

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

**July 27, 2015 Music Room Hopkins Academy**

**5:30 PM – Convene in open meeting for the purpose of entering into Executive Session to discuss strategy with respect to collective bargaining and negotiations with nonunion personnel.**

1. **Call to Order** - Dunlavy called the meeting to order at 5:30. The following committee members were present:

Ms. Linda Dunlavy ☒

Ms. Heather Klesch ☒

Ms. Humera Fasihuddin ☒

Ms. Robie Grant ☒

Others present: Anne McKenzie, Superintendent

2. **Executive Session (Closed to the Public - Music Room)**

***Chair will entertain a motion to enter Executive Session to discuss strategy with respect to collective bargaining and negotiations with nonunion personnel.***

***Motion: Klesch moved to go into Executive Session to discuss strategy with respect to collective bargaining and negotiations with nonunion personnel. Klesch determined an open meeting will have a detrimental effect on the bargaining position of the public body and to reconvene in open session. Grant seconds.***

***Roll call vote:***

***Ms. Linda Dunlavy Yes***

***Ms. Heather Klesch Yes***

***Ms. Humera Fasihuddin Yes***

***Ms. Robie Grant Yes***

Committee returns to open session and opens regular meeting at 6:00 pm. Desjardins was in attendance.

3. **Approval of Minutes**

***Motion to approve minutes of June 22, 2015 – Motion - Klesch; Second – Fasihuddin; Vote - Unanimous***

4. **Adjustments to the Agenda** – There were no adjustments to the agenda.

5. **Presentations** – There were no presentations.

6. **Public Comment Period** – There were no comments from the public

7. **Leadership Reports**

***Superintendent's Report:***

McKenzie thanked the Hadley PTO and Hadley Mothers Club for their support of the end of the year luncheon for teachers and opening day refreshments.

McKenzie presented the DESE publication on promising practices in Massachusetts schools on building evaluator capacity. Dunlavy indicated that the recognition is very positive. McKenzie thanked all of the members of the educator evaluation team. Dunlavy recognized each member.

McKenzie presented Grade 2 student achievement data. McKenzie reviewed DIBELS data from the 2014-2015 school year. McKenzie discussed how performance data should drive resource allocation. McKenzie pointed out that the majority of grade two students are on track to meet Grade 3 benchmarks in reading. McKenzie reviewed HES' plans to expand a tiered instructional model to meet the needs of all learners. McKenzie explained that roughly 11 HES educators will meet this summer to work with Buckland Shelburne Elementary educators in the development of an expanded tiered instructional model. BSE has successfully implemented this model. McKenzie reviewed surveys for the athletic self-study with the School Committee. Dunlavy and Grant asked if the survey items came from the Connecticut model. McKenzie indicated the items were taken directly from Connecticut. McKenzie stated the only items she removed were survey items that did not apply. Klesch suggested eliminating the word "issues" from each category. Klesch stated using the CT model made sense. Dunlavy asked about one of the items under equity issues. McKenzie stated that some items would be worded in ways that make sense for the person taking the survey. Dunlavy suggested leaving more space for open ended responses. Grant

asked how people would be notified about the survey. McKenzie will distribute survey when students are in school. The survey will be discussed at coaches' meetings, parent meetings for sports, and in newsletters. McKenzie asked if we should survey current athletes and parents or past athletes and parents. Grant suggests only surveying current students and parents. Dunlavy would like feedback from students who have quit sports. McKenzie suggested discussing/disseminating survey in Physical Education classes in the fall. Dunlavy asked about a pilot. Klesch said you could do this but the focus group may focus on the actual questions. Grant suggested that items were vetted in CT. Klesch asked if there are questions that we may want students and parents who have never been involved in athletics to answer. Dunlavy said it would be interesting to get feedback on the culture of sports in schools from those who have never participated. Fasihuddin suggests opening the survey with a question about whether or not a person has ever been involved in sports and then directing respondents to the appropriate items based on the answer to the first question. McKenzie asked if the survey should be sent to former coaches. Dunlavy suggested asking former coaches and used Coach Campbell as an example. Klesch confirmed that the survey is going to students and families in grades 7-12.

McKenzie reported on the new special education program. At the end of 2014-2015, 4 students were enrolled full time. McKenzie reminded the viewing public that the primary philosophical reasons for developing the program were the district's belief in providing educational opportunities in the least restrictive environment. The School Committee and district leadership want all Hadley students to have educational options within their community. In addition to that, the FY16 budget demonstrates that the greatest increase in expenditures occurred in instructional support services. By having four students attend this program in lieu of out-of-district placements the district is conservatively saving \$200,000- \$240,000 annually. Cost avoidance is greater than cost output for the program. McKenzie indicated that both she and Pat Bell agreed on the cost avoidance analysis.

McKenzie reviewed a draft of a district strategy document. McKenzie reviewed the time-line. School Committee will review the document in July and August. McKenzie will bring the revised document to the faculty in September. School Committee will vote the document in September and the document will drive school improvement plans. McKenzie stated that the document is meant to be a conversation starter. McKenzie asked the School Committee for input on parent engagement. While McKenzie has attended numerous events, she understands not all parents attend school events. Klesch suggested including technology in the plan, perhaps as a parent engagement strategy. Grant suggested explicitly including the budget/resource management in the document. Fasihuddin said budget fits naturally with objective B, Management and Operations. Dunlavy indicated the strategy document should form the basis of the superintendent's evaluation going forward. Committee members discussed having a School Committee retreat to discuss district strategy. Fasihuddin believes a retreat would be beneficial. Klesch agreed. Committee members agreed to meet for a half day during the day in early to mid-September. Dunlavy will coordinate a time and date for a School Committee retreat.

McKenzie reviewed the personnel report. Grant asked if HA teaching positions had been filled. McKenzie said positions had been offered to teachers for the math, physics and paraprofessional positions.

#### **8. Business Manager Report**

Desjardins provided an overview of the status of the HA library. The steam pipe burst in April. The district did initial clean up and did air quality and asbestos testing. Although Desjardins attempted to communicate with the insurance adjuster, his calls and emails were not returned until late June. This has created a situation in which we have FY15 bills and we are in FY16. The town and Desjardins decided to request approval from the state to cross fiscal years without penalty and to utilize funds from the town's insurance account to pay the bills. The town would be reimbursed once the insurance company paid out the claim. Although the town did not anticipate any problems from the state, the state (DOR) denied the town's request. Desjardins and the town are continuing to work on the issue. Grant asked if the library is repaired and will be open in the fall. Desjardins said the library is not repaired but it will be repaired by the fall. Desjardins said current repair estimates are at \$83,000, roughly. The estimates might increase because Mr. Mish has noticed additional damage to the carpets in the library. Dunlavy indicated DOR has

had a great deal of turnover. She offered to assist with contacts she has at DOR. Klesch asked about the district being "out" \$10,000. Desjardins said the district would need to pay the outstanding bills in the amount of \$10,000 from school choice and the money would not be reimbursed. Klesch asked how many vendors we owe payment to. Desjardins indicated three. Klesch asked if the district can request a new invoice with a different date. Desjardins indicated that would be difficult.

Desjardins reviewed capital plan and warrant. Grant requested HA parking lot be put back on the capital plan. McKenzie indicated that the capital plan will be submitted to the town in August. Grant discussed the meeting of the building and grounds subcommittee and asked the school committee if the fields should be on the capital plan. Dunlavy indicated we should put fields on capital plan as it is important to many people in the community with the understanding that the plan will be continually refined and updated. McKenzie asked if the committee wanted the entire amount in one year or would the committee want the expenses distributed over several years. Grant said she is working on a project plan and has requested a place on the CPA agenda in September. Grant made it clear that she is working on a project plan for developing new land but not re-orienting existing fields. Klesch suggested phasing project over several years. Grant suggests making the development of new fields the priority and redesign would happen later. McKenzie asked what year the committee would like the project to start. Grant said she needs to get additional information. McKenzie will distribute the costs of the project over five fiscal years in order to let the town know that the school department will need support from the town to bring the project to fruition. Dunlavy said the document should be refined as we get additional information. Klesch asked if the total project cost of 1.3 million includes maintenance. Grant said no. Grant said we would not do irrigation because of long term maintenance. Grant said most ongoing maintenance costs are due to labor/staffing. Dunlavy asked about the cost of food lines and drains. Desjardins said we do not have a quote yet. Dunlavy asked Desjardins to add parking lot to plan. Grant asked about having computer replacement on a capital plan. Grant believes this should be in the operating budget. Dunlavy reminded committee members that last year the town instructed the committee to remove computer updates from the operating budget because it does not reflect level services. Desjardins said it is inconceivable to expect a level service budget to continue without replacing computers. Grant said computer replacement should be a part of a level services budget. McKenzie suggested the building and grounds subcommittee frame the communication with the town regarding computer replacement and the capital plan. Desjardins reported on revolving accounts. Lunch account is in the positive. McKenzie and Desjardins acknowledged Zak's work in collecting invoices. Desjardins reviewed grant report. All grant monies spent except circuit breaker. Circuit breaker may decrease by \$10,000 in next report. Desjardins reviewed lunch prices. Although it is not necessary to raise the prices by 5 cents, it would be beneficial for the lunch program. Desjardins reviewed what other districts are doing with lunch programs. Desjardins said our adult meal prices are much lower than most districts. District serves about 500 adult meals per year. Desjardins said the district would make about \$2,300 extra by increasing the lunch price by five cents. Dunlavy asked what the current price is and when we last increased it. Desjardins said the lunch price is currently \$2.75. Desjardins said we are at the minimum amount we can charge. If we do not increase the price this year, we may have a larger increase next year. Klesch asked for information on milk sales. Desjardins will bring this information in August. Klesch asked about increasing the milk price by five cents as well. Dunlavy asked Desjardins for information on milk, treats, etc. in August. Fasihuddin stated she believes if the committee increases costs on healthy food it should increase costs on snacks as well. Grant suggested the committee increase price on school lunch this evening and get additional information in August.

***Klesch moved to raise lunch price by five cents in FY16 to a price of \$2.80 and explore snack prices and address increasing that in August. Grant seconds. Vote unanimous.***

Dunlavy asked about generators. Desjardins said bidders requested an additional walk through. Bid opening is next Thursday.

## 9. School Committee Reports

Grant reported CES adopted a FY16 budget. CES board will begin discussing issues of concern to area school committees in an effort to lobby legislators. First discussion focused on declining enrollment and school choice. Klesch reported Unit D negotiations are progressing smoothly. Klesch stated it is the ambition of the school committee to have the contract settled by September.

Dunlavy reported on the superintendent evaluation. Dunlavy said McKenzie did a great job in her first year. Dunlavy requested a motion from the committee to give McKenzie an overall rating of proficient for school year 2014-2015. The rating will be submitted to DESE.

Dunlavy asked if the SWOT analysis enclosed in the packet should be discussed this evening or at the school committee retreat. McKenzie will get additional information from the town regarding what it wants in terms of information. School Committee will discuss at its retreat.

Dunlavy told committee members she will keep a notebook of artifacts and evidence for superintendent evaluation beginning in 2015-2016.

McKenzie stated that agenda items will be explicitly aligned to standards.

Dunlavy reviewed tasks for committee members and superintendent:

- Dunlavy will schedule school committee retreat
- McKenzie will get more information on SWOT analysis for town
- Grant will complete project planning worksheet for fields
- Desjardins will get parking lot cost and lunch prices for snacks and milk
- Klesch will continue to update committee on Unit D

***Grant moved to rate McKenzie as proficient for 2014-2015. Klesch seconds. Vote unanimous.***

### 1. Evaluation of Meeting

- a. To what extent did discussion and action items focus on teaching, learning, student achievement and development, and conditions for school effectiveness?
- b. Did the school committee review/discuss data pertaining to district performance?
- c. Did the school committee analyze information that will facilitate making sound budget and policy decisions?

Committee members indicated the meeting met criteria for a productive and efficient meeting.

### 2. Next Regular Meeting Date

3. August 31, 2015 at 5:30 pm

4. Adjournment 7:30 PM

a. Motion Fasihuddin Second Klesch Vote Unanimous