

Hanover School Committee Meeting Minutes
February 4, 2015
Hanover High School

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

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

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

Public Comments: None presented.

- Mr. Marriner would like to have the questions regarding PARCC testing addressed at the next meeting

Approval of Minutes:

Motion by Geary to approve the minutes of January 21, 2015 as written. The motion was seconded by Phillips. The motion carried unanimously.

Report of Superintendent:

Updates and Events:

- Thank you to DPW, Bus Company and Staff for all their help with the snow removal and snow challenges
- Kindergarten registration is today, tomorrow and next Monday
- Report cards go out this week

Finance Department

Donations

- The donations total \$5,961.82
- Motion by Geary to approve the donations totaling \$5,961.82 as detailed. The motion was seconded by Phillips. The motion carried unanimously.

Fy16 Budget 2.0 Summary

- Trying to reduce the amount of expenses and salaries
- Mr. Clarkson presented \$825,000.000 from the town at a budget meeting tonight
- The beginning expense total from Budget 1.0 was \$43,000.85 for level service funding
- Many expenses have been able to be decreased and were listed by Dr. Raab
- With these decreases, we are now \$10,000 below level service funding
- The amount now needed from Town is \$926,000.00
- Town has presented a Town Article for \$100,000 for technology needs
- Comment by Mr. Phillips- I think one change to be made to the budget summary is to indicate that the \$926,000 needed from the town is an additional amount and not the full budget amount requested. Just wants to make sure its' clear to people at a glance.
- Comment by Ms. Booker- more clarification regarding town technology contracted services- how are we breaking this down so if the town goes over- how can we separate this and make sure it doesn't affect the school? Response by Dr. Raab that he has created two separate accounts and line items to break it out between Town and School and it will be a lot more clear this way

- Comment by Mr. Marriner that if a person looks at this budget it will seem that we are cutting educational expenses by \$40,000. We need to make it clear with percentages and a narrative that indicates that is not the case
- Comment by Ms. Lynch- this narrative is not part of the budget document. Response by Mr. Marriner that this is posted on-line and he wants the public to understand it because they may not read the whole line item budget
- Comment by Ms. Lynch – is there a furniture line item to replace broken items? Response by Dr. Raab that there isn't but there is a fixed asset line item for each school that can be used to replace certain items at the discretion of the principal

FY15 Revolving Summary

- Lunch line is showing a negative balance however revenue from lunch receipts is two weeks behind but once that is entered, it will come up above zero
- Athletics shows a balance of \$80,000 but winter transportation and officials haven't been paid yet, so the balance will decrease to around \$35,000
- MS Extended day has a negative balance of \$20,000 but FACE office is working to reduce that now and its down to about \$8000
- Elementary Enrichments show a negative balance because they are up to date on expenses but haven't received receipts from parents because bills just went out
- Question by Mr. Phillip- What is the SPED revolving account? Response by Dr. Raab that its' for bills that come in late and that are paid outside the fiscal year if the expense has already been encumbered
- Boston Foundation- grant that the high school received a few years ago and Mr. Paquette will be spending the grant this fiscal year
- Question by Ms. Lynch-what is the lost book revolving line item? Response by Dr. Raab that it helps to replace lost/damaged books or buy new books as needed.
- Question by Ms. Lynch- what is the student assistance program? Response by Dr. Raab that he is not sure but will look into it and get back to the committee

FY16 Hanover Athletics Projected Budget

- All the FY16 expected expenses were listed which total \$608,144.00
- Comparatively the FY15 Budget expenses were \$593,246.40
- All the funding sources (revenue) were listed in the amount of \$608,566.00
- Comparatively the FY15 Budget revenue was \$607,185.00, so we will have roughly a balance of \$13,000 to carryover
- Basically, the revolving budget handles supplies and transportation
- The operating budget handles all the salaries

Report on Teaching & Learning:

Professional Development Update

- Professional Development Evaluation Process is as follows:
- PD Session is held
- Evaluation Form is filled out by teacher who attends the session
- Principal Review- evaluations are reviewed by principal
- Administration Review- Assistant Superintendent reviews them as well
- Evaluation Summary- this is made based on feedback from evaluations
- Summary Distribution- a summary is distributed to all students
- Collaboration, Reflection & Adjustments – the responses are used by the team to collaborate and determine future sessions and what needs to be done to support our staff

Action Items:**Field Trip to Italy (Mr. Perry)**

- 10 day trip Panorama Italiana
- The trip is open to all students in the high school
- The dates are 4/14/16-4/23/16
- The cost of the trip is \$4,685.00
- Question by Mr. Marriner- is \$4000 the standard price? Response by Mr. Perry that any trip in Europe is around that price, it includes hotel, airfare, admissions to museums and some meals
- The subjects covered include: World History, Western Civilization, Foreign Language
- Question by Mr. Marriner- can we get the trip planned out more than a year ahead of time so families can better budget?
- Question by Ms. Lynch- will the students miss one day of school? Response by Mr. Perry that is correct
- Number of chaperones depends on number of students- the ratio is 6 students/for every 1 chaperone
- Question by Ms. Lynch-How many 9th and 10th graders attend? Response none usually do and more 11th and 12th graders attend
- Motion by Geary to approve the field trip to Italy for April 14, 2016-April 23, 2016. The motion was seconded by Phillips. The motion carried unanimously.

Home School Request

- Ms. St. Ives is recommending that the plan is approved and it meets all criteria for home schooling.
- Motion by Geary to approve the home school request that was received on January 23, 2015 by the superintendent's office as written. The motion was seconded by Phillips. The motion carried unanimously.

Public Comments: None presented.

Motion by Geary to adjourn the meeting of February 4, 2015 at 8:14 p.m. The motion was seconded by Phillips. The motion carried unanimously.

Respectfully Submitted

Andrea Holmes

Documents Used:

Minutes 1-21-15

Italy Field Trip Request

Donations 2-4-15

Fy16 Budget Summary 2.0

Revolving Accounts Projections

PD Overview Updates

Homeschool Approval plan 2-4-15