

Hanover School Committee Meeting Minutes
June 17, 2015
Hanover High School

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

Also Present: Matthew Ferron, Thomas Raab, Debbie St. Ives, Beverly Shea, and Patricia Smith

Call to Order: Meeting was called to order at 7:00 pm by Vice Chairman Geary

Public Comments: Ann Logan, Parent and PTA president wrote a letter in regards to Mr. Ferron's Superintendent Evaluation. Her letter was positive and supportive of Mr. Ferron's performance as Superintendent.

Approval of Minutes:

- Motion by Lynch to approve the minutes of May 20, 2015 as written. The motion was seconded by Booker. The motion carried unanimously with an abstention by Phillips.

Report of Superintendent

School Committee Reorganization

- Motion by Corbo to nominate John Geary as chairperson. The motion was seconded by Lynch. Roll Call Vote- Libby Corbo- Yes, Michael Phillips-Yes, Ruth Lynch- Yes, Kimberly Booker- yes, with an abstention by Geary
- Motion by Phillips to nominate Ruth Lynch for Vice Chairperson. Motion was seconded by Booker. Roll Call Vote- Libby Corbo- Yes, Michael Phillips-Yes, John Geary- Yes, Kimberly Booker- Yes, with an abstention by Lynch
- Motion by Lynch to Reauthorize Budget Subcommittee for next fiscal year. Motion was seconded by Phillips. Roll Call Vote-John Geary- yes, Ruth Lynch- yes, Michael Phillips-yes, Kimberly Booker- yes, Libby Corbo- yes
- Motion by Lynch to reestablish Elementary School Configuration Subcommittee. Motion was seconded Phillips. Roll Call Vote-John Geary- yes, Ruth Lynch- yes, Michael Phillips-yes, Kimberly Booker- yes, Libby Corbo- yes
- Motion by Lynch to nominate John Geary as the North River Collaborative representative. The motion was seconded by Phillips. Roll Call Vote-John Geary- yes, Ruth Lynch- yes, Michael Phillips-yes, Kimberly Booker- yes, Libby Corbo- yes
- Motion by Phillips to nominate Ruth Lynch for Sick Bank Buyback Subcommittee. The motion was seconded by Booker. Roll Call Vote-John Geary- yes, Ruth Lynch- yes, Michael Phillips-yes, Kimberly Booker- yes, Libby Corbo- yes
- Motion by Phillips to nominate Ruth Lynch for the Hanover Community Access and Media Board. The motion was seconded by Booker. Roll Call Vote-John Geary- yes, Ruth Lynch- yes, Michael Phillips-yes, Kimberly Booker- yes, Libby Corbo- yes
- Motion to by Lynch to nominate Michael Phillips for the Budget Subcommittee. The motion was seconded by Booker. Roll Call Vote-John Geary- yes, Ruth Lynch- yes, Michael Phillips-yes, Kimberly Booker- yes, Libby Corbo- yes
- Motion by Lynch to nominate Kimberly Booker as Center- Sylvester Building Committee representative. The motion was seconded by Corbo. Roll Call Vote-John Geary- yes, Ruth Lynch- yes, Michael Phillips-yes, Kimberly Booker- yes, Libby Corbo- yes

- Motion by Lynch to nominate Kimberly Booker as Elementary School Subcommittee Configuration representative. The motion was seconded by Corbo. Roll Call Vote- John Geary- yes, Ruth Lynch- yes, Michael Phillips-yes, Kimberly Booker- yes, Libby Corbo- yes

Introduction of new School Resource Officer

- Hugh Galligan introduced new School Resource Officer
- Officer John Voekel is a 10-year veteran of Hanover Police Department
- He will be working in all the schools and a flexible schedule will be determined shortly
- He will be an ALICE trainer for the district
- Mr. Voekel has completed his SRO training and is looking forward to working with the students

Updates and Events:

- Undergraduate awards are at 6:00pm tomorrow night at the High School
- Vision 2020 progress report will be available at the end of July
- Jae Piccard- How will this report be distributed? Response by Mr. Ferron that it will be released on Blackboard Connect
- Question by Ms. Corbo- When will the teachers receive the math training? Response by Ms. St. Ives that K-5 training will be in August 25 & 27, 2015; Middle School math teachers will be trained September 23rd, since they have been actively involved in all the trainings up to this point
- Question by Corbo- Where is the money for training coming from? Response by Ms. St. Ives that it comes from Vision 2020 budget. It's not feasible to train them during school year because 60 teachers need to be trained and hiring that many substitutes is not an option
 - Comment by Ms. Lynch that most math teachers were aware that the training would be before school started
 - Math training cannot be a required Professional Development day before school starts because the teachers contracts will not start until September 1st

Superintendent Evaluation Process

- Please send Mr. Geary your evaluations before the meeting of July 29th, so a final evaluation can be presented at that meeting
- Mr. Geary will be sending out a form to each member tomorrow as a guideline to use for the evaluation

Report by Ms. Corbo on H340 Bill- The intent of the bill is to put a Moratorium on high stakes testing in MA (which includes MCAS)- a by product of this would be a full moratorium on PARCC

- Ms. Corbo would like the School Committee to have a discussion in regards to the Committees position on this bill. Mr. Geary would like the committee to receive further information and take some time to become informed and then they can discuss it at a later meeting.

Wellness Committee Update (Beverly Shea & Patricia Smith)

- The wellness committee met four times last year
- The target area is stress reduction
- Ms. Smith made a connection with the Benson Henry Institute and brought one of their educational initiatives to the district.

- Two days of professional development regarding stress reduction was provided to staff members
- The Youth Survey was administered to 8th graders and results will be provided by the State in September
- The committee continues to discuss addiction and how to better educate and support students and families
- Epi-Pen training will be provided to summer staff this week, but teachers aren't required to take epi- pen training
- For next year- one focus will be on healthy eating and how food makes it way into the building and possible regulations regarding fundraiser foods
- Comment by Lynch- can the wellness committee look into the legal regulations regarding requiring teachers to take epi- pen training? Response by Ms. Smith that they will look into that
- Comment by Corbo- do we see a lot of anxiety in students daily? Response by Ms. Smith that it does present daily in the nurses office or psychologists office whether it requires treatment or its just belly ache depends on the students, but it's a great concern

Health Policy Updates

EMR Policy

- This is a new policy that is required by Michael's Law due to inadequate response time for a life-threatening emergency
 - Policy refers to complete plan- the complete plan is drafted and is provided to all nurses, administrators etc.
 - Comment by Ms. Lynch – do all teachers have this plan? Response by Ms. Smith that teachers have access to the necessary information on a card in each classroom
 - Comment by Corbo- that is there a definition of medical emergency? Response by Ms. Smith that it isn't defined in the document. Comment by Mr. Ferron that we will have legal counsel review it and it can be tabled until next meeting

BMI Policy

- Revision is to only notify families as needed and not to notify all families
- Motion by Lynch to approve the BMI Policy as written in Appendix B. The motion was seconded by Booker. The motion carried unanimously.

Life Threatening Allergies Policy

- One change is to revise policy to have physicians signature removed from the plan
- Recommendation is to strike "in- service" from bullet 2 on page 3
- Motion by Lynch to approve *Life Threatening Allergies* with changes made and agreements discussed this evening. Motion was seconded by Booker. Motion carried unanimously.

Finance Department

Donations

- Dr. Raab read a list of donations totaling \$22,693.41
- Eagle Scout Michael McDonald received a donation of \$800.00 from Hanover PTA- will build 6 picnic benches at Center/Sylvester and may use wood chips around the area
- Motion by Lynch to approve donation in the amount of \$22,693.41. The motion was seconded by Booker. The motion carried unanimously.

FY15 Year End Budget Update

- There are still 2 weeks left in the fiscal year and we can make transfers until July 15, 2015 as needed
- Total operating budget for the year was \$24,667,888.00
- SPED Article has an unencumbered balance of \$1,135.13
- Unencumbered operating budget includes special town meeting articles is \$67,263.21
- It is recommended to buy 4 chrome book carts, one for each elementary school, one for the middle schools at the total cost of \$44,000.00
- Comment by Ms. Corbo- why would we not let the money be divided between schools and let principals decide at their discretion? Response by Dr. Raab that the money needs to be spent in FY15 and he was trying to fulfill needs that were not met earlier in the year
- Mr. Ferron stated that he collaborated with his team and this is a common need
- Motion by Lynch to approve the spending of any additional chapter 70 funds towards a curriculum or technology based spend with the collaboration of the Superintendent, Business Manager and administration staff by June 30. The motion was seconded by Booker. The motion carried unanimously.
- Balance in salaries budget is \$97,767.99 and would be transferred back to the revolving accounts
- Circuit Breaker remaining balance is \$293,524.68. The recommendation would be to spend about \$93,000 to pre pay tuitions and carry over \$200,000. This is based on receiving about \$400,000 in circuit breaker funds each year. So if \$400,000 is received and the same is spent, we will always have \$200,000 in special ed reserves for extraordinary relief

Report on Teaching and Learning

Elementary and Middle School Report Card Schedule

- A survey was distributed to all staff K-8 to determine the level of support for change
- 85% indicated they wanted to return to trimesters, of remaining staff that participated, 7% has no opinion and 8% would like to remain a quarterly system
- Question by Corbo- was this discussed with members of PAC? Response by Ms. St. Ives that special ed teachers participated but no members of PAC were formally asked
- Comment by Geary- can you explain the rationale of 8% that want to stay? Response by Ms. St. Ives that most of those teachers were 7th and 8th grade and they liked to be aligned with high school schedule
- Motion by Lynch to approve the recommendation for trimester report cards for School Year 16-17. Motion was seconded by Booker. Motion carried unanimously with an abstention by Corbo because the PAC was not consulted.

Action Items

HHS Field Trip to Washington DC

- Close Up 4 Day Washington DC High School Program
- Trip for students in AP United States Government & Politics from October 17-20, 2015
- Total cost per student is \$1,342.00 (financial assistance is available through Close-Up) includes program, flight, hotel and 3 meals each day
- 14 students have made the commitment to go
- Mr. Mahoney & 1 other teacher will chaperone the trip

- Concern from committee members about the price of trip
- Concern from Lynch about the price of the trip and how it will help with curriculum and how it ties to the AP exam
- Comment by Geary that to set an expectation of how many students can attend

Motion by Lynch to approve the close up Washington trip for 2015. Motion was seconded by Booker. Motion carried unanimously.

Approval of Student Handbooks: Tabled until next meeting

Public Comments: Question by Lynch regarding the agenda order for future meetings. Comment by Mr. Ferron that we can always take things out of order to accommodate students and teachers.

Motion to adjourn by Lynch at 9:50pm. The motion was seconded by Booker. The motion carried unanimously.

Respectfully Submitted

Andrea Holmes

Documents Used:

Minutes 5-20-15

Donations 5-20-15

Wellness Committee Update

EMR Policy (tabled)

BMI Policy

Life Threatening Allergies Policy

FY15 Year End Budget Update

HS, MS & Elementary Handbooks (tabled)

Washington Close Up Field Trip Request Form