

Hanover School Committee Meeting Minutes

June 5, 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 7:03 pm by Chairperson Miller.

Public Comment: Mr. Geary mentioned that he saw Officer John Voelkel directing traffic at Cedar School and Center School, making sure traffic was flowing properly and that people were crossing Route 139 safely, etc. He thanked Mr. Ferron and Chief Sweeney for putting the School Resource Officer into the schools and thanked Officer John for making the school campuses safe. Mrs. Corbo added how grateful they are to have such positive feedback on the School Resource Officer position.

Approval Minutes:

Motion by Booker to approve the May 15, 2019 School Committee minutes as written. The motion was seconded by Geary. The motion carried unanimously.

Report of the Superintendent presented by Mr. Ferron:

- **Events and Updates** - *12 Incompetent Jurors* starring Hanover Schools faculty and community members will be held at the Center School this weekend. Tickets are available in the FACE office. There will be a vote on the reorganization for positions on the School Committee at the next meeting. Many of the High School Athletic teams made the playoff tournaments. Per Mr. Birolini, the 8th grade D.C. Trip is going well.
- **Revised Fundraising Policy Update** - Committee members received draft 2.0 of the proposed fundraising policy and were asked to review for discussion and vote at next meeting.
- **Friends of Hanover Music and Theatre (FOHMT) Donation** -Mrs. Linda Bulman, from the Friends of Hanover Music and Theatre spoke about their activities for the year. Their organization funded four scholarships for a total of \$2,000 for graduates who plan to be music and theater majors. She also presented a check in the amount of \$5,000 to the School Committee to be used to support the music and theater programs in the schools. She stated that there are two board positions open on the FOHMT committee. Mrs. Miller thanked Linda for coming to tonight's meeting.
- **HPTA Update:** Joanna McCormick, President of the Hanover Parent Teacher Alliance (HPTA) gave an overview about how the HPTA money has been raised and spent. She stated that the HPTA ensures that money goes towards the students that raised it. Their top fundraisers are Genevieve's Fall Fundraiser, the Spring Fun Run, Parent's Night Out Fundraiser, and Box Tops. Mrs. Booker asked about the total expenses listed on the balance sheet the HPTA provided, Appendix B. Why is there a difference in each school's expenses paid by the HPTA? Mrs. McCormick said that money is allocated to the schools based on student enrollment. The HPTA Representative assigned to each building, along with the principal, decides how to use the funds. One school may have had more expenditures this year because invoices came in late from the prior fiscal year. The programs sponsored at each school, are determined by what is age appropriate and may cause a discrepancy between spending at the elementary schools. The HPTA will consolidate to one group along with the reconfiguration of the elementary schools so they will have a better understanding of spending at each school going forward. Mrs. Lynch thanked the HPTA for making so many of these programs available to students. Mrs. Lynch talked about the need for revising a policy in order to establish a consistent approach to fundraising procedures thus protecting the HPTA and the district. She also

asked about Safe Grad Night and the beginning balance and revenue earned. Mrs. McCormick responded that the Safe Grad Committee asked the HPTA if they could manage their funds through the HPTA, since the HPTA is a non-profit organization. Approximately \$6,000 of unspent Safe Grad money that was rolled over from last year was used to purchase technology at the high school. Dr. Raab offered to meet with the HPTA and put together a programmatic view of the budget to provide a different view for the Committee. Mrs. Miller asked why families were asked to purchase raffle tickets to support Sports Day when there is so much available money and if the HPTA are aware of the number of request made to families. Mrs. McCormick responded that the HPTA Board is not always aware of the requests at the school level. It was discussed that sometimes the schools raise funds on their own, i.e., a class might do fundraising but the HPTA is housing the funds. HPTA files taxes with the State of Massachusetts. HPTA says there are lots of checks and balances. Mr. Geary asked about school expenses and why they are under HPTA column instead of the respective school where funds are going. Mrs. McCormick responded that each year, money is set aside for HPTA Administrative costs. For FY20 the amount held back by the HPTA will likely decrease.

- SEPAC Update** - SEPAC Co-Chairs, Michelle Gardner and Jacqueline Porro, provided a bi-annual update. SEPAC has had an excellent year of workshops and events, which have provided a great opportunity to reach out to the community. The “Meet the Administrators” evening in October as well as the mental health roundtable meeting were both very successful. SEPAC also partnered with the HPTA this year to put on a three-part series on “Proactive Parenting” that was very well attended. Mrs. Porro commented on how there has been great collaboration between the SEPAC and school administration especially in working through parent issues and concerns. Some of the items that have been addressed and improved are clarification of schedules at the middle school, the timing of the extended school year program letters and additional training for paraprofessionals and ABA tutors. They discussed their three working group. These include a group to address communication issues at the beginning of the school year for parents with children on IEP's, a new group to review literacy and reading instruction and a group to review ABA programming. Mrs. Gardner presented a supplemental document that provides background and recommendations from the ABA programming working group. Mrs. Gardner thanked the district for working with SEPAC on this issue and providing feedback in the document. She presented the recommendations from the group for the Committee's consideration. These include working collaboratively with the newly hired Board Certified Behavioral Analyst (BCBA), for the district to adopt standards for the retention of programs, to ensure consistent delivery of services and efficiencies, to evaluate if the district should adopt electronic collection of data, to continue to build hiring standards and job descriptions and develop comprehensive training programs. Mr. Ferron thanked Mrs. Gardner and Mrs. Porro for their presentation. He agreed that the recommendations are fair and will be considered and that there are some actionable items that make sense to implement and are in plans for next year. In the upcoming year, SEPAC will continue to work on its policies and will focus on outreach to new parents and parents of middle and high school students. Topics for the upcoming year events include nutrition, anxiety and reading. Mrs. Miller thanked the SEPAC for their recommendations from their working group. Mr. Geary asked about students transitioning to different schools, i.e., Cedar to Center, and if the SEPAC thought a document to ease anxiety around the transition would be helpful. SEPAC commented that a social story is often delivered to the parents at an IEP meeting that explains what's about to happen, what you can expect, with illustrations for students and there is one for the transition. Mr. Geary stated the *Report on the ABA Programming Working Group* is a great working document and that type of cost analysis may be needed in order to implement some of the recommendations. Mrs. Lynch asked if some of the improvements recommended in the Report are not currently happening. Mrs. Gardner responded that this is a systematic review and that the concern is around standardization of programs and they want to ensure consistency. Mrs. Porro commented that staff needs to be trained how to approach different situations with special education students. Mr. Guyette commented that the pool of potential support staff is very small and not as experienced as the district would like. Mrs. Booker thanked SEPAC for all the work that went into the document. The School Committee will review the recommendations in the report and will have a conversation with administration about them.

SEPAC presented recognition awards to Matthew Ferron, Keith Guyette, Dr. Thomas Raab, Deborah St. Ives, and Patty Nesti for their continued support of their programs. These awards are given each year to staff members who promote inclusion and go above and beyond for students.

Report of Finance Department Presented by Dr. Thomas Raab:

- Donations - Friends of Hanover Music and Theatre Donation - \$5,000 that was presented earlier in the meeting. Tom reviewed the list of additional donations totaling \$7,849.88 that was provided to the School Committee, Appendix D.

Motion by Booker to approve donations in the amount of \$12,849.88. The motion was seconded by Geary. The vote carried unanimously.

Report on Teaching and Learning:

- **Class of 2019 College and Career Update** - Hanover High School Assistant Principal, Kelly Stukenborg gave an update on this year's college applications and college acceptances, including early actions and early decisions. She noted that 214 students graduated from Hanover High School. This year there were more conversations with students about student loan debt as part of the college application process. Mrs. Lynch requested they rethink using the term "gap year" i.e., is there better terminology than "gap year" if they are doing community service, etc. Kelly also provided an update on scholarships that were awarded to students during the awards ceremony. There were 129 scholarships awarded for \$207,000.

Mrs. Corbo excused herself from the meeting at approximately 9:00 p.m.

- **2019-2020 HMS Student Handbook Draft 2.0** - The proposed amendment to the dress standard was referred to school counsel and semantic changes were recommended. These changes were discussed. Following this, Mr. Barrett spoke about adding some narrative about the flexibility in the grading system for students on IEP's or 504 Plans to the *Handbook*. He spoke about the addition of a pass/fail option for students on IEPs or 504 Plans taking certain subjects, such as languages. Mrs. Booker said she likes the idea, but asked if there needs to be more information in the Handbook for parents. Mr. Barrett stated that this is a very specific option for certain students and communication will happen at team meetings. Mrs. Lynch thinks this should be discussed at the student's team meeting and questioned why it should be included in the Handbook if it's not for every student. Mrs. Booker said this is a social concern for students on an IEP. Mrs. St. Ives said by adding this option to the grading grid, Mr. Birolini believes it allows for flexibility and formalizes it for the school. It is essential to provide opportunities for all students and needs to be really well thought out and part of the team meeting. Administration will include clarifying language to the pass/fail option in either the *Handbook* or the *Program of Studies*.

Motion by Booker to accept the inclusion of a pass /fail grading option in the *Hanover Middle School Handbook*. The motion was seconded by Geary. The motion carried unanimously.

Action Items:

Vote to Approve Superintendent's Contract Extension – There was an executive session at the last meeting to discuss Mr. Ferron's contract and the Committee agreed to extend the contract for one year, by granting a new three-year contract.

Motion by Booker motion to approve a contract extension for the Superintendent of Schools, effective July 1, 2019 through June 30, 2022, as written. The motion was seconded by Geary. The motion carried unanimously.

Vote to Ratify AFSCME Contracts – The AFSCME contracts were discussed and voted on by the Committee in executive session at the last meeting. All contracts must be voted in open session.

Motion by Booker motion to approve the AFSCME agreement for Administrative Assistants, effective July 1, 2019 through June 30, 2022, as written. The motion was seconded by Geary. The motion carried unanimously.

Motion by Booker motion to approve the AFSCME agreement for Cafeteria Workers, effective July 1, 2019 through June 30, 2022, as written. The motion was seconded by Geary. The motion carried unanimously.

Motion by Booker motion to approve the AFSCME agreement for Paraprofessionals, effective July 1, 2019 through June 30, 2022, as written. The motion was seconded by Geary. The motion carried unanimously.

Public Comment: None

The next School Committee meeting is scheduled for June 18, 2019 at Hanover High School. Expected agenda items will be: School Committee Reorganization, 2019-2020 Superintendent's Goals Draft 1.0, FY'19 Budget Close-out Report, State of Athletics Report, Family and Community Engagement Update, Vote on School Lunch Price Increase, Traffic Study.

Motion by Booker to adjourn at 9:31 pm. The motion was seconded by Geary. The motion carried unanimously.

Respectfully Submitted by:
Audrey Barresi

Documents Used:

Revised Fundraising Policy Updates
HPTA Update
SEPAC Update
Donations
Class of 2019 College and Career Update
2019-2020 HMS Student Handbook Draft 2.0

Appendix A
Appendix B
Appendix C
Appendix D
Appendix E
Appendix F