

***Hanover School Committee Meeting Minutes
September 11, 2019
Hanover High School***

Present: Mrs. Leah Miller, Mr. John Geary, Mrs. Kimberly 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 7:01pm by Chairperson Miller.

Public Comment: None presented

Approval Minutes:

The June 18, 2019 School Committee General Session minutes were tabled due to additional edits being requested.

Motion by Lynch to approve the August 28, 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 – The Town of Hanover and our students, remembered and honored the victims and heroes of September 11, 2001 with different ceremonies and tributes in age appropriate ways. Mr. Ferron thanked Melinda Bertoni, Katie and John Duff and the other volunteers of the "Big Event" team from the North River Community Church for the outstanding seasonal decorating they did at Salmond School on Sunday. The Curriculum Night dates for the Elementary schools are being reviewed and will likely change to accommodate the anticipated high attendance at each school. HHS Curriculum Night is September 12th, the Middle School on September 16th for 5th and 6th grades and September 17th for 7th and 8th grades.

- **Opening of School Report** – Students and staff are back and ready to learn! The administrative team received positive feedback on the special education correspondence to families regarding student teachers and support staff. All schools conducted fire drills and attained feedback from the Hanover Fire Department. The 2019-2020 Superintendent Goals, as well as the Strategic Objectives and School Improvement Plans, will be discussed at next meeting. Student and staff daily routines are positively being established.

Mr. Geary appreciated a "Welcome to School" email submitted by a Middle School teacher that included a photo along with a description of all staff. Mrs. Lynch questioned whether feedback was received about the Convocation event. Mr. Ferron responded that feedback has been very positive and staff enjoyed the inspirational stories shared by the guest speakers.

- **Traffic Study Committee Update** – Presented by Mrs. Booker. The Committee has held two meetings and will continue to meet twice per quarter. The Town removed the flashing lights at Winter Street and will add speed lights in its place. The possibility of establishing a parent volunteer system will be discussed at a future meeting. It has been requested that Winter Street sweeping be completed after school bus pick-ups in the morning.

Report of Finance Department Presented by Dr. Thomas Raab:

- **Donations** – Donations totaling \$951.78 were received from Lifetouch, Baystate Textiles and Harvard Pilgrim Healthcare.

Motion by Lynch to approve the donations in the amount of \$951.78 as written. The motion was seconded by Geary. The vote carried unanimously.

- **Transportation Update** – Dr. Raab provided the School Committee with an update on the transportation services with the new grade level consolidation plan. Based on feedback from parents and our Bus Company, changes were made to O bus and K bus to try and shorten the O bus route. The change was implemented on Monday and it seems to be going well. We continue to monitor all of the bus routes and will strive to make the routes as efficient as possible always with student safety as our most important concern.
- **Capital Items** – The proposed capital items were developed in consultation with the Information Technology Study Committee, Robert Murray, Victor Diniak, the Principals, Athletic Director and Central Administration. It represents all known needs in order of priority from FY 2021 thru FY 2025. These lists are due to the Town Hall on Friday, September 13th as a preliminary Capital Plan. Dr. Raab will keep the School Committee fully informed as the lists are considered by the Board of Selectmen and Advisory Committee and will be included on agendas if needed. A rough estimate to retrofit our existing water fountains with a charcoal filtration system is \$400 per unit. The systems will be installed in the hallways for all buildings and in the classrooms at the elementary level. Counting both the hallway and classrooms, currently we have 44 units at Center, 33 at Cedar, 14 at HMS, and 6 at HHS that would need to be upgraded with a new system. This document can be viewed in its entirety on the Town of Hanover website.

Mr. Geary questioned the last item's fiscal year (FY) discrepancy. Dr. Raab will correct the errors.

- **FY'20 Budget Transfers** - The total FY 2020 budget amount of \$29,218,267 remains the same, including an additional \$258,183 in out of district tuition liability since March. While there were saving opportunities within Salaries and Expenses, these were not enough to cover the additional expenses. Dr. Raab also expects to use \$57,131 of FY 2019 Circuit Breaker carryover as well as \$100,000 of the Annual Town Meeting Special Education Reserve Article in order to balance the budget for FY 2020. As in the past, Dr. Raab will not request votes of the School Committee and the Board of Selectmen for the \$100,000 until May/June, until exactly what money is necessary to transfer to balance the budget. This document can be viewed in its entirety on the School Committee website.

Mrs. Miller questioned the funds transfer. Dr. Raab noted that an article would be included.

Motion by Lynch to approve the Budget Transfer Requests as written. The motion was seconded by Geary. The vote carried unanimously.

Mr. Ferron thanked Dr. Raab for his ongoing efforts to create a working budget. The School Committee agreed.

Report on Teaching and Learning:

- No report at this time

Action Items:

- **Authorization of Attendance of Non-resident Student** – Presented by Mr. Ferron. A student in the 12th grade moved out of town and according to the School Committee policy he is permitted to finish his senior year at the Hanover Schools.

Motion by Lynch to approve the Authorization of Attendance of the Non-resident Student as discussed. The motion was seconded by Geary. The vote carried unanimously.

- **HMS Museum of Science Field Trip Request** – Presented by Mr. Ferron on behalf of Mr. Biriolini. The program is aligned with the science curriculum including ecosystems, matter &

energy and Earth's place in the universe. The trip will enhance the student's knowledge of science and promote teamwork. The Museum of Science offers chaperones a free visit prior to event to go over safety issues. The school nurse will attend the event. The cost remains the same as previous years.

Motion by Lynch to approve the HMS Museum of Science Field Trip Request as presented. The motion was seconded by Geary. The vote carried unanimously.

- **HMS April 2020 Washington D.C. Trip Request** – Presented by Mr. Ferron on behalf of HMS 8th grade teachers. This field trip focuses on our nation's history thru visiting museums, sites, monuments and memorials. The HMS Band will be performing at the Lincoln Memorial steps. The 8th grade teachers aim to engage students in the whole DC experience. Night chaperones are provided by the field trip company to ensure safety within the hotel. Chaperones are trained in first aid and EpiPen instruction through World Strides. The cost remains the same as previous years.

Mrs. Lynch questioned the option for a payment plan. Mr. Biriolini replied that option is available for families. Fundraised income can offset financial support and bus supplies but does not reduce the cost of the trip itself.

Motion by Lynch to approve the HMS April 2020 Washington D.C. Trip Request as presented. The motion was seconded by Geary. The vote carried unanimously.

Public Comment:

Mrs. Lynch requested feedback on the Fundraising guideline. Mr. Ferron stated that he would have a meeting with school administrators to gather feedback and to make sure everyone is on the same page.

Mrs. Lynch requested that the order of agenda items to be changed for staff members presenting at School Committee meetings. Staff members presenting will be **placed near the beginning** of the meeting agenda. Mr. Ferron added that the request would be considered.

The next School Committee meeting is scheduled for September 25, 2019 at Hanover High School. Expected agenda items will be: HHS Field Trip Request, Strategic Objective Update, and Q4 FY'19 Revolving Account Report

Motion by Lynch to adjourn at 7:43pm. 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:

Donations
FY'20 Budget Transfers
HMS Museum of Science Field Trip Request
HMS April 2020 Washington DC Trip Request

Appendix A
Appendix B
Appendix C
Appendix D

