

**HADLEY SCHOOL COMMITTEE MEETING
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
Minutes September 23, 2019
125 Russell Street, Hadley, MA 01035 5:30 pm**

Call to Order – 5:30 pm

Klesch calls meeting to order. Present Klesch, Brugger, Phifer, McKenzie, Desjardins. Fasihuddin attended remotely. Absent: Shannon, Kelley.

Klesch asked for a motion to call the meeting to order. Brugger so moved; Phifer seconded and the vote to open the meeting was 4-0-0. Klesch asked if there were any adjustments to the agenda. Klesch noted that the Student Representative Report will not be available at this meeting since Kelley was not present.

Change of Date- D.C. field Trip (5:31)

Amy Lanham was present to discuss possible postponement of the Washington DC trip. She explained that she had not met the participation threshold for number of students (30 or more). Some students who had expressed interest who could no longer attend. Lanham said she is confident that the threshold would be met if postponed for another year with a larger senior class and avoiding conflicts with the athletic schedule. She said the options for the SC would be to approve a new date for the trip or cancel the trip. Klesch mentioned the other trips that were already planned for next year. McKenzie offered the proposal to look into sharing trips with other schools that may have the same problem with low numbers of participants. Fasihuddin added the trip itinerary did justice to the many educational resources available in D.C. and that it would be a good thing to postpone the trip to a semester where there are not so many competing activities. On motion by Brugger and seconded by Fasihuddin, the SC voted 4-0-0 to approve the postponement of the D.C. trip until October 2020. McKenzie took the opportunity of Ms. Lanham's presence to commend her for outstanding success with AP English scores last year.

NEASC Update (5:45)

Principal Beck was present to address the SC regarding the two-year Progress Report related to NEASC accreditation for Hopkins Academy. He informed the SC that he was requesting a postponement of the Two-Year Progress report until March 1, 2020. Beck explained the reasons for the postponement request, which included the fact that the report had been received 18 months ago rather than 24 months per usual. He also mentioned that there are some recent grants that will provide access to extensive and comprehensive training that will cover Standard 1- Core Values and learning Expectations and respond to updated research. The delay will allow for substantive responses of "completed" or "in progress" rather than "no action" or "in progress".

This was not an action item, but for information purposes. Klesch took the opportunity to give positive feedback to Beck about the recent Open House at Hopkins.

Student Representative Report- postponed

Hadley Kids After School Program Staff (5:50)

McKenzie requests that the SC approve the job description for staff at Hadley Kids After School program. She mentioned that there is also an evaluation form for the Committee's information. She informed the SC that the language used is taken from the State Guidelines for after school child care programs. On motion made by Phifer and seconded by Brugger, the SC voted 4-0-0 to approve the Hadley Kids After School Program staff job description.

Non-Union Employee Handbook (5:52)

McKenzie informed the committee that there were very few changes to the Handbook, which include current dates, and the number of days that constitutes a school year to allow for the correct number of days that administrative assistants work. With no questions, Fasihuddin made a motion to approve the Non Union Employee Handbook, Phifer seconded and the vote to approve was 4-0-0.

Map of District Strategy Components (5:55)

McKenzie explained the document that illustrates the District Learning Strategies and their connections to programs, people, and places. She explained that the district is utilizing consultants from UMASS in their areas of expertise in several of the Learning Support Programs. She also mentioned the Career Fair to be held in October and the Financial Literacy Fair to be held later in the year as part of the Innovation Pathways. McKenzie explained the CAP (Career Academic Path) concept that allows students and parents the opportunity for guidance as they make decisions that connect career goals with academic foundations or training needs. Klesch said that she found the new opportunities for students in relation to post-secondary plans very encouraging, especially as they relate to real-world applications.

Personnel Report (6:10)

McKenzie reported that the district is collecting data on new hires to ensure that the workforce reflects the student body. There were no questions regarding the Personnel Report.

Fasihuddin exited the meeting.

Business Manager Report (6:12)

Expense Report

Desjardins said that expenditures were a little under a million dollars to date. He informed the committee that there were grant monies that will be transferred once final approval is in place.

New information on the grant accounts and revolving accounts was not available at this time.

Capital Request- Special Town Meeting (6:15)

McKenzie reminded committee members that she had emailed them an updated Capital Report that she had received from the Town. She said that she and Desjardins had provided more detailed information. The School Committee was provided an overview of the District capital needs for the Special Town Meeting and/or the Annual Town Meeting.

Desjardins provided the committee with pictures of the existing uninvents and an updated count of the devices needed and revised quotes for the project. He informed the members that he had originally included what are basically radiators in the uninvent count. They are a separate consideration. McKenzie reminded the committee that they were originally going to pose this project as an article for Annual town meeting as the status of the MSBA grant will not be clear until December. Desjardins and McKenzie recommended that the Finance Committee be given the original \$800,000 funding figure in the event that the bids come in high. If the bids come in lower, then the monies could be used to repair/ replace the radiators that are not included in the uninvent project. Heating efficiency would be significantly increased with lower energy bills, but an exact long term savings cannot be projected at this time. Desjardins proceeded to describe the HA Girls Locker Room Project. He provided photographs of the current condition of the lockers, bathroom, etc. He said the new plans would include two toilets, new lockers, and storage areas for equipment. There will be a decrease in the number of showers from 24 to 10. Desjardins added that the plans were completed in 2009 and there may be some discrepancies that need adjustments.

New School Bus

Desjardins informed the committee that it was the 2006 school bus that would be replaced. The bus is currently not running and needs substantial repairs at a cost in excess of \$15,000 in order to be operable. Desjardins also informed the committee members that the district currently has 47 passenger buses and it would help with field trips to have the 56 passenger bus. Some trips required contracting out two buses for some field trips that could now be accommodated with the single new bus.

Paving Project

Desjardins said he had met with the paving company that had won the bid for Franklin County and his estimate for paving from Middle Street, around the corner and down to the parking lot was \$11,000. The parking lot is already on the Capital Plan and if the paving is done up to the parking lot, there will not be any gaps once the entire paving project is completed.

Technology Upgrades

Desjardins said he had received requests for technology upgrades from Technology Director, David Olsson but need to meet with him again for further clarification in regards to equipment numbers. Klesch inquired about a previous discussion regarding the possible need for iPads for

the Special Education department and if this request included any iPads. McKenzie said that Haywood indicated that the number at HES of iPads was not insufficient at this time. She added that purchase of new iPads was not included in this request. McKenzie said adjustments and updates would be made to the requests before presentation to the Town. She added that she was planning to have some pictures and information available for the public to view at the Public forum and the October 24th Town Meeting. Phifer inquired if the Schools had been asked to prioritize requests for funding. McKenzie said that a request for prioritization had not been made, but it could be done if that information was requested. Desjardins mentioned that if the MSBA grant was awarded, then the town would certainly want to prioritize to take advantage of the projects that would be partially funded through the grant.

School Committee Reports (6:30)

Policy – will meet at 4:30 on October 28, 2019

Finance/ TriBoard- no updates

Fields- Desjardins said that there was some worry expressed about fertilizer run-off into the ditch and wetlands protection concerns. He also said that a request was made for the walkway around the fields be moved further in, reducing the width of the walkway from 8 feet to 6 feet. Phifer said he would attend the next conservation meeting. McKenzie said that once the approval of the conservation committee was received, the first phase of the fields project would be put out to bid and construction could start in December or early next year.

CES- Klesch spoke on behalf of Fasihuddin who will attend the September 25th CES meeting and report back to the committee members.

Action Items (6:35)

- Approval of AP Warrants submitted August 2019- Motion: Phifer; Second: Brugger; Vote: 2-0-1
- Approval of Warrants submitted August 2019 Motion: Phifer; Second: Brugger; Vote: 3-0-0.
- Approval of Date Change D.C. Field Trip – Motion: Brugger; Second: Fasihuddin; Vote: 4-0-0.
- Approval of Job Description After School Program Staff –Motion: Phifer; Second: Brugger; Vote: 4-0-0.
- Approval of Non Union Employee Handbook- Motion: Fasihuddin; Second: Phifer; Vote: 4-0-0.
- Approval of August 26, 2019 minutes as amended– Motion: Phifer; Second: Brugger; Vote: 3-0-0. (correction/ amendment to the 8-26-19 minutes: Humera Fasihuddin was present at the meeting.)

Next Regular Meeting Date- October 28, 2019 at 5:30 pm

- Discuss signing of Warrant
- Lockers

Adjournment – 6:44 pm

Motion to adjourn: Phifer; Second: Brugger; vote: 3-0-0.