

Hanover School Committee Meeting Minutes
January 6, 2016
Hanover High School

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

Also Present: Matthew Ferron, Thomas Raab, Deb St. Ives, and Joan Woodward

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 December 9, 2015 as written. The motion was seconded by Phillips. The motion carried with a majority vote with abstention by Ms. Corbo and Chairperson Geary.

Public Comments: None presented

Report of Superintendent

Updates and Events:

- Stephanie Flynn, a senior on girl's basketball team, scored her 1,000th career point last night. She has had an exceptional career so far.
- First home meet for gymnastics here in the Edward Amoral gym tomorrow night
- South Shore Gymnastics Academy Dream Big Invitational will be held Friday-Sunday here at HHS.
- FY17 NRC Budget Report will be distributed this evening in preparation for the next meeting.
- HHS PARCC and MCAS Report will be distributed to the Committee for presentation at the next meeting. The document is also online for the public.
- Full implementation of consolidated HR/Payroll/Benefits department is underway. True test was rolling out the Flexible Spending Account 20% of our workforce has signed up. Feedback so far has been positive.

Center/Sylvester Building Project Update – Ms. Corbo

- The Building Committee voted to submit its preferred design to the MSBA at the beginning of December and it can be found on the building project website.
- Will have more information at the next meeting. Right now we are working on filing a lot of information that is required by the state and we are working on an Educational Plan. Everything can be viewed at Salmond School.
- I would like to thank Jane, Deb, Matt, Tom, the Building Committee, and Dan Pallotta for all their hard work; they've done a great job putting it all together.

Superintendent Mid-Year Goals Update

- This is a great time to give you an update on my progress, which is a credit to the entire team because this is a collective effort.

Goal 1: Student Learning Goal – Vision 2020 – Ms. St. Ives

- Thank you to coaches, teachers for all their work and collaboration. It's been a change for them, students and families.
- September: Distribution of resources, installation and training of teachers.
- Pearson conducted training at HMS in the connected Math program.
- Match scope and sequence, which is a map of what you will do in the classroom, was updated K-8 to align with assessments and report cards.

- October: Coaches met with teachers during common planning time, PLC time, before and after school to discuss program challenges and structure trouble shooting and worked on individual teacher needs.
- November: Pearson held 2nd training for K-5 teachers focusing on online components and lesson structure.
- We held 2 very successful elementary math nights for parents – approximately 100 parents attended – slides from the night are online.
- 25 teachers volunteered to work with parents in the classroom on those evenings.
- December: V2020 HMS training conducted by coaches; updates by grade level on adoption and supporting each other.
- HMS math night did a little bit of both eNvisions and CMP3, discussed PARCC and outlined math placement process – 20 parents in attendance.
- District-wide professional development to collaborate on lesson structure and on Tier 2 resources for students who need a second dose when learning a new concept.
- Coaches began providing in classroom via co-teaching.
- One began with preconference, the coach did observation, they had a debrief planned for co-teaching the following day, then debriefed about further support.
- 10 teachers have received this level of support since December.
- January: Pearson training was held yesterday. Broke down groups K-2 and 3-5 to differentiate the training.
- Multiple technology trainings have taken place at each building.
- Working on dates for drop in sessions at each level and office hours for 1:1 training.
- Goals in the coming months are to expand in-class support and potentially pilot 2 diagnostic assessment resources.
- Teachers feel that the assessment that comes with the program doesn't give enough specific data for instruction.
- Question by Mr. Geary – you mentioned that in December multi-day coaching and that 10 teachers have taken advantage? How many more teachers need that? Response by Ms. St. Ives – it's not based on what we think they need. We are supporting them by formalized training and letting people come to us when they feel they need more support and guidance. Hopefully all will take advantage of it.
- Question by Ms. Corbo – I appreciate the operational update on integrating the program. What about the educational benefit, is it really growing our children or is it too early? Response by Ms. St. Ives – most of it is anecdotal at this time from teachers observing. It's too early for comparative data at this point. Teachers are seeing tremendous improvement. It is certainly something that we will look at as we move forward.
- Question by Ms. Lynch – has implementation of new technology been difficult or hampered some teachers? Response by Ms. St. Ives - it has been a challenge. It's a little different, and teachers get comfortable with what they had. One of the first things we heard with iPad distribution was I need help with basic usage at our first PD. After that a team of teachers went into PLCs in small settings to be able to answer individual questions. When something is new don't want it hampering the lesson. On a regular basis we see the technology is being used. Teachers are teaching each other when they are together.
- Comment by Ms. Lynch – I have seen that technology can be overwhelming and curriculum gets pushed aside.
- Comment by Ms. St. Ives – we have started small and we are helping teachers be comfortable and see the value before we move on.
- Comment by Ms. Lynch - it's a good conversation and reassuring.

- Question by Mr. Phillips – do we plan on gathering formal feedback from teachers at the end of the year to compare to before to measure success? Response by Ms. St. Ives – Our coaches are doing that on a regular basis in conversation and the mapping of scope and sequence. We can certainly do something more formal. Comment by Mr. Phillips – even more general, has it been successful implementation and compared to prior curriculum.
- Question by Ms. Corbo – Are we being mindful that the program is very language based, where children are struggling with reading they may be having trouble with math? Do we have sufficient supports? Response by Ms. St. Ives – We have focused that with speech and language teachers. Students who do have trouble, they are receiving pre-teaching and support teachers are going into the math classroom as well to help support student with reading in math.
- Comment by Ms. Corbo – I would like to hear classroom teacher feedback as well about that. Response by Ms. St. Ives – Of course.

Goal 2: District Leadership Development

- The goal is to encourage staff and teachers who want to grow into leadership roles, and we on a good track with this goal.
- Committees are in place or are developing - Professional Development Committee, Building Level Committees, Technology Committee.
- Technology Committee will have an impact on the district for the long run– we have reorganized the technology department. We will have an educational visioning side and operational side and the committee will grow to support both.
- Mr. Plummer has taken the lead on the educational visioning side.
- Question by Mr. Geary - When do you see committees being established? – Response by Mr. Ferron they have already started but it could branch into several committees. March/April we will be able to say this group will work on this task while another group works on something else. We have long term vision as well as short term. We want these teams to really think about 2-3 years down the road.
- Teacher led PD is being implemented at all levels.
- Full administrative team is meeting monthly for training on PLCs and Instructional Rounds. Focus on getting administrators in the classroom and looking at areas of improvement. Teachers will begin training in the spring.
- Exit interviews have been conducted with staff that have left.
- Mr. Ferron is working with 2 administrators in coaching them in their Boston College Doctorate Program for their Superintendent Licensure.
- Question by Mr. Geary – we talked about creating an on boarding process for new employees, is there any update? Ferron – a lot of this will be developed with evolving HR office. They are working on streamlining the process and having one stop shopping to get everything done in one office is happening now. In the next few meetings we will have a true report on how the office is functioning.
- Question by Ms. Lynch – are there any teachers aspiring to be administrators? Response by Mr. Ferron – we do have a couple and we are working with them on their practicums.

Goal 3: To reduce reliance of free cash for operational expenses

- The goal is to bring it from \$500,000 to \$450,000, which is on track.

Goal 4: To implement full performing arts program from grades K-12.

- This really goes to Kelly and FACE staff, and parents who have worked very hard to make this happen.
- It has been branded the Performing Arts Company – all students no matter what age are all in the same program.

- FACE office was reorganized so people are responsible and held accountable.
- Comment by Mr. Geary - we are becoming a theatre/performing arts powerhouse. I'm happy it's doing so well. Its definitely getting leverage in community and the work the FACE team is doing is admirable.
- We received a \$4,000 grant from Hanover Cultural Council to help improve sound system at the high school.
- 300-400 kids take part in the program over the year.

Goal 5: Integrate School Resource Officer

- Will have a progress report for the Committee on the integration of Officer Voelkel at our next meeting.
- Our organization has welcomed him; he's the right man for the job.
- There are tough things that happen in our community and having his expertise and access to information and resources has been very helpful.
- We spent 40 minutes at our leadership team meeting this week about what is working and what can be improved and it was very positive.
- Question by Mr. Geary - were any wants or needs expressed by the team? Response by Mr. Ferron - only negative thing was the lettering on police car is too small to read. We can always do some things better. We did talk about how we can increase capacity for safety drills, make sure facilities are secure.
- He is at every school almost every day and it is working well and we share feedback with Chief Sweeney frequently.

Goal 6: To participate in meaningful professional development opportunities.

- The New Superintendent Induction Program has been very enjoyable this year. It's been more pragmatic and a good experience.
- Tom and I will attend finance seminars coming up during this time of year.
- We will attend Chapter 70 training so we can stay on top of it.
- We are including Assistant Principals in budget strategy discussions.

Finance Department

Donations

- Dr. Raab read list of donations
- HPTA donated \$12,000 for Chromebook carts at HMS.
- We are excited to receive over \$12,000 in grants from the HFEE. Presenting about \$7,000 as some are co-funded until they are fully funded from other sources.
- Tabling the Cedar Climbing Net Grant for \$3,224.50 until we can secure installation and insurance.

Motion by Lynch to accept donations in the amount of \$28,552.28. The motion was seconded by Phillips. The motion carried unanimously.

Budget Transfer Request

- After evaluating needs of the Technology Department we have decided to hire contracted services to provide support through the end of the year.
- Dr. Raab requests a transfer of funds from the system wide salary to system wide expenses for technology.
- Question by Mr. Geary -this is a break fix? Response by Dr. Raab -yes for now but we are trying to incorporate it in FY17 budget.
- Motion by Lynch to accept transfer of \$35,000 from system wide Technology Director salary account to system wide contracted services technology expense account. The motion was seconded by Phillips. The motion carried unanimously.

- Question by Ms. Corbo – are we looking to retain contracted service for FY17? Is that cheaper than hiring someone permanently? Response by Dr. Raab we are trying to evaluate and figure that out right now.

FY 2016 Monthly Budget Update

- Detailed list of year-to-date spending was presented.
- Total of 45% of budget has been spent so far which is expected.
- Two areas of note there are still plenty of funds available for Professional Development (PD), testing, assessments for Vision 2020
- \$21,000 negative was paid out of salaries for PD this summer.
- Special Education - we are negative \$85,000 expenses as expected. Part of FY 16 budget was to use some of the circuit breaker that we anticipate receiving. At any time I can charge this off but we would like to wait and leave that if we can.
- At the first meeting in February I will have revolving account summary for Q2.

FY 2017 Budget 1.0 Update

- Educational priorities and major budget drivers for FY 2017 were presented.
- The document is not intended to be a comprehensive look at the FY17 budget. This is an opportunity to look at major budget drivers and to give the Committee an opportunity to give us your feedback if you had other things in mind.

Budget additions:

- Contractual obligations covering HTA increases and predicted changes to other union employees whom we will negotiate with this spring is \$729,000.
- A \$63,000 increase - Next year we will renew our contract with the bussing company and we will also retain a 17th bus for next year.
- ELL support is per the Coordinated Program Review we are required to add 10 hours to a current staff member.
- Reading specialist addition that can work with students and help coach teachers as well. Budgeting this a little higher so we have some wiggle room to potentially hire a more experienced person.
- Psychologist at .4 FTE at Cedar will allow for increased time to provide support for students and staff.
- Question by Ms. Lynch – you are not seeing a need for additional staff? Response by Dr. Raab – no, other than these 2. Trying to be as conservative as possible and use current staff effectively.
- Question by Ms. Corbo – will the additional bus reduce ride times for HS students and possibly make it more attractive? Response by Dr. Raab - Yes
- Comment by Mr. Ferron - Dr. Raab and I met this afternoon with the Town Manager and Town CFO and have been giving him a range of what we are thinking. Looking at the reality of available revenue we are comfortable with what we are talking about. We have had very frank, direct, data based conversations at leadership level and right now we feel comfortable with resource we have. If opportunities present themselves we will take them. Many areas we would like to do more, this creates opportunities for improvement and increase efficiencies.
- Question by Ms. Corbo – when we mention class size at the high school is 29 in core subjects is that more scheduling or staffing? These numbers are troubling. Response by Mr. Paquette – Mr. Plummer and I are trying to figure this out now by developing the master schedule. By the end of this month teacher recommendations will be submitted, and by the end of February we will have kids in classes. By April 15th we want to have every student with his or her final schedule for next year. We are hoping to have every issue remedied prior to September. Comment by Ms. Corbo – I am very impressed that you are being so proactive. Thank you so much.

- Question by Ms. Lynch - it only takes a half dozen students dropping from AP to honors, for example, when you see level changes you don't anticipate it can mess up the master schedule. How will you take care of that? You offered honors course yet AP class was small, any convo about eliminating level 5 foreign language senior year? How will you address fact who commit to AP and then don't, and then those who are recommended to honors and nose dive in spring. Response by Mr. Paquette – we have had conversation with foreign language department and Dr. Walsh about not running class. We have also discussed splitting AP; we have flagged them so when schedules are developed we will meet with students who are on the fence to figure it out. We want to anticipate everything we can before September.
- Comment by Ms. Lynch I love the idea of trying to guess and forecast. Comment by Mr. Paquette – we thought about possibly offering AP every other year in certain classes, we are entertaining all possibilities.
- Question by Ms. Lynch have you discussed minimum number of students needed to enroll or course is dropped? Or is AP sacred?
- Comment by Mr. Geary we can discuss further at another time or one off but we need to get back to the finance report.
- Comment by Mr. Ferron- it's nice to have Dr. Raab who can work with Matt and Matt with all their expertise because it creates more opportunity in the budget planning process. They are looking at it very closely.

Budget Neutral:

- Exploring hiring a Board Certified Behavior Analyst fulltime on staff. Right now we have a contractor working 25 hours a week, but it would nice to have full time for same money. We would simply move budget from expense to salary. We could also keep enough money to keep consulting services should we need them.
- No increase in Professional Development funding.
- Technology expenses – this committee worked hard to put a very detailed tech budget together. Mr. Hartigan has worked very hard to keep budget level town-wide. Will allow for 4 Chromebook carts which can be used for testing, teacher sign-outs and will allow us to bring offline outdated computer labs.
- We will ask for a Town Article for technology that will include 2 more Chromebook carts.
- Science Supplies – approximately \$2,000 per grade level to align with new MA Science Standards. Principals have redeployed expenses to account for this.

Identified Offsets:

- Two known retirements for a \$50,000 savings.
- Psychological services – we can reduce \$6,000 if we can hire .4 FTE for Cedar
- Full Day Kindergarten – we have some extra funds because enrollment this year was higher than planned.
- Out of District Special Education Tuitions – Ms. Woodward looked at all out of district students and we are able to save money on expenses without reducing any services that these students need everyday.

Budget Variables:

- Possible reduction of Special Education Article to \$450,000
- Technology article for \$100,000
- Kindergarten revolving may provide additional relief if enrollment increases.
- No changes to athletics user fees.
- Additional town meeting articles related to capital investments
- We are working with the Town Manager and Ms. Smith about consolidated HR group and how we split the cost between the town and school department.

- Comment by Mr. Ferron – as we work through the HR budget split it's not going to allow us to increase anything if it falls on town, or decrease anything if it falls on our side. There is enough money to distribute funds to correct department.
- Comment by Mr. Geary - this trailer to the budget is well thought out.
- Question by Ms. Corbo – out of district special education tuitions, is that attributed to a change in services, a child moving off a program, or are we now providing services in house? Response by Dr. Raab - it is students aging out and a change in services.

Report on Teaching and Learning:

- High School Assessment Report is tabled this evening until later date.

Action Items:

Vote on Superintendent Evaluation Policy –

- As presented at a prior meeting there are required changes to the Superintendent Evaluation Policy.
- New language is modeled after MASC language and incorporates the Committees changes to have the evaluation take place prior to Town Election.
- Question by Mr. Geary – this gives the Committee flexibility for the preparation for the evaluation to be conducted in March? As long as the final evaluation is conducted prior to Town Election? Response by Mr. Ferron – yes.
- Question by Ms. Corbo – is there a reason why you don't have 2 meetings prior to Town Election written in the policy? It shouldn't affect the vote for tonight. Response by Mr. Ferron we can revise it tonight.
- Revise the line in the Policy to read as follows, "The School Committee will be responsible for evaluating the Superintendent annually by completing and submitting an evaluation form with the timeline established by the Hanover School Committee on April 29, 2015, which specifies that the superintendent summary evaluation be presented 2 meetings prior to annual town election."
- Motion by Lynch to accept the proposed policy for the evaluation of the superintendent, as revised as of this meeting January 6, 2016. The motion was seconded by Phillips. The motion carried unanimously.

Public Comments: None presented

Motion to adjourn by Lynch at 8:47 pm. The motion was seconded by Phillips. The motion carried unanimously.

Respectfully Submitted

Rachael O'Callaghan

Documents Used:

FY 2016 Goals Mid-Year Update

Donations

Budget Transfer Memo

FY 2016 Monthly Budget Summary

FY 2017 Budget 1.0 Educational Priorities and Budget Drivers

Superintendent Evaluation Policy