

Hanover School Committee Meeting Minutes
November 15, 2017
Hanover High School

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

Also Present: Matthew Ferron, Deborah St. Ives, Thomas Raab, Joan Woodward, Daniel Birolini, Jane DeGrenier, and Michael Oates, Joel Barrett

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

Student Award Presentation: The M.A.S.S. Superintendent's Award for Academic Excellence was presented to HHS senior, Kristen Marchetti. Mr. Paquette read a letter from Kristen's guidance counselor highlighting Kristen's many awards, volunteer and mentoring activities, sports and academic accomplishments. The Committee congratulated Kristen, and her parents.

Mr. Geary shared an email that was sent to Mr. Birolini from a HMS parent who attended the Veterans Day Ceremony at HMS. The gentleman's son invited his grandfather, a veteran, to attend. He wrote about how moving the ceremony was and how proud he was that his father was being honored. Mr. Geary thanked Mr. Birolini and the HMS staff for a wonderful ceremony.

Public Comment: None presented

Approval of Minutes:

Executive session minutes will not be posted until negotiations for the Teachers Collective Bargaining Agreement are complete.

Motion by Booker to approve the executive session meeting minutes for October 11, 2017 as presented. The motion was second by Lynch. The motion carried unanimously.

Motion by Booker to approve the executive session meeting minutes for October 25, 2017 as presented. The motion was second by Lynch. The motion carried unanimously.

Motion by Booker to approve the general session meeting minutes for October 25, 2017 as presented. The motion was second by Lynch. The motion carried unanimously.

Report of the Superintendent:

- **Events and Updates** - Lion's Club 7th Grade Peace Poster Contest winners were 1st Harper Seelye, 2nd Caroline Amancio and 3rd Ella Duff. The theme was "The Future of Peace". The High School held the Lion's Club Speech Contest with a theme of "What is the Impact of Volunteerism?" Erica Perry was named runner up. Congratulations to all winners and participants. "A Year with Frog and Toad Kids," the Cedar School production through our Performing Arts Company, is this Friday and Saturday. Several administrators served turkey lunch to the elementary students today. Mr. Ferron expressed his appreciation for how hard food service staff works on a daily basis.
- **SEPAC Update** - Michelle Gardner and Jacqui Porro, co-chairs of the Special Education Parent Advisory Council, presented their bi-annual report as shown in Appendix A. The presentation

included workshops and events, board meetings, website and communications, district and community involvement, and planning for the 2017-2018 year. Highlights of recent workshops are a “Meet the Administrators Night”, a screening of *Swim Team*, and a workshop with Maria Trozzi about building resiliency in families. Upcoming events include a panel of experienced parents to offer guidance and support to other families and monthly coffee “meetings” for parents to meet informally. They want to remind the community that the group is open to everyone, not just parents of students with special needs. Mrs. Porro shared the groups *Inclusion Statement*, which can be found in Appendix A on the School Committee webpage. It is important to the group to have it in writing because inclusion can be interpreted in many different ways and they wanted the community to understand their Mission Statement. The group’s focus for this year is to build on prior policy work for inclusion in afterschool programs, a renewed focus on bullying, development of parent surveys about district special education services, and community outreach. Mr. Geary recommended the group involve Ms. Woodward in the planning of any parent surveys to ensure they are in line with district practices. Mrs. Corbo commended the SEPAC on the meaningful workshops they are bringing to the community. Mrs. Gardner stated they are trying to offer workshops with broader topics that are relevant to all parents.

- **Center School Building Project Update by Mrs. Corbo** - A “Topping Off” ceremony was held last week and a video of it is posted on the building project Facebook page. Mrs. Corbo thanked Jack McCarthy of the School Building Authority for speaking to the community and also thanked the community leaders for attending. Mrs. DeGrenier was commended for putting together a wonderful ceremony. Blue and gold beams were signed by students at both Cedar and Center/Sylvester and can be seen on the building and are a symbol of the two schools joining. The project continues to move along as planned and furniture is now being discussed. Mrs. Booker thanked Libby for all her hard work and wonderful poem at the ceremony.
- **Special Education Subcommittee Update by Mrs. Booker** - The sub-committee met on November 1st and the next meeting is scheduled for December 6th at 11am at Salmond. Sub-committee members agreed to have a standing membership for SEPAC co-chairs. Parents from the middle and high schools were asked to join the sub-committee so there is representation from each school. Discussions continue around membership requirements. The committee also discussed surveys. The staff survey, TELL is no longer available by the state. The committee would like to conduct a parent and student survey regarding social emotional wellness in the spring of 2018. The committee is looking at surveys from the Department of Education and the CASEL (Collabarative for Academic, Social, and Emotional Learning) organization. The group also discussed recess and whether polices around recess need to be put in place.

Report of Finance Department Presented by Dr. Raab:

- **FY’19 Budget Development Timeline** - A document with the proposed timeline and actions steps in regards to the development of the FY’19 Budget was presented. Dr. Raab is currently working with principals on salary and expense budgets. A draft budget will be presented to the Committee on January 10th with a formal presentation on January 24th. Meetings will be held with Town leaders, the Advisory Committee, and a vote of the Committee is scheduled for March 14, 2018.
- **Q1 FY’18 Revolving Account Update** - A memo and supporting account detail were presented. All accounts are trending as expected. The many Office of Family and Community Engagement accounts have been consolidated into four accounts to more accurately reflect balances and to share funding between schools. The accounts are Before/After, Enrichment, Performing Arts

and School Store. Dr. Raab highlighted a negative \$13,000 in the before/after account due to outstanding tuitions of \$45,000. A new account has been created for the SEPAC and any funds raised will be used to support workshops, speakers, etc. Birthday books were consolidated into Student Activity accounts at Cedar and C/S. Dr. Raab clarified the transportation accounts and why there are balances. Operating budget is used first and the revolving balances are usually paid out in May, and the accounts close with a zero balance. Special Education transportation is funding received for homeless transportation.

Report on Teaching and Learning:

- **Elementary School Improvement Plan Update** - presented by Mr. Oates and Mrs. DeGrenier. This is an update on year one of a two-year school improvement plan. Mr. Oates reminded the Committee that the Safety and Security and Technology were previously covered. Goal #2 is to continue to enhance instruction and student learning outcomes in math and science.

Math

- Mr. Oates began with what was completed in 2016-2017. The schools incorporated enVision Math 2.0 topic assessments, cumulative assessments and math diagnostics. Professional Learning Community (PLC) time was dedicated to review and analysis math assessment data. In 2017-2018, the assessment calendar now includes the iReady online math assessment. Data meetings will be used to analyze grade and school results, which will help teachers differentiate instruction for all types of learners. Teachers will continue to receive support from the math coach for planning and delivering instruction, during professional development. The elementary schools will include more peer observation, via Pineappling and Rounds this year.

Science

- Mrs. DeGrenier reviewed goal #2 for science. In 2016-2017, the new Science Standards were implemented in grades K-4. Teachers participated in courses, planned units and assessments, and worked with colleagues to learn the new standards and complete implementation. In 2017-2018, the focus will be more hands on and investigative work around the standards and teachers will continue to develop resources and bring hands on experience into classroom. Teachers have many resources available to them including DESE model units and Science A-Z.
- Mr. Oates continued with Goal #3 which is to continue to strengthen and sustain collaborative culture to improve instruction through the use of PLCs, peer observation and professional development. In 2016-2017, Instructional Rounds were implemented. This year, Rounds will provide leadership roles for teachers and the sessions will essentially be teacher-led. Administration envisions Rounds eventually being by grade level, topic/subject, etc. A digital format to collect PD feedback to allow for efficiency and quicker for analysis to help in planning future PD. Ongoing items also involve continuing to nurture and grow the teacher leaders in each school. Mrs. DeGrenier talked about the challenges staff has with seeing PLCs from beginning to end, as right now they still require structure and guidance from administration. Suggestions were offered to help staff become more independent in achieving their expected outcomes and goals during PLCs. Mrs. Booker asked if grade levels are meeting district-wide. Examples of when they have worked together are during iReady and Fountas and Pinnell training and during the new science standard implementation. Additionally, the PBIS leadership teams are working together to ensure behaviors and expectations are the same. Mrs. St. Ives added that the district is always mindful of this and will be more so going forward to make for a smooth transition for students when the school reconfiguration takes place. Currently, teacher observations are not district-wide but are a goal of the district. Mrs. Corbo commended the teacher led PD as great opportunities for teachers to share with peers and builds camaraderie. Mrs. Miller asked if someone reviews technology used in the classroom.

Mr. Oates responded that this is one of the responsibilities of IT teachers and they are constantly reviewing tools making sure they are useful and meaningful for instruction.

- **MCAS Presentation Grades 3-8** - presented by Mrs. St. Ives, Mr. Oates, Mrs. DeGrenier and Mr. Birolini. The presentation can be found as Appendix E on the School Committee webpage. Mrs. St. Ives began the presentation by outlining the changes to Grade 3-8 ELA and math MCAS, which is now referred to as the Next Generation MCAS or MCAS 2.0. Science does not have an MCAS 2.0 version yet. The legacy MCAS focused on basic understanding, such as recall and memorization, where as MCAS 2.0 now has students taking their basic understanding and applying it to different situations. The Department of Education has stressed that this is a baseline year and districts only have comparative data at the state level for analysis.

Mr. Birolini continued the presentation by discussing the updated achievement levels for MCAS 2.0 and emphasized that there is no correlation in achievement levels from the legacy MCAS to MCAS 2.0. A sample parent report was shown and explained in depth. The report shows how a child is performing vs. the state and also shows how the child scored on individual test questions, however it doesn't show the test questions. Legacy MCAS is still the graduation requirement for our current 10th graders with MCAS 2.0 becoming the requirement in 2019.

Mr. Oates continued by sharing the performance of Hanover students who are meeting and exceeding expectations for ELA and math. The data is broken down by grade level and also shows a comparison to the state percentages. Mr. Oates noted that the science data for grades 5 and 8 show proficient and advanced categories because science is still using the legacy MCAS assessment. Hanover students in grades 3-8 are performing above the state in ELA, math and science. Performance data for students with disabilities in the meeting and exceeding categories was also presented. Ms. Woodward commented that while students with disabilities outperformed the state in all subjects, results are not as high as the district would like. The Special Education Coordinators along with building administrators, curriculum directors and coaches will continue to analyze the data and review materials, instruction, and interventions. Teams will meet for students with disabilities that fall under the partially or not meeting expectations categories to identify if students need additional academic help or instruction.

Mrs. DeGrenier then walked the Committee through a supplemental data packet demonstrating how the teachers conduct data analysis using MCAS 2.0 results. Teachers have access to Edwin Analytics through the Department of Education that allows them to filter and download specific sets of MCAS 2.0 data. The data shows how students in a particular grade performed by achievement level, ELA or math, how many possible points a student could have scored on each question, as well as how they performed against students in the school, the district and the state and the school/state differential. Data is then sorted by district scores with the focus on the questions with the lowest scores. Looking at the type of question, what category and what standard teachers can see areas that need improvement and where the school and district need to focus.

Mrs. Booker had some questions regarding what the schools are doing to move students from one achievement level to the next. More specifically, Hanover is not meeting the state in exceeds expectations; Mrs. Booker wanted to know what could be done to target those students who need more support to achieve that result. Analysis similar to what was described can be done and teachers can look at specific questions a student, or group of students, didn't score well on and work with them on specific areas or change timing of when specific areas are taught. Mrs. Booker also asked what a "passing" grade or level would be for grade 10. Mrs. St.

Ives responded that the state has not released the information yet and will likely give guidance on this as the 10th grade moves to these new achievement levels. The high school will present current MCAS/AP/SAT data in one presentation at a future meeting. Mrs. Miller also expressed concerns with math scores and the percentage of students who fall into partially or not meeting levels and that we are below state in some areas. She stressed that a goal should be to move the “bubble” students into the exceeding level and above the state. The Committee was assured that the Rounds team is reviewing this data and also looking to see if there is a correlation using iReady data as well. Mrs. Corbo commended the team for their hard work and level of dedication in doing the analysis. She urged parents to speak with their child’s teachers if they had questions or concerns about their child’s scores. Mr. Birolini agreed as there are many other indicators of students’ abilities than one assessment.

Parents can learn more on the MCAS 2.0 page on the DESE website. They also provide resources and parent guide provided.

Mr. Geary reminded the Committee that their core responsibilities are oversight and approval of the budget, creating policies, and hiring, managing and firing the Superintendent. He asked that any day-to-day items that are brought to the Committee by the community be directed to building administrators first who will help identify next steps. The Committee cannot lose sight of our objectives and focus, and the appropriate process must be followed for anything that needs to be elevated to the next level. Mr. Geary wished the community a Happy Thanksgiving and thanked everyone for their hard work throughout the year.

Action Items:

- No items

Public Comment: None presented

The next School Committee Meeting will be December 6, 2017 at Hanover High School: Items currently on the Agenda are HMS Program of Studies and FY’19 Budget Update

Motion by Booker to adjourn at 8:55 pm. The motion was seconded by Corbo. The motion carried unanimously.

Respectfully Submitted

Rachael O’Callaghan

Documents Used:

SEPAC Update Presentation	Appendix A
FY’19 Budget Development Timeline	Appendix B
Q1 Revolving Account Update	Appendix C
Elementary SIP Updates	Appendices D-D2
MCAS Presentation Gr. 3-8	Appendix E