

***Hanover School Committee Meeting Minutes  
October 10, 2018  
Hanover High School***

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

**Absent:** Mrs. Ruth Lynch

**Also Present:** Matthew Ferron, Thomas Raab, Deborah St. Ives, Keith Guyette, Matthew Harden, Matthew Paquette and Patricia Smith

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

**Public Comment:** None presented

**Approval of Minutes:**

The minutes for September 26, 2018 were tabled due to the fact that there was not a quorum. These minutes will be voted on at the next meeting.

**Report of the Superintendent presented by Matt Ferron:**

- **Events and Updates** – There are a lot of events and sports events going on. Most importantly is Inclusive Schools week October 15 thru 19, 2018 for students and families. They are also monitoring the events in Florida and keeping the folks in our thoughts. Mr. Ferron continued by discussing two out the six Strategic Objectives and highlight the changes and focus of the Objectives.
- **Strategic Objectives 2 & 3 Update** - All information presented is available online.
  - ***Objective 2: Human Capital*** - *To recruit, develop, and retain committed, motivated, talented, collaborative and creative administrators, teachers, and support personnel to ensure a culture of teamwork and educational excellence.*
    - ***Initiative #1:*** *Evaluate the option of providing childcare for Hanover employees.* Actions taken will include: A cost benefit analysis on childcare program for Hanover Public School town employees, evaluate space requirement & possible enrollment for Cedar School consolidation, survey of enrollment, prepare a School Committee proposal during FY'19, review regulations for child care and review revenue opportunities for pre-school day care.
    - ***Initiative #2:*** *Evaluate all personnel issues and staffing requirements to adequately and efficiently meet the needs of elementary grade level consolidation for FY 2020.* Actions taken will include: Monitoring PK-GR4 enrollment for staffing/class size, evaluate specialists & health services, evaluate special education staff, evaluate appropriate nurse coverage, ensure communication with School Committee/families/staff, establish a committee to evaluate culture, events, trips, etc., for FY'20 and build rapport among staff.
  - ***Objective 3: Sustainable Funding (Initiatives adjusted annually)*** - *To consistently support our school system with sustainable funding to ensure the highest level of student achievement supported by exceptional professionals and the most current resources while providing social, cultural, and economic value to our community.*
    - ***Initiative #1:*** *Sustain level of resources and service to students, staff, and families utilizing "all funds" approach to maximize all revenue streams.* Actions taken will include: To develop annual budgets, manage budgets based on revenue fluctuations,

- ensure understanding of revenue sources impacting fluctuations and upon request, prepare proposals for School Committee in support of capital needs of the district.
- ***Initiative #2: Develop and promote a long-term plan for sustainable technology resources and services for school and town departments.*** Actions taken will include: To communicate needs of School Department, develop plan to renew or replace capital resources, regular meetings with school and town department heads on improvements.
- ***Initiative #3: Develop multi-year financial strategy to support elementary grade level consolidation for FY 2020.*** Actions taken will include: To evaluate data to ensure proper class size, evaluate special education staff to ensure appropriate services, develop and/or adjust to maximize resources for PK-GR4, ensure capital resources are properly allocated, solicit bids for FY19 transportation with options for FY20 and develop an adaptable transportation plan for both elementary schools.

Mrs. Miller questioned whether Cedar School would be the only school used for childcare. Dr. Raab stated that Cedar School has available classrooms due to the school consolidation.

Mr. Geary questioned Strategic Objective 3. Mr. Ferron explained that he recently had meeting at Cedar School with Mr. Oates, Mr. Murray, Mrs. Corbo and Mr. Barrett looking at opportunities to enhance security measures at Cedar School, similar to what we now have at Center and High School. Mr. Ferron remarked that there's a placeholder for funds with the Town Manager and the Chief Financial Officer. In addition, the Facilities Department will provide quotes on the installation of a double door vestibule in the Center School. Discussion continued surround the use of existing capital for an updated cafeteria and a possible turf field.

Mrs. Miller asked if the Capital expenses would be requested through the School or a Facilities expense. Dr. Raab responded that security and technology improvements will be in FY20 Budget. Mr. Ferron informed the Committee that there's a new Town Manager and new process for submitting Town Committee proposals.

Mr. Geary questioned the prioritization among updates within all the school buildings. Mr. Ferron stated that the school's necessary maintenance is ongoing and Articles will be created as needed.

Mrs. Booker questioned Initiative #3 on whether a Special Education article is currently in place. Mr. Ferron stated that each grade is being looked at based on the program needs and necessary services.

- **Center School Building Project Update** - Presented by Mrs. Corbo. A construction meeting was held on October 9, 2018. The 1999 Wing is now accessible for specialists, media center and art room. Phase two of two is a work in progress, with hopes of being completed by mid-November. Furniture will be installed, parking lot paved and auditorium finished at the Sylvester School by the end of December. Mrs. Corbo is pleased with the ongoing progress.

#### **Action Item:**

- **HHS Band/Chorus Williamsburg Trip Request** – Presented by Matt Harden. This will be his third time participating in a band/chorus field trip. Student's musical performances will receive feedback along with recordings. Non-musical parts of this field trip include: Yorktown Battlefield, Colonial Williamsburg Tour, African music performance, Busch Gardens and Awards Ceremony. Requested to leave two days prior to April vacation and return on Sunday evening before school. There is a scholarship availability for families if needed. An additional bus was required due to the increase in student participation.

Mrs. Corbo questioned whether there is an additional cost for activity add-ons. Mr. Wade responded that each student chooses to participate and their individual costs will be reflected as such.

Motion by Booker to approve the field trip request for Williamsburg. The motion was seconded by Corbo. The vote was carried unanimously.

#### **Report of Finance Department Presented by Dr. Raab:**

- **Donations** – Received from The Joseph Kardoos Memorial Fund, The Hanover Parent Teacher Association and Bay State Textiles totaling \$1,776.38.

Motion by Booker to approve \$1,776.38 in Donations. The motion was seconded by Corbo. The vote was carried unanimously.

- **Student Activity Account Reauthorization** – The remaining funds from the graduating class are to be given to President and Treasurer for their 5<sup>th</sup> Year High School Reunion. No additional High School changes. The Middle School Camp Fund is used for scholarships and financial aid is also available for current campers. Field Trips went negative because funds were not deposited prior to the time of accounting. Cedar and Center School's showed no change to their accounts. FACE Program handles the Arts Program for all schools.

Mrs. Miller questioned what the remaining field trip funds are used for. Dr. Raab stated that the rollover funds are used for financial aid in current school year.

Motion by Booker to approve the Fiscal Year 2019 Reauthorization of Student Activity Accounts. The motion was seconded by Corbo. The vote was carried unanimously.

- **FY'20 Budget Development Timeline 1.0** – The timeline shown allows staff to provide input on budget line items. Dr. Raab hopes to provide preliminary projections to School Committee in late November, with anticipated Budget 1.0 implemented in January.
- **Lunch Debt Policy Draft 1.0** – Title 7, CFR 210.10 General Nutrition Requirements states that "Schools must provide nutritious and well-balanced meals to all the children they serve". Hanover Public Schools will not deny any student access to school lunch. The district's Food Service Department is a self-supporting fund that shall not carry a student's negative balance forward into the next year. Procedures for methods of meal payment, charging parameters and debt collection methods have been incorporated into the school nutrition department policy and procedures manual. LEGAL REFS: 7 CFR 210, Office of Management and Budget Circular A-87 M.G.L. Chapter 71: Section 72. Sales of Lunches HHFKA, Public Law 111-296. A vote on this policy will take place during the October 24, 2018 School Committee meeting.

#### **Report on Teaching and Learning:**

- **Health and Wellness Presentation** - Presented by Patricia Smith, Coordinator of Health Services for the Hanover Public School System.
  - **Health Service Snapshot** – Topics include: Medical conditions among students from 2017 thru 2019; Screening for FY18; Student Encounters with nursing staff for FY18
  - **Improvements** – Topics include: Massachusetts Department on Public Health (MDPH) Partnership, Hearing; Vision Screenings, Massachusetts Immunization

Information System (MIIS) database; Resource Manual for protocol; Safety/Emergency Planning, Substitute Nurse Staffing; Medicaid Expansion; Medication Delegation

- ***Substance Abuse Prevention (SBIRT)*** – Topics include: MGL Chapter 71, Section 97; SBIRT Protocol; SBIRT Implementation; SBIRT Results.
- ***Anti-Bias Leadership Team*** – Topics include: Equity in Schools
- ***2018/2019 Wellness Committee Goals*** – Topics include: Evaluation of health education; anti-bias leadership team support; mental health advocacy.

Mrs. Miller commended Mrs. Smith on her great presentation. She questioned the students' choice on a trusted adult for the SBIRT survey. Mrs. Smith stated that the choices as well as their guidance counselor were listed on the survey form. In addition, Mrs. Miller questioned the scale used for determining which students required assistance. Mrs. Smith stated the students referred were currently in a program, so no new students added.

Mrs. Booker questioned whether any current assessments exist for a student's social and emotional health and areas to target if needed. Mrs. Smith will direct that question to Susan Egan when she speaks to the School Committee on mental health.

Mrs. Corbo questioned whether SBIRT included tobacco and/or vaping. Mrs. Smith stated that it does not but, along with Mr. Guyette, this addition will be discussed, as it is an important rising issue.

Mr. Ferron commended Mr. Smith along with her team on their level of professionalism and commitment to health services.

Mrs. Miller stated that until this program was presented she was unaware of all that the medical staff is required to manage. Mrs. Corbo appreciated the dedication to the students' overall health. Mrs. Smith acknowledged that it was a 100% team effort.

#### **Action Items:**

- **School Committee Appointment: Town Master Plan Implementation Committee** – Presented by Mr. Ferron. As appointed by Mrs. Corbo, Mr. John Geary will represent the School Committee on this process.

Motion by Booker to appoint John Geary to the Town Master Plan Implementation Committee. The motion was seconded by Corbo. The vote was carried unanimously.

- **Athletic Department Update:** Presented by John Geary. Athletic Director (AD), Scott Hutchinson, emailed the School Committee on excellent behavior presented by student athletes. Students on the soccer team will be participating in the "Renegade Run" to support a cure for Type 1 Diabetes. In addition, the Mr. Hutchinson received a call from Rockland Athletics commending the behavior of the members of the team while being fitted for their varsity letter jackets.

**Public Comment:** None presented.

The next School Committee meeting is scheduled for October 24, 2018 at Hanover High School. Mr. Ferron stated the topics may vary due to Committee attendance. Expected Agenda Items will be:

- Update from the Hanover Parent Teacher Alliance (HPTA)
- Hanover High School Dominican Republic Service Tour Request
- Class Size Update

- FY'19 Budget Update
- Lunch Debt Policy Vote

Motion by Booker to adjourn at 8:11pm. The motion was seconded by Corbo. The vote carried unanimously.

Respectfully Submitted by:  
Tara L. Wakefield

Documents Used:

Strategic Objective 2 & 3: Human Capital and Sustainable Funding  
Donations  
Student Activity Account Reauthorization  
FY'20 Budget Development Timeline 1.0  
Lunch Debt Policy Draft 1.0  
Health and Wellness Presentation  
HHS Band/Chorus Williamsburg Trip Request

Appendix A  
Appendix B  
Appendix C  
Appendix D  
Appendix E  
Appendix F  
Appendix G