

Hanover School Committee Meeting Minutes
October 25, 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, Anna Hughes, and Stephen Kapulka

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

Public Comment: None presented

Approval of Minutes:

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

Report of the Superintendent:

- **Events and Updates** - The HHS Chorus and Band have a free Prism concert tomorrow night at 7:00PM with a theme of Choosing Presence. National Honor Society induction ceremony is next Thursday at 6:30PM. This Friday is the Middle School Harvest Fest/Jam. The Center School Topping Off Ceremony is November 8th where the last beams will be put in for the steel frame of the building. Students will participate in the ceremony.
- **Center School Building Project Update by Mrs. Corbo** - The second story is now being constructed and everything is moving ahead as planned. Mrs. Booker asked if the Committee needs to vote on if the grade configuration will take place mid year if the school is complete or wait until the following school year. Mr. Ferron said he would look to see if another vote is necessary or if there is something stated in a past vote and will bring to the Committee for discussion at a future meeting.
- **Special Education Subcommittee is meeting November 1st.**
- **Retiree Lifetime Event Pass** - This should have been on the last meeting agenda and is part of our community engagement opportunities. Mr. Ferron asked the Committee to endorse a lifetime pass that allows retired Hanover Schools staff and a guest to attend sporting events, plays, etc. for free. It does not include MIAA sponsored events. The Central Office is working create a database of retirees along with their addresses. Letters and a pass will be mailed to everyone that can be located. Mr. Ferron said he would take into consideration creating a pass for current Town employees at the request of the Committee.

Motion by Booker to endorse the Retiree Lifetime Event Pass as presented. The motion was second by Lynch. The motion carried unanimously.

- **Class Size Update** - Class size reports will be an annual update in October going forward. Reports for all schools were shared with the Committee and they are consistent with the past several years. Elementary reports break down class size by grade and by teacher. No classes over 25 students at the elementary level. This will be much easier to manage and will be more equitable once the elementary schools are consolidated. The Middle School report shows the

breakdown by grade and includes the core content classes only. The average is between 22-24 students with 7th grade being slightly smaller. The High School report shows every class the high school offers. Classes that are at or near capacity are typical for the core subjects. Mrs. Lynch commended the high school for the larger numbers in the AP and honors course and the level 1 courses being slightly smaller. The management and efforts to control class sizes is evident. Foreign language has made an effort to increase AP enrollment. Classes with enrollments between 1-3 are often Special Education situations. Directed study that show 1 enrolled, 0 allowed are special situations for students so the course shows on the student and counselor/teachers schedules. The Committee commented that Virtual High School (VHS) has a lot of available spaces and were wondering if students were aware of it. Dr. Raab said he would ask Mr. Paquette but it may be the breakdown of fall vs. spring semester and spring semester may not be reflected here. Part of the vision for HHS Connect is when students choose a pathway VHS may be a perfect opportunity for them. VHS may eventually become a graduation requirement because this is very common at the college level. VHS courses are courses that are not offered at the high school.

Report of Finance Department Presented by Dr. Raab:

- **FY'18 Monthly Budget Summary** - A report that shows encumbrances and expenses to date was reviewed. The transfer requests approved by the Committee in September have been processed and are shown on page 2. There was \$71,165.57 remaining in the Vision2020 article and a portion of this has been used to purchase an assessment system. This leaves \$32,562.77 to be used for any further needs to support the new math programs. The \$-6,069.40 for the Special Education article is from bills that were paid in July, which is FY18, but were spent in FY17. Approximately 28% of the FY18 budget has been spent which is where it should be four months into the fiscal year. School expense budgets are almost spent which is common and means classrooms are fully supplied for the year.

Report on Teaching and Learning:

- **HMS School Improvement Plan** - presented by Mr. Birolini, Mrs. Hughes and Mr. Kapulka. This is an update on year one of a two-year school improvement plan. Mr. Birolini reminded the Committee that the high school presented the district-wide Safety & Security and Technology updates at the last meeting.
- Mr. Kapulka presented Goal #2 which is to enhance instruction and student learning outcomes in math and science.

Math

- In 2016-2017, the items completed for math are the creation of an assessment calendar to schedule benchmark testing, common assessments and iReady testing. There was also dedicated PLC and Professional Development (PD) time to interpret math data to drive differentiated instruction. For 2017-2018 assessments will focus on the new iReady assessment. The math coach will continue to provide support for enVisions Math 2.0 and CMP3 to further program implementation. Peer observations will continue to be encouraged to share different instructional methods.

Science

- In 2016-2017, work included implementation of the new science standards which incorporated teaching life, physical and earth & space science grades 5-8. Dedicated PLC and PD time were given both vertically and horizontally to complete the realignment of standards and adjust scope and sequence. Preliminary science MCAS scores show more HMS students moving towards advanced, which will be researched further to see if there is a correlation to these changes. In 2017-2018, the focus will continue to be implementing the new standards.

- Mrs. Hughes presented Goal #3, which is to continue to improve student learning through PLCs, teacher collaboration time, peer visitation and professional development. In 2016-2017, PLCs were successfully embedded in the schedule. Topics included understanding and using data to improve instruction, understanding and improving accountable talk in the classroom, strategies to improve vocabulary development across the curriculum. Instructional Rounds were instituted and allowed for engaging discussions around vocabulary instruction across the district. In 2017-2018, professional development, PLCs and Instructional Rounds will continue. The Google Platform will be used for better collaboration, communication, and sharing of resources. Peer observations have not been as systemic as hoped for and will hopefully be expanded this year with “Pineapplling”, where teachers post open times for peers to stop in their classroom. Teacher-led PD and PLCs will be ongoing. Over 20 staff members led PD sessions last year. Mr. Geary asked when the professional development benchmarks are achieved, what comes next. The team discussed how professional development would always be a focus in order to prepare the teachers to meet the needs of students. Everything done in professional development elevates instruction and increases student achievement across the district. The district is looking at ways differentiate instruction for higher achieving students as well as those who are struggling. Mrs. Corbo asked how HMS is going to make changes to curriculum. HMS is currently looking at the current curriculum and scheduling and how they can get creative and make changes. There is an ongoing review of the HMS Program of Studies and how they can offer students more choice, how to excite and engage students more, how they align with the high school or offer high school credits.

Action Items:

- **HHS Field Trip Request: Manchester Monarchs** - the field trip has been cancelled and Mr. Paquette withdrew this request. No action necessary.

Executive Session: (Will not Return to Open Session)

- For the Purpose of Collective Bargaining Strategy

Public Comment: None presented

The next School Committee Meeting will be November 15, 2017 at Hanover High School: Items currently on the Agenda are Elementary School Improvement Plan Updates, Elementary MCAS Presentation, FY'19 Budget Development Timeline, Q1 Revolving Account Update, SEPAC Update

Motion by Booker to adjourn General Session at 8:10 pm and enter Executive Session. The motion was seconded by Lynch. The motion carried unanimously. Roll Call, Ruth Lynch - Aye, Kimberly Booker - Aye, Leah Miller - Aye, Libby Corbo - Aye, John Geary - Aye.

Respectfully Submitted

Rachael O'Callaghan

Documents Used:

Class Size Updates

FY'18 Monthly Budget Update

HMS School Improvement Plan & Presentation

Appendices A1-A4

Appendix A

Appendices B1 & B2