

***Hanover School Committee Meeting Minutes
January 8, 2020
Hanover High School***

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

Also Present: Matthew Ferron, Thomas Raab, Deborah St. Ives, Keith Guyette, Patricia Smith, Dan Birolini, Jane DeGrenier and Michael Oates

Call to Order: Meeting was called to order at 7:00pm by Mrs. Miller

Public Comment: None presented

Approval Minutes:

Motion by Lynch to approve the December 4, 2019 School Committee General Session minutes as written. The motion was seconded by Corbo. Geary abstained. The motion carried.

Report of the Superintendent presented by Mr. Ferron:

- **Events and Updates** – Kindergarten registration is taking place and will conclude on January 15th. HHS Winter Jam is January 16th. Efforts have been made to strengthen college preparedness for students and families by creating a database of collegiate alumni that students can reach out to. All employees of the district can participate and all post graduate experiences including military, trade schools, collegiate, etc. are welcomed. A comprehensive College Planning Course at Center Auditorium is planned for February 4th. A college admissions panel is scheduled for March 4th to discuss what it takes to get into particular colleges, interview process, SAT scores, competitive majors, etc. Courses on finance and paying for college are also scheduled for March.

Mrs. Miller asked if students would have the opportunity to ask questions of returning alumni as well. Mr. Ferron replied that this panel would provide different information and have a different tone. Mrs. Corbo questioned if an email would be going out to announce these college-planning sessions. Mr. Ferron replied yes and that he hoped to have it out in the next week. In addition, she requested that Naviance be included as the website. It is a great source for all collegiate related questions. Mr. Ferron agreed that that is a great resource.

- **Master Plan Implementation Committee Update** – Presented by John Geary. The 3rd round table meeting was held on December 17th. Those present were from the Board of Selectmen, Park and Recreation Department, Council on Aging, Conservation and Historical Society including School Committee. The SEPAC Info Night, AP test scores and Capital Expense were discussed. The following is an update from that meeting:
 - Board of Selectmen:
 - Annual town meeting warrants are open and a new policy that BOS will now give feedback on any warrants not approved
 - Water rates have been set for 2020 with an increase
 - Capital budgets have been reviewed and next operating budget meeting is in February
 - Walnut Hill traffic policy is in draft form and will be reviewed in February
 - Sylvester School does not have any appraisals submitted yet
 - Parks and Recreation:

- Walk through all fields for safety and inventory of fields are posted online
- Food truck Tuesdays are being reviewed for new location due to mall construction
- Build the boards update
- Council on Aging:
 - Silver street land re-development under review
- Conservation:
 - Rail trail feasibility study
 - CPC outstanding balances are being reviewed and evaluated. There is a surplus of \$118,000 from the approved amount to be spent on the Town Hall renovations, but was unused.
- Historical Society:
 - Reviewed changes to the law from one year process to an eighteen month process
- **Fire Station Planning Committee** – Mr. Ferron requested an appointment from those present for this committee in order to open another fire station. As read by Mr. Miller, their mission statement is: “To evaluate options for the Hanover Fire Department’s need for space, geographically consistent response times, operational efficiency and cost containment debt and operational as they relate to the concept of a new fire department’s substation. The study committee is expected to provide objective analysis, pro’s and con’s and other considerations on reasonably probable options. The study committee does not have a burden of making a recommendation. A report would be needed by November.

Motion by Geary to appoint Ruth Lynch to the Fire Station Planning Committee. The motion was seconded by Corbo. The motion carried unanimously.

- **NRC Annual Report Update** – Mr. Ferron stated that the report has been submitted. The NRC is a positive and ever expanding program. This document in its entirety can be found on the Town of Hanover website. The following is a snapshot of what was discussed:
 - Information on the programs and services provided by the Collaborative;
 - Discussion of the cost-effectiveness of these programs and services;
 - Discussion of the progress made toward achieving the objectives and purpose set forth in the Collaborative Agreement; and
 - Audited financial statements and the independent auditor’s report.

Report of Finance Department Presented by Dr. Thomas Raab:

- **FY ’21 Budget Update 1.0** – On January 6th, the Town Manager rolled out the first pass of the FY’21 budget but it is not finalized. The School Department’s budget for FY ’21 is at \$30.6 million, a \$1.4 million increase from prior year. This is a level services budget which includes the reading teacher added mid-year. All contractual obligations (salaries) are known and only a few retiring employees for the coming year. The expenses include maternity leaves, changes mid-year, technology, building-wide expenses, special education and September’s expense restoration. The Board of Selectmen went thru the Warrant to make sure funds will always be available for unanticipated Special Education. The following is a snapshot of the document that can be found in its entirety on the Town of Hanover website:
 - December 2019: Full Leadership Team meetings to review options; Superintendent and Town Manager review projections and begin planning process; Assistant Superintendent for Business & Finance and Superintendent prepare personnel and expense strategies; and Budget Subcommittee meets to review progress

- January 2020: Budget 1.0 draft documents to School Committee on January 8th; Presentation of FY 2021 Budget 1.0 to School Committee on January 22nd; and Development of budget options for Version 2.0+.
- February 2020: School Committee review and evaluation; Advisory Committee meetings as invited; and Staff and community communication/updates.
- March 2020: Increase community awareness and engagement; Public Hearing on the FY 2021 Budget (March 11th); School Committee vote to support budget; and Advisory Committee Presentation
- April 2020: Ongoing communication between School Committee, Town Manager, Board of Selectmen, and Advisory Committee; and Review and evaluation of budget options
- May 2020: Town Meeting

Mrs. Lynch questioned the student enrollment with hopes to continue monitoring the total throughout the school year. Dr. Raab noted that he would add these projections to the Budget.

- **Donations** – Donations totaling \$500.00 were received from Exxon Mobil.

Motion by Lynch to approve the Donations in the amount of \$500.00 as written. The motion was seconded by Geary. The vote carried unanimously.

Report on Teaching and Learning:

- **Health and Wellness Update #1** – Presented by Patricia Smith, BSN RN NCSN, Director of Health Services for Hanover Public Schools. This document can be found in its entirety on the Town of Hanover website. The following is an overview of the document:
 - Health Services Snapshot: Increase in food allergies, asthma, chronic neurologic conditions; screening year for all grades; no substance use referrals; 90% of students visit the nurse at least once per year; and close to one hundred daily prescriptions.
 - Comprehensive School Health Services: Overview – Hanover received state grant; Key Elements/Goals - to increase nurse dedication to Case Management; Performance Improvement in three out of six areas;

Mrs. Lynch questioned who established the six performance improvement areas. Mrs. Smith replied that the Massachusetts Department of Public Health set the goals.

Mrs. Corbo questioned what the process is for identifying a priority. Mrs. Smith noted that the school and community health assessment partnered with Boston University.

- Comprehensive School Health Services (continued): Invested in per diem nursing; partnered with Anti-Defamation League; health education for students and staff; and HHS's health care occupation course
 - Reports/Evaluation: BMI, SBIRT, Epi-Pen and DESE
 - Funding: Director or Health Services position; increase per diem nurse hours; IED placements; all staff trained in medical emergency procedures; Medicaid expanded reimbursement; and document optimizing
- Wellness Committee Restructure: Led by administrators in many departments for improvement in school health and safety to enable a community voice
- Substance Use/E-Cigarette Prevention: HHS students participated in vaping education; program for on-going counseling; survey tool to determine planning process
- Anti-Bias Leadership Team; Started two years ago to provide education in an inclusive environment; workshop this past fall; peer leadership class

- Anti-Defamation League (ADL): Led by two faculty members
- Professional Development: a dual teacher led group
- Peer Leadership: Reduce bullying
- Boston University Research: HHS is a participating school
- 2018-2019 Wellness Committee Goals

Mr. Geary questioned what the percentage of nursing encounter per school was. Mrs. Smith does not know but will provide figures to committee.

Mrs. Lynch questioned the data kept regarding accidents. Mrs. Smith replied that she receives a report that is used to notice trends. In addition, Mrs. Lynch questioned whether accidents are required to be reported. Mrs. Smith replied that she does not.

Mrs. Corbo commented on the Judy Love presentation, specializing in student anxiety. The video is available on the Hanover School website.

Mrs. Miller appreciated Mrs. Smith's strategy and use of the grant money and diversifying the funds.

Mr. Ferron added that the nursing staff does a tremendous job regarding anxiety, safety and day-to-day comfort for the students.

- **MCAS Presentation** – Presented by Debbie St. Ives, Daniel Birolini, Jane DeGrenier and Michael Oates. The goal of the presentation is to go over the state accountability data from prior school year. This document can be found in its entirety on the Town of Hanover website. The following topics were discussed in detail:
 - *English Language Arts* - All grades exceeded state levels
 - *Mathematics* – State wants bottom 25% to increase during the following grade regardless of grouping
 - *Science & Technology/Engineering* - Adapted new science standards & performed above state level
 - *Accountability Data* – Achievement, student growth, high school completion, progress toward English proficiency, chronic absenteeism & advanced coursework completion
 - *Next Steps* – Professional development, assessment & curriculum resources
 - *How to Learn More* – MCAS Parent's Page & MCAS Parent's Guide

Mrs. Lynch noted the use of "Internal Collaboration" and appreciated the time spent educating teachers on MCAS data and its success. She requested a wider breakdown of student performance. Mrs. St. Ives noted that the percentages could be added to the graph.

Mrs. Miller requested a graph by grade. Mrs. St. Ives will provide.

Mrs. Booker questioned the ELA section, whether the Students without Disabilities who failed are screened for a disability, as required under Child Find. Mrs. DeGrenier replied that data is viewed to determine any concerns if a student is not currently on a plan. Mr. Oates added that this is a one-time assessment and is added to a students' portfolio. Mrs. DeGrenier noted that it's important to assess the current low performing students and continue to follow them year-to-year.

Mrs. Booker questioned the math for students with disabilities. The students with disabilities scores were below the state average. Mrs. Booker questioned whether the curriculum has been adjusted for these students. Mrs. St. Ives replied that the math scoring differs from ELA when

compared to the prior school year. The goal is to adjust their plans based on the scores. The page 15 break down was noted.

Mrs. Corbo commented on the Math comparison to ELA. Mrs. St. Ives added that they are closely looking at this and that the trend is not based on prior year.

Mrs. Miller questioned whether pulling the high placing students for a challenge outside the classroom. Mrs. St. Ives replied that difficult math work and a high-level book club have been discussed.

Mrs. Miller questioned the breakdown for Grade 5. Mrs. DeGrenier does not have the break down for Meeting and Exceeding Expectations.

Mrs. Corbo appreciated the inclusion of the DART school districts and neighboring districts.

Action Items:

- **Home School Vote** – Motion withdrawn per Mr. Ferron

Public Comment: None presented

The next School Committee meeting is scheduled for January 22, 2020 at Hanover High School. Expected agenda items will be: Superintendent Mid-Cycle Report, FY '21 Budget Presentation 1.0, Lunch Debt Procedures

Motion by Lynch to adjourn at 8:45pm. 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
HHS MCAS/AP/SAT Presentation

Appendix A
Appendix B