

***School Committee Minutes
September 26, 2018
Hanover High School***

Present: Mrs. Kimberly Booker, Mrs. Ruth Lynch and Mrs. Leah Miller

Absent: Mr. John Geary, Mrs. Libby Corbo

Also Present: Matthew Ferron, Debbie St. Ives, Matthew Paquette, Daniel Birolini, Jane DeGrenier, Matthew Plummer, Michael Oates & Joel Barrett

Absent: Thomas Raab

Call to Order: Meeting was called to order at 7:02 pm by Chairperson Miller.

Public Comment: None presented

Approval of Minutes:

Motion by Booker to approve the meeting minutes from August 29, 2018 as written. The motion was seconded by Lynch. The vote carried unanimously.

Motion by Booker to approve the minutes from September 12, 2018 as written. The motion was seconded by Lynch. The vote carried unanimously.

Report of the Superintendent:

- **Events and Updates** – Presented by Matt Ferron
 - The revised lunch debt policy, according to the Massachusetts Association of School Committees (MASC) to fit Hanover, will be submitted by September 30, 2018. Mr. Ferron stated that a child will not be denied a meal and financial assistance will be provided if needed. The Department of Education will audit Hanover's food services department.
 - The SEPAC (Special Education Parent Advisory Council) Meet & Greet is October 2nd from 7-9pm at the Center School Cafeteria. There will group discussion among parents and administrators.
 - The "Mediatrician" is October 4th at 7pm in the Hanover High School Auditorium. This will feature a presentation containing insight into social media use.
 - A meeting for security enhancements at the Cedar School is scheduled for October 5th. This would require a Town Article to fund.
 - The Community Cookout is October 3rd from 2-6pm at the Town Hall parking lot. All are welcome. There will be activities for kids.
 - The MCAS data release will be September 27th. Data will not align with previous years due to a program reset. Webinar took place on September 26th to help districts understand the data.

Action Items:

- **Administration of Medication Policy Revision-** Presented by Patricia Smith, Coordinator of Health Services for Hanover Schools. Hanover Schools were granted a Certificate of Registration with the Department of Public Health for non-medical staff to administer medication during field trips and afterschool programs. The medication considered under this

revision are oral medication, epinephrine pens and as needed medication. Delegated staff must meet certain criteria and complete a training program offered by the Massachusetts Department of Public Health. A school nurse must be available by phone when administering medication at the appropriate times. This delegation must be approved by a parent/guardian and school nurse. She will follow up with more details in a few weeks. The School Committee was requested to approve this policy revision.

Mrs. Lynch questioned the number of staff associated with this program. Mrs. Smith noted that this revision is strictly for off-site administration. Nurses will attend the event if multiple medications are required for distribution.

Motion by Booker to approve the Amended Policy JLCD Administration of Medication in School as written. The motion was seconded by Lynch. The vote carried unanimously.

- **Special Education Subcommittee Update-** Presented by Mrs. Booker. Subcommittee met on September 26th. *Survey Planning Update:* Mr. McNamara and Mr. Ferron met to create an internal committee related to each school in order to move forward with a survey. They looked at School Committee questions raised at prior meeting. *Literacy Update:* Presented by Mrs. St. Ives during the meeting. Cedar School reading specialists presented on TLA Review, Dr. King Report and an action plan to tackle literacy over the next three to five years. There are no goals for current year, but will set new goals at next meeting on November 14th.
- **Center School Building Project Update-** Presented by Mr. Ferron. Specialist areas are close to opening. Continual work is being done. Library, media, art, music, physical therapy and occupational therapy spaces will be active on October 1st.
- **Strategic Objective 5: Safety and Security-** Presented by Mr. Ferron. As stated in the prior School Committee meeting, moving forward, one objective will be presented at each meeting.
 - **Initiative #1:** *Increase safety training for staff, students and the community.* Actions taken will include: Expand student and staff (ALICE) drills, incorporate ALICE strategies for new and substitute teacher orientation/training, explore ALICE with community partners, enhance district-wide emergency response drills, install Automated External Defibrillators (AEDs) at MS and HS athletic fields, offer CPR and First Aid trainings to town employees and community and review and revise Hanover Schools Emergency Operations Plan (SEOPs) to ensure current documents include before and after school programs.
 - **Initiative #2:** *Implement RAD training for all HHS girls and the community.* Actions taken will include: Facilitate multiple RAD trainings for female students prior to graduation, offer free RAD training to community and secure additional material for increased enrollment.
 - **Initiative #3:** *Support the safety and security needs of the new Center/Sylvester School.* Actions taken will include: Safety consultant present during Center School construction, update and modify safety and security plans at Center School as well as train Center and FACE employees on current safety procedures.
 - **Initiative #4:** *Incorporate additional safety features at HMS and Cedar Schools.* Actions taken will include: Proposal and approval by the School Committee for installation of a security vestibule at Cedar School, seek approval of said proposal by the May 2019 Town Meeting and ensure HMS and Cedar School security cameras are compatible with the District.
 - **Initiative #5:** *Increase educational partnership with School Resource Officer (SRO).* Actions taken will include: Schedule, integrate and assess SRO with Hanover Police

Department (HPD) collaboration, seek collaboration on safety, law, health & wellness, as well as increase police presence in all schools.

Mrs. Lynch questioned feedback presented by parents and/or students regarding vestibule. No feedback noted. Mrs. Booker questioned location of AEDs and whether they are in each building. Mr. Ferron verified placement in all buildings and athletic fields as well as portable AEDs for away games.

Report of Finance Department Presented by Dr. Raab: No report at this time.

Report on Teaching and Learning by Debbie St. Ives:

- **School Improvement Plans-** Presented by Mrs. St. Ives. Plans align to strategic objectives, focus areas tied to the work across district and personalized individual building actions steps.
 - **Goal #1 for HHS: Teaching & Learning-** Presented by Matt Paquette *“The Hanover Public Schools will redesign educational experiences at Hanover High School and enhance curriculum to capitalize on teacher expertise and provide greater student choice.”* Activities include: Create new & update existing courses relevant to career and college path, ensure school-wide skills are the core of existing new courses, form an outreach committee to establish relationships with local businesses, colleges, public service providers and form a committee to develop a pathway program.
 - **Goal #1 for HMS and Elementary: Literacy - Read 2700-** Presented by Dan Birolini *“To continue to enhance literacy instruction and improve student learning outcomes so that each of our students will reach and exceed their individual capacity to become skilled and enthusiastic readers.”* Activities include: Continue workshops, expand administrative work from prior year, provide training for new cross-curricular, multilevel teacher and administrator teams, continue profession learning communities for faculty, strengthen collaboration through workshops and collect feedback to ensure improve teaching and learning.

Questions posed by Mrs. Lynch included Goal #1, how to “reach and exceed their individual capacity” in reading, and how this would be measured. Mrs. St. Ives responded that the desire to read is geared towards students’ personal interests and the opportunity to interact with books would promote a better learner. Mr. Birolini added that there is extensive room to grow with progress monitoring of student learning.

Mrs. Lynch also asked whether students understand the reason for change. Mr. Paquette noted that the students would respond with learning geared towards their interests and eventually recognize the need for change.

Mrs. Miller questioned the percentage of students enrolled in a Pathway. Mr. Paquette will align students once criteria is established, promoted and indicated. In addition, she also questioned the classroom differences from the prior model. Mrs. St. Ives noted the frequency of observation would show a significant change.

Mrs. Booker thanked the team for their hard work and commitment to the District.

- **Goal #2 for HHS: Professional Development-** Presented by Matt Paquette. *“To continue to improve student learning through the use of Professional Learning Communities (PLCs), teacher collaboration time and professional development.”* Activities include: Educator-led workshops, expand Instructional Rounds, in-depth training for teacher and administrator teams, continue PLCs, strengthen teacher professional development opportunities and collect feedback on PLCs, teacher collaboration time and professional development to improve teaching and learning.

- **Goal #2 for HMS and Elementary: Professional Development-** Presented by Mike Oates. *“To build capacity within our school district so that our professional staff can continue to grow and learn.”* Activities include: Expand capacity through practices, provide sustainable coaching and staff development, lab classroom modeling, PLCs to promote leadership, expand and refine Instructional Rounds, teacher-led development, refine current practices and expand instruction through technology and create a practice using Google Suites Training.

Mrs. Lynch noted that in order to improve student learning, a school must change the instruction and invest in the growth of the staff. She commended the team on the amount of time spent pursuing this growth in learning.

Mrs. Booker noted a Professional Development on phonics is greatly appreciated.

- **Goal #3 for Elementary: School Consolidation-** Presented by Jane DeGrenier. *“Successful implementation of Elementary School Consolidation: PK-1; 2-4.”* Activities include: Establish a transportation subcommittee, transition team from both schools on culture and events including parents, teacher, PTA, Subcommittee for Technology review, staffing patterns based on enrollment and grade level alignment.

Mrs. Miller questioned the status of the playground at Cedar Elementary School. Mr. Oates noted that it would be available for use soon.

- **Goal #3 for HMS: Personalized Learning-** Presented by Dan Birolini. *“Elevate experiences for students at HMS through increased opportunities for personalized learning.”* Activities include: Increase student learning through scheduling and experiences, synergy between HMS & HHS Connect, programs for early HS credit/Virtual MS/community service/science fair/entrepreneurship, skills align to HHS, outline grade level expectations/opportunities for HMS studies, support students needs/interests in skills, group students based on skills/interests, set/track/evaluate goals to provide mentorship/support and use data to identify needs.
- **Goal #3 for HHS: Community Engagement and HHS Connect Operations-** Presented by Matt Paquette. *“To develop procedures and processes to document the HHS Connect college and career pathway initiative as well as effectively communicate it with all stakeholders in the educational community.”* Activities include: Reconvene Innovation Committee and set a meeting schedule, document criteria required for pathway recognition, align Aspen & Google Classroom data with HHS Connect and increase student opportunities related to their college and/or career aspirations.

Mrs. Miller questioned the number of students that will participate in Pathways. Mr. Ferron quoted thirty percent or more of the student population. The program’s progression is extensive in order for its success and sustainability.

- **Goal #4 for all schools: Safety and Security-** Presented by Joel Barrett. *“To evaluate every opportunity and take every practical action to increase school safety and to maintain secure campuses prepared for emergencies.”* Actions include: Seek collaboration on safety, law and health, align school schedules, SRO for ALICE classroom safety visits & meetings, educate K-12 on bus, bike, car safety; increase day shift officers in each school, install and update security cameras and train building representatives to successfully operate system.

Mrs. Booker questioned the implementation of a district-wide mental health evaluation. Joel responded that precautions are constantly being discussed. Mr. Ferron acknowledged the staff’s ability to notice a

student in need of help and the appropriate measures to take. Hanover Police Department informs school of any domestic incident when deemed necessary.

Motion by Booker to approve the School Improvement Plans as presented tonight. The motion was seconded by Lynch. The vote carried unanimously.

Mrs. Miller acknowledged and appreciated the team for their level of commitment to the progressive movement in learning.

The next School Committee meeting is scheduled for October 18, 2018 at Hanover High School.

Expected Agenda Items will be:

- Update from the Hanover Parent Teacher Alliance (HPTA)
 - HHS Band Williamsburg Trip Request
 - Student Activity Account Reauthorization
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- **Public Comment:** None presented.

Mrs. Booker questioned that in the past, the School Committee reviews class size. Mr. Ferron, along with Mrs. Miller will have a plan by end of September.

Mrs. Lynch noted the Boston Globe's weekly question, "Should schools retain their School Committee?" as an interesting read.

Motion by Booker to adjourn at 9:03pm. Seconded by Lynch. The vote carried unanimously.

Respectfully Submitted by:

Tara L. Wakefield

Tara L. Wakefield

Documents Used:

Strategic Objective 1: Safety & Security
School Improvement Plans
Administration of Medication Policy Revision

Appendix A
Appendix B
Appendix C