said it may be something to consider when discussing the proposal of starting school later in the morning.

Item 3: Ensure that all aspects of the school culture are safe, positive, respectful, and supportive, including an enforcement of the code of conduct which is fair and equitable.

Beck outlined all the steps taken to meet the requirements of Item 3, including Physical Safety, Risk Identification, Suicide Prevention & Intervention, SBIRT Screening, and Behavioral Interventions and Supports. The summary provided to the committee also included information regarding Culture & Climate, Equitable Enforcement of the Code of Conduct, Student Self Reporting, and Communications to Families. The committee thanked Beck for such an extensive report.

### **FY 20 Budget Update (6:30 pm)**

McKenzie informed the Committee about updates to the FY 20 budget process. She mentioned that the Town Administrator had presented his budget at the last Tri board meeting. She added that the School Department had requested an increase of \$331,000. Mr. Nixon had reported an increase in local contributions of approximately \$184,000. Although it is less than was requested, McKenzie said she appreciates that the Town has many demands to meet. She continued that although the amount was less than originally requested, it is still very early and that the \$30,000 Preschool Grant was available one more year. Other information provided by McKenzie was that Title I monies had been reduced; circuit breaker funding stayed the same, although subject to change. No changes in 240 Grant, School Choice, Pre-K Revolving, 262 Grant. Total grant revenues estimated to be \$1.2 million. She reviewed the school budget with the addition of local contributions and said that there is currently a \$125,000 deficit in the proposed budget. McKenzie said it is still too early to consider the deficit as a significant issue. She added that there are a lot of unknowns in Special Ed that will determine a clearer picture of the budget. Phifer exits from meeting.

### **Capital Plan (6:40 pm)**

#### **Girls Locker Room**

McKenzie reminded the Committee that they had a placeholder on the Town meeting warrant for the cost of the girls Locker Room estimate if funds were needed. Desjardins updated the Committee on the process for providing an estimate for the Girls Locker Room Repair/Renovation. He said that one company could not accommodate until summer of 2020, a second company said it was out of their scope of capability, and he is waiting to hear back from a third company. Fasihuddin asked if the contractors providing estimates had to have special qualifications. Desjardins responded that they need to be DCAM certified. Desjardins said he would continue working on it.

### **MSBA Statement of Interest (6:50 pm)**

McKenzie informed the committee that the MSBA Statement of Interest would be filed April 9<sup>th</sup>. She said that it required a very specific vote of the School Committee that acknowledges they are thoroughly informed about the Statement of Interest and the Select Board has to take the same vote. The statement would include the priority project of the girl's locker room and the second priority of the univents. McKenzie then reviewed the timeline: 1) the letter is submitted April 9<sup>th</sup>. 2) MSBA may request more information or visit the site. 3) In December, MSBA invites applicants (If you are invited to apply, it means you are being considered for funding.), and specifies requirements that have to be adhered to if making application. If funding is granted, it would most likely be in the 49% area. If funding is not granted, the girl's locker room will remain on the Capital Plan.

With there being no further questions from the School committee members, Chair Klesch read the following statement:

“ Resolved: Having convened in an open meeting on February 27, 2019, prior to the SOI submission closing date, the Hadley School Committee, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated April 9, 2019 for Hopkins Academy located at 131 Russell Street which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future: Girls Locker Room and Univents Projects. These projects are the redesign and update of girls locker room and replacement of old, malfunctioning heating univents; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.” Shannon made a motion to approve the language intended to submit a Statement of Interest to MSBA on behalf of Hadley Public Schools. Fasihuddin seconded. Klesch votes yes. Shannon votes yes. Fasihuddin votes yes. Brugger votes yes. Phifer: absent.

### **Phase I Fields (7:00 pm)**

McKenzie told the committee that there were updates on a land ownership issue associated with the athletic field project which will discussed in Executive Session as it may involve property acquisition.

### **Transportation (7:05 pm)**

McKenzie said the transportation bid opportunity would include a one-tier transportation system and a two-tier transportation system. McKenzie asked the committee for input in regards to getting family feedback on the potential changes resulting from a Two-tier system. She said that HES morning start time would not change and HA time would be about 8:00 am. All students from both schools would be riding the bus together. Brugger said she would be interested in whether it would influence parent's decision to have children ride or not ride the bus. McKenzie said she would seek input from parents, but noted that the big changes are the start time for Hopkins and the combined ridership on the buses. She did note that the current late buses do have mixed ridership. Klesch

expressed that she would like to make sure that everyone who has an opinion they want to express on this issue be given the opportunity to do so. Shannon agreed and said that if the issue was to be discussed, the information regarding meeting date and time should be well advertised. Some discussion took place regarding the timeframe for a forum on transportation which included the bid and bid timeline. Desjardins said the bids were due March 20<sup>th</sup> and an award had to be made within 30 days. The Committee decided that they would make it known to the public that they would be further discussing the transportation issue at their next meeting.

### **2019-2020 Calendar (7:15 pm)**

The committee reviewed two drafts of the 2019-2020 calendar. The most significant difference between the two was returning to school from the December Holiday vacation the day after New Year's (Thursday, January 2) or coming back the following Monday, January 6<sup>th</sup>. The Committee discussed pros and cons of both calendars, including the possible hardship it may place on parents to have additional days of childcare and school ending later in June, especially if there are snow days. After further discussion, the committee voted to approve Draft A, the traditional calendar where students return from the holiday break on January 2<sup>nd</sup>.

### **School Choice (7:25 pm)**

McKenzie informed the committee that they had to first vote to participate in School Choice and then vote on open slots. McKenzie said that the recommendations for open slots and total classroom population were reached after input from administrators and teachers. Klesch posed questions to McKenzie regarding the available slots for grade 3 and grade 9. She questioned the 0 openings in grade 3 and suggested increasing the openings in grade 9. McKenzie responded to her questions. Fasihuddin asked if the total population grade 5 to grade 6 had increased. Response was it was about the same. With no further questions, motions and vote taken to approve the school choice slots as presented with the exception of an adjustment to increase the number of slots in 9<sup>th</sup> grade by 3 slots.

### **Superintendent Formative Evaluation (7:35 pm)**

McKenzie informed the Committee members that her goals were provided in their packet as well as an update on progress toward goals. She delineated between significant progress, some progress and no progress. McKenzie mentioned the goal of collaborating with town and community groups to host a community fair and said there was a grant application in process for funding the event. McKenzie asked the members if they had any concerns regarding her goals progress. Brugger said that many of the projects contained within the goals were pretty extensive and required much time and collaboration. Klesch added that the committee still feels that McKenzie should seek more support from administration and staff in accomplishing goals rather than having to carry everything herself. She mentioned partnering with Mr. Simmons for a grant was the type of activity that she encourages McKenzie to continue. McKenzie provided another example of collaboration with staff, specifically a grant that was recently awarded for Social Studies Curriculum that she had worked on with Mr. Burns. McKenzie told the committee that they could take a vote regarding her evaluation but were not required to. She urged the committee to let her know of any concerns about overall performance or things they would like to see addressed. Klesch said that McKenzie was very good about communicating with the committee about issues and that it is appreciated.

**Request for Census Information-** this item was moved to the next meeting

### **Personnel Report (7:40 pm)**

McKenzie noted that there were a couple of resignations and one new hire.

Klesch asked about the anticipated teacher openings for next year and the status of their posting.

McKenzie responded that the positions would be posted in March or April, but technically they had to be considered anticipated until the budget is approved for funding the positions.

### **Public Comments**

There were no public comments.

### **Business Manager Report (7:43 pm)**

#### **Expense Report**

Desjardins reviewed the expense report for the committee and reported no unexpected entries and said that there were still some school choice and grant monies to be transferred. He said that the schools are in a good position to cover expenses through the end of the year. The committee members had no questions regarding the Expense Report.

#### **Grant Report**

Desjardins reviewed the status of the grants and mentioned those grant monies that have been exhausted.

#### **Revolving Accounts**

Desjardins reviewed the Revolving Accounts, including the food service account and mentioned that there are currently 3,500 to 4,000 in negative balances for lunch accounts and hopefully it will all work out in June. Klesch inquired if we are sure that all credit card deposits made by parents for lunch accounts are registering. Desjardins said he could ask Diane Zak to check on it. Fasihuddin mentioned looking at other POS systems whereby the debit would be deducted automatically from the parent's account without them having to make periodic deposits. There seemed to be a consensus to look into other models at some point.

### **School Committee Reports (7:47 pm)**

#### **Policy Sub Committee**

Klesch informed the committee that the policy subcommittee had met on 2/26/19 and that the full committee would have a first reading at an upcoming meeting.

Finance TriBoard & Capital/ Fields- Klesch noted that the Tri-Board meeting and fields had both been discussed earlier in the meeting during the Agenda item of Capital Plan.

#### **CES**

Fasihuddin shared a data report from CES and highlighted some of the more significant statistics contained in the report. She praised them as a high functioning organization that serves the needs of several school districts.

### **Additional Agenda Item**

McKenzie said that she needed at least one school committee member to serve on the Bus Driver's Negotiation Committee. McKenzie described what was entailed. Some discussion took place and Klesch volunteered to be designated for the Negotiations Committee.

### **Future SC Meeting Dates**

After discussion and collaboration, it was decided that the March School committee meeting would be held on April 2, 2019 and the April Meeting would be held on April 30, 2019.

### **Executive Session (7:50 pm)**

Chair will entertain a motion to enter Executive Session to discuss strategy with respect to contract negotiations with nonunion personnel and to discuss the purchase, exchange, lease or value of real property as I have determined that an open meeting may have a detrimental effect on the negotiating position of the public body and not return to open session.

Motion: So moved: Fasihuddin

Second: Shannon

Roll call vote:

Mr. Keith Shannon: Yes

Ms. Heather Klesch: Yes

Ms. Humera Fasihuddin: Yes

Mr. Paul Phifer: Absent

Ms. Tara Brugger: Yes

### **Record of Votes**

- Approval of HA Trip to Cost Rica February 2020 Motion: Fasihuddin; Second: Brugger Vote 4-0-0.
- Approval of HA Program of Studies 2019-20 without the addition of the 4 year Social Studies Requirement Motion: Fasihuddin; Second: Brugger 5-0-0.
- Approval of AP warrants submitted in January 2019 – Motion: Brugger; Second Shannon; Vote: 3-0-1.
- Approval of January 14, 2019 minutes – Motion: Brugger; Second: Shannon; Vote: 4-0-0.
- Approval of warrants submitted in January 2019 – Motion: Shannon; Second: Fasihuddin; Vote: 4-0-0.
- Approval of 2019-20 Calendar Motion: Fasihuddin; Second: Brugger 4-0-0.
- Approval of School Choice Slots and Participation in School Choice Program for 2019-20 Motion: Shannon; Second: Brugger; Vote 4-0-0.
- MSBA SOI Vote- Motion: Shannon; Second: Fasihuddin Vote: 4-0-0.

**Action Items**

- Approval of HA Program of Studies 2019-2020
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- Approval of AP warrants submitted in January 2019
- Approval of January 14, 2019 minutes
- Approval of warrants submitted in January 2019
- Approval of 2019-20 Calendar
- Approval of School Choice Slots and Participation in School Choice Program for 2019-20
- MSBA SOI Vote

**Next Scheduled Meeting:** April 2, 2019

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Heather Klesch

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Date