

Hanover School Committee Meeting Minutes
September 16, 2015
Hanover High School

Present: John Geary, Michael Phillips, Libby Corbo and Kimberly Booker

Also Present: Matthew Ferron, Thomas Raab and Deb St. Ives

Call to Order: Meeting was called to order at 7:12 pm by Chairman Geary

Public Comments: None presented

Approval of Minutes:

- Motion by Phillips to approve the minutes of August 26, 2015 as written. The motion was seconded by Booker. The motion carried unanimously.

Report of Superintendent

Opening of School Report:

- It's been a very good opening at all of our schools. The Convocation with teachers and staff went very well and was exciting. Faculty have great enthusiasm and are working really hard
- Transportation is much improved over last year. Mr. Ingle from the bus company and Tom worked hard to anticipate problems and learn from the past
- Open houses at elementary schools were well attended
- Kindergarten orientation went smoothly with lots of happy students and parents
- HMS and particularly at HHS student schedules have been managed better this year than in past years. All students are fully scheduled. Attribute improvements to hard work of guidance, starting the process earlier in the summer, and additional functionality and expertise in Aspen.
- Fire drills have been conducted at all schools
- ALICE Training will begin with Cedar on September 29th. Other schools to follow over the month of October in coordination with Hanover Police and Officer John
- Officer John is really becoming a part of our system. He has been at all of our school almost every day, eating lunch with the kids. He was very helpful in resolving issues in the community that involved some of our students.
- Office of Family and Community Engagement
 - o Before and after school programs opened without a hitch. There are about 400 students in the program
 - o Enrichment sessions starting this week
 - o First drama production will be Aladdin at Cedar

Updates and Events:

- Curriculum Nights: Elementary tomorrow 9/16; HMS – Mon. 9/21 for Gr. 5/6 and Thurs. 9/24 for Gr. 7/8; HHS – Thurs. 10/1
- Cedar Family Fun Fest is Friday
- C/S Ice Cream Social is Friday
- Incoming Director of Student Services, Joan Woodward will be starting soon. Susan Egan has been doing a very nice job as our Interim Director.
- Comment by Mr. Geary – he was at a meeting at NRC and they echo the positive feedback about Sue.

Emergency Medical Response Policy:

- Mrs. Shea and Mrs. Smith presented this policy earlier this year
- Definition of a medical emergency was not in original policy. Policy has been vetted by legal counsel and now includes definition of a medical emergency
- Motion by Phillips to approve the Emergency Medical Response Policy as written. The motion was seconded by Booker. The motion carried unanimously.

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

- The Building Committee will be meeting Monday night with the architect who will present initial thoughts on 3 preferred plans, which the committee will then bring to School Committee and the public
- Question by Mr. Geary – From the town side, is the Advisory Committee represented on the Building Committee? Response by Ms. Corbo – no there is no one from the Advisory Committee but they are welcome to attend. Tony Marino the Assistant Town Manager is the eligible applicant and is in charge of the process.
- School Configuration Subcommittee met last night and focused on positives and disadvantage of 3 scenarios that have been presented: an addition to Center, move to district schools or keep neighborhood schools
- If we keep neighborhood schools, based on numbers, we may need to redistrict some students to Cedar
- Will present our findings to School Committee on October 14th or October 28th
- Question by Mr. Geary– from the timeline will we be voting in November? Response by Ms. Booker is that she will go to Building Committee meeting to make sure we have the timeline and will report at the next meeting
- Question by Mr. Geary - will it change how we look at other brick and mortar in the town? – Response by Ms. St. Ives - still looking at all options and it hasn't been brought to us by MSBA what viable options we have. Everything will be brought up and discussed. We are looking at historical and future trends and data.
- We are hoping to have community forums so that everyone is represented
- Goal is what is best for students of Hanover
- Question by Mr. Phillips – does the decision on school configuration need to be made before the architect can come up with 3 plans? Response by Ms. Booker – the project manager informed us yes. Comment by Ms. St. Ives – we have to present 13 different plans based on the configuration that we have and give them the direction to go in and narrow it down to three.
- Any questions are best directed to the Building Committee Meeting on Monday or the next Subcommittee Meeting on October 6th
- Comment by Mr. Ferron – We are starting a significant informational campaign.
- We are meeting with all of our elementary teachers next week to discuss vision and what the ideal elementary school looks like through 2025.
- We will share at next School Committee meeting important dates, benchmarks, and upcoming community forums.

Updated FY2016 Strategic Objectives

- Review of major changes and rationale behind the changes
- **Objective 1: Teaching and Learning**
- We want to look at curriculum and technology in a parallel track
- Develop and implement a multi-year strategy for technology integration to enhance teaching and learning

- This is a big, multiyear goal and something we will always be working on because it changes so rapidly
- **Objective 2: Human Capital**
- Initiatives are the same – find the best people and keep the best people. Have a culture that supports collaboration and an environment where people like to work
- **Objective 3: Sustainable Funding**
- This will change from year to year. One initiative is to ensure we can pay for everything, and that things make sense and are effective
- We need to implement V2020 and managing funding. Look to teachers, administration, and community to help make solid decisions: do we need more training or need to supplement curriculum, etc.
- Food services, athletics, FACE– asked directors to create specific strategic plans so we have real targets for self funding to run effectively
- **Objective 4: Community Engagement**
- Most importantly we need to integrate Director of Clinical Services, focus on health and wellness challenges
- **Objective 5: Safety and Security**
- Integrating the SRO-more formally establish role of SRO
- Implementing Raptor Technology
- This is the vision and roadmap
- Comment by Mr. Geary – We haven’t had comprehensive Strategic Objectives in a long time. Appreciate that we have it on paper, can refer to it
- Comments by Mr. Geary – FACE has athletic responsibility at HMS, there are some things that we can take away from how Kelly manages different divisions. Would like to see others working with Kelly and being aware of how Kelly operates in other parts of district.
- New initiatives are very tech focused. Suggestion to put thought behind what our tech department will look like in next 3-5 years. Tech staff may need to grow over the next few years to support the plan and growth
- Comment by Mr. Ferron – we’ve been discussing in detail in last few weeks and expect you will see at the next meeting with our School Improvement Plans a better-articulated plan based on the need for longer-term plan and growth. We need experts who can teach teachers how to use tools. We are already thinking about for budgets for next year.

Finance Department

Donations

- Began a textile-recycling program at each school last year. The monies can be used at discretion of building principals.
- Dr. Raab read a list of donations totaling \$377.50
- Motion by Phillips to accept donation in the amount of \$377.50. The motion was seconded by Booker. The motion carried unanimously.
- Question by Ms. Corbo- is this ongoing and are there drop-off boxes at the schools?
Response by Dr. Raab – Yes.

Account Transfers

- Detailed list of line transfers being requested from April 8th budget was provided
- Bottom line has not changed, still operating with same budget that was approved at Town Meeting of \$24,920,443

- Transfers accommodate changes in required funding levels for each line and the notes provide rationale for each line item change
- Question by Ms. Corbo– we had talked about change to MS curriculum position where is that in this document? Response by Dr. Raab they are still a teacher so still under MTRS, no change
- Question by Ms. Corbo - what were staffing changes for C/S teacher total? Response by Dr. Raab – we had a veteran teacher chose to move to .5 K teacher, moved from one line to another. One teacher resigned and we were able to hire at a lower salary.
- Question by Mr. Geary – can you provide clarity on the \$18K twice from expense to salary? Response by Dr. Raab that is the school psychologist at C/S who works in both buildings - a piece of the salary comes from Center budget, piece from Sylvester budget. Last year it was a contracted position and came from expense budget. This year we moved to salary position.
- Comment by Mr. Ferron – Tom is well aware of my desire to put C/S into one budget area for next year
- Question by Mr. Geary– wouldn't you want to identify expenses separately for each building? Response by Mr. Ferron – We need to look at that. Comment by Dr. Raab - I need to look at EOY report as all account numbers are tied to EOY report. There may be a way to combine salaries, keep expense separate. We will look at it.
- Comment by Mr. Phillips – this is a great document, very transparent, very detailed
- Comment by Ms. Booker – very clear. Anyone looking at this is able to understand
- Motion by Phillips to approve account transfers as presented on Sept 16, 2015 in the amount of \$377.50. The motion was seconded by Booker. The motion carried unanimously.

Report on Teaching and Learning:

School Improvement Plan Update

- At our summer administrative retreat, teams reviewed progress on plans from last year, shared goals and actions that were completed or they wanted to continue, and those that they wanted to change or modify
- We discussed plans as a Leadership Team and looked to align plans to updated Strategic Objectives
- Collectively determined that schools would have 4 overarching goals and would develop specific building level actions to achieve these goals
- All schools will be working to make substantial progress in the same direction
- Plans are with schools for a final review with School Councils and faculty
- Goal is to present them at the September 30th meeting

Action Items:

Office of Family and Community Engagement Field Trip Request: Mrs. Lawrence

- Mrs. Lawrence, Coaches Economos, Arena and Porzio, would like to take HMS cross country team to Ocean State Invitational, in Warwick, RI on Friday September 25th
- Optional event, families and students do not need to attend. 6-8th grade only.
- Require leaving school at 12:30PM, transportation by Ingle bus, depart RI at 6:30PM
- Travel with coaches, and minimum of 4 FACE staff and at least one nurse
- Question by Mr. Geary is there a target ratio for students/adults? Response by Mrs. Lawrence – not off the top of my head, but right now we have 1/20 at practices and local meets. Traveling out of state 1/10 or 1/ 15 would be more comfortable.
- Question by Mr. Geary– will students be allowed to be driven by parents? Response by Mrs. Lawrence we encourage students to ride the bus and travel as a team.

- Question by Mr. Geary – are meals provided? Response by Mrs. Lawrence – No, but students will eat lunch prior to leaving and are encouraged to bring additional meal.
- Question by Mr. Geary – how are we going to monitor who returns on the bus and those who leave with parent? Response by Mrs. Lawrence - Parent must sign out with FACE staff member that they are taking their own child. If they will be taking other students, my staff must have a signed note from that child's parent stating that they are allowed to leave with "Mrs. Jones". All are required to sign out with designated staff member
- Comment by Ms. Corbo – from personal experience, in order to get bags off bus, students must check in/out with Mrs. Buckley. She is very strict about this.
- Motion by Phillips to approve the field trip request for HMS cross country team to attend the Ocean State Invitational in Warwick, RI on September 25, 2015. The motion was seconded by Booker. The motion carried unanimously.

Public Comments:

- Question by Mr. Geary– where are we with hiring a School Committee secretary? Response by Dr. Raab – It is posted but no applications yet
- Comment by Mr. Little-Gill – would like to make comments about Objective 3 Initiative 3, first bullet. While I am fully supportive of what we do across district, I am a little worried about wording of this bullet and would like to see us be careful with how it is implemented. Response by Mr. Geary we will take that into advisement and suggest that you provide contact information to Superintendent's office and they will follow up with you with any changes that are made
- Comment by Mr. Little-Gill Key Performance Indicators how we improve buildings, get teachers to collaborate, and we improve capabilities of leaders. Where are the objectives and actions for how we hold the students accountable for their learning? We are not a nationally ranked high school: Duxbury, Norwell, Hingham are. Should that be an objective of ours and should that drive some of these objectives? How do we get participation rates and passing rates up for AP classes? Look at Lexington, Needham, Wellesley, their AP participation is above ours and how does it drive activities in schools. Look at AP classes we offer, quality of AP instruction, what are pre-AP classes, what are we doing to help kids prepare?
- Comments by Mr. Geary regarding KPIs we blend the superintendents annual evaluation and performance goals with these objectives. We hold him accountable for the KPIs. This is the action plan; actions are built into Superintendent Goals. That is KPI portion of it. A lot of people say what is Duxbury doing, whether it's lunch prices, or curriculum. You start looking at demographic that is different than ours. We have challenged Assistant Superintendent to look at cohort system. We are evaluating our student to our students and tracking our own growth. Looking at our students through their tenure here. We aren't comparing our students to other districts students because they are not the same.
- Best metric to see if we are progressing is to look in the mirror, lets see how our own students are improving. If we are improving internally, as the Chairman of this committee, I am satisfied.
- Comment by Mr. Little Gill – my daughter is applying to colleges against students from Duxbury, Needham, and Wayland, although demographics are different, at the end of the day that is the benchmark to be considering. That high school ranking comes up and how universities perceive us, that ranking does matter. How can we look at improving?

Motion to adjourn by Phillips at 8:17 pm. The motion was seconded by Booker. The motion carried unanimously.

Respectfully Submitted

Rachael O'Callaghan

Documents Used:

Minutes 8-26-15

Emergency Medical Response Policy

Updated FY2016 Strategic Objectives

Donations

Account Transfers Memo

List of Account Transfers

Office of Family and Community Engagement Field Trip Request