

Hanover School Committee Meeting Minutes
May 21, 2014
Hanover High School

Present: William Marriner, John Geary, Michael Phillips & Ruth Lynch

Also Present: Matthew Ferron, Deb St. Ives, Beverly Shea, Kelly Lawrence, Tom Raab, Jane DeGrenier, Stephen Kapulka

Call to Order: Meeting was called to order by 7:00 pm by Chairman Marriner.

Members of the Robotics Team presented a robot that could create/solve a rubix cube in less than 3 minutes!

Public Comments: None presented.

Approval of Minutes: Motion by Phillips to approve the minutes of May 7, 2014 as written. There was no second on the motion. Need advice of Counsel regarding quorum issues. Minutes to be approved at a later date.

Report of Superintendent:

Introduction of new Cedar Principal:

- Michael Oates will be the new principal of Cedar School
- Thank you to the advisory team for their dedication to the process
- Keri Belabee spoke on behalf of the committee in regards to the process of selecting a principal
- Mr. Oates spoke and thanked Hanover for the opportunity to work here and he's excited to get to work

District Events and Updates

- 8th Grade Scholar Leader Dinner is tonight- Mr. Colantouni is with those students tonight
- Little Mermaid Junior was the Cedar's first musical last weekend and it went wonderfully
- Last week there was a high school mock election which was a great experience for the students
- Ashley Sullivan (senior class member) brought her Senior Humanities project which were poems from many students that were put together in a book and left at the high school

First Draft of Strategic Objectives

- Strategic Objectives were presented by Superintendent Ferron in 4 categories:
- Teaching & Learning- sustain system wide environment for exceptional and inspiring instruction and student achievement is at the core of our work
- Human Capital- to recruit, develop and retain committed and talented leaders, teachers and support personnel at every level to ensure teamwork
- Sustainable Funding- consistently support school system with sustainable financial resources to ensure high achievement

- Community Engagement- afford all members of our community opportunities to enjoy and participate in student activities to ensure community support and pride in our schools
- Comment by Mr. Marriner- how will the strategic objectives be measured? Response by Mr. Ferron that most initiatives used to support the objectives will have measurable goals
- Comment by Mr. Marriner- will things be reviewed annually? Response by Mr. Ferron that its more of a road map and will be looked at often
- Comment by Ms. Lynch that she is happy to see that the Human Capital is an important piece to the plan

Student Handbooks-First Reading

- Updated bullying language will be provided by Counsel in June
Elementary Handbook
 - o Adding nurses name
 - o Updated school committee names and central staff members
 - o Absence Policy- updated excused vs. unexcused absence
 - o Updated school start times
 - o Updated mandatory reportable incidents
 - o Updated language on tardies
 - o Updated language regarding volunteers and CORI
 - o Gender identity language has been added (throughout all handbooks has been added)
- Comment by Mr. Marriner- do parents have to sign the handbooks at the high school level? Response by Dr. Raab that only students sign because that is standard by the law
- Comment by Mr. Geary that have we pursued electronic signatures? Response by Dr. Raab that he hasn't investigated the validity of electronic signatures
- Question by Ms. Lynch- what was the process used to update collaboratively? Response by Ms. DeGrenier some changes were in response to Coordinated Review and other changes were just language
- Response by Mr. Kapulka that there was a committee regarding changes

Middle School Handbook

- o Updated New Mission Statement
- o Updated Failure and Retention Section
- o Updated Math Pathways
- o Moved Wellness Letter to back of packets
- o Added high honors to Grade 8, Updated Progress Reports, Updated Guidance Description
- o Updated Attendance Policy
- o Updated Dress Code
- o Updated Electronic Devices Policy
- o Homework policy when Absent
- o Updated Lunch and Security
- o Updated Groups and Consequences
- Question by Ms. Lynch do we have a tardiness problem and will a one schedule alleviate this problem? Response by Mr. Kapulka that tardiness isn't a problem but one schedule will be helpful

- Question by Mr. Phillips- are electronic devices an issue? Response by Mr. Kapulka that we want electronic devices to be used appropriately and the updated policy will help to police the electronic devices better
 - Question by Mr. Geary that should language be updated to reflect current standards and language? For example do they understand “gambling/cards” to be fantasy football or a “pool?” Response by Mr. Kapulka to change language it is a larger undertaking that should be done collaboratively but they are looking at that
- High School
- School Council reviewed the handbook and teachers were allowed to give their input
 - Most changes are for alignment or HS new initiatives
 - o Added HPS mission statement
 - o Added gender identity piece as appropriate
 - o Dates Updated for 2014-2015
 - o Block Day schedule deleted
 - o Added language regarding electronic translating devices
 - o Proposed rule regarding consequences for not changing for wellness class
 - o New Patriot Rule regarding Chemical Health Violations and captain eligibility
 - o Proposed Rule regarding Field Trip eligibility
 - o Updated electronic device language consistent with Middle School
 - o Added MOU between HPS & HPD
 - Question by Mr. Marriner that his concern regarding changing for wellness class and then changing back into a suit- how is the information being conveyed? Is there a mutual respect? Response by Dr. Raab that the wellness teachers feel that there is a lack of mutual respect by the students and that they would just want them to participate in a meaningful way
 - Question by Ms. Lynch are there excused college visits? Response by Dr. Raab that he allows 3 and more at Dr. Raab’s discretion
 - Question by Ms. Lynch that why does school committee approve the handbook? It’s not a policy? We should let administrators administer their schools and school committee should just receive the information and review it. Response by Mr. Marriner that he feels the “approval” by School Committee is more of a formality. Ms. Lynch would just like the process looked at it validated as to why School Committee has to approve such handbooks.

Report of Finance Department:

Donations

- Donations total \$5,092.58
- Motion by Geary to approve the donations in the amount of \$5092.58 as listed on the donation summary of May 21, 2014. The motion was seconded by Phillips. The motion carried by a unanimous vote.

FACE Rates

- Rate increase is necessary because the most recent increase was in 2011 and before that the increase was 2006
- Rates should be assessed yearly and increased in smaller increments instead of \$1.00 each time

- FY15 Projected Revenue (before/after school only) without increase is \$605,000 with proposed increase would be \$705,000
- Without increase, our expense will begin to exceed our revenue and erode our revolving fund balance
- Would like to keep things affordable and Hanover is below average in comparison to other districts
- Would like to increase hourly rate by \$1.00 per hour with an increased registration fee of \$35.00 from \$25.00
- Question by Mr. Marriner -What has the feedback been from families? Response by Ms. Lawrence that she has not received any negative feedback
- Question by Ms. Lynch -on average- how many hours per week are students there? For a student that is there full time- how much extra will it cost? Response by Ms. Lawrence that it may cost an extra \$10.00 per week for a full time student
- Motion by Geary to approve the rate increases for FY15 as described by the Office of Family & Community Engagement. Motion was seconded by Lynch. The motion carried by a majority vote with an abstention by Phillips.

Report on Teaching & Learning:

Coordinated Program Review Update & RETELL

- RETELL Course required by State in regards to train teachers in the district in regards to having students that have English as a Second Language
- These classes will be hosted in Hanover
- New PDP requirements for all seeking professional licenses require 15 PDP's in ESL
- Making changes as required from the Review, for example we need to change/move classrooms around and implementation of detailed internal monitoring plan with respect to special ed timelines and such given our current staffing patterns
- Question by Ms. Lynch how are we doing with identifying eligibility of students within 45 days? Response by Ms. Shea that she is setting up a monitoring system in her office to try and track these better

Action Items:

Authorization of Special Subcommittee to evaluate possible school consolidation options

- Vote to authorize special subcommittee and at a later date we can identify the specific members
- Motion by Geary to authorize the development of a Special Subcommittee to evaluate possible school consolidation options. The motion was seconded by Phillips. The Motion carried unanimously.

Request formal management letter from North River Collaborative

- Mr. Ferron spoke with Executive Director at North River regarding this issue
- Executive Director will work with Mr. Ferron to get something that states a management letter wasn't written because no findings were issued in regards to the audit
- Consensus by committee to have Mr. Ferron work with North River to get a formal explanation of there audit findings
- Mr. Geary spoke with the Business Manager of North River and he is willing to work towards solving this issue showing that there audit was completed and the findings of the same

Public Comments:

None.

Motion by Geary to adjourn at 9:56 pm. The motion was seconded by Phillips. The motion carried unanimously.

Respectfully Submitted

Andrea Holmes

5/22/14

Documents Used:

Minutes 5/7/14

Draft Strategic Updates

Student Handbooks (HS, MS & Elementary)

Donations 5/21/14

FACE Proposed Rates

Coordinated Program Review Update

ReTELL Update