

Hanover School Committee Meeting Minutes
September 12, 2018
Hanover High School

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

Also Present: Matthew Ferron, Thomas Raab, Debbie St. Ives, Keith Guyette, Daniel Birolini, Matthew Paquette, and Matthew Plummer

Call to Order: Meeting was called to order at 7:01 pm by Mrs. Miller.

Public Comment: None presented

Approval of Minutes:

Mrs. Miller informed those in attendance that the Minutes are tabled due to final edits. The minutes will be voted on at the next School Committee meeting.

Report of the Superintendent:

- **Events and Updates** - Curriculum Night will be held in all schools in the upcoming weeks. The elementary schools are Monday, 9/17, the high school is Thursday, 9/20, grades 5 & 6, Monday, 9/24 and grades 7 & 8 on Tuesday 9/25. Sports programs, enrichment activities, and community events are in good swing.
- **Opening of School Update** - Mr. Ferron and Dr. Raab feel that the school opening was the smoothest year yet. Any transportation issues are being worked out. Food service is up and running. Before and after school programs are open. The Police aided in the traffic patterns. Administration is aware of student and/or teacher schedules' modifications. He feels there have been improvements in efficiency every year, as much as 80%. Mrs. Miller appreciated the hard work from a parents end, especially the Center School.
- **Proposed Town Budget Process Policy** - Mrs. Miller reported on the Proposed Town Budget Process Policy submitted by The Board of Selectmen. A subcommittee meeting was held on September 12, 2018. Mr. Geary stated that on or around September 4th, the Town Manager sent a memorandum to all departments regarding the Budget for FY'19 and FY'20 respectively. On September 5th, The Board of Selectmen notified the subcommittee of a policy draft. The subcommittee met, reviewed the documents and determined that the policy does not apply to the schools. The subcommittee, along with Dr. Raab, will continue the planning of Budget 1.0 through January. The proposed policy will include all department's draft Capital Budgets by October 15th and completed draft budgets to be completed by December 31, 2018. The budget calendar will be maintained and presented to the Advisory Board in January. The Board of Selectmen will vote on the proposed policy September 17th. School Committee representation was requested and Mrs. Corbo will attend. Mrs. Corbo thanked Mr. Geary for his hard work.
- **Center School Building Project Update** - Presented by Mrs. Corbo. They have had a positive school opening. The transition has been seamless, there are strong traffic patterns and the air conditioning is working. The work is continuing on the small and large playgrounds. The schedule is maintained and is on budget. There is and updated

Facebook page on the classrooms. She thanked the Center School staff and all related employees for their hard work.

Report of Finance Department Presented by Dr. Raab:

- **FY'19 Budget Transfers** - As shown in Appendix A. All documents are available online, including the budget memo and detail for each line item. Dr. Raab has spent much time evaluating situations surrounding hiring, transfers and special education modifications. The budget dollar amount has not changed from previously quoted. The FY'20 Budget process began September 13, 2018.

Mrs. Booker questioned the increase spending for BCBA (Board Certified Behavior Analyst) services and questioned whether or not we had a BCBA on staff. Dr. Raab responded that we do have a BCBA on staff and the increased amount is needed to fulfill the additional contracted hours.

Motion by Booker to approve the FY'19 budget transfers. The motion was seconded by Geary. The vote was carried unanimously.

Mrs. Miller along with Mrs. Corbo, acknowledged the dedication of Bill Hartigan for his hard work surrounding technology and the Center School opening.

Report on Teaching and Learning:

- **Strategic Objective 1: Teaching and Learning Update** - Presented by Mrs. St. Ives. Mrs. St. Ives explained that a single objective will be presented at each meeting as shown in Appendix B. This objective will focus on collaboration, envisioning, communication alignment, retaining good teachers, elevating district and improving student outcomes. Planning is revisited in order to improve, modify or change to produce a positive outcome.
 - **Initiative #1**, presented by Mrs. St. Ives: *To effectively align and implement the district curriculum with the revised standards as outlined in the Massachusetts Curriculum Frameworks.* Actions taken will include: lessons created to elevate achievement, capitalize on student interests, and ensure standards by grade level.
 - **Initiative #2**, presented by Mrs. St. Ives: *To provide mentoring differentiated support and a contemporary approach to tailored professional development for coaching staff.* Actions taken will include: teacher support based on needs, accommodation of diverse student needs, and create district data for analysis.
 - **Initiative #3**, presented by Mr. Paquette - *To customize course curriculum and capitalize on teacher expertise providing greater student choice at Hanover High School.* Actions taken will include: a strategy for implementation of a student's career pathway thru HHS Connect, establishment of community partnerships for success, and progress monitor a student's educational experience.
 - **Initiative #4**, presented by Mr. Birolini: *To elevate experiences at Hanover Middle School through increased opportunities for personalized learning.* Actions taken will include: provide synergy between Middle School and High School Connect programs, ensure skill alignment to the high school and production of an organized outline of expectations for students.

- **Initiative #5**, presented by Mr. Plummer: *To develop and implement a multi-year strategy for technology integration to enhance teaching and learning.* Actions taken will include: a technology curriculum for all grades in the district, adopt new standards/models, provide guidance for teaching staff and help students' master new technology.

Mrs. Booker questioned whether framework in technology included special education students. Mr. Plummer stated that there are frameworks. That many students can utilize tools available within the school's Chromebooks. In addition, Mrs. Booker questioned the district's vertical alignment for software used. Mr. Plummer noted that technology is ever changing. That much of the software available is compatible in different applications. He is analyzing the use of technology in the district and will address both issues in six to eight months.

Mrs. Lynch acknowledged the positiveness potential of the new technological avenue. She questioned the measuring system of the *HHS Connect*. Mr. Plummer noted that iReady started the school's technological movement and that a measurement will not be assessed for some time but that numbers will be used for analysis. In addition, she appreciated discussing one strategy at each meeting.

Mrs. Corbo acknowledged the district's flexibility to accommodate a student's ability and potential. Mr. Plummer validated the differences among students and Hanover's ability to vary its teaching style.

Mrs. Miller thanked Mr. Plummer for his comment regarding technology not being used just to use technology and she suggested they look at time spent on technology in the younger grades.

Action Items:

- **HMS Grade 8 Washington D.C. Trip Approval** - This field trip is heading into its 5th year. Mrs. Corbo spoke about the opportunity for the students to take a trip such as this with their peers is a wonderful experience and feels, although she did not agree last year, the cost of the trip is well worth the experience the students receive. Mr. Birolini stated the cost of the trip is increasing by thirty dollars this year, and he plans to look into whether or not they can reduce this, however the quality received from the current travel company is phenomenal. When asked, Mr. Birolini informed the committee that 181 students attended out of approximately 215.

Motion by Booker to approve the Hanover Middle School Grade 8 Washington D.C. Trip. The motion was seconded by Geary. The vote was carried unanimously.

- **HMS Grade 5 Museum of Science Overnight Trip Approval** - This field trip has been going on for many years. This is very well attended field trip with less than five students do not attend this field trip each year. Mrs. Miller questioned whether a discount is received if a family has a membership at the Museum. Mrs. Booker answered that memberships cannot be used during field trips.

Motion by Booker to approve the Hanover Middle School Grade 5 Museum of Science Overnight Trip. The motion was seconded by Geary. The vote was carried unanimously.

- **Service Animal Policy Update:** Presented by Dr. Raab. The handout has two copies of the policy. The first two pages is the proposed policy without corrections. Pages 3-5 track the changes. The policy was reviewed by the special education subcommittee and then sent to school counsel. This proposed policy only covers service animals. Therapy and comfort animals are not covered under this policy; Dr. Raab will work on that policy and update the committee at a later meeting.

Motion by Booker to approve the Service Animal Policy as written. The motion was seconded by Geary. The vote was carried unanimously.

- **Request for Estimates: Cedar School Vestibule:** Presented by Mr. Ferron. The Committee requested that Mr. Ferron work with the Town Manager and Finance Director to build a more secure environment at the Cedar School. Mr. Ferron is unsure of costs, but requests this approval to gather further information. This expenditure may require approval at Town Meeting. If so, he will request a placeholder for a Warrant Article.

Motion by Booker to direct the Superintendent to reach out to the Town Manager to start the process of getting cost estimates on the Cedar School Vestibule for security purposes. The motion was seconded by Geary. The vote was carried unanimously.

Mrs. Corbo requested a fast-track of information regarding the Cedar School security issue prior to the spring. Mr. Ferron stated he will start looking into this issue tomorrow.

Mrs. Lynch acknowledged the clear, concise document provided in by Mrs. St. Ives regarding the homeschool program, and its direct connection to the Hanover Schools.

- **Public Comment:** None presented.

The next School Committee meeting is scheduled for September 26, 2018 at Hanover High School. Expected Agenda Items will be Health and Wellness Presentation, Administration of Medication Policy Revision Vote, and Student Account Activity Reauthorization. School Improvement Plans and Strategic Objectives will be revisited. Mr. Ferron stated the topics may vary due to committee attendance.

Motion by Booker to adjourn at 8:21pm. The motion was seconded by Geary. The vote carried unanimously.

Respectfully Submitted by:

Tara L. Wakefield
Tara L. Wakefield

Documents Used:

FY'19 Budget Transfers
Strategic Objective 1: Teaching and Learning Update
HMS Grade 8 Washington D.C. Trip Approval
HMS Grade 5 Museum of Science Overnight Trip Approval
Service Animal Policy Update

Appendix A
Appendix B
Appendix C
Appendix D
Appendix E