

Hanover School Committee Meeting Minutes
December 9, 2015
Hanover High School

Present: Ruth Lynch, Michael Phillips and Kimberly Booker

Also Present: Matthew Ferron, Thomas Raab, Debbie St. Ives, Joan Woodward, Dan Birolini, Michael Oates, Jane DeGrenier, Matthew Paquette, Aaron DiGaudio

Call to Order: Vice Chairperson Lynch called the meeting to order at 6:18 p.m.

Executive Session. Motion by Phillips to enter into executive session for the purpose of discussing collective bargaining strategy with intent to return to general session. The motion was seconded by Booker.

Role Call Vote: Ruth Lynch – yes, Michael Phillips – yes, Kimberly Mills-Booker – yes.

General session was called to order at 6:29 p.m. by Vice Chairperson Lynch.

Student Recognition Awards Ceremony

- Awards presented for Perfect Attendance for 2014-2015 and Perfect MCAS Scores.
- The M.A.S.S. Superintendent's Award for Academic Excellence was presented to Annika Rowland for not only her academic achievements but for her many accomplishments outside the classroom as well.

Public Comments: None presented

Approval of Minutes:

Motion by Phillips to approve the minutes of the October 28, 2015 meeting as written. The motion was seconded by Booker. The motion carried with a majority vote.

Report of Superintendent:

Updates and Events:

- Middle School Robotics team has advanced to the next level in the competition.
- Town of Hanover and the Hanover School District are combining Human Resource, Payroll and Benefits offices. The office will be located at the Salmond School and will be for all Town employees. An updated report will be presented to the School Committee in February 2016.
- Students throughout the district will enjoy homework free Tuesdays in December to give families more time to enjoy the holiday season.
- Report cards as well as PARCC testing results will be sent home to parents this month.
- HFEE grants have awarded \$12,000 to teachers. More information will be available in January with our donations report.
- Math curriculum nights were held at both elementary schools and at the Middle School. Approximately 100 parents attended over the three nights.
- Thank you to math coaches, teachers and Ms. St. Ives for making those happen.
- High School open house for 8th grade will be held on December 10, 2015.
- High School Winter Pops concert is scheduled for December 17, 2015. This concert will include the band and the chorus.

- On December 21, 2015 there will be a festival of "Lessons and Carols". This will feature spoken personal reflections and music selections.
- Winter sports teams will kickoff the season within the week.

Update on Center/Sylvester – Presented by Ms. Booker

- Working on Proposal 8A. Plan will be provided to the School Committee
- Question by Ms. Lynch – When will we know if the MSBA has accepted our proposal?
Response by Mr. Ferron - On January 6, 2016 the group will meet with MSBA to answer questions MSBA still has.
- We will also explain and defend to MSBA educational goals and vision and demonstrate how this building plan meets our goals and vision.
- There is a dedicated page on the website and will include 8A plan.
- Question by Mr. Phillips – do we have the ability to make changes. Response by Ms. Booker – yes
- Comment by Ms. Lynch – You have given many people the opportunity to offer feedback and this has truly been a community project. When it's all done, you will know you have been part of the legacy.

Superintendent Evaluation Policy Revision - Presented by Mr. Ferron

- As we went through the evaluation process last year, we realized the district policy no longer met the School Committees timelines or process and didn't match up to Department of Education revisions.
- The draft of timelines and expectations are outlined in Appendix A, which is online.
- Recommends condensing our policy following DESE process along with local guidelines and timelines.
- Committee voted last year to have the Superintendent Evaluation complete prior to Town Election.
- Superintendent will present final evaluation at the April 6, 2016 meeting.
- Mid-year progress report for the School Committee by January 2016.
- Action to accept this new policy will be taken at the January 6, 2016 meeting.

Physical Restraint Policy Update Presented by Student Services Director Joan Woodward

- In January 2016 the school district will need to implement new state regulations and create a new policy concerning restraint as it relates to the law.
- Differences from 2001 policy:
 - Greater emphasis on using behavior support alternatives to physical restraint
 - Emergency circumstances
 - Prohibit including a restraint written into an individualized student education plan
 - Prohibit face down (prone) restraint
 - Adding additional training requirements to incorporate alternative positive behavior intervention so physical restraint is last possible resort
 - New time out definitions
 - Seclusion is not permitted
 - All restraints are to be documented and parents informed both verbally and in writing
 - Principals are required to review all restraints that happen weekly and monthly to see if there is a pattern or triggers with a student
 - Defines last resort as other methods of de-escalation or behavior support have not worked physical restraint will be allowed

- Policy submitted to the Committee for approval reflects these changes and has been vetted with legal counsel to ensure compliance with new state regulations.
- There will be training at each school and includes de-escalation training not just restraint training.
- Question by Ms. Booker – this policy is for every student? Is there a full PD day to train all staff? Response by Ms. Woodward – part of the additional training will be training all staff in the district.
- Question by Ms. Booker – what happens when there is a substitute in this type of situation? Would a trained staff member be involved? Response by Ms. Woodward – Yes, staff would be involved. Guidance, Special Education staff, or other support staff would come in to assist.
- Comment by Ms. Lynch – you did a wonderful job explaining that these situations are not a frequent occurrence and that restraint is a last resort.

Motion by Phillips to accept changes in the policy on restraint of students as required by the Department of Education, effective January 1, 2016. Motion was seconded by Booker. Motion carried unanimously.

Report of the Finance Department - Presented by Dr. Thomas Raab:

Donations

- Dr. Raab read a list of donations from Baystate Textiles
- \$10,000 from Hanover Sport Boosters for 2 score boards for baseball and softball fields. Total cost is \$16,000. \$6,000 will be obtained from athletic revolving account. Goal is to have it up by spring season.
- \$4,000 from Hanover Cultural Council for drama program to buy sound equipment
- Piano was donated by the Meads family for use in the High School practice room.

Motion by Phillips to accept the \$14,052.25 in donations. The motion was seconded by Booker. The motion carried unanimously.

FY 2017 Budget Development Timeline

- We are following a similar process to last year and we have been meeting with principals to outline needs for the upcoming year.
- Budget Draft 1.0 will be presented to the School Committee on January 6, 2016 to highlight priorities.
- A presentation of Budget 1.0 to the Committee will be scheduled for the January 20, 2016 meeting.
- A Public hearing on the budget will be held on March 9, 2016.
- Question by Mr. Phillips – does this timeline give us any wiggle room if we are delayed? Response by Mr. Ferron – yes, if we find we are not ready on March 9th we still have time

Report on Teaching and Learning:

PARCC Presentation: Grades 3-8 – Presented by Ms. St. Ives, Mr. Oates, Mr. Birolini and Ms. DeGrenier

- Ms. St. Ives thanked everyone who worked on this process of compiling data and putting it in a way that is easy to understand.
- Grades 3-8 and 9 & 11 participated in PARCC in ELA and Math last year.
- Paper pencil test conducted at the Middle School and Center/Sylvester where Cedar school piloted the computer-based version.

- Benefits of PARCC are that it mirrors our daily expectations for instruction and it aligns with our standards.
- PARCC tests for concepts to new situations and creative thinking. Questions include higher order thinking and have students apply what they know to different tasks. Problem solving, writing and to defend their reasoning.
- Hanover scored above state in ELA and math.
- Compare Hanover to like communities, Hanover fell in middle.
- Regional comparison – Hanover scores solid but we have room to grow and improve in some areas and that will be our focus.
- Our goal is to have all students score at Level 4 – Meeting Expectations or Level 5 – Exceeding Expectations.
- Used a cohort analysis that allows us to follow a 9th grade class back to 5th grade.
- Student growth percentile is measure of student progress from year to year and compares students with similar scoring history (peer groups).
- Our students demonstrated growth in every year we measured growth and they also out-performed their academic peer groups for ELA.
- Question by Ms. Booker – is the last row, second to last column showing that 84% of students in that grade scored either Level 4 or Level 5 or growth. Response by Mr. Oates – it shows percent of students who performed at Level 4 or 5 in that grade.
- Sample parent report was presented. Students receive an overall score and are compared relative to the School, District, State and PARCC average. Scores are broken down to align with Common Core State Standards.
- Need to increase percentages of students who are Level 4 or 5 in math.
- We have widened the gap between us and the state for math.
- Now that we have the data we will begin to dig deeper and make some instructional decisions based on the data.
- PARCC will be given again this year, but only once and the time will be reduced.
- Next generation MCAS will be taken next year. MCAS graduation requirement in place until Class of 2019.
- Information and parent resources are on our website www.hanoverschools.org/PARCC.
- Question by Phillips – were there differences between results for those who took paper and those who took computer test? Response by Ms. St. Ives – We didn't see any kind of slant and can't say yet if we saw any difference with computer based.
- Question by Ms. Booker – do these scores capture both the March and May results? Response by Ms. St. Ives – Yes, these are the summative results. We were only given one set of scores and were only expecting to see this one set of results.
- Question by Ms. Lynch – is this model of presenting the data provided by the state or something you designed? Response by Ms. St. Ives – you can pull different reports from the state but we found it more valuable to put it in this format to show growth over time.
- Comment by Ms. Lynch – it's interesting we are just looking at Level 4 and 5. Response by Ms. St. Ives – we do have data for other levels. We will send you additional slides that break it down by each level, and by standards.
- Comment by Ms. Lynch – last year we had a conversation about Middle School and their scores and yet tonight looking at it they are better than the state and surrounding communities. Response by Ms. St. Ives – We still do have focus areas and we have areas where we drill down into the data we know we can do better. Overall the initial data is good and there are things to celebrate.
- Question by Ms. Booker – looking at the math slide at the green, how do we have the student growth rate go up but the percent of students in Level 4 or 5 go down?

Response by Mr. Oates – student growth represents individual student performance against their academic peer group who scored like them the year before, and we see how you performed against that group this year. Response by Ms. St Ives. One measures what Level a student is in, one measures if the student is moving forward from Level to Level.

- Question by Ms. Booker – will there be a breakdown of special education population scores at a future meeting? Response by Ms. St. Ives – we are currently looking at the data and can share it with you. We need to be careful how it's presented in order to protect privacy because the population is so small.
- Comment by Ms. Jae Picard (community member) – there is a foundational difference where younger kids are so adept at using technology. Will that sway the decision of paper vs. computer testing? Also, what is the graduation requirement beyond 2019? Response Ms. St. Ives – it is all being taken into consideration. Ultimately we want all to participate in computer based but need to ensure we are there operationally. Nothing definitive has come out from the state regarding graduation requirements yet.

Action Items:

Middle School Trip to Washington DC - Presented by Mr. DiGaudio and Mr. Birolini

- Mr. DiGaudio presented itemized breakdown of trip including cost and itinerary. The school is looking at fund raising for students with financial needs.
- Researched a dozen companies and decided to go with World Strides.
- Comment by Ms. Lynch –We appreciate the investigation into other companies and take note that you think this is the most reputable.
- Currently there are 212 students enrolled in the 8th grade. Predict 99% will go on the trip.
- Question by Ms. Lynch – What happens with the students who do not go? Response by Mr. Birolini - A curriculum will be developed for students that do not attend.
- Chaperones will be Middle School staff including Mr. Birolini.
- Question by Ms. Booker – We need a date for trip to vote, correct? Response by Mr. DiGaudio – the trip is scheduled for June 6 – 9, 2016.

Motion by Phillips to approve 8th Grade Washington DC trip as outlined. Seconded by Booker. Motion is carried unanimously.

Home School Request – Presented by Ms. St. Ives

- Ms. St. Ives recommends approval of a new home school request for the 2015-2016 school year. Education plan submitted by the parents is in accordance with the *Charles* decision.

Motion by Phillips to approve the Home School Request with educational plan based on *Charles* decision. Motion was seconded by Booker. Motion carried unanimously.

Ratification of Appendix B of the Hanover Teachers Association Contract

- Members of the School Committee reviewed and discussed the information individually and in executive session.
- Comment by Ms. Lynch – this is very equitable and fair.

Motion to approve Appendix B of HTA contract.

Role Call Vote: Ruth Lynch – yes, Michael Phillips – yes, Kimberly Mills-Booker – yes.

Public Comment: None presented.

Motion to adjourn by Phillips at 8:24 p.m. The motion was seconded by Booker and carried unanimously.

Respectfully Submitted

Marjorie Morrison

Documents Used:

Minutes 10-28-15

Superintendent Evaluation Policy

Physical Restraint Policy

Donations

FY 2017 Budget Development Timeline

PARCC Presentation

Hanover Middle School Washington DC Trip Information

Home School Request