

Hanover School Committee Meeting Minutes
February 3, 2016
Hanover High School

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

Also Present: Matthew Ferron, Thomas Raab, Deb St. Ives, Joan Woodward, Lynn Petrowski, Matthew Paquette, Daniel Birolini, Michael Oates, Jane DeGrenier

Call to Order: Meeting was called to order at 7:00 p.m. by Chairperson Geary

Approval of Minutes:

- Motion by Lynch to approve the Executive Session minutes of December 9, 2015 as written. The motion was seconded by Phillips. The motion carried with a majority vote with abstention by Geary.
- Motion by Lynch to approve the General Session minutes of January 20, 2016 as written. The motion was seconded by Booker. The motion carried with a majority vote with abstention by Phillips.

Public Comments: None presented

Report of Superintendent

Updates and Events – presented by Superintendent Ferron

- Kindergarten registration on going.
- Middle School will present Guys and Dolls this weekend. There will be performances on Friday and on Saturday.
- Attended Poetry Out Loud competition today at the high school. Sierra Little-Gill was named Champion, Alexis Perry was named runner-up. All participants did fantastic.
- Asked Mr. Geary for permission to for Offer vs. Serve policy presentation to be moved up.
- Field trip for High School French students to New York has been cancelled no action needed today

Offer vs. Serve Policy– presented by Dr. Raab and Lynn Petrowski

- Allow students to decline food offered. Helps to reduce waste and is a policy and procedure we do follow. Every three years the food programs goes through an audit and they will be looking for this procedure to be in writing. Therefore it is being brought to the Committee for a vote tonight.
- Five components, which include bread, milk, meat, fruit and vegetables. Students can select three to five of the components or all five components. A fruit or vegetable has to be part of choice for lunch.
- For breakfast four components are offered, which consist of three food groups: two grains, a dairy and a fruit. Fruit has to be taken in order for reimbursement.
- Ms. Booker Q: How do you enforce the students to take a fruit or vegetable in order to be reimbursed? Petrowski – A: There is a final check at the cash registers station. We encourage students as they go thru the line to take a fruit or vegetable. At the cash register, we give them a box of raisins.
- Ms. Booker – Q: If a student has a gluten allergy can they take for example two vegetables? Petrowski - A: Yes.

Motion by Lynch to approve the Offer vs. Serve Policy as presented. The motion was seconded by Phillips. The motion carried with a majority vote.

Center/Sylvester Building Project Update – presented Ms. Booker

- A group of us are scheduled to meet with the MSBA in March.
- The subcommittee put forward proposed schematic 8a. This is on the website.
- Geary – Q: Is there an education plan to be submitted? Ferron – A: Yes. Have received feedback from MSBA. Submission deadline for final educational plan is Feb 11, 2016.

2016-2017 School Calendar 1.0 – presented by Superintendent Ferron

- Planning schedule for next year. Draft calendar 1.0 is presented for Committee's consideration but do not need a vote on it tonight. Calendar was reviewed by the leadership team on multiple occasions and compared with other school districts.
- Contractually September 1st is first day teachers can report, so they will report on the 1st and 2nd for Professional Development.
- Students are scheduled to arrive September 6th except for kindergarten students.
- The final full Professional Development day for the year will be the Presidential Election Day on November 8th.
- Holiday break will begin on December 23rd is scheduled as a half day.
- Per state law the Monday after January 1st is scheduled as a holiday and students will return to school on Tuesday, January 3rd.
- Typically, the Tuesday before Thanksgiving and the Tuesday following the holiday break are half-days. The upcoming year these days will be full days for elementary.
- Booker – Q: Will the first day of school be a full day? Ferron – A: Yes, full day.
- Other change is the Tuesday after Martin Luther King Day will not be a professional day this upcoming year.
- Reminders will be communicated to parents about these changes.
- Graduation for Class of 2017 will be Friday evening June 2, 2017.
- Phillips – Q: Tuesday, June 20th - is it intentional for it not to be a half-day? Ferron – A: Good question. We will clarify that.
- Lynch – Q: Will a Professional Day be held on both the first and second day of school year? Ferron – A: The first day is a reporting day for teachers to set up, Convocation, paperwork sign-off, etc. The second day will be a planned Professional Day.
- Lynch – Q: My recommendation is for September 1st to call out Convocation? Ferron – A: We can do that.
- Lynch – Q: There is only one School Committee meeting scheduled for November and for December. Why? Ferron – A: Scheduling a meeting for November 30th would us two weeks in a row. Lynch – Q: Can we move a meeting to December 7th to 14th?
- Geary – If there is no immediate need to have additional December meeting then keep it scheduled to one meeting. Schedule tentative dates for December 14th and/or November 30th should the agenda warrant an additional meeting.
- The draft has been shared with HTA President who is reviewing to determine if it adheres to contract.
- We will bring the draft 2.0 of calendar to the Committee for a vote next month.

Finance Department – presented by Dr. Raab

Donations

- Dr. Raab read list of donations.

Motion by Lynch to accept donation in the amount of \$1,725.00. The motion was seconded by Phillips. The motion carried unanimously.

Dormant Student Activity Accounts

- Last summer an audit was conducted on student accounts. This audit recommended collapsing any student activity account that has been dormant for three years.
- Center/Sylvester music recorder fund has \$8.38. Recommend transfer these funds into the Theater Arts Account at Center/Sylvester School.
- Delete a dormant Center School Store account that has \$21.95 and move the balance to the Student Council.
- Close the High School engineering account in the amount of \$27.97 and transfer to Robotics account.
- Close the Peer Facilitators at the High School For the Peer Facilitators transfer the funds to Diversity Club in amount of \$79.17.
- Separate School Newspaper and Literary Magazine account into separate accounts and split the funds to each club at the High School. These clubs work closely together but are two different clubs. Propose to transfer the Library fund account of \$62.06 to new Literary Magazine account.
- Geary: The best method, for clarity, may be to have 3 separate votes: Center/Sylvester vote, a High School deletion vote and High School separation vote.

Motion by Lynch to delete the music recorder account and delete the school store account and transfer any remaining balance to theater arts and student council accounts as noted in this memorandum for the Center/Sylvester School. Motion seconded by Phillips. No discussion. Motion carries.

Motion by Lynch to delete the following three accounts and move the balances as noted in the memorandum to the accounts noted. Delete Engineering, Peer Facilitators and Library funds account and transfer the funds to Robotics, Cultural Diversity and Literary Magazine as noted in the memorandum for the Hanover High School. Motion seconded by Phillips. No discussion. Motion carries.

Motion by Lynch to separate the School Newspaper and Literary Magazine accounts into two separate accounts for School Newspaper and Literary Magazine for the High School as noted in memorandum. Motion seconded by Phillips. No discussion. Motion carries.

FY 2016 Q2 Revolving Account Update

- As of the end of the 2nd quarter dated December 31, 2015, the lunch account shows a positive amount and we are waiting for federal reimbursement, which should be received within two weeks, which will increase this balance.
- The athletics account balance s \$86,000. Still paying bills therefore that amount will be reduced.
- Negative number for Middle School extended day. If you add that and Middle School Enrichment program it is a positive. In FY 2017 these accounts will be combined.
- Student assistance account is dormant total of \$2,000.00. Recommend for future to use for scholarship in FACE program.
- School Store is running in the black by \$519.
- No vote needed this is for information only

Circuit Breaker Funding

- Dr. Raab presented Circuit Breaker funding history of last five years in town. Utilized memorandum for presentation with explanation of the program and examples.
- Circuit Breaker is a state program that provides special education reimbursement to school districts. It typically reimburses up to 75% of extraordinary special education expenses for students.
- Phillips – Q: Has the state rejected any expenses? Raab – A: Not to my knowledge.
- Ferron - This is an extensive process and we are confident that we have a meticulous system.
- Geary – Thank you. This information provides transparency on Circuit Breaker funding for the public.
- Ferron - The \$200,000 carry over that we anticipate is an insurance policy from year to year. Although we hope not to use it there may be expenses that come up and it may need to be expended.

FY 2017 Budget 2.0

- Dr. Raab read excerpts from Memo with the budget that was presented by the Town Manager.
- We are receiving \$844,672 from the Town.
- Need to set aside \$39,188 for two students to attend Norfolk Agricultural School.
- Add \$1,000 each for supplies at Cedar School, Center, Sylvester and High School.
- \$1,000 to texts at Middle School
- Recommend remaining \$484 be put in transportation for special education students.
- No vote is necessary.
- Geary – At this time, a simple endorsement to go ahead with these additions and changes to prepare for 3.0. Questions or comments? None presented.
- Geary – Q: When Tom develops the budget, at what point does the leadership team review the proposals? Raab – A: Before School Committee. Leadership has time to comment at our Monday team meetings.
- Geary – Endorsement from the School Committee to move forward with these changes.

Report on Teaching and Learning:

Teacher Evaluation Updates presented by Deb St. Ives, Mr. Oates, Mr. Paquette, Mr. Birolini and Ms. DeGrenier

- 2014-2015 was the 1st year that all teachers, in all districts, are under the new educator evaluation framework and report to the state.
- Hanover had 5.7% exemplary, 93% proficient, and 1.3% needs improvement.
- We also look at state data which allows
- It's very important for us to participate in a process where everyone feels it promotes professional growth, and is meaningful.
- This is our third year participating in this process.
- Last year faculty participated in small group and individual coaching sessions with administrators with topics based on feedback.
- This year teachers are working with evaluator as needed, with drop in sessions and we've started using a new format using Google, which allows evidence collection uploading into Google.
- 82% of our teachers are using this new Google evaluation tool that is in place.
- Oates – one thing that has been a great change is that the discussions are much more reflective and collaborative. Promotes one to establish goals and self-evaluation.

Rubric defines what it means to be proficient etc. with all elements - teachers score themselves, which provides the starting point for developing professional goals. Guided by the elements of the evaluation. Collaborative process with teacher and administrator. Looking at areas of strengths and weakness.

- DeGrenier – Next phase after self-reflection is the writing of professional practice goals and student learning goal. These goals tie into school or district goals. Write up an action plan – how will the goals be accomplished. Conversations are rich. Opportunity to have conversations about their practice and their profession – more of a dialogue.
- Birolini – as a new administrator, challenge was to come up to speed as to where are in staff plans. Goal setting and self-evaluation are good for someone new to hear what goals are. Teaching and observing – two observations in a classroom. Conversations after an observation are powerful. Teachers are looking at the rubric and are talking about what exemplary mean and who want to be there.
- Paquette – I agree this is an opportunity for beneficial conversations. There is a positive and fluid manner about the process. Originally used forms from the Department of Education, but these forms were archaic and cumbersome – did not facilitate the process. Mr. Plummer took all forms from the state and put all in a Google format that is interactive. Provides real time opportunity to respond. It is an innovative way to complete the process.
- Geary – Thank you very much. Presentation shows that it is a true district presentation unified in delivery of evaluation and curriculum. Confident moving in right direction. Q: Why is the state percentage of who is being evaluated lower? Are people slipping through the cracks? Is this process mandatory? St. Ives A: Yes, its mandatory. Not sure what happened. Maybe on leave. Evaluations happen every year.
- Ferron – When we look at Hanover vs. state and percentage of exemplary. That is subjective. We work as a team and how we look at “exemplary “ and “needs improvement”.
- Geary - Q: Curious as to the number of missing pieces? Ferron - A: They are just missing. Not reflective. Just how each district utilizes the process.
- Lynch – Does the evaluator stay with the teacher through the cycle? St. Ives – Yes. Do Assistant Principals evaluate? St. Ives – Yes. How many staff members do you each evaluate? Has there been a conversation on the number of teachers you have to evaluate in a year? Is there a way we could see that reduced?
- Response St. Ives – We are trying to figure out the process, and support each other through it. Don’t want the writing and forms to take away from the most important part to make the process effective and meaningful. Asked other districts what they are doing. Average number of evaluations is seventeen to twenty just in each elementary school. We are working on improvements.
- Lynch – Q: Were you thinking about educational rounds? Where are you and is that part of the new evaluation system? St. Ives – A: involved in administrative PLCs and learning about instructional rounds. Separated from evaluation tool.
- Lynch – Q: What you are learning from the rounds will not be used? St. Ives – A: They will not be used. We are using them to look at what the students are doing in the classroom.
- Lynch – Q: Of the ten classes you looked at teacher directed, student centered, independent work is that what you are looking at? St Ives – A: No, looking at the teaching of vocabulary and the way students are responding, working with peers, etc. Still in a learning phase.

- Lynch – Q: Do they still have announced and unannounced? St Ives - A: Yes, technically.
- Lynch: Q: Do you feel you can do as many unannounced as you would like? Paquette – it is happening. DeGrenier – requirement is we have to be there for a minimum of ten minutes in order to use as evidence. Teachers are very welcoming.
- Lynch – Q: Does the teacher feel you are there to observe their teaching or just want to be visible? DeGrenier – time is the factor and teachers are loosening up a little bit. St. Ives – A: Really being transparent that we are here for an observation or for a visit. Communicated with the staff.
- Booker – Q: Is the rubric uniform across the state? How is it possible to have one if districts are handling evaluation different? Ferron – A: Yes, rubric is the same. Each district looks at the rubric in their own way. Data compared to the state we are in line with it.

Action Items: None presented

Public Comments: None presented

Motion to adjourn by Lynch at 8:17 p.m. The motion was seconded by Phillips. The motion carried unanimously.

Respectfully Submitted

Marjorie Morrison

Documents Used:

2016-2017 School Calendar 1.0

Donations

Dormant Student Activity Accounts

FY 2016 Q2 Revolving Account Update

Circuit Breaker Funding

Offer Versus Serve Policy

FY 2017 Budget 2.0