

Hanover School Committee Meeting Minutes
October 24, 2018
Hanover High School

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

Also Present: Matthew Ferron, Thomas Raab, Deborah St. Ives, Keith Guyette, Matthew Paquette, Shayle Emerson, Joanna McCormick, Sandra Suchoff, Lynn Petrowski, Jane DeGrenier, Michael Oates and Robert Murray

Call to Order: Meeting was called to order at 6:31 pm by Chairperson Miller.

Public Comment: Mrs. Booker mentioned that there's great news, Dyslexia screening bill in the works will benefit students. No timeframe has been determined. Mr. Ferron added that Hanover Schools will be proactive with pursuing new program. Mrs. St. Ives responded that they will be looking for data through a pilot program for participating in groups for screening.

Approval of Minutes:

Motion by Mrs. Booker to approve the meeting minutes from September 26, 2018 as written. The motion was seconded by Mrs. Lynch. The vote carried unanimously with abstentions by Mr. Geary and Mrs. Corbo.

Motion by Mrs. Booker to approve the meeting minutes from October 10, 2018 as written. The motion was seconded by Mr. Geary. The vote carried unanimously with an abstention by Mrs. Lynch.

Report of the Superintendent presented by Matt Ferron:

- **Events and Updates** – Many things going on over the next couple weeks. October 25th was the 2nd Annual Prism Concert entitled “Choosing Presence” featuring many different genres of music and was very well attended. October 23rd was the first of a three part presentation on proactive parenting presented by Lynn Griffin, a child development and management conflicts expert. The additional dates for this event are October 29th and November 5th. “Mediatrician” was rescheduled to January 10th at 7pm in the HHS Auditorium. November 6th is a Professional Development Day for teachers as well as town Election Day.

Action Items:

- **HHS Dominican Republic Service Tour Request** – Presented by Shayle Emerson and a representative from Education First Educational Tours (EF). Mrs. Emerson discussed that the field trip is centered on Marine Science conservation interests. Students will participate in fieldwork, data collection, restoration of coral reef and the role of ecotourism in society. The representative from EF noted that students have the opportunity to earn HS & college credit. Potential safety concerns were discussed. A twenty-four hour support system available in the Boston office for parent and student use. Mrs. Emerson noted the Hanover School's Mission Statement and curriculum directly related to purpose of field trip.

Mrs. Lynch appreciated the citing of Hanover's Mission Statement. The provided brochure was complete and all questions were answered. In addition, she noted that EF emphasized education and safety within their programs. She acknowledged the positive connection with potential college credit. She was

concerned about the safety of the white water rafting excursion and noted the possibility of cancelling due to an increased level of difficulty. She thanked their commitment to the curriculum.

Mrs. Miller questioned the optional insurance. The EF representative noted that they abide by United States safety standards. If elevated, a refund and rescheduling would be an option. A refund in an individual emergency situation is available. Grades included on this field trip should be 9 through 11.

Mrs. Corbo questioned the cost and whether financial aid is available or fundraising can be done. Also, if a grant can be applied for on a student basis. Mrs. Emerson noted that Rustic Marlin could be a potential fundraising partnership and willing to work with each student's situation.

The EF representative mentioned that each student will have a website which includes a funding option to send to family and friends. A 100% of funds will be put towards their total cost.

Mrs. Corbo mentioned that other companies offer low cost insurance for last minute cancellations.

The EF representative added that a nature hike is an option as opposed to white water rafting.

Mrs. Lynch requested student feedback through attending a school committee meeting.

Motion by Booker to approve the Hanover High School Dominican Republic Service Tour Request as written with the addition of the 10th grade. The motion was seconded by Corbo. The vote was carried unanimously.

Report of the Superintendent presented by Matt Ferron (continued):

- **Hanover Parent Teacher Association (HPTA) Update** – Presented by Joanna McCormick, President and Sandra Suchoff, Treasurer. The HPTA consists of a five person Board of Directors along with a parent representation from each school. The association is an approved 501(c)(3) which is required to file a Form 990 prepared annually by CPA who reviews all transactions and processes. A bi-monthly meeting is open to all. A unified application for funding process is submitted and requires a full board vote for new initiatives, special events, or larger expenses. Checks are prepared by the Treasurer and signed by the President, only the Treasurer and/or President can access account.

The HPTA supports/promotes: (1) Fundraising activities to provide financial support for enrichment activities and supplemental resources for students and faculty at each school; (2) organize and support fun events for students and families; (3) sponsor speakers for schools and community; (4) provide support for co-curricular programs for schools, technology requests and building “allocations” each year.

Fun Run details:

- Raised \$45,801 in 2018 - first year of event
- Proposed for February/March simultaneously at both elementary schools
- Will require School Committee approval (November 2018)
- A deposit of \$4,000 has already been paid for 2019
- Revenue is split is approximately 50/50 with Booster Enterprises based on the level of professional support (limits impact on teachers, administrators, volunteers)
- Funding anticipated to support Read2700 literacy initiative, Chromebooks, and other enrichment activities
- Affords HPTA ability to reduce other “asks” and fundraisers

Mrs. Miller appreciated all the HPTA's hard work and participation in the evening's School Committee meeting. She questioned if there is a desired amount when transitioning into a new school year. Mrs. McCormick stated that there is not a set amount, but a \$15,000 carryover is desired. In addition, \$1,000 per grade is the amount in each account for start of a new year.

Mrs. Lynch requested a copy of the Fund Request form. Mrs. McCormick noted that a reimbursement form requires reason as well as receipts for items purchased. Guidelines are in place for approving a funds request. Dr. Raab gets a copy of the funds reimbursement form as well.

Mrs. Lynch noted that the Fun Run must be approved by the School Committee according to By-laws. Mrs. McCormick did not realize that a Committee approval was needed but understands based on amount of funds received. Corporate sponsors are approached to alleviate start-up costs. Mrs. Miller questioned whether corporate sponsors are needed for this year. Mrs. McCormick stated that sponsors are needed again for start-up costs. EP has a low footprint for a high yield and HPTA is impressed by the company.

Mrs. Booker questioned the fundraising company receiving \$45,000, which is half of what was earned. She was concerned about that large amount given back to the fundraising company. Mrs. McCormick noted that a 50% company return is a standard expense for the fundraising industry. Mrs. Miller agreed that the 50% cut the fundraising company received is tough for participating families to grasp.

Mrs. Booker questioned whether students/teachers realized who did not register. The entire district participated whether the student registered or not. No acknowledgement for top tier earners. A child's ability did not come into play.

Mrs. Lynch acknowledged the amount of money raised as astonishing. She added that the idea of kids raising money is the moral dilemma of this fundraiser. Mrs. McCormick stated that it is not only the kids who participated in this fundraiser. The parents setup a child's fundraising website, sent emails and posted on Facebook. Teacher and student participation during school time outside of the actual run is minimal. Mrs. Lynch questioned whether allocated budget is enough based on the intense fundraising done by HPTA. In addition, she questioned whether the needs of each program are being met in order to provide the best education for our students.

Mrs. Lynch questioned whether the HPTA account has an annual audit. Mrs. Suchoff stated that an accountant looks over the books on a yearly basis.

Mrs. Corbo thanked the HPTA for their continued volunteering time. She stated that her family enjoyed the Fun Run and noted minimal student participation. She and her family appreciated the "experience" as opposed to fundraising through purchasing items.

Mr. Geary noted the extraordinary amount of money raised and appreciated all the work done. He stated that parental participation in fundraising is essential. He proposed to look at the current achievements versus the past and use this when we ask the Town at our May meeting for funding. Its success can be a focal point for the following September when we explain these funds are to increase educational experiences for students. Mrs. McCormick stated that without fundraising efforts such as the Fun Run, programs may not be able to move forward. Mrs. Lynch requested a listing of all the events and programs that the HPTA pays for over a complete school year.

Mrs. Miller noted that the Fun Run approval is tabled until next meeting. Mrs. McCormick will forward to the School Committee a link to the Fun Run page.

Mrs. Booker questioned whether the Fun Run workers are CORI'd thru the school. Mrs. McCormick noted that they are CORI'd thru the fundraising company and will be thru the school for 2019.

Mr. Ferron thanked all involved in HPTA. He noted the compliance among the HPTA organization. Mrs. McCormick stated that the HPTA confers with the administration prior to all decisions. Mr. Oates

noted that he was able to approach the Fun Run Company and revise the program to fit the needs of Hanover Schools.

- **Center School Building Project Update** - Presented by Mrs. Corbo. A lot of amazing things going on. The older wing is the last stage of the building project. Final part of the building project is the Auditorium, which will be finished by mid-January. The 55 Wing is sheet rocked, dry walled, painted and will be finished by end of November with furniture in first week of December. Paving is complete. Small playground is in use for recess. Larger playground's wood chips to be removed for rubber flooring installation.

Report of Finance Department Presented by Dr. Raab:

- **Donations** – Received from The Hanover Parent Teacher Association totaling \$61,500. Funds allocation for each school based on population of school. Funds received for the Read2700 initiative goes directly to each classroom's library. Fundraising targets will be noted for next school year. Mrs. Miller requested that fundraising participants of all levels should be thanked.

Motion by Booker to approve Donation from HPTA for \$61,500. The motion was seconded by Geary. The vote was carried unanimously.

- **Lunch Debt Policy Approval** – Presented by Dr. Raab and Ms. Lynn Petrowski, Food Service Coordinator for Hanover Schools. 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. Debt attained at June 30 must be paid when all efforts have been exercised.

Mrs. Lynch appreciated that a lunch debt policy is in the works. Mrs. Corbo noted that the lunch program has improved since Ms. Petrowski has taken over the food service for Hanover Schools.

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

Mrs. Booker questioned how the new cafeteria is running. Mrs. Petrowski noted that there have been a couple equipment issues but otherwise running smoothly.

- **Review of Capital Budget Requests** – Priorities are Cedar School security and technology. Presented by Bob Murray, Manager of the Hanover Facilities Department.
 - FY'20 requests: Reconstruction of HS tennis courts, Cedar School main entrance security update and Cedar School bathroom alterations for Pre-K, K and 1st grade.
 - FY'21 requests: MS Cafeteria A/C, MS and Cedar School kitchen upgrade, new Cedar School intercom system and cupola maintenance at Salmond.
 - FY'22 requests: Maintenance on Cedar School roof, paving parking lots at Cedar and MS, MS gymnasium maintenance, new MS intercom system and replace MS roof top ventilation.
 - FY'23 requests: Upgrade electrical panels in MS, replace Cedar School classroom carpet and remove asbestos floor tile and HS turf field grass replaced.

- FY'24 requests: Replace asbestos floor tile at MS 2nd floor, replace HVAC units at Cedar School and roof replacement at MS.

Mrs. Miller questioned why the tennis court count is decreasing from 8 to 6. Mr. Murray stated that is a cost issue, allows parking and 6 courts are required for HS competition.

Mrs. Corbo clarified that the updated Cedar School entrance provides service, decreases traffic and increases security.

Mrs. Booker questioned whether the teacher memorial stained glass window will remain in the building. Mrs. Corbo confirmed.

Mrs. Booker questioned the asbestos concern in the community. Mr. Murray stated that as long as the asbestos is a material and in-tact there is no concern. An environmental company assesses this yearly. He stated that at some point all will be removed.

Mrs. Miller questioned whether the cost estimates are current to that school year. Mr. Murray stated that they are simply estimates and can vary from year-to-year.

Report on Teaching and Learning:

- **Class Size Update** – Presented by Mrs. St. Ives. Class size noted by grade and homeroom.

Mrs. Miller questioned whether a thirty student classroom is typical at the high school. Mr. Paquette responded that classrooms are preferably kept around twenty-four students.

Mrs. Booker questioned the number of sections for each grade level, especially 4th grade. Mrs. St. Ives responded that each school looked at its student teacher ratio and this was the best option for this year. The priority is that each student is taken care of. The reconfiguration next year will even out the class size. Mrs. Booker noted that the 5th and 6th grade classroom size has altered from prior year. Mr. Ferron noted that the number of 4th grade teachers varied from school to school. Mrs. Booker noted that she's received parental feedback regarding 4th grade classroom issue.

Mrs. Lynch questioned whether the high school administration has received feedback from parents regarding class size. Mr. Paquette stated he has not received any feedback.

Mrs. Booker asked how co-taught classes were working out. Mr. Paquette responded they are perfectly scheduled.

Public Comment: Mrs. Booker noted that JJE/KHA are the policy sections for school fundraising. In addition, PTA participation in School Committee meetings vary from school to school.

The next School Committee meeting is scheduled for November 14, 2018 at Hanover High School. Mr. Ferron stated the topics may vary due to Committee attendance. Expected agenda items will be:

- SEPAC Update
- Strategic Objective Update
- FY'19 Budget Update
- FY'20 Budget Update
- Fun Run vote – added by Mr. Ferron

Motion by Booker to adjourn at 9:02 pm. The motion was seconded by Corbo. The vote carried unanimously.

Respectfully Submitted by:
Tara L. Wakefield

Documents Used:

Donations as part of the HPTA presentation
Debt Policy
Class Size Update
HHS Dominican Republic Service Tour Request

Appendix B
Appendix C
Appendix D