

Hanover School Committee Meeting Minutes  
September 30, 2015  
Hanover High School

**Present:** Ruth Lynch, Michael Phillips, Libby Corbo and Kimberly Booker

**Also Present:** Matthew Ferron, Thomas Raab, Deb St. Ives, Matthew Paquette, Hugh Galligan, Daniel Birolini, Stephen Kapulka, Michael Oates, Joel Barrett, Jane DeGrenier, Russ Wilson, Brian Ciccolo

**Call to Order:** Meeting was called to order at 7:00 pm by Vice Chairperson Lynch

**Public Comments:** None presented

**Approval of Minutes:**

- Motion by Phillips to approve the minutes of September 16, 2015 as written. The motion was seconded by Booker. The motion carried with a majority vote with abstention by Ms. Lynch.

**Report of Superintendent**

**Updates and Events:**

- Office of Family and Community Engagement will begin offering Adult Education Program with Session 1 beginning October 5th
- Our HMS cross country team did very well at the Ocean State Invitational
- Congratulations to all student athletes, coaches and parent volunteers
- Comment by Ms. Corbo – it was fantastic! They were good teammates, cheering on each other and other teams, kids were well behaved, and showed good sportsmanship.
- Technology Director Brian Ciccolo is leaving HPS for an opportunity in the private sector. We are very grateful for how much he has accomplished in a couple years
- Looking to bolster technical capacity, operational functions will remain intact
- We will take the next several months to think about how we move forward
- Question by Ms. Lynch – how soon will this move take place? Response by Mr. Ferron – middle of November Brian will be leaving us
- Last Friday night 150 staff and their families joined us at a Hanover Huddle BBQ and then attended the football game. Thank you to Mike Letorney from Horace Mann, Athletic Director Scott Hutchison, Food Services team. It was a fun night for all
- As of Thursday, 10/1 all open houses are complete
- Emergency Medical Response Training for staff is taking place at each school with ALICE training. Everyone is taking it very seriously and results are positive. Tricia Smith and her staff have been very instrumental moving that forward
- Comment by Ms. Lynch – would like principals to discuss the possibility having a student to come address the committee about approved field trips.

**Center/Sylvester Building Project Update - Ms. Corbo and Ms. Booker**

- Update by Ms. Corbo - Building committee has to submit our preliminary design plan to MSBA this week
- Twelve alternative design plans were presented and are posted on website
- Summary of Building Committee options:

- Alternatives 1-1A-2-3 involve upgrading Sylvester and leaving as an educational facility. These are not viable options for our vision of education to bring students together and not have them at separate buildings
- Alternatives 4-5-5A involve decommissioning Sylvester. Renovation and/or demolition of parts of Center. Retain neighborhood schools. These are all on the table to be considered
- Alternative 6, which MSBA requires the committee to examine, is complete new construction. Demolition Center, decommission Sylvester. This option was rejected, because it is new construction and the expense is significant
- Alternatives 7-8 involve decommissioning Sylvester. Full renovation of Center with one having partial demolition and one having no demolition of Center. These offer district-wide schools. Center grades 2-4 with 560 students, Cedar grades K-1 with 330 students, does not account for PreK, which is 60 students. These are both are on table as good options.
- Alternative 9 involves new construction and was rejected
- Alternatives 10-12 would have grades 3-4 at Center with grades K-2 at Cedar. These were rejected because the reconfiguration would overpopulate Cedar
- Cost estimates are very rough. We may see \$21million mentioned in the paper but this is certainly not on the table and not where we'll end up
- Comment by Ms. Lynch – very easy to follow, breaking down each option and understanding the approach made it very clear. Shows tremendous amount of work
- Additional note: alternatives 4-5-5A – if we retain neighborhood schools and build Center to 415 students we would have to redistrict a significant amount to Cedar
- These numbers are non negotiable as they are from MSBA population study
- Kudos to Matt, Deb and Tom, thank you to everyone working very hard to pull together information
- Question by Mr. Phillips – process-wise, we submit 12 plans to MSBA, do we provide commentary to ones we think are off the table? Response by Ms. Corbo we narrow it down to 3 options. We will hold community forums, Oct. 14<sup>th</sup> before School Committee. Survey being developed for parents and community to get their thoughts and feedback to help us make decisions
- Question by Ms. Lynch is it responsibility of building committee to make recommendations to what happens to Sylvester? Response by Ms. Corbo – once we make decision and rule out Sylvester, it is out of scope for MSBA. OPM can give us options but it is a community decision
- Update by Ms. Booker – School Configuration Subcommittee is working on a presentation for October 14<sup>th</sup> meeting
- Being thorough, looking at all options, and will present findings to School Committee to help make an informed choice
- Question by Mr. Phillips– some options look like full renovation of Center. How do we logistically manage with students? Response by Ms. Corbo – most disruptive part would take place during summer. Shift children to learning spaces that are not under construction. Mt. Vernon Architects have built many schools, are very experienced and will give us least amount of disruption
- Sylvester options will put children in portable classrooms. Not acceptable because not reimbursable by MSBA and significant population would have to be in them
- Comment by Mr. Ferron– what happens now in terms of communication: we expect mid next week we will have a webpage dedicated to the project. Schematic plan will be there, FAQ, set up Let's Talk for questions/comments, and we will have a survey

- October 14<sup>th</sup> community forum before School Committee meeting with a presentation. Architect will be here and most of the School Committee agenda will be dedicated to the project
- The following week will be another public forum
- October 28<sup>th</sup> School Committee will vote 3 options
- Comment by Ms. Corbo – When people hear about changes, it's stressful. We are looking years down the road for completion. Nothing is going to happen tomorrow it's a long and very thoughtful process
- Comment by Ms. Booker the focus is what is best educationally for our students
- School Configuration Subcommittee meeting October 6<sup>th</sup>

## **Finance Department**

### **Donations**

- Friends of Hanover Music conducted mattress sale and raised over \$4,000. First donations are for referral funds and are \$400 to high school music program and \$25 to middle school music program
- First Baptist church donated \$75 in school supplies to Cedar
- Motion by Phillips to accept donation in the amount of \$500.00. The motion was seconded by Booker. The motion carried unanimously.

### **FY16 Monthly Budget Update - September**

- Detailed list of year-to-date spending provided broken down by regular education or special education
- Special Education Article is showing a negative \$8K– we spent remainder of last years funds but this report is FY16 only thus showing a negative
- District-wide special education expense is negative \$79K. We have encumbered all current liabilities for special education and liabilities to handle IEPs we currently have
- We are receiving \$320K in Circuit Breaker funds so the first quarter deposit will wipe out this negative
- Comment by Ms. Corbo – thank you. Circuit Breaker is based on submissions to state, and accuracy is what gets us that money back

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

### **School Improvement Plan Presentation**

- Worked hard to develop and align plans with strategic objectives
- Crosswalk document highlights similarities and shows building specific actions
- **Goal #1 District-wide – To successfully integrate a School Resource Officer (SRO) into all Hanover Public Schools.**
  - Rationale and activities are common across all schools
  - SRO role is to be part teacher, counselor, law enforcement, enhance safety of schools and to be another trusted mentor/adult to students
  - Make SRO visible early and often and he has been over first month
  - Establish rotating schedule at each school at events, after school programs, spirit days, making a connection with students
  - SRO will assist with ALICE training at each school
  - Establish communication protocols between schools and Hanover Police Department

- Officer John will be a regular part of student meetings –student meetings, High School and Middle School intervention teams, arrival and dismissal, present at lunches, classroom appearances
- Monitor, evaluate and revise rollout by collecting stats on how often SRO is being used for family issues, student conflict, community issues spilling over into school and we will share information as time goes on
- Immense amount of satisfaction and an overwhelming positive feel so far
- **Goal #2 High School - To continue to develop a school-wide general assessment plan that provides a scope and sequence for the implementation of the following initiatives:**
  - Rolled over from last year due to enormity and complexity of the goal
  - We will take action on targeted NEASC recommendations in the areas of curriculum, instruction, and assessment
  - To develop and implement school wide rubrics around expectations of student learning: writing, reading, speaking, problem solving, technology, personal awareness and wellness, social responsibility and civic responsibility
  - Create common assessments to be used by teachers teaching same course
  - Align curriculum with the Common Core State Standards (CCSS)
  - We will create rubrics based on CCSS for argumentative writing, informative writing and narrative writing
  - Implement district-determined measures to gauge student learning, growth, and achievement
  - We are collecting data on common assessments, putting in Aspen for students and parents
- **Goal #2 Middle School - To continue to enhance instruction and student learning outcomes through the implementation of the following initiatives:**
  - Align curriculum with the Common Core State Standards in all areas, to ensure kids are getting everything they need to know and be able to do
  - Implement the V2020 math initiatives that are supported by a standards based curriculum, technological instructional components, and formative/summative assessments
  - We will use this model for other content areas as well
  - Utilize a variety of assessments to gauge student learning, growth, and achievement by looking at same work for teachers, raising expectations, agree on what work looks like, what do we want our kids to know and do
  - With assessments we will have the data to see what students are doing, what we need to be doing as teachers to improve student outcomes
- **Goal #2 Elementary - To enhance instruction and student learning outcomes in math by successfully implementing the enVisionMath 2.0 program inclusive of its technological instructional components, digital homework, and formative/summative assessments.**
  - We will provide Professional Development for all K-4 teachers in the enVisionMATH program
  - Assist teachers in technology integration by providing ongoing support
  - Incorporate *Math Challenge* and *Math Anytime* and organizing peer observation will happen in October
  - Dedicate time at Professional Learning Communities (PLCs) to analyze assessment of program

- Incorporate enVisionMATH 2.0 Topic Assessments, Cumulative Assessments, and Math Diagnostics into the yearly calendar for progress monitoring
- Teachers professional practice and/or student learning goals related topic assessments because they want to monitor their success
- Informal administrative observations of math lessons once weekly and providing specific feedback
- Assist teachers with iPad integration and home school connection and supporting efforts with E-Text and Bounce apps
- We shared Bounce app with parents at curriculum night and right now we are strategizing about holding math nights, homework help nights to make sure we get this right
- **Goal #3 District-wide - To continue to improve student learning through the use of professional learning communities (PLCs), teacher collaboration time, peer visitation, professional development, and a supportive organizational culture.**
- **High School Actions:**
  - Teacher collaboration time is in part due to NEASC requirement but teachers are craving time to work with their colleagues to work on curriculum together and we now have designated time set aside daily for this
  - Peer visitations which is a direct response to one of biggest success from last year
  - As this evolved we put tighter objectives on this and we used visitations at PLCs for discussions which was very effective and want to move forward with this again this year
  - Holding PLCs during faculty meeting times to have groups by grade and subject matter which allows us to run controlled, insightful conversations
  - First Tuesday of every month is dedicated to Professional Development and encourage teachers to facilitate workshops
- **Middle School Actions:**
  - Just beginning this this year and have begun by setting norms to make this meaningful time for staff, to create a professional culture to make sure work during PLCs is relevant and ties to district initiatives
  - We have PLC meetings every six days as well as common planning time
  - Designate topics, protocols, organizing data, embedding technology, and using strategies that can translate to the classroom
- **Center/Sylvester Actions:**
  - Focusing on 3 areas this year
  - Last year we formed a leadership team that worked hard to develop school norms and they will continue as a PLC this year
  - Grade levels meet weekly to focus on what is happening across grade, events that are coming up but they will establish shared activities and they will work on integration with arts
  - Focused in area of math with assessments, instructional practices, seeking support from pilot teachers
  - A PLC formed by our Special Education staff is meeting about math to look at unique things we need to develop in terms of accommodations and resources around math program
  - Continue to move forward the new evaluation system in Google Docs
  - Focus of teacher rubric to embedded into everything we do

- **Cedar Actions:**
  - Designing topics and protocols for PLCs using National School Reform protocols which aligns with what we are doing at district level with Administrative Team
  - Maintain formal agendas, rotating roles, identified tasks and measurable objectives which helps sharing out the work done at grade levels across the building
  - Using PLCs to introduce and plan Instructional Rounds
  - Have teachers provide PD workshops and administrators provide PD across the district
  - Have teachers model peer visitation at high school
  - Collect feedback at PLCs, teacher collaboration time, peer visitation and PD and being thoughtful with how we evaluate the feedback
- **Goal #4 District-wide - To improve student learning through increased teacher training in technology integration and literacy in the classroom.**
  - Technology is no longer an add-on but it's much more tightly integrated
  - Implement ISTE standards: word processing, using spreadsheets, searching online and align these to Common Core
  - Technology Committee is mapping this out and it will drive future purchases and training
  - Tracking how often equipment is being checked out, what it's being used for, what grade levels and will use this data to make future purchases
  - Become a Google district – use Google Drive for sharing PLC information and teacher evaluation
  - Increase use of ASPEN at elementary level to increase communication between teachers and parents
  - At HMS level would like to send out a tech technology survey
  - HHS there is an effort underway to see how we can better use whiteboards and software that go along with it
- Comment by Ms. Lynch – this is one of the top priorities in any district. If you believe in what the goals are and set activities toward these goals, that is what education is all about. Thank you for all the work you are doing and will continue to do.
- **Goal #1:** Question by Mr. Phillips– teacher feedback has been great around SRO, what about student feedback? Response by Mr. Galligan – You can find feedback at all levels. Officer John trying to balance time and be a presence everywhere. Kids at Cedar high fiving him.
- Comment by Ms. Booker – my kids talk about Officer John and I think it's important to develop that relationship at an early age
- Comment by Ms. Lynch – great to see you are keeping a log and will be analyzing data. It will be interesting to see what the data shows
- **Goal #2:** Comment by Ms. Booker - There has been parent feedback they are confused by math homework and they feel children are not learning basics. How can we reach out to community to address concerns? Response by Ms. DeGrenier – curriculum night was helpful to show what kids were learning and answer parent questions. October is good time to do a parent forum. Response by Mr. Oates – We will look to plan math night and mini workshops that look at how to help your child with homework. Encourage parents to reach out to teacher or math coach. They have received training and can provide support to parents
- Question by Ms. Corbo –Is there a digital answer guide or a way parents can access answers? Response by Mr. Oates - helpful app is E-Text where you can see how

students learn during the day that relates to homework. This will be going out soon if you haven't seen it yet

- Comment by Ms. Corbo - I would like district to think about what is an appropriate amount of time, per grade level, to spend on homework
- Comment by Ms. Booker - it is important for students to be able to do homework on their own. Maybe give parents leeway to say my child could not do this at home. Response by Ms. DeGrenier - if homework isn't being done independently teachers need to know
- Question by Ms. Booker - how are we implementing to align math vertically? Response by Ms. St. Ives - Matt Plummer has been involved and as a team we have looked at Algebra 1. We have been cognizant of this. We may need to move things around pacing wise, but we are keeping an eye on this.
- **Goal #3:** Comment by Ms. Corbo - Today we had an educational visioning workshop, and the idea of teachers coming together is so exciting.
- Comment by Ms. Booker - excited to hear about level of trust among teachers, show culture and climate at HHS is great.
- Question by Mr. Phillips - is teacher participation voluntary? Response by Mr. Paquette - it is an expectation.
- Question by Ms. Lynch - common planning time is embedded in schedule at HMS. Is this happening at HHS? Response by Mr. Paquette - it is in our vision. Right now we made decision to work on interdisciplinary connection.
- **Goal #4:** - Question by Ms. Booker - we get multiple sheets with available software and passwords. Is there a way to streamline and put it on the Aspen portal? Response by Mr. Ciccolo - we have taken steps this year to standardize student passwords so they are the same for different apps and programs. Other programs like *Raz Kids* and *Symphony Math* we are not there yet, but we are trying to make them consistent as well. Question by Ms. Booker can we put links on Aspen for all programs? Response by Mr. Ciccolo - yes, although some don't allow single sign on.
- Question by Mr. Phillips other towns are known for use of technology. Have we visited them and created benchmark? Response by Mr. Ciccolo - We have made site visits in the past. We have background knowledge and now need to make it our own and embed in the curriculum. This is goal for Technology Committee this year
- Question by Ms. Lynch - when talking to teachers about their goals, is it the expectation that their goals align with district and SIP? Response from all - Yes.

Motion by Phillips to accept the School Improvement Plans. The motion was seconded by Booker. The motion carried unanimously.

**Action Items:** None Presented

**Public Comments:**

- Comments by Mr. Ferron - On October 14<sup>th</sup>, there will be a Center/Sylvester Building Project Community Forum at 6PM and will continue discussion during formal School Committee meeting
- Question by Ms. Booker will the forum be a Q & A and will architects be here? Response by Mr. Ferron - yes the architect and project manager will be here. We are working with project manager on how to structure it.
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Motion to adjourn by Phillips at 8:57 pm. The motion was seconded by Booker. The motion carried unanimously.

Respectfully Submitted

Rachael O'Callaghan

Documents Used:

Minutes 9-16-15

Donations

FY16 Monthly Budget Summary Memo

Monthly Reporting Summary Detail

School Improvement Plan Crosswalk