

***Hanover School Committee Meeting Minutes***  
***March 27, 2019***  
***Hanover High School***

**Present:** Mrs. Leah Miller, Mr. John Geary, Mrs. Kimberly M. Booker, Mrs. Libby Corbo and Mrs. Ruth Lynch

**Also Present:** Matthew Ferron, Thomas Raab, Deborah St. Ives and Keith Guyette

**Call to Order:** Meeting was called to order at 7:03pm by Mrs. Miller.

**Public Comment:** None presented

**Approval of Minutes:**

Motion by Booker to approve the February 14, 2019 School Committee minutes as presented. The motion was seconded by Geary. The vote carried unanimously.

Motion by Booker to approve the February 27, 2019 School Committee minutes as presented. The motion was seconded by Geary. The vote carried unanimously.

Motion by Booker to approve the March 13, 2019 School Committee minutes as presented. The motion was seconded by Corbo. The vote carried unanimously.

**Report of the Superintendent presented by Mr. Ferron:**

- **Events and Updates** – First HHS podcast, “An Introduction to Reader’s Workshop” on March 27<sup>th</sup> for the Read 2700 literacy initiative. This 30-minute podcast featured three of our elementary school Reading Specialists discussing reading strategies, skills development and the work we are doing to support our students and teachers. The podcast can be found on our district homepage under the Podcast tab. The “Credit for Life Fair” for seniors will be held on March 28<sup>th</sup> at HHS. The fair is a fun, interactive budget simulation in which students make financial decisions based on their anticipated future salaries. The fair helps students develop some of the important skills they will need to use throughout their lives. Scott Hutchison will be awarded the Ted Damko Award by the MIAA at their awards banquet on March 28<sup>th</sup>. He was nominated by the other Athletic Director’s from our region. The Damko award is described as: “The Executive Board, on the recommendation of the District Representatives, will recognize one individual as recipient of the Ted Damko Award. The recipient of this award will be an athletic administrator having five or less years of experience in the field and will have made significant contributions to the school, league, district and State.” This is a very high honor for Scott and is a credit to how our District is viewed as a partner regionally and the overall quality of our athletic programs and the leadership that Scott continues to provide. We will have him at an upcoming meeting to recognize him publicly.

Mrs. Miller acknowledged the Center School Math Night as a positive event.

Mr. Geary mentioned that Master Plan Implementation Committee will have a meeting on May 1<sup>st</sup> or 15<sup>th</sup>.

**Report of Finance Department: Presented by Dr. Raab:**

- **New HMS & HHS Student Activity Account Authorization** - The School Committee approves new clubs/activities and makes changes to the Student Activities Accounts at the beginning of the school year. When new clubs grow and establish themselves, it is advisable to authorize the new club mid-year so they can fund raise and manage financial transactions at the building level. Over the past few years our “Be Better Clubs” at HHS and HMS have grown and flourished. Dr. Raab

respectfully requested that Hanover High School and Hanover Middle School have the authorization to add the “Be Better Club” to their lists of approved organizations.

Motion by Booker to approve the addition of the “Be Better Club” to the Hanover High School Student Activities Account as presented. The motion was seconded by Corbo. Motion carried unanimously.

Motion by Booker to approve the addition of the “Be Better Club” to the Hanover Middle School Student Activities Account as presented. The motion was seconded by Corbo. Motion carried unanimously.

### **Report on Teaching and Learning:**

- **Student Services Update** – Presented by Keith Guyette, Director of Student Services. This document can be viewed online.
  - Programming Objectives: To develop a continuum of services for students from Pre-K to Post-Secondary, support and increase inclusion opportunities for all students within programs & continue to grow HHS transition programs to broaden post-secondary opportunities.
  - Work Currently in Progress: To evaluate and adjust current caseloads to manage human resources accordingly, evaluate current services and programs, strengthen the RTI (Response to Intervention) Process, build Tiered Support Systems and develop consistent Student Support Teams at all schools.

Mr. Ferron added that currently there have not been any staff adjustments. In addition, teacher certifications are being completed to adapt to the students’ needs.

Mrs. Booker questioned who makes up the Student Support Team and what is discussed. Mr. Guyette replied that administrator, counselor and teacher participation is needed for successful student support intervention. She questioned how often the teams meet. Mr. Guyette added that a weekly meeting is in place and that he is trying to streamline and put structures in place across all schools. Mrs. St. Ives added that each participant adds a unique level of expertise to the meeting. These teams identify both academic and social emotions issues for our students.

- Focus Areas: (1) Literacy - Kindergarten Dyslexia screening process, Landmark School Consultant programming evaluation planned, ensuring consistent language-based programming and supports across grades and schools; (2) ASD (Autism Spectrum Disorder): Enhancing PK-12 programming and resources; (3) Parent communication protocols being reviewed and adjusted and; (4) Social & Emotional Learning (SEL): Ongoing program and resource development.
- State Audit: Tiered Focused Monitoring presently in year one of a six-year cycle, Self-Assessment Phase - Data Collection and Review, Student Record Review and Special Education and Civil Rights Document Review.

Mr. Geary questioned the timeframe of the audit. Mr. Guyette stated that the audit will be for the upcoming six years in separate phases. He added that district data and parental/school input would be reviewed throughout the phases. The state findings are submitted to the district and the district then works to resolve the issues and make improvements.

Mrs. Miller questioned the staffing plan in order to handle needs between varying grades, especially as it relates to the transition from Cedar to Center. Mr. Guyette replied that each student and their needs and teachers are being looked at to make sure staff are in the right place to provide appropriate services for students. Mr. Ferron added that the district is also looking to maximize our contracted services.

Mrs. Miller questioned if the counseling staff required in other districts is similar to Hanover. Mr. Ferron stated that there’s a full time adjustment counselor at Center School and a half time counselor at Cedar School and there isn’t a need for additional counselors but will be reviewed in the future. Mrs. St. Ives added that the counselors are being proactive on a daily basis in order to balance student needs. The administrators are being thoughtful and building flexible plans for special education staffing to ensure student needs are being met.

Mrs. Booker questioned the status on the social survey proposed during the 2017/2018 school year. Mr. Guyette will provide the update at next school committee meeting.

Mrs. Booker questioned the contract for Landmark and the timetable to implement. Mr. Guyette noted that it is open depending on our needs. We are scheduling a professional development session this year and then approximately four next year. Once initial training is complete, decisions can be made on how to proceed.

Mrs. Booker questioned the methodology of Landmark versus what is currently used in the district. Mr. Guyette stated that they use many different strategies including small group, OG, Wilson and language based strategies and he is eager to see what they recommend and what will be most successful for all students.

Mrs. Booker questioned how to vertically align the language based classrooms. Mr. Guyette noted that these classrooms are separate in the younger grades and become less sub-separate as students move into the higher grades.

Mrs. Booker questioned if a Landmark consultant would be in place for each school or one for the district. Mr. Guyette stated that the contract is with Landmark but hopes to continue a relationship with one person.

There was discussion regarding questions Mrs. Booker asked of Mr. Guyette that were sent to him prior to his presentation. Mrs. Booker also sent a presentation to Mr. Guyette from Weston Schools that she felt gave a good overview of their program and what she would look for in a presentation. There was further discussion about what data the Committee feels is necessary in a student services presentation that would be helpful for them to understand what may be broad district concerns versus what may be more individual concerns and also shows the effectiveness of our special education programs. Mr. Geary requested a copy of the Weston presentation to better understand where some of the questions were coming from. Mr. Ferron clarified that Mrs. Booker's questions related to the presentation were sent to Mr. Guyette. An inquiry is typically done through the chairperson. He informed the Committee that moving forward, inquiries will be presented to the full Committee. Mrs. Lynch requested to discuss this issue at the end of this meeting or at a future meeting. Mr. Ferron added that Mr. Guyette's presentation is mainly to brief the Committee on what his work has been since he began six months ago and what his goals are.

Mrs. Lynch appreciated the focus areas of the presentation. She questioned whether the program objectives are considered his goals and when they will be elaborated on. Mr. Guyette replied that he will submit a status report on focus areas to the Committee at a later date. Mr. Ferron added that the discussed focus areas will be built into next year's strategic plan.

Mr. Geary questioned the cost analysis for the Landmark program. Mr. Guyette replied that the cost will be \$5,000 to \$7,000 total over the next year and a half.

#### **Action Items:**

- **Vote to Reauthorize the MSBA Statement of Interest: Presented by Dr. Thomas Raab.** On March 14, 2019, the MSBA requested a revote of the February 6, 2019 vote to authorize the Statement of Interest to the MSBA for the Cedar Roof Project. The revote included priorities 1 and 5, not priorities 1 and 8 as originally stated. They considered this a clerical error and will not hold up our application. They requested the School Committee and the Board of Selectmen to revote with the appropriate priorities identified. *The form of the revote is: May it be resolved that having convened in an open meeting on February 6, 2019, prior to the SOI submission closing date, the School Committee of Hanover, 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 2/15/19 for the Cedar Elementary School, located*

*at 265 Cedar Street, Hanover MA, which describes and explains the following deficiencies and the priority categories for which an application may be submitted to the Massachusetts School Building Authority in the future, namely replacement of the school roof, pursuant to SOI Priorities 1 and 5, as pertaining to the unsound structural condition of the roof as well as its energy inefficient thermal properties; 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 approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Hanover to filing an application for funding with the Massachusetts School Building Authority.*

Motion by Booker to approve this revote as written. The motion was seconded by Geary. Motion carried unanimously.

Mr. Ferron stated that Hanover Schools, along with the Department of Transportation and the MSBA, were asked to be a part of a drone program for building surveying. He added that the data would support the MSBA Statement of Interest regarding the Cedar School roof repair. There is no cost for this project. A notice will be sent out to families regarding this project.

Mrs. Lynch inquired about the possibility of discussing how the Committee can be better prepared for meetings at the next meeting on April 5th and include Rachael O'Callaghan. Mr. Ferron will post the agenda accordingly.

The next School Committee Meeting will be on April 10, 2019 at 7:00pm at Hanover High School. The expected agenda items are: SEPAC Update & Cedar School Obsolete Furniture

Motion by Booker to adjourn at 8:15pm. The motion was seconded by Geary. The motion carried unanimously.

Respectfully Submitted by:

Tara L. Wakefield

*Tara L. Wakefield*

Recording Secretary for the Hanover School Committee

Documents Used:

New HMS & HHS Student Activity Account Authorization  
Student Services Update  
Vote to Reauthorize the MSBA Statement of Interest

Appendix A  
Appendix B  
Appendix C