

**REGULAR MEETING MINUTES OF THE  
HANOVER SCHOOL COMMITTEE  
May 16, 2018**

Regular meeting of the Hanover School Committee, held Wednesday, May 16, 2018, at 7:00 p.m., in the Media Room, Hanover High School, Media Center, 287 Cedar Street, Hanover, Massachusetts

**MEMBER'S PRESENT:** John Geary, Chair; Kimberly Mills-Booker, Vice Chair; Ruth Lynch; Leah Miller

**ABSENT:** Elizabeth Corbo

**ALSO PRESENT – ADMINISTRATION:** Mr. Matthew Ferron, Debbie St. Ives, Dr. Thomas Raab, Dr. Joan Woodward

**CALL TO ORDER:** The Chair opened the meeting at 7 p.m.

**PUBLIC COMMENT:** There was none at this time.

**APPROVAL OF MINUTES:**

MOTION: by Ms. Booker to approve the Executive Session minutes of February 28, 2018  
SECOND: by Ms. Lynch  
UNANIMOUSLY VOTED

MOTION: by Ms. Booker to approve the General Session minutes of April 6, 2018  
SECOND: by Ms. Lynch  
UNANIMOUSLY VOTED

MOTION: by Ms. Booker to approve the Executive Session minutes of May 2, 2018  
SECOND: by Ms. Lynch  
UNANIMOUSLY VOTED

MOTION: by Ms. Booker to approve the General Session minutes of May 2, 2018  
SECOND: by Ms. Lynch  
UNANIMOUSLY VOTED

MOTION: by Ms. Booker to approve the General Session minutes of May 2, 2018,  
as amended  
SECOND: by Ms. Lynch

DISCUSSION: Ms. Booker had a few questions as to whether or not her suggested changes were in the amended minutes for approval.

It was the consensus of Administration that the changes were included.

#### UNANIMOUSLY VOTED

#### REPORT OF THE SUPERINTENDENT:

##### **a. April Break Field Trip Student Report**

Hanover High School Principal, Matthew Paquette introduced students, Olivia Reddish and Haraden Bottomley who provided the Board with an overview of their overseas trip. They gave an overview of their trip to London, Paris, Munich and historical landmarks that they have learned about while discussing WWII. The students stated that their experience was very emotional and memorable. The trip lasted about 10 days at a cost of about \$4400.

Chair Geary read a letter from a parent into the record. The parent Kevin McLeod, expressed their gratitude and appreciation of the opportunity of their son, Matt, to take part in the recent trip to Europe. He thanked the teachers, coaches and health care professionals who volunteered as chaperones.

Ms. Lynch thanked Olivia and Haraden for their perspective as it helps the Board when deciding whether to approve field trips. She was very pleased that the students enjoyed the experience.

##### **b. Events and Updates**

Mr. Ferron noted that there was a school chorus concert going on this evening. There is a large crowd in attendance. He noted that Monday, May 21<sup>st</sup> at 7:00pm in the HHS Auditorium is the Sarah Ward "Understanding Executive Function" presentation - hosted by SEPAC. It is excellent information for parents. Senior week is happening this week which many events such as "Family Feud Game Show" and "Name that Tune" games, they will receive their yearbooks and enjoy a cookout and parade through the school on Friday. Today was the annual senior class visit at the elementary schools. It's great that the older kids meet and talk with the younger students. Mr. Ferron asked if the Board was planning on attending graduation on Friday, June 1<sup>st</sup> at 6:30 p.m. to please let him know. He also noted the NEASC letter dated May 3, 2018, was in tonight's packet. Also included in tonight's packet was the North River Collaborative Quarterly Report, March 2018 for review.

##### **c. Center School Building Project Update**

Mr. Ferron provided an update on the building project. He explained that so far it was on time and under budget. The design for the playground is coming along nicely. He is very grateful for the cooperation of staff to make this work. They have had to face some challenges this year with changes and interruptions. The project is on track. The teachers from both Cedar and Center, who will be in the new school in 2019, have been visiting the classrooms. Input from

teachers regarding moving classrooms has been helpful as they work to make the move as smooth as possible.

#### **d. Special Education Subcommittee Update**

Ms. Booker advised that they met on May 9<sup>th</sup> and the committee voted unanimously to move forward on the Panorama Ed survey. They will ask for the Boards support to have the survey done in the fall of 2018 after a presentation to the Board on June 20<sup>th</sup>. They also discussed animal therapy and service animals. In doing so, they reviewed their own School Committee policy and upon review decided to create a working group to review the language. We are reviewing to be sure it follows and is in conformity with the ADA requirements. Upon completion of the update, they plan to bring the amended policy before the Board for action. Their last meeting of the year is June 6<sup>th</sup> and it will be determined as to who will be staying on the Subcommittee at that time and what goals they would like to address next year.

#### **REPORT OF FINANCE DEPARTMENT:**

##### **a. Q3 FY18 Revolving Account Update**

Dr. Raab explained that for the first time all accounts are in the black at the end of the third quarter. Everything is going well as expected. The lunch program and the modest increase in fees we approved last year, has helped keep the program moving forward. We are expecting to collect any and all outstanding balances for the spring sports programs. He expects that we will finish the year with about \$15,000 to \$20,000 in the athletics account. The Scholastic book fair is going on now and those funds will be placed within the Library account.

#### **REPORT ON TEACHING AND LEARNING:**

##### **a. 2018-2019 Student Handbooks**

IN ATTENDANCE: Michael Oates, Cedar Elementary School Principal; Jane DeGrenier, Center/Sylvester Elementary School Principal; Matt Paquette, High School Principal; Stephen Kapulka, Middle School Assistant Principal; Anna Hughes, Middle School Assistant Principal

##### ***Elementary Schools***

Mr. Ferron reviewed the summary of changes as listed in Appendix B.

There was discussion about the language on page 8 under “In the cafeteria” stating students may be moved within or removed from the lunchroom. It was decided that the student should be required to meet with the principal and the language should replicate the “On the playground” section.

Ms. Miller asked about the parent being notified when a student is disciplined. She feels that there should be a definite school and home connection and it shouldn’t be at the Principal’s discretion. After some discussion, it was decided to revise the language to include that parents will be notified when any office managed behavior results in a consequence for the student.

Ms. Booker stated that she was asked by a parent regarding the dress code, as it seems to pertain more to females rather than males. She was asking if this level of detail was necessary. Mr. Paquette stated that this serves as a baseline and lets students and parents know that there are expectations. There is a designated person within the school who will address dress code concerns if necessary. There is no school missed, but the student is spoken to and the matter is resolved rather quickly. They do remind the students of the dress code once the warmer weather comes along. The goal is to remain an educational environment where there are standards of dress based on clear expectations.

Ms. Booker asked about the student council members being elected rather than volunteering at the elementary schools. At Cedar it's a signup council and at Central/Sylvester it's an elected council. Parents have asked her why there is a difference. Mr. Oates stated that this change has been made only a few years ago at Cedar. More students wanted to be involved and the council became a signup volunteer council. It's actually a Student Outreach Council and not a Student Council. Ms. DeGrenier explained that Center/Sylvester has an election for the student council. It is their first experience and exposure to the voting process. Their goal is to have a smaller leadership group. Ms. Booker asked if this process could be universal. Ms. DeGrenier suggested that there could be both, an outreach council as well as a student council. The administration team will discuss this further.

Mr. Geary discussed the minor changes: Page 8 changing the language of the "In the cafeteria" section to read, "meet with the Principal and an appropriate consequence will be determined." Page 8 under "Discipline" – office managed behavior for discipline, consequences will be determined by the principal and a phone call will be made to parent or guardian.

MOTION: by Ms. Booker to approve the changes to the 2018-2019 Elementary Student Handbook Appendix B as presented, together with the two amendments made this evening  
SECOND: by Ms. Lynch  
UNANIMOUSLY VOTED

### ***Hanover Middle School***

Mr. Ferron reviewed the summary of changes as listed in Appendix B1.

Ms. Booker asked if there were a lot of out of school suspensions for tobacco use. Mr. Kapulka advised that there were not a lot of out of school suspensions. They try to keep the student in school as much as possible.

MOTION: by Ms. Booker to approve the changes to the 2018-2019 Hanover Middle School Student Handbook Appendix B1 as presented  
SECOND: by Ms. Lynch  
UNANIMOUSLY VOTED

### **High School**

Mr. Ferron reviewed the summary of changes as listed in Appendix B2.

Mr. Ferron explained that the Town of Hanover does not have a lot of out of school suspension issues. They try to address any suspension issues within the school and school day as much as possible.

Mr. Geary asked about the concussion policy and if there is any difference between athletics and the general policy. He also asked if our athletics policies follow the MIAA policies. Mr. Paquette explained both need to be medically cleared. We follow the MIAA and state requirements as a baseline as well as any other policies the Board sets above those.

MOTION: by Ms. Booker to approve the changes to the 2018-2019 Hanover High School Student Handbook Appendix B2 as presented

SECOND: by Ms. Lynch

Discussion: Ms. Lynch asked what the name of the school newspaper was. Mr. Paquette noted that it was the "Indian". Ms. Lynch asked why it has not been changed to be more politically correct. Mr. Paquette noted that it was the "Pirate" a long time ago, but it has always been the "Indian".

UNANIMOUSLY VOTED

### **b. HMS Program of Studies Progress Report**

IN ATTENDANCE: Stephen Kapulka, Middle School Assistant Principal; Anna Hughes, Middle School Assistant Principal; Andrea Hurley, Math Coach; Gene Reiber, Curriculum Coach

Mr. Kapulka began by explaining that Principal Daniel Birolini would not be here this evening to present, as he is attending a conference. As such, Mr. Kapulka provided an update of the work that began last fall. The last time that the "*Program of Studies*" (POS) was reviewed and amended was in 2008.

The Board was provided with a presentation and handout providing an update:

- I. Update the existing "*Program of Studies*" with current course descriptions.
  - Course descriptions have been changed to reflect updated standards and align with essential skills focused on collaboration, communication, and cognitive rigor.
  - The Middle School staff has focused on essential skills to rewrite and change course descriptions.
  - Courses started from scratch adding the Scope and Sequence Outline (includes standards, common assessment, technology integration, common project based learning) to the POS so that parents have an idea of what students are expected to know and be able to do each term.

II. Using HMS essential skills, examine the updated *“Program of Studies”* and identify strengths and weaknesses.

- Weakness - The course descriptions were not reflective of the current standards and needed to be completely revised.
- Strength – The many specialists that provide exploratory experiences for students.

III. Determine priorities for focus areas and revisions.

- To create a comprehensive *“Program of Studies”* that offers exciting opportunities and experiences for all students.
- Priorities for focus areas are for curriculum alignment in the core content areas.
- Teams of grade level content teachers were put together to create the course descriptions.
- When discussing the priorities, it was necessary to rework the instructional design in the core content areas. During this work, the teachers by content and grade level, were able to discuss experiences that all students would have within any grade level content area.
- The grade level teams were then asked to map out each term including standards, common units and assessments (including at least 1 common writing assessment and a project based learning experience)

IV. Ensure essential school-wide skills are at the core of all decisions and aligned to the work at HHS.

- HMS collaborated with HHS to create a plan for aligning with new Pathways at the high school.
- The plan includes working with staff during the Spring of 2018 and the 2018-2019 school year to embed choices into activities and assessments that align with Technology and Engineering, the Fine and Performing Arts, Business and Entrepreneurship, and Health and Social Services.

V. Evaluate additional and future options for personalized learning (early HS credit, Science Fair, Virtual High School, National Jr. Honor Society, entrepreneurship programs, computer science track, etc.)

Mr. Reiber introduced two 8<sup>th</sup> Grade teachers: Martha Stamper and Melissa Cotter who spoke about Middle School TED Talks their classes have created.

Mr. Reiber stated that this was a continuous work in progress and is actively used.

Ms. St. Ives explained that this work demonstrates the commitment of our teachers and their level of expertise. This document is a great tool as teachers will continue to collaborate and use this document as a reference.

Chair Geary thanked all those who worked on this new *“Program of Studies.”*

It was such a huge initiative providing the community with an understanding of the Middle School’s progress and vision.

Ms. Miller thanked the Administration for their hard work. This document is very impressive. She also asked why the 6<sup>th</sup> grade ELA mapping is significantly shorter than other grades. Ms. Hughes responded that they are aware and it is in part due to the new standards and this is an area that the 6<sup>th</sup> grade team has been discussing and will continue to work on next year.

Ms. Lynch spoke about how the leadership of this district has created an environment to create this type of product. Teachers have the daily contact that is so critically important to move our kids forward. She is glad to see the Middle School getting much needed attention.

**ACTION ITEMS:** No items at this time.

Ms. Lynch asked about the denial of lunch to students who cannot pay. She saw in the news recently about students being given a cheese sandwich instead of a real lunch choice. Mr. Ferron stated that they do not deny any student lunch based on the inability to pay.

**CLOSING COMMENTS:** None at this time.

It was unanimously voted to adjourn at 9:13 p.m.

**List of Documents:**

1. Approved minutes: February 28, 2018; April 6, 2018; May 2, 2018
2. North River Collaborative Quarterly Report, March 2018 for review.
3. NEASC letter dated May 3, 2018
4. 2018-2019 Student Handbooks – Elementary, Middle and High School
5. HMS Program of Studies Progress Report

**NEXT MEETINGS:**

June 6, 2018 at 6:30 p.m. (Executive Session before regular meeting)

June 20, 2018 at 7:00 p.m.

Respectfully submitted,  
Deborah Crawford, Recording Secretary

May 16, 2018