

Hanover School Committee Meeting Minutes
November 14, 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, Jacqueline Porro, Michelle Gardner, Allison Taylor and Noreen Riley

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

Presentation of the M.A.S.S. Superintendent's Award for Academic Excellence: Presented by Matthew Paquette, HHS Principal. He noted impressive teacher recommendations as well extensive community enrichment participation. This year's recipients are Margaret Munroe and Lauren O'Sullivan, both members of the Class of 2019.

Public Comment: None presented

Report of Finance Department Presented by Dr. Raab:

- **Q1 FY'19 Revolving Account Update** – All of our Revolving Accounts are trending as expected as we end the first quarter. Athletics, Lunch and the Kindergarten Revolving accounts remain strong as all of the proceeds from those programs go directly back into them. The self-supporting FACE program ended FY'18 with \$103,121.70, with beginning the fiscal year strong. As of September 30, 2018, the Before and After program had a negative balance of (29,669.09), as the program was owed well in excess of \$30,000 in bills to families.
- **FY'19 Budget Update** – Note that the transfers approved at the September 12, 2018 meeting have been entered and remain at our Town Meeting allocation of \$28,082,846. To date, we've either spent or encumbered 32.15% of the overall budget as is expected by the middle of the second quarter. The (\$570,404.70) represents special education expenses that I have not encumbered against our Circuit Breaker funds yet. (Please remember that I budgeted the use of \$575,000 of Circuit Breaker funds for FY'19.) I am slow to spend the Circuit Breaker funds hoping to reserve as much as possible for the next fiscal year and provide us with some funds to handle unexpected Special Education Expenses. We are expecting to receive \$573,013 in FY'19 Circuit Breaker Reimbursement in addition to the FY'18 carryover of \$61,143.89. Taken together and subtracting our known liability, we are left with \$63,752.19 to manage unanticipated expenses. We are working hard to be careful stewards of the Town Budget economizing and saving money everywhere we can; however, it's important to reiterate that there is no "wiggle room" in the FY'19 budget.

Mrs. Miller appreciated his constant efforts in staying in line with the current budget.

- **FY'20 Budget Update** – No handout presented due to its early present stage. Increased funds request in technology related to a five-year projection. A \$1.5M=4.3% increase, which he feels is too high and the Town will not approve. He remains cautiously optimistic. First meeting in January, no date confirmed.

Approval of Minutes:

Motion by Mrs. Booker to approve the meeting minutes from October 24, 2018 as written. The motion was seconded by Mr. Geary. The vote carried unanimously.

Report of the Superintendent presented by Matt Ferron:

- **Events and Updates** – Many things going on over the next couple weeks. The Lions Club Peace poster contest took place in which 150 students submitted artwork from HMS. Also, the Lion's Club sponsored a Speech Contest in which Hanover High students will move forward. Cedar School will present "We are Monsters" on November 16th and 17th. November 20th is a full day for both elementary schools. November 21st is a half-day for all students where no lunch is served. He noted that online schoolwork assignments for snow days in order to prevent a school year extension in June will be looked into further.

Mrs. Booker requested Mr. Ferron to look into Special Education days regarding this issue.

- **Special Education Parent Advisory Council (SEPAC) Update** – Presented by Jacqueline Porro and Michelle Gardner, co-chairs of SEPAC.
 - *Progress:* Bylaws have been written and adopted; formalized the infrastructure with the coordination of the District leadership; formalized operational procedures to create a process for evaluating parent concerns/recommendations; and worked to advise those groups through meetings/presentations at School Committee meetings.
 - *Working Groups:* Approved a new process for reviewing issues of concern to members in a more formal structure; addressed communication issues with parents regarding special education staff on the Team at the start of the school year; reviewed programming for children challenged by autism, including delivery of ABA services; and developing a scope/sequence of work and will report back to the SEPAC Board at its November Board meeting with an action plan.
 - *2018/2019 Workshops and Events:* Meet the Administrators Night (Oct), Proactive Parenting Series in collaboration with the PTA (3 part series Oct-Nov), Navigating Middle and High School with School Adjustment Counselors (Nov), Basic Rights in Special Education (Feb), Staff Appreciation Awards (May-June), Additional events include social events (Dec) and additional speakers in the spring and soon to be announced monthly parent coffee times.
 - *Planning for 2018/2019:* Continue to build on prior policy work including inclusion opportunities across district settings; develop working group process and continue to build parent support and involvement; make sure folks are aware of the resources SEPAC can offer (e.g., monthly parent outreach events); and solicit for Speaker Topics and invite speakers.

Mrs. Miller appreciated the extensive report and all the work that is done.

Mr. Geary questioned the life span of the parent-working group. Mrs. Porro noted that if an issue would affect more than one student, a working group is created. Mrs. Gardner added that the Board has to approve the working-group. Mr. Geary requested a percentage of the student population being affected by the issue in question. Mrs. Porro responded that the Board approves the working-groups but appreciated that the school would want to know the financial impact of the issues. Mrs. Gardner added that the District would be informed and data would be provided for all documented student issues. Mr. Geary questioned the percentage of students with services. Mrs. Porro noted that the special education laws exist because the percentage of students with services is low.

Mr. Ferron noted that services for each school is different.

Mrs. Booker added that the working-group on communication is looking at how to improve teacher placement prior to the start of a school year.

Mrs. Gardner stated that the SEPAC developed a secret page for parents on Facebook. Mr. Geary questioned how a private issue would make its way to the school's administration. Mrs. Gardner responded that the SEPAC Facebook page provides an opportunity for discussion. The SEPAC is not affiliated with the Hanover schools. He noted that the sharing of private information is a concern for him.

Mrs. Lynch agreed that a member of SEPAC must sit on the Transportation Committee. Dr. Raab added that transportation for students with special needs is a different issue than what was discussed at the November 14th meeting. In addition, she questioned whether the SEPAC follows the chain-of-command for establishing issues and moving forward. Mrs. Gardner added that a working-group model is aligned with Administration. Mrs. Lynch commended the Board on their dedication and advocacy of their children.

Mrs. Corbo mentioned that years ago, the School Committee did not always understand the role of the SEPAC. Presently, she appreciated the SEPAC's level of professionalism and drive for inclusion.

Mrs. Miller appreciated the SEPAC's updates and looks forward to their continued updates.

- **Special Education Subcommittee Update** – The Committee met on November 14th with a full status update to be presented on December 5th.
- **Center School Building Project Update** - Presented by Mrs. Corbo. A lot of amazing things going on. Renovation of the older part of school is ahead of schedule and looks seamless. Students will be in classrooms by the first week of December with furniture delivery on December 11th. The Auditorium wing will be open mid-December with seating installed in January. New building details are being finalized and tweaked. The budget was managed collaboratively along with the Massachusetts School Building Authority and we are considering appropriations as duplicate line items. They suggest to re-appropriate the initial \$500,000 and attend the May Town Meeting. On November 7th a tree planting ceremony was held to replace the original tree in memory of past students Julie and Michael who passed away from Cystic Fibrosis. The trees were graciously donated by Brait Construction. A special thanks to Principal DeGrenier who invited the family along with past teachers to the ceremony. Also, both playgrounds are open and in use by the students.

Mrs. Miller added that Cedar School playground will be open for the start of the next school year.

Mrs. Booker requested an additional Open House for families. Mrs. Corbo mentioned that one is being discussed.

Mr. Geary noted that the community should pay attention to what the town has in store for the Sylvester School. He advised to attend Board of Selectmen meetings and Town Meeting to voice opinions. Mrs. Corbo added that the School Committee should invite a member of the Board of Selectmen to attend a meeting in order to provide an update. Mr. Geary requested a placeholder at each meeting for this issue.

Mrs. Corbo mentioned that the historical plaques found within the Sylvester School will find a new home.

Mrs. Lynch appreciated the high level of security in the Center School.

Report on Teaching and Learning:

- **No report at this time.** Mrs. Miller noted that she sat in on a READ2700 presentation and was highly impressed by the modeled lesson. Mrs. St. Ives added that the lesson was used as a learning platform for moving forward.

Action Items:

- **Approval of HPTA Fun Run Fundraiser** – Mrs. Lynch mentioned that data should be collected regarding the amount of classroom time used for this event to provide to parents who question it. Mrs. Corbo noted that the lessons taught through the Fun Run enhanced our educational programs and was appreciated. Mrs. Lynch added that the parents felt that they were not fully informed on what was presented through the event. Also, the percentage of financial profit was not positively viewed by parents. Moving forward, parents should be informed on the integrity of the event. Mrs. McCormick HTA President responded that communication was an essential part of this event. Mr. Geary added that the School Committee should have been informed on all the details. Moving forward, communication will be a priority. Mrs. Miller added that the Fun Run falls under School Committee approval and will in the future if held again. Mrs. Lynch added that a clear policy is needed for fundraising.

Motion by Mrs. Booker to approve the Fun Run for 2019 as written. The motion was seconded by Mr. Geary. The vote carried unanimously.

- **Vote to Move Sylvester Students and Staff to Center** – Presented by Mr. Ferron. A proposal was sent to Mr. Ferron and Dr. Raab regarding that this move will happen as soon as the building is safe. Dates may possibly fluctuate but hoping for after the holiday break. Mrs. Corbo added that students can be moved over prior to finishing the Auditorium wing if needed.

Motion by Mrs. Booker to approve the move of Sylvester School students and staff to Center School upon completion and turnover of the classrooms at Center as written. The motion was seconded by Mr. Geary. The vote carried unanimously.

Mrs. Lynch questioned as to when the District will lose possession of Sylvester School. Mr. Ferron responded that once the building is vacant the town will take possession.

Mrs. Corbo asked Mr. Geary if the Traggorth Proposal is on the Board of Selectmen's town page. Mr. Geary was not able to find it. Mr. Ferron added that the proposal is still under negotiations.

The next School Committee meeting is scheduled for December 5, 2018 at Hanover High School. Mr. Ferron stated the topics may vary due to Committee attendance. Expected Agenda Items will be:

- Grades 3 thru 8 MCAS Presentation
- Transportation Bid Update
- Strategic Objective Update

Mrs. Miller is grateful to staff for dedication to students.

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:

SEPAC Update
Q1 FY'19 Revolving Account Update
FY'19 Budget Update

Appendix A
Appendix B
Appendix C