

Hanover School Committee Meeting Minutes
March 2, 2016
Hanover High School

Present: John Geary, Ruth Lynch, Michael Phillips, Libby Corbo

Also Present: Matthew Ferron, Thomas Raab, Deb St. Ives, Joan Woodward, Lisa Keefe, Lisa Feeney, Audrey Barresi, Matthew Paquette, Michael Oates, Joel Barrett, Officer John Voelkel, Kelly Kacamburas, Jess Busa and Jenn DePhillips.

Hanover School Committee Student Recognition Ceremony

- Awards were presented to high school students for Fall Sports and for the Science Fair.

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

Approval of Minutes:

- Motion by Lynch to approve the minutes of February 3, 2015 as written. The motion was seconded by Phillips. The motion carried with a majority vote with abstention by Corbo.

Public Comments: None presented

Report of Superintendent

Updates and Events:

- Girl's high school basketball tournament game as well as the boy's high school ice hockey will both be played tonight. Girl's ice hockey sadly lost last night. Boy's basketball game will be played tomorrow night at Norwell.
- Drama Club presented "Tracks" at the MA Educational Theater Guild Festival held at Duxbury High School. Anna Harper and Maddie Carroll each earned awards.
- Dr. Seuss' birthday and Read Across America will be celebrated with reading events throughout the week at each of the schools.
- The 5th grade Dare Graduation will be held on March 3rd at the Middle School.
- Inclusive Schools Week will be held next week with events scheduled at each school to bring awareness to this important subject.
- Invited Ms. Woodward to model and describe the tee shirt designed by high school art class to support inclusion. Proceeds received from the sale of the tee-shirts will be donated to the Special Olympics.
- Friday, March 4th is wear blue day in support of colon cancer awareness day. Each school will participate in age appropriate activities to bring awareness to this disease.
- Letter from Peter Matchak, Hanover Town Planner, from the Metropolitan Area Planning Council regarding the ten-year strategic plan for the Town of Hanover. If any School Committee member is interested in serving on the steering committee let Mr. Ferron know.
- HHS Program of Studies 2016-2017 is completed for Committee review. Presentation is scheduled for the March 16, 2016 meeting for School Committee approval.

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

- Conference call was held last week with the MSBA to prepare for the scheduled meeting where the Facilities Sub-committee will meet with the MSBA to present the educational and building plans.

- March 30th the MSBA board meets to take a vote to move us forward.

Personnel “On-boarding”/HR Update – presented by Dr. Raab, Lisa Keefe, Audrey Barresi and Lisa Feeney

- Consolidation of Human Resources Department for town and school employees to one office.
- Positive connection with other town employees with the traffic in the office.
- The staff of the Human Resources office have taken a pilot program and ran with it.
- On boarding process for school and town have different procedures for hiring a candidate but once a candidate is approved, the process is streamlined at one office. Audrey makes a point to reach out to new employees. It is a warm and welcoming office.
- New employees meet once or twice to complete paperwork. This develops a comfort level for the employee should there be any follow-up questions.
- Audrey reviews the benefits with the new employee, they complete new hire paperwork and it's passed right across the office to be completed.
- Department heads coming in you see a special camaraderie between departments. Creates a familiarity between employees from each department.
- Point of contact for both town and school for payroll is Lisa Feeney. If an employee has any questions they know there is one office to take care of the payroll questions such as deductions, direct deposit, etc.
- Central office provides one stop shopping for Wellness Programs and Employee Assistance Program. The three employees work well together and it is efficient to be in one space together to work to solve any problems.
- Wellness Programs – now part of the payroll and benefits office. All employees are eligible to participate. Some examples are sleeping seminars and yoga classes. Working on finalizing the webpage for the Wellness Programs.
- All employees and spouses are eligible for Employee Assistance Program. There is an employee assistance 24/7 counseling program for legal needs, financial needs or emotional counseling.
- Human Resources website is up and running - working on final touches. Example of resource is new hire paper work for employees to complete ahead of time to streamline the process.
- Dr. Raab - Troy Clarkson and Janine Smith of the Town made a significant contribution to make the change a seamless transition.
- Geary – Thank you for the update. Any questions or comments from the Committee?
- Phillips - Thank you for coming out tonight. Lynch - It is a welcoming place to go.
- Mr. Geary – Thank you for your time and presentation.

Finance Department – presented by Dr. Raab

Donations

- Dr. Raab read list of donations from the HPTA, Hanover Cultural Council, Target and Bay State Textiles.

Motion by Lynch to accept donations in the amount of \$9,519.35. The motion was seconded by Phillips. No discussion. The motion carried unanimously.

FY 2017 Budget 3.0 Update

- No changes from Budget 2.0 to 3.0.
- We are carefully looking at enrollment, in particular Pre-School and Kindergarten enrollment. Will have firm numbers for the School Committee members to review before the next scheduled meeting.

- Next Wednesday, March 9th we will present to the Advisory Board Budget 3.0.
- Geary Q: Any other dates we should be aware of? Raab – A: Not to my knowledge.
- Geary – Q: No action required on 3.0? Raab – A: No. Geary – Q: Any questions from Committee members? No questions by the Committee.

Report on Teaching and Learning:

Update on Positive Behavioral Interventions & Supports (PBIS Program) at Cedar School – Presented by Deb St. Ives, Michael Oates and team of PBIS at Cedar School

- Debbie St. Ives - How we became aware of the program – PBIS, which stands for Positive Behavior Interventions and Supports. We became and interested in this program last year at this time. Program is fully funded training by Department of Education. Once training is completed, we will have certified trainers in our district that can implement the program in our schools. Another component is the way the professional development is delivered from Department of Education. It is a multi-year program it continues into next year for this team.
- Michael Oates – Plan on full implementation in the fall. What is PBIS? It is a proactive approach for positive behavior intervention that benefits all students. Having an organized, evidence based practices that support positive behavior that maximize social and academic achievements. Our school coaches are assigned a coach that visits four times a year and they have 9 days of offsite training. Team members also participate in offsite training, many PD sessions and meet monthly. Offer drop in session for other staff members to ask questions and provide feedback. We have a Preschool team running simultaneously.
- How do we get here – Cedar did not fit profile of most schools that adapt these programs. We are starting at a good place because we have well-behaved children and have good support from home. We were looking for a program that reflects our core values and emphasize expected behavior. Behavior that is expected from classroom to classroom, from grade level to grade level and from school to home. Common language is used around behavior. Teaches good behavior in specific settings. Set up a system to make us better.
- Kelly Kacamburas, Information Technology Teacher. On first day of training team was challenged to come up with PBIS Core Values. Team decided: “Be safe, Be respectful and Be responsible.” Expect staff and children to honor these values, inside and outside of school. Although, in a planning year, Core Values are being implemented and you can hear staff using the language. Energy is building around the school. This program includes all students, all staff to develop consistency for students, staff and families to communicate expectations. How to provide interventions when behavior expectations are not met. Addresses core values in all aspects of school, example lesson plans.
- Jenn DePhillips, Kindergarten. Developed a behavior teaching matrix – just a chart communicates our expectations at Cedar and in various school environments. Developed these as a whole staff at a Tuesday afternoon Professional Development session. Posters are being made by Lifetouch for each target area. Communication of these behaviors will be age appropriate.
- Jess Busa, Special Education Teacher. Lesson plans were developed for each learning setting. What are the expected behaviors and unexpected behaviors in particular settings and it all ties back to the matrix. All centered around schools core values. This creates a common language for everyone. Behavior flow chart is a guideline to manage and respond to behaviors – two columns – one for minor and one for major

offences. The point of the flowchart to gives an anchor and to teach students to grow throughout the process.

- Officer John Voelkel, SRO. This is a team approach program– all staff in the building are included. Each team member is a role model and will be modeling these behaviors ourselves. These positive behaviors will carry over to the community and family.
- Oates – Next steps to implement all aspects of the program. Develop communication with staff, students and families as to what are our expectations and what process we follow if expectations are not followed. Define minor and major behaviors and make it very clear to students. This is evidence based and we collect data and will track office referrals and behaviors in the classroom using SWIS (School Wide Information System). Will take referrals and sort information to define specific settings and specific time – to allow us to determine if we are modeling the expected behaviors in particular areas. It is a management system to targeting where we can do better. Exploring school wide recognition system to celebrate the successes of our students. Looking at our plan for implementation. The PBIS team will not just train and hand lesson plans to staff; we will be co-facilitators. We will communicate with parents as to what was taught at school that day. Going to make it unique to Cedar School. Surveys to staff to provide us feedback to find out if the program is meeting our needs. So far the feedback and energy from staff has been positive.
- Joel Barrett, Assistant Principal. Looking at Preschool PBS model. Want to establish a foundation and consistency starting at the ground level. Preschool team is very dedicated. Setting the stage for an amazing culture that we already have – we are going from good to great.
- Geary - Thank you. Q: As far as a rollout is concerned PBIS is a mouthful. Is there a different terminology you will use when it is rolled out to students? Oates – A: Star Behavior - the Cedar Stars. PBIS is for staff and families.
- Phillips – I have three children at Center/Sylvester. They talk about star behavior - is it the same program. St. Ives – It is a different program but based on the same idea.
- Phillips –Will this be implemented at Center/Sylvester? St. Ives - A: We do have ideas about rolling it out and having the consistent program. We see it moving through all the buildings.
- Corbo – This is a great program. Very helpful to give concrete examples to kids. So important to give positive feedback. The lesson plan is fantastic. Great learning activity for them.
- Oates – We do have plans that the matrix will be at home for behaviors at home. Give as a resource for parents at home.
- St Ives - Thank you to the team. The training is quite intensive and it is an additional amount of work above and beyond their first job. Everything they have done is deeply appreciated.
- Geary – Q: You mention there is metrics to gage the success of this. What is your time line to give the School Committee an update next year? Oates - A: Our goal is September/October to give you an update on how the implementation is going. As far as data collection we'd like to give it until mid-year. We do not have a lot of office referrals so we are working with coach to see if there is a more effective way to evaluate the program.
- Geary – Once you have hashed out the best way to collect data, if other buildings are using models that have been built organically here in town, we should look at those data points. St. Ives – A: Absolutely.
- Lynch – Not having the opportunity to look as this information prior to this meeting and really get some background on it. Is this a grant? St Ives – A: Yes. Lynch – Q: How

much was the grant? St. Ives – A: We did not write the grant. The grant was put out to selected districts and we were made aware via the CPR Audit so it was through Office of Special Education. Through the MTSS. Our preschool program opened the door to the information and allowing us to expand.

- Lynch – Q: How much was the grant for? St. Ives – A: They did not give us the price.
- Lynch – Q: You have said numerous times, you have well behaved children. If you have such a well-behaved school, why then are you spending the energy, effort and time and the resources on something like this if you recognize the fact it is not a big issue? How did you decide to make this a real priority? Oates – A: From our standpoint, it's not the need for intervention for office referral behaviors, but to improve academic outcomes by minimizing those behaviors that get in the way of learning. Lynch: That is a whole different rational. My recommendation to you is to emphasis that is what you are looking at – does this program change the behavior in the school in such a manner that it strongly influences the academic environment? Because then I could see why you are investing this type of program. I challenge you, when you start to talk about data, look at how is this affecting students learning.
- Oates – A: Academic performance is going to be the best benchmark. The plan is to increase the amount of time of academic learning.
- Lynch- Q: Who developed your Core Values? Oates – A: The team and we brought back to the staff. We met with the coach and what we want our students to get out of this and what do we want a Cedar Student to be? It makes sense to be safe, responsible and respectful.
- Lynch – Q: Is Lifetouch the same company that does the photos? Oates – A: Yes, they are creating posters, banners and documents for the program for the various areas of the school.
- Lynch – Q: Have you seen other schools where this program has really worked and changed the culture where it affects academic performance?
- St. Ives – A: Yes, we looked into it. I worked in a district that used it. You are right, it originated based on a need for a very specific population. The more these expected behaviors were being taught explicitly, we found teachers did not have to stop teaching math during a lesson to teach an expected behavior, they are built in to lessons. Students were responding to the lesson plan like you were shown today. Gives students more time for learning. We need to determine how we can show growth and that it is successful through the data.
- Lynch – Q: Are you getting feedback from teachers, such as where will we find the time to put it this program in their day? A – No, the staff was looking for consistency. We have done surveys and have received positive feedback.
- Geary – A: any other questions? Thank you very much.

Action Items:

Vote on 2016-2017 School Year Calendar – presented by Mr. Ferron

- One change from last meeting based on conversations with the Hanover Teacher Association, that the Tuesday, January 3rd will remain a half-day at the elementary level.
- Motion by Lynch to accept Draft 3.0 2016-2017 Hanover Public School Year Calendar as presented. The motion was seconded by Phillips.
- Geary – Q: Any discussion?
- Corbo – Food for thought for next time around is that maybe we think about February break. Learning is very disjointed in the winter. Maybe cut it down to a long weekend. This way the students get out a little earlier in June. In the past, there have

been concerns from teachers that live in other districts that their children would be home. I will reach out to other local school districts to find out their thoughts on this. There are a few possibilities that we can look at going forward. Geary – Q: What is the best time line to look at this? November? December? Phillips – It should start now. Corbo – I will reach out to other districts for their feedback. Good Friday is another day we can tack on to the end of the year. I'm not sure I understand why we have it off.

- Geary - Should we form a research sub-committee? Corbo – I will reach out for now and let you know to put on a future meeting agenda once I gather responses.
- Lynch – I have heard this discussed in the past. A cultural shift would have to take place in communities. Is there any research that shows educationally this is a good move? Look at research that may have been done about High School students starting the day later. Very few South Shore communities have implemented this change. Geary - If there is research, Libby will find it.

The motion carried unanimously.

Public Comments: None presented

Next meeting is scheduled for March 16, 2016 at 7:00 pm here at the High School.

Motion to adjourn by Lynch at 8:28 pm. The motion was seconded by Phillips. The motion carried unanimously.

Respectfully Submitted

Marjorie Morrison

Documents Used:

Town of Hanover Payroll & Benefits Office

Donations

FY 2017 Budget 3.0 Memorandum

2016-2017 Hanover Public Schools Calendar Draft 3.0