

Hanover School Committee Meeting Minutes
September 24, 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, Matthew Paquette, Hugh Galligan, Matthew Plummer, Humanities, Adam Colantuoni, Stephen Kapulka, Anna Hughes, Jane DeGrenier, Emily Baird & Michael Oates

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 10, 2014. The motion seconded by Phillips. The motion carried by a unanimous vote with an abstention by Marriner.

Report of Superintendent

Updates & Events

- MSBA meeting today went well and project for Center/Sylvester is moving forward
- Secretary of Education will be at Center School next Wednesday at 10:30
- Next week at High School, sponsored by Arbella –simulation trailer on what it’s like to drive while distracted- 100 students can try the simulation while it’s on campus
- MCAS results will be mailed on Wednesday, October 1, 2014
- Student Recognitions will begin at the next meeting October 8, 2014
- Transportation issues are still being ironed out- Buses are still crowded and at capacity and that won’t change
- Some of the longer routes, including one at Cedar, which is about 42 minutes, are being monitored to see if anything can be done
- The bus stop times will be republished next week to accurately reflect the times that the bus will be arriving
- Safety is the number one priority and students are not allowed to be dropped off and cross the street
- Dr. Raab will be riding some buses this week to experience
- Question by Ms. Booker-Afternoon Kindergarten bus to Cedar- Is it getting there on time? Response by Dr. Raab that its not getting there on time and he will ride that this week to help solve the problem
- Question by Ms. Booker- what about middle school kids with instruments- how can we address crowded buses to accommodate the instruments? Response by Dr. Raab that they are working on it but don’t have an answer yet

Superintendent Goals

- Draft 2
- Student Learning-to evaluate and select a K-8 program to support Vision 2020
- District Improvement Goal- Educator Evaluation- must sustain support and enhance Evaluator System
- District Improvement Goal-Sustainable Funding for Vision2020 Goal

- Community Engagement- to increase awareness of HPS events, accomplishments and community engagement opportunities in a comprehensive communications platform
- Alice Training & Implementation- to educate and empower all HPS employees with strategies to respond to a school shooter
- Professional Practice Goal- New Superintendent Induction Program Year 2
- Comment by Mr. Marriner- in regards to Goal 3, which is focused on Vision 2020- does this include the PARC assessment? Response by Mr. Ferron that it does and we have a very broad perspective
- When will we receive timeline for some of these action points?
- Comment by Mr. Geary- pleased to see that School Improvement Plans, Strategic Plan and Superintendent Goals all seem to line up
- Comment by Ms. Lynch- are these really your goals? How do you have this set up? Response by Mr. Ferron that these are the biggest goals in the district and if they are met than it's a team effort and if they are not, I'm completely responsible for that.
- Motion by Geary to accept Superintendent's Goals for 2014-2015 as written on September 24, 2014. Phillips seconded the motion. The motion carried unanimously.

Finance Department

Donations

- Dr. Raab read a list of donations
- Total donations for today \$3,058.18
- Motion by Geary to approve the donation totaling \$3,058.18 as listed on September 24, 2014. The motion was seconded by Phillips. The motion carried unanimously.

Report on Teaching & Learning

School Improvement Plan

- **High School Improvement Plan**
- 4 Goals this year- one goal that is of urgency is the safety goal, the other 3 goals haven't reached cultural infusion yet so they continue to be goals to be worked on and remain on priority list
- Goal 1- Safety & Security – to improve school safety through implementation of the ALICE active shooter and emergency response
 - o This will be implemented by a full day professional development to train all staff
 - o Community outreach will be provided
 - o Train student body in ALICE program
 - o Implement regular emergency response drills
- Question by Phillips- is the training mandatory? Response by Mr. Galligan that all staff must be trained and attend the full day professional development
- Question by Ms. Booker- will this generally be explained or will the ALICE code be used? Response by Mr. Galligan that ALICE code will be used and it will be explained that Evacuate will be the number one option if its safe to do so
- Goal 2- To continue to develop a school wide general assessment plan that provides a scope and sequence for the implementation of the following initiatives:
 - o Take action on targeted NEASC recommendations
 - o Align curriculum with the Common Core Standards
 - o Implement district determined measures to gauge student learning and achievement

Question by Mr. Phillips- what does a professional learning community mean in practice? – Response by Mr. Paquette-primary function is to improve teaching and learning – it's not to read data, it's to improve teaching. Question by Mr. Phillips- is this a committee of teachers? Response by Mr. Paquette that the teachers meet collaboratively from different subject areas to discuss learning and teaching

- Question by Mr. Marriner – is SPED represented in those learning communities? Response by Mr. Paquette that they are represented
- Question by Ms. Lynch- Are you disbanding the data teams? Response by Mr. Paquette that they are not disbanded, they have evolved
- Comment by Ms. Lynch that do the students understand the school wide rubric? Response by Mr. Paquette & Mr. Plummer that they do
- Comment by Ms. Lynch- can we measure what we did this year with the understanding that we will continue these goals next year knowing that we can't accomplish them in one year
- Question by Ms. Booker- Are you aligning to common core so it will align to PARCC testing when its' fully implemented? Response by Mr. Paquette that it will align to PARCC
- Goal 3- To continue to improve student learning through the use of professional learning communities that will analyze multiple sources of data in a coordinated manner as well as collaborate on the completion of our school wide general assessment plan
- Goal 4- To improve student learning through increased teacher training in technology integration and literacy in the classroom
 - Smart classrooms are in place and teachers will continue to be trained so they can use the classrooms to their potential
 - Continue to expand the use of Aspen
- Question by Ms. Lynch- will these goals be accomplished this year? Response by

Mr. Plummer that all the activities listed will be completed this year

- Motion by Geary to approve the HHS School Improvement plan for 2014-2015 as written and presented. The motion was seconded by Phillips. The motion carried unanimously.

Middle School Improvement Plan-

- The improvement plan aligns with district goals and the core is teaching and learning
- Goal 1: To provide differentiated math instruction to students at all levels resulting in increased student achievement
- Data is used to help drive instruction of the teachers
- Would like to identify students who are not mastering concepts
- Academic support blocks will be utilized for tiered intervention
- Math coach is used as 5th grade math specialist is used and she will meet with all students to target their skill level and provide intervention and enrichment
- Question by Mr. Marriner- is this a budgetary need or staffing need? Response by Mr. Colantuoni that the math coach is a pilot program to see what is needed but we need to dive into the data deeper before we can make any decisions
- Question by Mr. Marriner-What is the program for the other grades? Response by Mr. Colantuoni we need a better plan but we are using our time efficiently. Response by Mr. Marriner that he is concerned with getting assistance to the other grades. The MCAS scores are low and that needs to be addressed now. Response by Mr. Colantuoni that getting data in real time helps to make better plans.

- Comment by Mr. Geary that he commends the team for identifying their weakness and having the guts to put it on paper
- Comment by Mr. Lynch- when she looked at the math goal her gut reaction is that- we haven't don't that yet? Will you have this completed at the end of the year?
Response by Mr. Colantuoni that we will be able to report on this at the end of the year to let you know where we are at
- Question by Mr. Phillips- are these budget items things that are needed above or beyond? Response by Mr. Kapulka that they are not new budget items
- Comment by Mr. Marriner that we've been using Symphony Math for a few years now – Response by Mr. Colantuoni that Symphony Math is a diagnostic tool used at the beginning of the year to create a benchmark
- Goal 2: To strengthen students' use and understanding of critical writing and reading skills to foster students' speaking skills in order to prepare them for high school
- Continuation of collaboration with STEM and Humanities Directors to identify skills and refine common assessment tools
- Collaborate with HHS to align terminology and expectations
- Goal 3: To increase the effective use of technology into both instructional practices and student assessment and feedback
- Teachers would like more technology training
- Offering opportunities for classrooms to pilot structured BYOD learning activities
- Technology is a huge issue for the middle school- it has improved since last year but we need an equal playing field as far as resources
- We need a long term plan moving forward
- Goal 4: ALICE Training
- Comment by Mr. Geary that the community engagement piece at the middle school is great and he's heard many positive comments in the changes presented at the middle school
- Motion by Geary to approve HMS 2014-2015 School Improvement Plan as written and presented. The motion was seconded by Phillips. The motion carried unanimously.

Elementary Schools (presented together)

- Goal 1: To strengthen and sustain a school wide collaborative cultures
- This aligns with district strategic objectives 1 & 2
- Staff will participate in professional development that focuses on professional learning community
- Inclusion training will include paraprofessionals and other staff
- Specific to Cedar- Mr. Oates will implement a three phase Principal Entry Plan including staff, parents and student interview
- Specific to Cedar- schedule will be created that includes a minimum of 3 common planning blocks for grade level teams
- Specific to Cedar- Ning will be created to enhance staff communications
- Goal 2: To train staff, develop a model and implement teacher led PLC to support a collaborative culture focused on exceptional instruction and student achievement
- PLC help to create better teaching strategies
- Will meet 2-3 times per month and teachers will facilitate the PLCs
- Question by Mr. Marriner- have the staffs from each building been able to meet together for PLCs? Response by Mr. Oates that so far we have not- Mr. Oates & Ms. DeGrenier meet to structure PLC and take back to schools. However, long term it's the intent to do them together

- Goal 3: To strengthen the effectiveness of instructional strategies and to support our math curriculum initiatives to increase student achievement
- Data teams will meet to look at student data in math
- This is the third year of aligning to the common core in math and the focus has shifted to imbedding standards for mathematical practice
- A pilot math program will be implemented and training will be provided
- Question by Mr. Marriner that when can the teams collaborate with each other and with the middle school? Response by Ms. St. Ives that the V2020 teams helps to form relationships between teachers and they have time to meet in collaboration
- Comment by Mr. Geary that this appears to be a true collaboration between administration and teachers and he commends them on the presentation
- Goal 4: ALICE Training- will keep it at an elementary level- will not be using certain terminology but will practice all types of drills
- Question by Mr. Marriner- how do you communicate between both buildings? Response by Mr. DeGrenier that we can speak to both buildings at one time via intercom and walkie talkies
- Motion by Geary to approve the Center/Sylvester School Improvement Plan as written and presented. The motion was seconded by Phillips. The motion carried unanimously.
- Motion by Geary to approve Cedar School Improvement Plan as written and presented. The motion was seconded by Phillips. The motion carried unanimously.

Action Items

Washington DC Field Trip (middle school)

- Field trip to Washington DC is open to all 8th grade student
- Ties into History and other subject areas
- Grand Classroom sponsors the trip
- Question by Ms. Lynch- \$625.00 is there assistance for students who can't afford it? Response by Mr. Colantuoni that there is assistance for those who need it.
- Comment by Ms. Lynch – what is going to happen to the students who do not attend? Response by Mr. Colantuoni that we will have meeting with parents and students to determine interest and then make a plan for students who do not attend
- Comment by Ms. Lynch –you'll get back to us with a customized itinerary, number of students going, cost, number of students not attending
- Ms. Lynch would like to take action and approve it under the conditions that the specific information would be provided at a later date
- Motion by Geary to approve 8th grade field trip request to Washington DC for May 26-29, 2015 pending that the additional information will be brought back to the school committee on the October 22, 2014 meeting. The motion was seconded by Phillips. The motion carried unanimously.

Public Comments:

- Teacher Gene Reiber:
- happy to work in the district and in the middle school where so much is accomplished and he is impressed by how much hard work is put in daily.

Motion by Geary to adjourn at 9:52pm. The motion was seconded by Phillips. The motion carried unanimously.

Respectfully Submitted

Andrea Holmes

Documents Used:

Minutes 9-10-14

Donations 9-24-14

Washington DC Field Trip Request

School Improvement Plans

Superintendent's Goals