

Hanover School Committee Meeting Minutes
August 26, 2015
Hanover High School

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

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

Call to Order: Meeting was called to order at 6:30 pm by Chairman Geary

Student Services Director Interview

- 20 applications were received for the position
- Each member of the Search Committee recommended 3 candidates for discussion
- 6 candidates were recommended and 2 candidates rose to the top of the discussion
- On August 17th, each candidate was asked 17 interview questions
- The search committee was unanimous in their recommendation of Joan Woodward
- Joan Woodward was the top candidate in all areas of questions and shares the same philosophy of Hanover
- Ms. Woodward has a Masters in Special Education and had previously worked in Hanover
- Question by Ms. Lynch-In your extensive experience, please share one thing that you would like to change about special ed? What have you seen that works really well that you would like to bring to Hanover? Response by Ms. Woodward that she would love to be able to see unlimited resources, financial, human capacity and technology to support special education services. Found greatest success happens in collaborative efforts with teachers, students and parents together
- Question by Mr. Phillips-Circuit Breaker funding- what is your experience with that and what are the best practices to make sure the district is recovering and spending these funds? Response by Ms. Woodward-The most significant piece is to ensure that documentation of service delivery grid is proper, must be mindful of dates, services and other pertinent information to recover the funds
- Question by Ms. Corbo- A few years ago, there was difficulty with compensatory services with speech and language provided to the students- how would you ensure that they are provided in a timely manner? Response by Ms. Woodward that she would look to be proactive so we do not owe compensatory service- would like to contract out if we cannot provide services in district because of a staff lapse that cannot be filled in a timely manner
- Question by Ms. Booker- Can you give an overview of PARCC versus MCAS? Response by Ms. Woodward that PARCC provides accessibility features for all students. There are some accommodations for students with IEPs or ELL students. She would provide PD days to help staff understand the differences between the two and also work with parents to help them understand
- Question by Mr. Geary- If human resources and capital was provided- how would you measure accountability and progress from year to year? Response by Ms. Woodward that she would use progress monitoring with statewide scores and student performance and growth rate of that student. Technology and assistive technology should be given to help them access the curriculum; we do not want them to become dependent on it. My goal is to train teachers with plenty of PD for general education and special education and to do what is in the best interest of the students.

- Motion by Lynch to hire Joan Woodward as the Student Services Director with the intent to enter contract negotiations with Matt Ferron and Tom Raab. The motion was seconded by Phillips. The motion carried unanimously.

Public Comments: None presented

Approval of Minutes:

- Motion by Lynch to approve the minutes of June 17, 2015 as written. The motion was seconded by Phillips. The motion carried unanimously.

Report of Superintendent

Introduction of new Humanities Director and Cedar Assistant Principal:

- New Cedar School Assistant Principal is Joel Barrett
- He has experience in Special Education and General Education and comes from a current job in New Bedford
- He was unanimously forwarded by the Search Committee
- New Humanities Director is Dr. Sheila Walsh
- She coming from a teaching job at Milton High School
- Comment by Mr. Geary that if Mr. Ferron thinks its appropriate that at the end of the year, maybe gather the new hires and discuss the highs and lows of the onboarding process

Updates and Events:

- The District will be fully staffed and ready to go for the opening of school
- Visitor Management System is being changed and new protocols will be followed – there will be a communication sent out to inform everyone of this process
- Putting together a Menu of Let's Talk items
- Thank you to Dr. Raab for his work with bus company and transportation issues

Appointment of Interim Student Services Director

- Need to appoint an interim Student Services Director- would like to recommend Ms. Susan Egan as the interim candidate while Ms. Woodward is finishing up her contract in another district.
- Motion by Lynch to appoint Susan Egan to the Interim Director until Ms. Woodward's contract begins. The motion was seconded by Phillips. The motion carried unanimously.

Summer FACE Enrichment Update- Ms. Lawrence

- This year there were 83 classes offered- 902 students participated in these programs
- Students were engaged all summer from as early as 7:30am to as late as 9:00pm
- Presented a dramatic and musical play this summer
- Camp Invention was provided for 75 students
- Ready to start before and after school programs- enrichment opportunities will begin in the middle of September
- Over the course of the last year- over 2100 students were served throughout the year

- Question by Mr. Geary- can you see at what age you begin to lose students?
Response by Ms. Lawrence that in 7th & 8th grade the numbers begin to fall. She is beginning to look at where we can retain the older student such as district wide drama or adding athletic programs or counselors in trainings for other programs.
- Question by Ms. Corbo- is there financial aid for enrichment programs? Response by Ms. Lawrence that it's not formalized but all administrators and parents know that if there is need- we will provide aid for them.
- Comment by Ms. Lynch that she would like a document listing the goals of FACE so they can be reviewed at the end of the year
- Question by Ms. Piccard- When will the adult classes begin? Response by Ms. Lawrence that 6 adult education classes will be offered and will begin at the end of September

Center/Sylvester Building Project Update- Ms. Corbo

- 3 architects applied and those 3 were presented to MSBA
- Presentations were made and MSBA members and town members vote on an architect
- The vote was a tie twice- town wanted Mount Vernon group and they stood firm and were able to get some members of MSBA to agree with them and Mount Vernon was hired
- Designs will be presented to the committee and community at the end of October/beginning of November and design will be presented to MSBA at the end of November/early December
- Question by Ms. Lynch- is there a suggested design that MSBA would like elementary schools to follow? Response by Dr. Raab that he does not believe so, it was done for High schools of a certain size
- Need to have a decision on whether or not to pursue neighborhood schools or district schools by the beginning of November
- Both issues will be a standing agenda item going forward

Superintendent Goals

- **Goal 1- To Successfully Implement Vision 2020**
 - o This includes curriculum and technology
- **Goal 2- To Support Leadership Development and Succession Planning**
 - o Comment by Ms. Lynch- do we have a formal administration mentor process? Mr. Galligan is heading the group of assistant principals and there are monthly meeting times that are available for meetings. Ms. Lynch thinks its critical that we have something in place to support the new administrators
 - o Comment by Ms. Booker- that exit interviews are a good idea to gather data about the leadership development
- **Goal 3- To Reduce Reliance on Free Cash for Operational Expenses**
 - o This is a sustainable funding goal
 - o Hopeful that we can be better prepared to address certain expense needs to reduce our reliance on free cash by 10% next year (\$50,000.00)
 - o Comment by Ms. Corbo although we want to cut expenses, we do not want to cut back on services that we need to run our district
 - o The per pupil expenditure is lower than neighboring districts as per the Abrahams Report and we want to analyze that as well

- Comment by Mr. Phillips- performing a cost benefit analysis is an action item under this goal- can that be shared with the public without providing any identifying information about the particular students? Response by Dr. Raab that when he presents a circuit breaker update, he can add that in as well
- **Goal 4- To Fully Implement a District Wide Performing Arts Program for All Students K-12**
 - This will be in collaboration with the FACE Office
 - Would like to brand this with a unified identity and offer opportunities to more students and community members
- **Goal 5- To Successfully Integrate the School Resource Officer Into the Operations and Culture of HPS**
 - Would like to SRO to be visible and support all safety, security and education needs
- **Goal 6- To Participate in Meaningful Professional Development Opportunities**
 - New Superintendent Induction Program year 3, Mass Finance Seminars, serve as mentor for HPS candidate in Mass Teachers Superintendent Licensure Program
- Mr. Geary would like a 4 month mid cycle update and adjust goals where necessary on timing issues
- Ms. Booker would like to update the School Committee policy to reflect the changes and dates as required by State's superintendent schedule are reflected
- Motion by Lynch to approve the Superintendent's goals for 2015-2016 as written and presented on August 26, 2015, Draft. 2.0. The motion was seconded by Phillips. The motion carried unanimously.

Finance Department

FY15 Revolving Accounts Update

- FACE Program has 3 accounts for extended day programs and have caught up since FY14- for a profit of \$22,317.00 for FY15
- Extended opportunities is finishing the year at \$80,928.90
- Now there is a financial platform to reorganize and reinvest into the programs
- Food service has been level funded
- Athletics programs has a \$42,000.00 balance- budgeted \$80,000 for transportation but only \$66,000 was spent and gate receipts and donations were over \$30,000
- The user fees were \$211,000 and we needed \$207,000.00- under the new fee structure we should raise \$165,000.00 and should be able to cover all the fees
- Full day kindergarten ended the year with \$160,000. \$50,000 is deposits for the next year, so really its \$110,000
- This total was a result of careful budgeting in the first year of the program
- Question by Ms. Corbo- what is the target starting balance for accounts? Response by Dr. Raab-Athletics you want at least \$30,000. The lunch program at least \$30,000 but he is working to figure that out this year

Obsolete Textbooks

- Additional books from the middle school that needs to be declared surplus
- Motion by Lynch to declare the noted books tallying \$1899.42 as surplus. The motion was seconded by Phillips. The motions carried unanimously.

Report on Teaching and Learning:

Vision 2020 Training Update

- Each school has been delivered the materials needed
- The roll out and training sessions are ready to go
- Pilot group was trained yesterday
- Non pilot group will be trained and will model a lesson
- Next step will be to do a follow up training for the connected math group grades 6-8 at the end of September
- Ms. Piccard- are there any Internet resources for parents to work with children at home? Response by Ms. St. Ives that there are resources and would like to set up training sessions for teachers to work with parents so they understand the programs as well

Action Items:**Homeschooling Requests:**

- These are renewals for 2 families, 3 students
- One family has 2 students
- Motion by Lynch to approve the 2 homeschooling requests for 3 students as presented on August 26, 2015. The motion was seconded by Phillips. The motion carried unanimously.

Public Comments:

- Carol Maddice- concern about phase 3- want to make sure that the 2 committees for Center/Sylvester school are working together and make sure that we are having a transparent process and make sure that we don't later say that we now need an addition to Cedar school
- Comment by Ms. Lynch for the Opening day report- will class size be presented then? Response by Mr. Ferron that he will report on class size after October 1.
- Peter White- doesn't think the people of the time realize how much work the band members put in. They work really hard and the article in The Mariner reflects that.

Motion to adjourn by Lynch at 9:03 pm. The motion was seconded by Phillips. The motion carried unanimously.

Respectfully Submitted

Andrea Holmes

Documents Used:

Minutes 7-29-15

Superintendent Goals Draft 2.0

FY15 Revolving Accounts Update

Obsolete Textbook List

Home School Requests