

**HADLEY SCHOOL COMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
Minutes - August 22, 2022**

Zoom Meeting

Present: Fasihuddin, Phifer, Brugger, Percy, Pipczynski, McKenzie

Guest Presenters: Chip Phillips, Colliers Project Leaders

1. Call to Order

A motion to open the meeting was made by Pipczynski, seconded by Percy and carried unanimously by the committee.

2. Adjustments to the Agenda

McKenzie requested flexibility in timing on the agenda to accommodate Ms. Camuso's presentation school and calendar review.

3. Public Comment

4. Action Items

- a. Presentation of [Capital Plan presentation](#) - Implementation of [Facilities Audit](#) Recommendations McKenzie and Desjardins.

McKenzie opened discussion with an overview stating that materials regarding the ten-year Capital Plan referenced in the presentation by Colliers were completed using materials from the facilities audit. Each capital project was placed in a fiscal year and a funding source for said project was identified. Items listed for FY23 supported by the School Committee for Town capital funding will then be sent through the Town capital requests process. The Town Capital Planning Committee and Finance Committee will then make recommendations to the Select Board.

Mr. Phillips of Colliers Project Leaders presented the proposed schedule and funding strategy for the Hadley Public Schools Capital Improvement Plan. District-wide needs include Hopkins Academy renewal and repairs identified in facility condition assessment, Hadley Elementary School roof replacement, Phase two of athletic fields, and district-wide technology upgrades. Total cost for needs identified is \$12.5M in today's dollars. This represents \$9.4M for Hopkins Academy projects, \$1.1M for HES roof, \$1.5M for phase two fields upgrades, and \$0.4 for IT upgrades. Funding sources identified include Town Capital, School Choice funds, grants, CPA, MSBA and Café revolving. Ms. Phillips stated that projects were prioritized over the next ten years based on priority as identified in the condition assessment.

Mr. Phillips reviewed plan highlights for years one through ten for Hopkins Academy, stating that minor repairs would be done over next three years with cafeteria roof being addressed in year two. Other projects include HVAC system replacement which includes an engineering study in year one followed by a HVAC system implementation in years two through six. Locker room refurbishment would occur in year two, interior finishes upgrades years three through seven, repaving parking lots and drives in year five, sprinkler system in years seven through eight, and remaining roof areas in years seven through ten. Hopkins Elementary School roof and athletic fields will be addressed in year two, and IT upgrades in years two through seven.

Funding sources were determined by eligibility criteria for certain areas. Larger items and items that have been on the list for a while will remain on the Town capital list. Some items were identified as being appropriate for grants were placed for those funding sources.

Mr. Phillips approximated new construction cost at \$25-30M for a similarly sized building as opposed to \$12.5M (\$16M with inflation.) Brugger stated that this the project list is helpful for planning and moving forward. McKenzie praised the work of the facilities team for their work in maintaining these buildings.

Discussion turned to discussion of CPA funding for phase two of Hopkins Academy fields. McKenzie asked SC members to consider whether to request CPA for entire amount or a percentage of the total budget. Mr. Phifer stated that phase one has been well received and is being used by students and members of the public. Discussion ensued whether it is necessary to ask the CPA committee for the full amount of funding. McKenzie suggested asking CPA for a preliminary meeting to discuss the funding model and explain the need – CPA next meets on September 12, 2022 so this would be in time for Fall Town Meeting.

- a. Review of [changes](#) to [2022-23 HA Student/Parent Handbook](#) - Presentation Principal Camuso - Hopkins Academy Principal A. Camuso presented a summary of changes to the Hopkins Academy Student/Parent handbook, stating that changes were not as significant as previous years. Highlights include the following.

Food delivery parameters and appropriate timing for students to pick up the food.

1:1 Laptop Program Language added to handbook. This was already a policy, but not in the handbook so it was added.

Additional language around senior privileges. Changes were made to requirements to keep the policy more equitable and inclusive. Also, seniors will be allowed to leave class five minutes early before lunch.

Language about surges was re-added. Also, information on restraint policy has been added.

Discussion ensued regarding status of cell phone policy. Ms. Camuso stated that issues regarding cell phones are complex and she is interested in doing more research including meeting with stakeholders to come up with a long term plan. For now, some changes were made to the current policy, stating that cell phones should be away and specifics on when cell phones could be used. Also, language stating texting and internet use are not allowed during school day was added for issues with smartwatches and other such tech devices.

Pipczynski asked for a clarification of language around “racial” customs, stating customs are based on culture, not on race. Fasihuddin recommended using the terms “racial characteristics and ethnic customs.” McKenzie will verify the correct legal definition with school attorneys. If this is approved by legal, the language in the Hopkins Academy handbook as well as the School

Committee policy will be updated. Pipczynski also asked for a definition of “truant” be included in handbook language. Ms. Camuso will follow up with legal.

Brugger asked Camuso about her plan for collecting information on cell phone usage and policy. Camuso stated that she has developed an action plan that includes surveys to various stakeholders to define the problem and determine the seriousness of the problem. Data will be looked at quarterly with information being drawn from reports in the SchoolBrains portal. A task force will consist of parents, guardians, students and staff who want to participate. First meeting is scheduled for October 6, 2022. Ms. Brugger asked that the SC be provided quarterly updates.

- b. Review of [changes](#) to [2022-23 HES Student/Parent Handbook](#)- Presentation Principal Dowd - Action Item

HES Principal Dowd opened her comments thanking administrative assistant Melissa Steinbeck for her work in reviewing the handbook and support in the opening of school.

The first change is the addition of the Principal’s message. The second change is language regarding the school dismissal procedure that states that parents are now allowed in the building for pick up, as was the practice prior to Covid. The Privacy section features updated language recommended by the school attorney that highlights parents’ rights to notify the school if they don’t want their child’s information to be public. Dress code language was updated to align with the Hopkins Academy dress code. Another change, recommended by the school’s attorney is an update to the section on searches. Language concerning kindergarten report cards was updated to reflect current process concerning report cards. Principal Dowd also shared that additional changes include language on the HES Positive Behavioral Intervention and Supports (PBIS), the IEP team, and the physical restraint policy – noting that these three changes are per the recommendation of the school attorney.

McKenzie reminded the school committee that there will be a statement added to both handbooks regarding the use of electronic video surveillance used in school buildings and on school grounds to deter crime and enforce district rules and policies.

- c. Final Review and Approval of [JJIB-R](#) and [JJIB-E](#) (form) - Pipczynski and Percy - **Action Item**

Pipczynski and Percy updated the policy and forms with changes aligned with MIAA regulations and giving some space to coaches to make decisions. A link was added to the form that takes a user directly to the MIAA regulation website.

- d. Calendar [2022-23](#) - change in open house dates for HES and HA - McKenzie

McKenzie explained that Ms. Dowd had feedback from facility and parents supporting a traditional open house in the fall and recommends open house for Hadley Elementary School the evening of September 29, 2022. Hopkins Academy will have their open house in April 2023. This allows parents with students in both buildings the time to attend each open house, and also times well with school choice season. It will also allow for parents to view their student’s class registration for the following year.

McKenzie stated that faculty at each school support these schedules. Ms. Dowd stated that she has had a conversation with the PTO about the possibility of hosting a spring event at HES.

- e. **SC Representative for driver negotiations (requires availability Sept. 1, 8, 12, 15) - Action Item**
McKenzie explained that the School Committee had previously voted Fasihuddin and Percy as representatives for bus driver negotiations. However, this is for a different union (not the Hadley Education Association MTA) and there is a need for a representative to be available during the morning to attend negotiations. Ms. Pipczynski offered to serve as the representative as her schedule allows for attending morning meetings. McKenzie recommends the School Committee appoint her as representative for bus driver negotiations.

5. Discussion Items

- a. Clean School Bus Program [Overview](#) - Presentation McKenzie - **Discussion**
 - i. Hadley is not a [prioritized school district](#) in 2022
 - ii. Hadley's buses do not meet [criteria](#) for priority replacement

McKenzie explained that this is informational at this time as Hadley is not a prioritized school district and Hadley's buses do not meet the criteria for priority replacement. However, this is being brought to the attention of the School Committee to pursue in future. She explained that EPA is going to have six rounds of funding for school districts to acquire electric school buses. The first round is currently closed; in subsequent rounds schools can partner with third party contractors to purchase electric vehicles and related infrastructure. McKenzie stated that as she assumes this is something the School Committee wants to pursue, she has begun to do some research on various items including infrastructure concerns, and will keep School Committee members apprised of the program.

Pipczynski asked for clarification if this is related to the fuel efficiency policy that was discussed at a previous meeting. McKenzie clarified that this is not connected to the town policy on fuel efficiency.

- b. Review of SC [Meeting Dates and Scheduled Presentations](#) 2022-23 - **Information/Discussion**
This is a forecast of items and agenda topics for the year. This will be updated with topics as they are scheduled. Fasihuddin requested review of a dashboard of progress on diversity and equity matters for April 2023. McKenzie added this topic to the future agenda.

- c. Student Safety Monitors for Single Tier Bus Routes - McKenzie – **Update**

This topic is related to Hadley Elementary and Hopkins Academy riding the bus together on single tier days. McKenzie explained that there are seating charts and every student will have an assigned seat with Elementary School students in the front and Hopkins Academy in the back. McKenzie will work to identify Hopkins students to act as "elementary helpers" making sure that the elementary school students are comfortable.

6. Business Manager Reports

- a. Expense

Mr. Desjardins reviewed expense reports, noting that some areas appeared to be over, but this is due to items being applied to an incorrect account – next month’s report will be updated with corrected information. Mr. Desjardin asserted that he has no concerns with reported expenses.

b. Revolving

- i. National School Lunch Program meals will be provided to students at no charge through 2022-23. District will receive federal reimbursement.

c. Grant – no new information

7. School Committee Reports/Discussion

- a. Finance – Fasihuddin – No report this month.
b. CES – Brugger – no meeting this month – Ms. Brugger will report in September.

8. Announcements

Fasihuddin announced that Hadley Learns is having a Hadley World’s Fair featuring food and activities from different countries on September 23 from 5:00-7:00pm. This is in collaboration with the library and will be held at the library.

9. Action Items

- a. Approval of Minutes [July 25, 2022](#)
Motion: Brugger Second: Percy Vote: 5-0-0
- b. Approval of AP Warrants - July 2022
Motion: Brugger Second: Percy Vote: 5-0-0
- c. Approval of Payroll Warrants - July 2022
Motion: Brugger Second: Pipczynski Vote: 5-0-1 (Phifer abstained)
- d. Approval of Capital Plan
Motion: Percy; Second: Phifer Vote: 5-0-0
- e. Approval HA Handbook 2022-23
Motion: Brugger; Second: Phifer Vote: 5-0-0
- f. Approval of HES Handbook 2022-23
Motion: Pipczynski; Second: Phifer Vote: 5-0-0
- g. Approval of 2022-23 Calendar Revision (fall open house for HES, spring open house for HA)
Motion: Pipczynski; Second: Brugger; Vote: 5-0-0
- h. Final Review and Approval of [JJIB-R](#) and [JJIB-E](#) (form)
Motion: Pipczynski; Second: Percy; Vote: Vote: 5-0-0
- i. SC Representative for driver negotiations – appointment of Christine Pipczynski
Motion: Percy; Second: Phifer; Vote: 5-0-0
- j. Approval of 2022-23 contract for Facilities Director
Motion: Percy Second: Phifer Vote: 5-0-0
- k. Approval of 2022-23 salary Director of Special Education
Motion: Brugger Second: Pipczynski Vote: 5-0-0
- l. Approval of Memorandum of Understanding with Unit D
Motion: Pipczynski Second: Percy Vote: 5-0-0

10. Next Meeting Dates

Fasihuddin stated that the next regularly scheduled meeting date of September 26, 2022 falls during the observance of the Jewish Holiday Rosh Hashanah. Discussion ensued regarding changing the meeting date in respect of anyone who may observe the holiday, yet want to participate in public comment in the meeting. It was decided to reschedule the meeting for Monday, September 12, 2022 at 5:30pm.

11. Convene Executive Session

7:18pm Move to go into Executive Session to conduct strategy sessions in preparation for negotiations with nonunion personnel, and to discuss strategy with respect to collective bargaining and to reconvene in Open Session.

Motion: Fasihuddin Second: Percy

Roll Call Vote: Brugger-yes; Phifer-yes; Percy-yes; Pipczynski-yes; Fasihuddin-yes

___pm reconvened in Open Session.

12. Adjourn Regular Meeting

On a motion by Phifer, seconded by Pipczynski, the vote was unanimous to adjourn at _____pm

Approved 09/12/2022