

Hanover School Committee Meeting Minutes
October 8, 2014
Hanover High School

Present: William Marriner, John Geary, Michael Phillips, Ruth Lynch and Kimberly Booker

Also Present: Matthew Ferron, Deb St. Ives, Tom Raab, Beverly Shea, Matthew Paquette

Call to Order: Meeting was called to order by 7:00 pm by Chairman Marriner.

Public Comments: None presented.

Approval of Minutes:

Motion by Geary to approve the minutes of September 24, 2014 as written. The motion seconded by Phillips. The motion carried by a unanimous vote.

Report of Superintendent:

Updates & Events

- Student of the Month was reinstated at the High School for each subject area as well as a Female & Male Athlete of the Month
- Athlete of the Month was the entire Golf Team
- Mr. Paquette read the names of each student that received the awards
- HS Student Council was present to explain events and conferences that they plan to attend this year – SEMASC & MASC conferences
 - o Some community service projects for the year: Soap & Towel Drive/ Campaign and Relay for Life
 - o Breast Cancer Walk & Thanksgiving canned food drive
 - o Some school spirit ideas this year- Superfan Shirts, Homecoming week, Spirit Week
 - o Meetings are bi-weekly and all students are encouraged to attend- there are public forums where students can bring up their ideas
 - o Question by Mr. Marriner- where do students find information about events? Response that they have Bulletin boards, social media and they have a public relations team member
- Secretary of Education visited last week- the visit went well and we appreciate his time and enthusiasm
- Security Upgrade at Center/Sylvester is now complete
- Close to being complete at the Middle School; Next will be Salmond and then Cedar
- District wide ALICE Training is next Tuesday
- There will be a parent forum on October 22, 2014 at 6pm in regards to the ALICE Training
- Grants from Hanover Cultural Council and HFEE are available and teachers can look to obtain grants from the same
- Town wide PAC meeting was held last night with parents, principals and special education coordinators
- Community Access Television – Ruth Lynch & Christa Monahan will serve on the board to help strengthen the relationship and create new ideas

Final Draft Strategic Objectives

Objective 1- Teaching & Learning

- Initiative 1- Effectively align to Common Core
- Initiative 2- Develop and sustain district wide vision of inclusive practices
- Initiative 3- Develop and implement the Vision 2020 curriculum and instruction
- Initiative 4- Develop a comprehensive assessment system
- Initiative 5- Increase effectiveness of the Professional Development Committee

Objective 2- Human Capital

- Initiative 1- Sustain sufficient funding to support competitive salaries
- Initiative 2- Strengthen and sustain system wide team
- Initiative 3- Provide leadership development
- Initiative 4- Develop and expand new teacher mentoring and professional development programs

Objective 3- Sustainable Funding

- Initiative 1- Sustain transparency regarding financial statements
- Initiative 2- Develop and promote a long term plan for sustainable technology resources and services
- Initiative 3- Identify strategies to stabilize expense related to Special Ed
- Initiative 4- Secure funding for Vision 2020
- Initiative 5- Develop and sustain funding to support and advance HPS athletics

Objective 4- Community Engagement

- Initiative 1- Increase attendance for HPS athletics
- Initiative 2- Develop systems support health and wellness
- Initiative 3- Increase attendance at HPS cultural events
- Initiative 4- Develop and enhance consistent two way communication with families and community members
- Initiative 5- Evaluate interest levels to increase enrichment offerings through FACE office

Objective 5- Safety & Security

- Initiative 1- Security Upgrades
- Initiative 2- Implement ALICE
- Initiative 3- Increase personnel to maintain secure campuses
- Initiative 4- Maintain consistent communication with HPS, HPD, DA Office

Special Projects:

- Center/ Sylvester School Building Configuration
- Elementary School Configuration
- Question by Mr. Marriner- can we include the school's mission statement to the strategic objectives to inform the community as to why we are doing these objectives? Response by Mr. Ferron that he will include the mission statement. He would like to amend it or make it a Vision Statement later, but the Strategic Objectives state what we are doing and what needs to be done and he believes we are all on the same page about what needs to be done and when
- Comment by Mr. Marriner- We like to have measurable goals so at some point I would like some firming up of the dates
- A Connect Ed will be sent out to all staff and parents to link them to the Strategic Objectives and there will be a Let's Talk Forum centered around this
- Question by Mr. Marriner to Mr. Ferron- do you need us to vote on this document? Response by Mr. Ferron that he doesn't need a vote but it would be helpful to have an endorsement from School Committee to recognize all the time and hard work that was put into this document

- Comment by Ms. Lynch- would like to recommend setting up dates to report back to the school committee at a certain time on the progress of the strategies
- Comment by Ms. Lynch that the facts need be presented that support the measurable goals such as number of students attending college, etc.
- Motion by Geary to endorse the HPS Strategic Objectives for 2015-2017 with the understanding that we will have some more specific dates for goals. Motion seconded by Phillips. The motion carried with a unanimous vote.

Finance Department

Financial Update by Dr. Raab

- Budget is broken down into Salaries & Expenses for each school, as well as Regular Education and Special Education
- The Monthly Reporting Summary is broken down into the following categories: original budget, amendments, adjusted budget, encumbered funds, expended funds, and unencumbered balance
- Any money that was tied to technology at the building level was transferred to the technology budget system wide
- The town warrant article in the amount of \$500,000 has already been encumbered for special education tuitions and the unencumbered balance is \$2,861.75
- Circuit Breaker money will still be used for out of district tuitions
- At the next meeting-Salary Transfers will be needed. Since the budget was voted in March 2014, there have been many changes and would like to even everything out. No additional money is needed, just money needs to be moved within the Salaries only
- Mr. Marriner would like a yearlong narrative that tells why certain transfers were made and may be helpful to the general public
- Question by Ms. Booker- Are you moving the technology budget systemwide because the technology is shared with the Town? Response by Dr. Raab that the towns funds have already been accounted for and do not affect the way the School Budget is structured and Mr. Ciccolo is closely monitoring the technology expenses
- Question by Mr. Phillips- what about the tuitions for South Shore Vocation Technology? Response by Dr. Raab that South Shore Voc Tech is outside of our budget but the Town allocates it under a "School" Budget Code

Donations

- Hanover Boosters donated for the Golf – 3 Brushnell Range/Distance Finders
- Motion by Geary to approve the donation in the amount of \$666.00 for the purpose of the 3 Brushnell Range Distance Finders. The motion was seconded by Phillips. The motion carried unanimously.
- Question by Mr. Phillips- where do we stand with the large \$48,000.00 donation? Response by Dr. Rabb that the proposal includes by Heart Rate Monitors for Middle School, IPADS for elementary schools, 3D Printers for Elementary Schools for about \$41,000.00 of it. Dr. Raab will give a full report at the next meeting in regards to that donation

Report on Teaching & Learning

Corrective Action Plan for CPR in Special Ed

-State has been out twice to review proposed classroom changes- the classrooms have been moved and reconfigured and the outcome has been beneficial for the students at Center

- Instructional Space at the High School has been reconfigured and the outcome has also been positive
- Special Education and Civil Rights- October 17th through end of December- Ms. Shea has to go to each school and review all special ed files and present her findings to the State

Coordinated Program Review Report of Findings ELE

- New component of ESL Education Plan has been added- we have one ESL Instructor and in order for Hanover to be compliant with State standards, we will most likely need additional staff
- Formal review of all ESL programs is needed and has begun
- Question by Mr. Geary that is Hanover playing catch up in regards to sending forms to the state? Response by Ms. Shea that Hanover is playing catch up in regards to compliance and forms. She thinks the forms were not in every file on a consistent basis. Ms. Shea is creating a monitoring system to make sure all files are complete.

Update of School Policies

- Policy change on JB to reflect Gender Identity
- Motion by Geary to approve the Policy JB as amended. The motion was seconded Phillips. The motion carried unanimously.
- Policy JJ-E change to reflect Gender Identity
- Motion by Geary to approve the Policy JJ-E as amended. The motion was seconded by Phillips. The motion carried unanimously.
- Policy AC change to reflect Gender Identity
- Motion by Geary to approve the Policy AC as amended. The motion was seconded by Phillips. The motion carried unanimously.

Preschool Parent Connection Series

- There will be a Three Part Series on Developmental Expectations

Action Items

Approval of Home School Plans

- Motion by Geary to approve the homeschool plan as written on August 27, 2014 as submitted to the Hanover Public Schools. The motion was seconded by Phillips. The motion carried unanimously.
- Motion by Geary to approve the homeschool plan as written on September 2, 2014 as submitted to the Hanover Public Schools. The motion was seconded by Phillips. The motion carried unanimously.
- Field Trip Request for HS Student Council from March 11, 2015-March 13, 2015.
- Motion by Geary to approve the field trip request for Student Council to Attend MASC Conference in Hyannis from March 11, 2015-March 13, 2015. The Motion was seconded by Phillips. The motion carried unanimously.

Public Comments:

Ann Logan- IPAD for elementary schools- how many per grade? Response by Dr. Raab that he will have a full report on the meeting on October 22, 2014.

Ms. Lynch- AP Presentation will be done next meeting- would like the presentation done in the form that is presented from the Board. Response by Mr. Ferron that it can be presented that way. Ms. Lynch would like it broken down by each subject and not general areas. Also

Ms. Lynch would like to know when the SAT scores would be presented? Response by Mr. Ferron that he will check with Mr. Paquette and get back to the Committee.

Motion by Geary to adjourn at 8:59pm. The motion was seconded by Phillips. The motion carried unanimously.

Respectfully Submitted

Andrea Holmes

Documents Used:

Minutes 9-24-14

Donations 10-8-14

Final Draft Strategic Objectives

Financial Update 10-8-14

Coordinated Program Review Report of Findings ELE

Corrective Action Plan for CPR in Special Ed

Policy JB

Policy JJ-E

Policy AC

Preschool Parent Connection Series

Homeschool Plan 8/27/14

Homeschool Plan 9/2/14