

Hanover School Committee Meeting Minutes
April 27, 2016
Hanover High School

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

Also Present: Matthew Ferron, Thomas Raab, Debbie St. Ives, Joan Woodward, Michael Oates, Matthew Paquette, Matt Harden, Sarah Kelser, Ashley McNeil, Jamie Edgerly and Kerri Moran

Student Recognition Ceremony: Winter Sports Awards

- Recognition of high school athletes.

Call to Order: Meeting was called to order at 7:03 pm by Chairperson Geary

Public Comment: None presented.

Finance Department – presented by Dr. Raab
Donations

- List of Donations was presented.

Motion by Lynch to accept \$1,309.25 in donations. The motion was seconded by Phillips. The motion carried unanimously.

Approval of Minutes:

- Motion by Lynch to approve the March 23, 2016 general meeting minutes. The motion was seconded by Phillips. The motion carried with a majority vote.
- Motion by Lynch to approve the April 6, 2016 general meeting minutes. The motion was seconded by Booker. Abstention by Phillips as he was not present at the April 6, 2016 meeting. The motion carried with a majority vote.

Report of Superintendent - presented by Superintendent Ferron
Updates and Events:

- Thank you to our Booster Club for the solar powered scoreboards on baseball fields. Thank you to the facilities department in town to make sure the scoreboards were installed timely.
- PARCC testing has started in Middle School and Cedar School.
- High School Humanities Gallery Night will be held tomorrow night.
- Finalizing flyer for the Town Meeting and to share with school families and staff on the progress report on Vision 2020.
- We are working on updating Center/Sylvester Building Project webpage.
- This is Mr. Phillips last School Committee meeting. We have cards and gift from the Leadership Team. We appreciate all of your hard work and support over the last three years.
- Geary –Mr. Phillips, I appreciate everything you have done. Especially appreciate your input and viewpoint on finances and budget process. Mr. Phillips assured there was transparency in the budget process.
- Corbo – Mr. Phillips has been a great asset to this Committee and a part of what the district has accomplished. Thank you.

- Mr. Phillips – Thank you. It has been great to be a part of this Committee and a part of what the District has accomplished. I have learned so much working with Matt and the Committee. It has been enjoyable. Thank you.

Center/Sylvester Building Project Update – presented by Ms. Corbo

- We are working on Module 4. The Building Committee met on Monday night to start reviewing the interior and exterior design. The Building Committee will present interior floor plan and exterior design at Town Meeting. The Committee is mindful of budget when discussing options and is working with the architects to get the most value for the products chosen. Information will be available on the Building Committee website. The Building Committee meetings are open to the public. Geary – Q: Is there someone that has the skill set for safety and security as they configure hallways and doors? Corbo – A: The architect we are working with have a specialist in safety and security that will work with the team from Hanover. Geary – Q: Is there a sports engineer to work with the layout of the playing fields? Corbo – A: Architect has landscape designers that have experience in sports that will lay it out. Revised plan has an access road behind the school. This was a request of fire department and will assist the bus flow. Corbo – Just want to let you know that we selected Mt. Vernon Architect because they have the most experience with school buildings in Massachusetts.

Superintendent Summative Evaluation

- Geary – This document is version #3 and is the result of our discussions at the last meeting. Has everyone had a chance to look at this document? All responded yes.
- Nothing has changed as far as the scoring. Overall score is 94% for Hanover Public Schools Goals. For DESE Standards the overall score 95.03%. Overall evaluation, Mr. Ferron received an Exemplary for school for 2015 – 2016 evaluation. We believe Mr. Ferron met all his Professional Practice Goals. We believe Mr. Ferron met all of his Student Learning Goals and for District Improvement Goals, Mr. Ferron met his Goals.
- Four Standards under DESE. 1. Structural leadership - We believe Mr. Ferron was Proficient. 2. Management and Operation – We believe Mr. Ferron was Exemplary. 3. Family and community engagement - We believe Mr. Ferron was Exemplary. 4. Professional culture - We believe Mr. Ferron is Exemplary.
- Comments have been revised based on the discussions at the last meeting.
- Mr. Geary opened the floor for discussion. None.

Motion by Lynch to approve the Summative Evaluation 3.0 as presented on April 27, 2016 and as written on March 21, 2016. Mr. Geary opened the floor for discussion on the motion. None presented. Geary asked for a second to the motion. Phillips seconded the motion. Motion carried unanimously.

- Geary – Recognize Kim for helping us establish policy to complete the Summative Evaluation. We now have a concrete policy and concrete timeline in this district on how we will complete Superintendent evaluations.
- Lynch – I commend you, Mr. Geary. The document is well done and based on evidence.
- Geary – We have now set a policy in place that will benefit this school community. This is a big milestone for this Committee.
- Booker – You did a good job taking all five evaluations and made one.
- Corbo – Thank you Geary for all your work.
- Mr. Ferron – Thank you for all your hard work. Any success is a team success.

Public Comment: None presented.

Report on Teaching and Learning:
Preschool Positive Behavior Supports (PBS) Program (Cedar School)

- Mr. Oates – This presentation is part two of our PBIS presentation.
- This year we are in the training and planning stage. The program will be implemented this fall. This team has been going to training sessions from state and national trainers and attending coaching sessions. This team is a smaller team than PBIS. Unlike the PBIS team, Mr. Oates is not part of the training, but part of implementation for next year.
- Team Members – Ashley McNeil, Pre-School teacher, Kerri Moran, Speech and Language Pathologist, Sarah Kelser, School Psychologist and Jamie Edgerly, ABA Tutor Representative.
- The team members presented the program, which is referred to as the Pyramid Model.
- The pyramid model has the following tiers (from bottom to top): Effective Workforce, Nurturing and Responsive Relationships, High Quality Supportive Environments, Targeted Social Emotional Supports, and Intensive Intervention.
- Each tier guides how we build relationships with students and parents, how we teach our students positive behaviors and recognize when they are using them, how we build supportive and nurturing environments in which students learn, and how we offer support to our students when they need it. Communication with families is crucial at all tiers.
- Our mission statement is: “In the Hanover Public Preschool, a system of program-wide Positive Behavior Support will create a climate of cooperation, social/emotional competence, and academic readiness. Through explicit modeling of behaviors and expectations, students and staff will be kind, safe and follow the plan. Our goal is for students to develop the social and emotional skills to create a foundation for positive relationships and lifelong learning that will benefit and enrich the lives of Hanover students, staff, and families. In the Hanover Public Preschool, we are all Super Star Friends!”
- Another task was to set up program expectations. These are positive expectations on how we expect our students to behave – be safe, be kind, and follow the plan. These line up with the PBIS expectations. We interviewed our students to see if they understand what these expectations mean and found that they did. Video presentation of pre-school students responding to the questions of these values.
- Training includes learning the pyramid, data collection and monitoring.
- In planning for the fall, we are creating visuals and social stories. Breaking down what it is to be a super friend in the hallways, bathrooms, etc. Thinking about the layout of our classrooms. Create problem-solving kits.
- Baseline data has been collected using the observation instrument called TPOT, which allows us to track progress over time.
- Our goal is that by the 1st day of school all students and staff will know the behavior expectations for our preschool and we will be set up to teach these expectations all year long. We will have ongoing training for the entire Cedar staff.
- Working to create formal social and emotional curriculum for teachers and a Positive Solutions program to help us team up with families on what social and emotional teaching looks like.
- Continual data collection over the next two years to see if our strategies are effective.
- Geary – Thank you for the excellent presentation. I open the floor to questions.
- Corbo – Thank you for your hard work. Very glad you are thinking on what is going on in your classroom and how it translates as the kids move-up.
- Lynch – Q: Who makes up the pre-school? What defines who comes, the age of the students, the number of staff? Well presented and I love your mission statement. A: It is a public pre-school. We have a general education teacher, a special education certified teacher and a full-time paraprofessional. There are also others such as ABA tutors, speech therapist that

works with the children. Our population is ages 3-5. It is an integrated model with 60/40 mix. Service both children on IEPs and typically developing preschoolers.

- Lynch – Q: 60% general education? A: Yes.
- Lynch – Q: How does a general education student get into the program? A: We seek out community peers and take them based on numbers.
- Lynch – Q: Is there a cost for general education to attend the program? A: Yes. The amount I would have to confirm.
- Lynch – Q: How long is the day? A: The pre-school day is 2.5 hours.
- Booker – Q: For people that have an IEP it can be longer than 2.5 hours? A: Yes, based on individual needs.
- Lynch – Q: How do we find the students that have special needs when they are only 3 years old? A: Early intervention referrals from intervention.
- Lynch – Q: Do we try to keep these special needs students in the district? A: Absolutely. Parents that may have concerns about their child can come to the pre-school to have their child screened.

Action Items:

HHS Field Trip Request for Disney in April 2017 – presented by Mr. Harden

- Last year we went to Williamsburg, which was a very successful trip. We took home the Spirit of Williamsburg Award. These types of trips are very important not only for these student's music education but for overall education.
- Conferred with colleagues in other districts on trips they have taken and travel agents they have used. Brightspark has been recommended to plan a trip to Disney World during April vacation 2017.
- The trip will include performances by both band and vocal group in the park. We will also participate in workshops offered by Disney, one of which is Disney music the kids will record in a studio.
- A day of travel on either end via air.
- Staying at Disney is the cheaper option. Staying off site, the cost of renting transportation to Disney from a hotel is expensive.
- Brightspark takes care of everything online with families. No money goes through the school. Payment plans are available when families register online.
- We recognize it is a higher financial cost than our previous trip.
- Geary – Q: On Day 4, there is no performing arts interaction. Is this a relaxation day at the park? Harden A: – I believe this is the case. With the four days, the schedule is contingent on Disney. The next step in the process, if approved, we send an audition tape so they can accept us into their program. I am confident we will be accepted. I am proud of the kids they do a great job. Disney will figure out schedules and there will be one day they will not be performing. Lots of fun but intense when performing in front of all the people.
- Geary – Q: How do you transport instruments? Harden – A: Disney will provide the bigger instruments, stands and chairs. The smaller instruments will either be a carry on or sent with the luggage. Another option is to rent a truck to drive the instruments down and back.
- Geary – Q: Are bag fees included? Harden – A: Yes. Travel works with airline directly and lets them know what we'll have for luggage.
- Geary – Q: When you depart for the parks, are you going as group or will the students have an opportunity to disburse in smaller groups and go to different parks? Harden: A: Mr. Paquette and I are still trying to decide this. We trust students and don't see allowing them to split up as a problem.
- Geary – A: Are three chaperones included in the price – you will have a different ratio of chaperones? Harden – A: They suggest 1 chaperone per 10 students.

- Geary – Q: What is our policy or procedure? A: 1 per 10.
 - Lynch – Q: Pending availability – is there a possibility that you will get there and not get to perform? Harden – A: No that is why we are planning a year in ahead.
 - Lynch – Q: So this is not an annual tradition to go to Disney? Harden – A: It is a tradition we go on a trip at least every 2 years.
 - Lynch – Q: What do you do for adjudication trips? Harden – A: We have gone to places and just played. There is value to both. All groups get evaluated every year at MICCA. This is a performance opportunity and learning experience.
 - Corbo – Q: Highlight the fact the front page of the proposal lists chaperone ratio is 1 to 15. Will you be amending that? Harden – A: Yes, I can change that.
 - Corbo – Q: How do you pick chaperones? Harden – A: What has worked in the past is first come, first serve sign up.
 - Corbo: Q: Do you remember how much last year's trip was for each family? Harden: A: It was around \$500.00. Corbo: Q: So there is a significant cost increase? Harden: A: Yes.
 - Corbo – Q: Have you spoken to families and have they been receptive to the cost? Harden: - A: From the parents I have spoken to, yes. This is not a mandatory trip but we want to take as many kids as we can. We will try to do some fundraising and use some funding from FHM to lessen the cost of each student.
 - Corbo – When going to parks will these be chaperoned? Harden: A: Yes.
 - Lynch – Q: Can you get back to us prior to your trip with all final details, such as fundraising. Harden – A: Yes.
 - Geary – For the future, we should start looking the average fundraising each year. It will make it easier to vote. Harden – Excellent idea. I fully intend to keep track of those metrics. We will do everything we can to make it affordable for all families.
 - Booker – Q: Is this during school vacation week? Harden – A: Yes
- Motion by Lynch to approve the HHS Music Group Field Trip Request for Disney for April 17, 2017 contingent upon follow up presentation in February 2017. Seconded by Phillips. The motion carried unanimously.

2015-2016 Last Day of School Vote (June 21st) Presented by Mr. Ferron

- Due to our 3 snow days, we ask the Committee to vote to approve Tuesday, June 21 as the last day of school as a half-day.
 - Booker – Q: Since we typically have elementary half day on Tuesday, would it be the same time or an hour earlier? Ferron – A: It will be a no lunch day. We will remind parents.
- Motion by Lynch to approve the last day of school as Tuesday, June 21, 2016 as a half day. Seconded by Phillips. The motion carried unanimously.

Annual District School Choice Vote – presented by Mr. Ferron

- Based on enrollment and resources available, it is recommended the Committee vote to not accept the provisions of School Choice, which would allow students from outside the district to enroll in Hanover Schools.

Motion by Lynch to not approve the provisions of School Choice for the Hanover School District. Seconded by Phillips. The motion carried unanimously.

Public Comments: None presented

Next meeting is scheduled for May 11, 2016 at 7:00 p.m. at the High School.

Motion by Lynch to enter into Executive Session at 8:25PM with no intent to return to open session. The motion was seconded by Phillips.

Roll Call Vote: Ruth Lynch – Aye, Michael Phillips – Aye, Libby Corbo – Aye, Kimberly Booker – Aye, John Geary – Aye.

Respectfully Submitted

Marjorie Morrison

Documents Used:

Superintendent Summative Evaluation

Superintendent Summative Ranking of Goals 2015-2016

Superintendent Summative Ranking of Standards 2015-2016

Donations

HHS Band Field Trip for Disney in April 2017