

***Hanover School Committee Meeting Minutes***  
***May 15, 2019***  
***Hanover High School***

**Present:** Mrs. Leah Miller, Mr. John Geary present at 7:45pm, Mrs. Kimberly M. Booker, Mrs. Libby Corbo and Mrs. Ruth Lynch

**Also Present:** Matthew Ferron, Thomas Raab, Deborah St. Ives, Keith Guyette, Daniel Birolini, Michael Oates, Jane DeGrenier, Matthew Paquette and members of the Instructional Rounds Team

**Call to Order: Call to Order:** Meeting was called to order at 6:30pm.

Motion by Corbo to enter into executive session for the purpose of discussing contract negotiations with non-union personnel and strategies related to collective bargaining negotiations. The motion was seconded by Lynch. Roll Call Vote: Libby Corbo – Aye, Ruth Lynch – Aye and Leah Miller - Aye.

General Session was called to order at 7:01pm by Mrs. Miller.

**Public Comment:** Mr. Will Marriner, a Hanover resident, discussed student performance related to the U.S. News and World Report article. He feels that the decline in test scores and literacy are due to budget cuts from a decade prior. He believes that our focus towards literacy and overall learning will result in an increase in standardized testing scores. Mrs. Miller added that a new reading initiative has been started at the kindergarten level.

**Approval of Minutes:**

Motion by Booker to approve the May 1, 2019 School Committee minutes as presented. The motion was seconded by Corbo. The motion carried with an abstention by Lynch.

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

The April Break Field Trip Student Report and the HHS France/Switzerland Field Trip Request agenda items were tabled as more information has been requested. Both will be presented at the next school committee meeting on June 5<sup>th</sup>.

- **Events and Updates** - The revised Fundraising Policies were distributed for Committee review prior to the next meeting. Mrs. Miller and Mrs. Lynch have provided feedback which was worked into the revised policies. The Hanover Performing Arts Company and the Office of Family & Community Engagement presented the Center School production of “Dinosaurs Before Dark Kids!” Performances will be held on May 17th at 7pm and Saturday May 18th at 2pm & 6pm in the Hanover High School Auditorium. Tickets are on sale through the FACE office this week and will also be sold at the door. On May 21st at 6:00pm, the Hanover Public Schools, along with the Hanover Police Department and the Greater Boston Tobacco-Free Partnership, will host a presentation and discussion at Hanover High School, “The Dangers of Vaping: What You Need to Know.” Parents will also have the opportunity to learn more about the risks of marijuana use for young people at the Youth Health Connection’s “Weeding Through the Myths: Marijuana in Massachusetts” exhibit, which will be on display that evening. Mrs. DeGrenier and Mr. Oates have scheduled parent information nights and student visits over the next few weeks to help everyone prepare for a successful transition next year. At the end of the summer students will also have an opportunity to come in and see their classroom and visit their school prior to the first day. Dates are posted on the school calendars as well as on each elementary school page of our district website.

Mrs. Miller asked whether teachers will be available during the information nights. Mr. Oates added that will be discussed.

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

- **Special Education Reserve Account Transfer** - Pursuant to MGL Chapter 40 Section 13E, the school department requests Committee authorization to transfer \$75,990 from the Special Education Reserve Fund to the Special Education Transportation Account for FY 2019. As previously discussed, unanticipated Special Education expenses have exceeded budgeted resources and Circuit Breaker funds cannot be used for transportation. This year there are additional students with specialized transportation needs as well as current students whose needs changed during the school year requiring more specialized transportation. Pending a successful vote of the School Committee, Dr. Raab will need to request authorization from the Board of Selectmen.

Motion by Booker, Pursuant to MGL Chapter 40 Section 13E, to authorize a transfer of \$75,990 from the Special Education Reserve Fund to Expense: Special Education Transportation Account for FY2019 as presented. The motion was seconded by Corbo. Motion carried unanimously.

- **Q3 FY19 Revolving Account Update** – All revolving accounts ended the third quarter in the “black” and are trending as expected at this time of year. In terms of the Lunch program, no concern for the low balance as Federal and State reimbursements will total about \$15,000. The FACE program continues on solid fiscal ground. The Kindergarten revolving accounts appear high as they include \$50,000 in deposits for the FY 2020 program. Once the schools merge in September, the two kindergarten revolving accounts will consolidate into one at Cedar School.

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

- **Instructional Rounds Update** – Presented by Debbie St. Ives and several members of the Instructional Rounds Team. Mrs. St. Ives thanked everyone for volunteering to share their experiences. The Rounds process begins with a problem of practice, followed by classroom observations and protocols by the team who then discuss next steps. The most powerful pieces take place outside of actual Rounds days. The Rounds presentation was divided into the following (4) categories based on feedback from the group:
  - *Collaboration*: Presented by Middle School Assistant Principal, Anna Hughes, Kindergarten Teacher, Pattie Kinasewich, Elementary Math Coach, Nancy Dutton and Director of Family & Community Engagement, Kelly Lawrence. All presenters spoke about how the influence of teachers can be seen in students as they move through the grades. They also commented on how valuable it is to have educators from all levels, including administrators, working together and sharing their unique perspective and expertise to improve the educational experience for the students.
  - *Perspective*: Presented by Middle School Teacher, Joan Edgar, Reading Specialist, Jackie Abrams, Cedar Special Education Team Chair, Jess Busa and Middle School Special Education Teacher, Stephanie Murphy. All presenters appreciated viewing the operations within other classrooms and working to integrate best practices into their own classrooms. All agree that this process has made them better teachers and made them more reflective in their own practice.
  - *Reflection*: Cedar Teacher, Mary Ann Johnson, Curriculum Coach, Gene Reiber, High School Teacher, Andrew McLean, Middle School Teacher, Stacey DeCotis and Middle School Special Education Administrator, B.J. McNamara. All presenters enjoyed discussing ideas among their colleagues, not just during the Rounds process but having additional discussions with colleagues in one off situations. They also spoke about how this process has helped them improve their own classrooms based on the collected data.
  - *Next Steps*: Presented by Russ Wilson, Center School Assistant Principal. The Instructional Rounds program helps take traditional classroom learning into a district-wide, school-wide cooperative activity. Once the data is collected by the building based team, they formalize considerations and feedback and present them to the building faculty. In planning for next year, the building based team will take feedback from the faculty to identify educational trends.

Mr. Oates commented on the Instructional Rounds process and how it is ultimately professional development for teachers. He thanked the School Committee for their support and interest in the

Instructional Rounds process and the staff for its continued participation and dedication to students. He also thanked Mrs. St. Ives for her dedication and leadership in the success of the Instructional Rounds program.

Mrs. Miller thanked the Instructional Rounds team for the positive impression made on our students.

Mrs. Corbo thanked the Instructional Rounds team for their willingness to participate in this process and the value they see in it. She noted how the implementation of the Instructional Rounds program allows teachers to grow and expand their students' education.

Mrs. Lynch commended the Instructional Rounds team for the passion and excitement they showed when talking about this process and the hard work they have done and will continue to do.

Mrs. Booker appreciates the teams time spent after hours and their dedication to Hanover students. She enjoyed hearing about teacher collaboration.

- **2019/2020 Student Handbooks** – The documents below can be viewed online at the Hanover School's website.
  - *Summary of Changes for 2019-20 Elementary Handbook:* Presented by Elementary Principals Michael Oates and Jane DeGrenier. (1) Housekeeping Updates of School Council Members, (2) Formatting Changes Throughout in spacing, indenting, bold print, etc., (3) Page 3: Updated dates for 2019-20 school year, (4) Page 4: Bell Schedule, (5) Page 5: Homework changed from four nights per week to three nights per week, and (6) Page 8: Updates to School Rules.

Mrs. DeGrenier stated that the most significant change was updating the School Rules to reflect PBIS language.

Mrs. Miller questioned the change in homework days. Mrs. DeGrenier commented that Tuesday is not a homework day and Friday was removed as a homework day and they wanted to reflect it in the *Handbook*.

Mrs. Booker asked if the School Council members are for the current year and if members would change next year to reflect the reconfiguration and ensure the full town is represented. Mrs. DeGrenier commented that School Council members are for the current year and will likely change when elections are held in September.

Mrs. Booker questioned whether the dress code could be the same throughout all the school handbooks. Mr. Ferron noted that the dress code will be aligned across all handbooks. Mrs. Lynch recommended that the dress code wording be reviewed by legal counsel. Speaking from experience, she feels that the First Amendment needs to be considered when making statements like "may offend."

Motion by Booker to approve the *Elementary 2019/2020 Student Handbook*, with the understanding that there will be unified dress code language and minor edits as discussed. The motion was seconded by Geary. Motion carried unanimously.

- *Summary of Changes for 2019-20 HMS Handbook:* Presented by Middle School Principal, Daniel Birolini. (1) Housekeeping Updates of School Council Members & the Page 2, Principal's Welcome Letter, (2) Formatting Changes Throughout in spacing, indenting, bold print, etc., (3) Page 4: Updated dates for the 2019-2020 school year, and (4) Page 5: Updated bell schedules.

Mr. Birolini began by stating the biggest change was to the bell schedules, specifically the grade 5 bell schedule which allows for more time in reading and math.

Mrs. Booker questioned the status of the requirements for foreign language for special education students and the potential for having pass/fail as a grading option and every other day schedule. Mr. Birolini added that a pass/fail option will be revisited and that the scheduling changes may only be able to happen

with Spanish, not French due to personnel limitations. Mrs. Booker added that it is a social concern that special education students do not take a foreign language. She stressed that it's important for all students to have access to the curriculum offered. In addition, she added that a foreign language link within the *Student Handbook* to the *Program of Studies* would be appreciated.

Motion to approve was tabled due to changes within the *Middle School Handbook* and will be revisited at a future meeting.

- Summary of Changes for 2019-20 HHS Handbook: Presented by High School Principal, Matthew Paquette. (1) Page 17: Updated dates for testing, early release & term reports, (2) Page 23: Adjustment to transfer grades & credits under the section Class Rank & GPA, and (3) Page 40: Update to Dress Standard.

Mr. Paquette began by stating the AP test dates will be included in the handbook.

Mrs. Booker questioned whether the transfer credit determination is uniform among other towns. Mr. Paquette added that this is decided on an individual district basis.

Mrs. Lynch added that the (2) year resident requirement is important for determining Valedictorian and Salutatorian. She added that the *Handbook* appeals to the student and their achievements. The Code of Conduct statement is positively focused on student expectations and responsibilities as opposed to a listing of what not to do.

Motion by Booker to approve the *Hanover High School 2019/2020 Student Handbooks* with the understanding that there will be unified dress code language as discussed. The motion was seconded by Geary. Motion carried unanimously.

#### **Action Items:**

- No items at this time

The next School Committee Meeting will be held on June 5, 2019 at 7:00pm at Hanover High School. The expected agenda items are: SEPAC Update, PTA Update, Revised Fundraising Policy Update, Class of 2019 College and Career Update, April Break Field Trip Student Report and the HHS France/Switzerland Field Trip Request.

Mr. Ferron reminded those present that the June 19<sup>th</sup> School Committee meeting has been moved to Tuesday, June 18<sup>th</sup> at 7:00pm.

Motion by Booker to adjourn at 8:20pm. 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:

Special Education Reserve Account Transfer  
Q3 FY19 Revolving Account Update  
2019/2020 Student Handbooks

Appendix B  
Appendix C  
Appendix D