

Hanover School Committee Meeting Minutes
May 25, 2016
Hanover High School

Present: John Geary, Ruth Lynch, Leah Miller, Kimberly Booker and Libby Corbo

Also Present: Matthew Ferron, Thomas Raab, Debbie St. Ives, Joan Woodward, Matthew Paquette, Matt Plummer

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

Motion to enter Executive Session by Lynch. The motion was seconded by Booker. Roll Call vote: Lynch – Aye. Booker – Aye. Miller – Aye. Geary – Aye.

At 7:03 the general session meeting was called to order and reconvened.

Mr. Geary asked for a moment of silence for those families in Town that have suffered the loss of a family member.

Public Comment: None presented.

Approval of Minutes:

- Motion by Lynch to approve the May 11, 2016 general meeting minutes. The motion was seconded by Booker. The motion carried unanimously.

Report of Superintendent - presented by Superintendent Ferron
School Committee reorganization

- Motion by Lynch to nominate John Geary as Chairperson. Corbo seconded the motion. Ferron asked for any discussion. Corbo – Everyone should have a chance to act as Chairperson. Kim or Ruth do you have any interest? Lynch – No. Booker – No. Roll Call Vote: Lynch – Aye. Booker – Aye. Corbo – Aye. Miller – Aye. Geary – Aye. Motion passed unanimously.
- Motion by Booker to nominate Ruth Lynch as Vice Chairperson. Corbo seconded the motion. Roll Call Vote: Geary – Aye. Booker – Aye. Corbo – Aye. Miller – Aye. Lynch – Aye. Motion carried unanimously.
- Geary will maintain his position on the North River Collaborative Board. Lynch volunteered to substitute if Geary is unable to attend a meeting. Ferron will check with the NRC to see if another member of the Committee can represent the standing member. Motion by Booker to nominate Geary for the North River Collaborative Board of Directors. Roll call vote: Booker – Aye. Lynch – Aye. Corbo – Aye. Miller – Aye. Geary – Abstained. Motion carried with majority vote.
- Motion by Booker to nominate Lynch to the Sick Bank Committee. Corbo seconded the motion. Roll Call Vote: Geary – Aye. Booker – Aye. Corbo – Aye. Miller – Aye. Lynch – Abstained. Motion passed with a majority vote.
- Ferron – We are waiting on information regarding the Community Access Media Board and will bring this back to the Committee at the next meeting.
- Miller is interested in the Budget Subcommittee. Mr. Phillips has offered to sit on the Budget Subcommittee for one year to provide history and to make it a smooth transition.

- Motion by Lynch to nominate Miller for the Budget Subcommittee. Booker seconded motion. Roll Call Vote: Geary – Aye. Lynch – Aye. Booker – Aye. Corbo – Aye. Miller – Aye.
- Geary – This Subcommittee was created by the School Committee three years ago. This Committee is not mandated by the state.
- Geary - Motion to appoint Michael Phillips as Budget Sub-Committee member at large. Any discussion? Booker – I looked up the powers of the School Committee and it does not give us power to appoint a Committee member at large. Geary - We do not have to have a Subcommittee at all. We all have the ability to meet with Dr. Raab. The Subcommittee was created during the transition of the Business Manager three years ago. We experienced efficiency at the School Committee meetings knowing there are two sets of eyes. If you do not think there is a need we can dissolve it here tonight. Booker – A: I believe it is important. I want to discuss it further because we are appointing someone outside the Committee. Geary – This role would not be open to the community. It is a transitional period. Ferron – It provides transparency. Phillips will be an advisor to the Committee. Geary – I had a conversation with Miller. She is comfortable with Phillips helping with transition. Booker – It should be clarified that if Phillips is unable to serve the position will not be opened up. Roll Call Vote: Geary – Aye. Lynch – Aye. Booker – Aye. Corbo – Aye. Miller - Aye. Motion carried unanimously.
- Motion by Lynch to nominate Booker for the Building Committee for Center/Sylvester School. Corbo seconded the motion. Roll Call Vote: Geary – Aye. Lynch – Aye. Corbo – Aye. Miller – Aye. Booker – Abstained. Motion passed with a majority vote.

Events and Updates

- The Booster Club is hosting the Alumni vs. Patriots basketball game as a fundraiser.
- The Mariner wrote an article regarding the 2016 Senior Class visiting their elementary schools.
- In the Committee member packets a copy of a letter to the School Committee received from Ms. Misk, paraprofessional that chaperoned the trip to Italy. Lynch - Nice to receive feedback. It makes us feel more confident when the trips come up for approval. It would be nice if a student could come and speak so we can hear and see how beneficial the trip was to them. Geary – We have mentioned it and I also encourage updates and feedback. Mr. Paquette, could have a student provide feedback? Paquette – Yes.
- An Art show of student works is displayed at the Frame Center.

Center/Sylvester Building Project Update – presented by Corbo

- We will meet with MSBA on June 2 for overall budget. At the last meeting we met with the Project Manager and the architects to discuss cost estimates. We should have final numbers at our next meeting. There are updated drawings on the website.

Amendment to the Last Day of School: Center/Sylvester – presented by Ferron

- We ask the Committee for an amendment to the last day of school for Center/Sylvester. The school was closed this past week due to the norovirus and therefore will not meet the 180 days of school requirement. I talked it through with the Principal and I spoke with the Commissioner’s office. The only solution is to extend the school by one additional day; the proposed last day of school will be Wednesday, June 22nd, which will be an early release. Geary – Do we need a vote? Ferron – A: Yes, the School Committee will need to vote tonight. If it passes, we will need to notify parents as soon as possible.
- Motion by Lynch to approve Wednesday, June 22nd as the last day of school for Center/Sylvester School with a half-day schedule. Booker seconded the motion. Corbo – We did make a request to the Commissioner to forgive us and only go 179? Ferron – Yes. The answer was negative from the Commissioner. The Commissioner was very clear on their policy. They gave us consideration and we greatly appreciated it. Lynch- Any financial

implications? Dr. Raab. A: -No. Miller – Make sure kindergarten parents are aware. Roll Call Vote: Booker – Aye. Lynch – Aye. Geary – Aye. Miller - Aye. Corbo – No.

Summer meeting schedule – presented by Mr. Ferron

- The School Committee is scheduled to meet on June 8 and June 22nd. After that, the next scheduled meeting is August 24th. Asking the Committee is there a recommendation to meet in July? This does not require vote because it can be changed. Geary – Are we back to regular schedule on September 14th? Ferron – A: Yes. Geary – Any concerns? Lynch – Is the August 24th meeting when you present your goals? Ferron – Yes, but can have goals to the Committee well advance of the meeting. If there is quorum we can vote if not, we can move it to the September meeting. Geary – Proceed with scheduling the August 24th meeting.

HHS Start time Update – presented by Paquette and Plummer

- We were requested by the School Committee to get some feedback from faculty, students, parents and community members regarding the late start time.
- Prior to meeting, the faculty response was about 50/50. Since then, we surveyed on specifics. Thirty percent love the idea and thirteen percent hate it. About twenty-one percent are supportive and eleven percent is not supportive.
- We surveyed students in each grade. The juniors were the most vocal. They were concerned with later activities they would get home later. We advised that games would still be at the same time. Therefore they would return home at the same time. They were also concerned club meetings would move to mornings. We assured them the late start is reserved for more sleep and the time will not be filled with activities. They were also concerned it would be difficult to meet with teachers. Again, the school will make accommodations so this time is not lost. The students were very thoughtful and 95% are in support. Juniors not so much – no opportunity to ask the question.
- Sent an email to parents with links to our School Committee presentation and research. Received 13 responses so far all positive feedback.
- Lynch – Have you spoken with National Honor Society? Paquette plans to speak with them.
- Lynch – Your video is great and right to the point. No matter when you make a change, you will have someone that dislikes it. I don't think early morning office hours should be the key. If we go to the late start time, teachers will be there. Focusing on that took away from what we are trying to say and why we are trying to make this change.
- Corbo – I love the respect you show the students to reach out to them. Thank you for taking time to include the students in the decision. Did the 8th grade parents receive the email? Paquette – A: Yes. Corbo – Is thirty minutes enough? Did you consider an hour later? Paquette – The hour later start time has a much larger impact and will affect the rest of the schools in the area. We are trying to keep it at the 2:40 p.m. dismissal time. Too much to take on for September. Corbo – Elementary parents are concerned drop off students at 7:55 a.m. Remind parents we have SCORE before and after school care. Plummer – The building hours are not changing. The building is open 6:30 a.m. to 11:00 p.m. Corbo – Is there a cutoff date for parent's response. Paquette – A: I would like to keep it open. If we do it, we will need to act upon it sooner rather than later.
- Lynch – You made reference about the schedule change. Do you have a Subcommittee that is looking at the current schedule and perhaps present a proposed schedule change to the faculty? Paquette – A: Feedback from a prior survey is to move to a seven period day.
- Booker – Have you had a chance to reach out to the PAC? Paquette – A: Not yet. Booker – Do the busses leave 10 minutes after dismissal? Raab – A: Five minutes.
- Miller – What time is the Middlesex County school start time? Plummer – 8:15. I will dig up the article. Geary – Thank you for the further information.

Finance Department – presented by Dr. Raab
Donations

- List of Donations was presented.

Motion by Lynch to accept \$16,747.78 in donations. The motion was seconded by Booker. Motion carried unanimously.

Public Comment: None presented.

Report on Teaching and Learning:

Ferron – There is an amendment to the agenda and the Wellness Committee Review will be presented at a later date.

Student Services Annual Review by Joan Woodward

- The Student Services Program offers in-district programs based on the individual needs of students. The program includes full inclusion in the general classroom and academic support for preschool through the post-graduate level (age 22).
- We have Learning Centers that focus on academic support periods for students who may have multiple needs or focus on social/emotional needs.
- We offer Language Based Learning programs where some supports are in the general education setting, in Learning Centers or in small group settings.
- We offer support for students who have been diagnosed with Autism and services vary on specific student needs. The services range from social support, support in the classroom as well as one-on-one, and more focused support with an ABA.
- The Life Skills Curriculum teaches students functional skills, money, time and prevocational skills that will take them through adulthood.
- Post Graduate program is a partnership with Bridgewater State University where students go to campus and can take classes at BSU, they have mentors and can enjoy the social environment.
- Coordinated Program Review is the state audit for special education. We are now in the mid-cycle review, which is online. The review ensures compliance and consistency of Special Education programs across the district.
- Through Circuit Breaker the program receives reimbursement for high cost Special Education services.
- We offer Extended School Year Services that are provided to prevent regression during the summer months.
- We offer continued professional development for staff and partner with the North River Collaborative for additional professional development offerings.
- There was a district-wide Special Education legal training as part of professional development for staff. In the upcoming year, professional development will include writing effective IEP's.
- We work with the Special Education Parent Advisory Council on the structure of the program including our vision, they host monthly informational sessions for parents, and we recently created the Hanover Special Needs Athletic Partnership (SNAP).
- Geary – For Extended School Year services, do we look at how many participate and/or receive tutoring year after year? Woodward – A: The numbers are consistent. Geary – Over how many years? Woodward – A: I will have to look at that. The Team meets and makes the recommendation of what the extended services look like based on the individual student.
- Geary – Are there summer services for the post-grad students? Woodward – Yes. Geary - I would like to see those numbers for the past four years and see the cost associated as well.

- Geary - How many parents signed up as a volunteer/mentor for the Hanover SNAP?
Woodward – A: I can get that for you from the SEPAC Board.
- Geary – Have you considered visual or musical arts? Woodward – Hanover SNAP is modeling after Hingham’s program. We are considering recreation and leisure. Corbo – I went to the initial meeting and all kinds of activities were discussed from arts to yoga.
- Lynch – Your presentation was extremely informative. What is the number of co-teaching classes in the district? Woodward – A: I will get that to you. Lynch - Can only the students on IEPs go to the Learning Centers? Woodward – A: Yes. Lynch – How many students in Life Skills program at high school level? Woodward – A: Five to ten students grade 9 to age 22.
- Booker – Thank you for the presentation. I appreciate all your work. What is in place for students on IEPs in CASE/SCORE programs? Woodward – A: They do have options in CASE/SCORE and we do offer Extended Day Services through the IEP if needed. Booker – In SCORE and CASE? Woodward – A: We do not staff Special Education teachers in SCORE or CASE. If there were an individual with the need it would be brought up in the team discussion.
- Corbo –Do we evaluate what percent of students have not met 50% of their IEP goal by the end of the year? Woodward – A: Not sure if that has been tracked. Corbo – What percent of students have not met 50% of the goals stated in their IEP? Woodward – We track data in the progress report in the IEP. We keep that data and the team should address if student is not meeting their goals. The other piece is IEP is written for an annual cycle and don’t all end in June. We can look at ways to track how many students are meeting their goals.
- Lynch – When writing an IEP, are we setting realistic goals? If they are not meeting them, we would question why they are being written the way they are.
- Booker – How do we track as a district that they are meeting goals? Woodward – A: We want to start with the way we write appropriate goals for each child and what is reasonably calculated within that year. Ferron – We could take a sample size of student IEPs to see how they met goals. Give us time as to what that might look like and to see what we can use as data points. There is a way to track the progress and identify areas we need to get better at. Geary – We are looking for more information and as a collective group decide how that can be done. Booker – Suggested to work with SEPAC for their feedback on goals.
- Miller – Classrooms are becoming more inclusive. Is there any communication sent home explaining that we follow an inclusive model and that gives tips to parents to share with children on how to interact with kids or how to communicate with kids? Woodward – I will bring this up with the SEAPC Board.

Action Items:

HHS Field Trip Request for Europe in 2017 – presented by Mr. Perry

- Presented information on Social Studies trip scheduled for April 2017 to Europe to tour Munich, Prague, Budapest and Salzburg.
- Booker – This trip is scheduled at the same as the band going on their trip? Are you concerned if there will be enough students? Perry – A: No, I don’t think it would be problem. I will run the trip even if it is a small group. Both trips offer a couple of choices to the kids. Lynch - On your trip to Italy this past spring, how many 9th graders went? Perry – A: None. Lynch – Almost like considering only offering trips to grades 10-12. Lynch – no fundraising involved? Perry – A: No fundraising.

Motion by Booker to approve the HHS Field Trip Request for Europe in April 2017. Seconded by Miller. The motion carried unanimously.

HHS Field Trip Request for Quebec in February 2017 – presented by Mrs. Youngworth

- Presented information on French student trip to Quebec in February 2017.

- Bus trip to Quebec over a long weekend in February.
- Geary – have you done this trip in the past. What made you decide on Quebec? Youngworth – A: Shorter trip than to Europe in order for students to immerse themselves in the French culture. Cultural based, will tour churches, restaurants and historical sites. Students will experience life as a French Canadian. Lynch – Do you anticipate taking 9th graders? Youngworth – A: Normally, no. Lynch – What time will you return back to school? Youngworth – A: We will leave after breakfast; it is approximately an eight-hour trip.

Motion by Lynch to approve the HHS Field Trip Request for Quebec in February 2017. The motion was seconded by Booker. The motion carried unanimously.

Vote to Ratify AFSCME Contracts with Paraprofessionals, Secretaries and Cafeteria Workers

- Motion by Lynch to approve the tentative agreement with AFSCME Secretaries as written on May 20, 2016. The motion was seconded by Booker. Roll Call Vote: Geary – Aye. Lynch – Aye. Booker – Aye. Corbo – Aye. Miller - Aye. The motion carried unanimously.
- Motion by Lynch to approve the tentative agreement with AFSCME Paraprofessionals as written on May 20, 2016. The motion was seconded by Booker. Roll Call Vote: Geary – Aye. Lynch – Aye. Booker – Aye. Corbo – Aye. Miller - Aye. The motion carried unanimously.
- Motion by Lynch to approve the tentative agreement with AFSCME Cafeteria Workers as written on May 20, 2016. The motion was seconded by Booker. Roll Call Vote: Geary – Aye. Lynch – Aye. Booker – Aye. Corbo – Aye. Miller - Aye. The motion carried unanimously.

Public Comments: None presented

Next meeting is scheduled for June 8, 2016 at 7:00 p.m. at the High School.

Motion to adjourn the general session meeting by Lynch. The motion was seconded by Booker. Motion carried with majority vote. Meeting was adjourned at 9:03 p.m.

Respectfully Submitted

Marjorie Morrison

Documents Used:

Donations

Student Services Annual Review

HHS Field Trip request to Europe in April 2017

HHS Field Trip request to Quebec in February 2017