**MINUTES OF THE HINGHAM SCHOOL COMMITTEE**

**August 14, 2017**

1. **Call to order.**

The meeting was called to order by School Committee Chair Liza O’Reilly at 7:04 p.m.

Members Present: Michelle Ayer, Aylene Calnan, Carlos Da Silva, Cynthia Galko, Liza O’Reilly, and Ed Schreier.

Central Office Present: Dorothy Galo, James LaBillois, John Ferris, Elizabeth Kurlan

Visitors Present: Collin Shattuck, James Quatromoni, Carol Meyer, Rick Swanson, Deb Stellar, Dan Coughlin, Donna Smallwood, Lucy Hancock, June MK Gustafson, Kerry Ni, Aisha Oppong, Jaime Kenney.

School Committee Chair Liza O’Reilly expressed the deepest condolences of the Committee and asked for a moment of silence in memory of Hingham alum Sam Gates, who lost his life in a tragic incident.

**2.** **Approval of Minutes**.

2.1 On a motion by Aylene Calnan and seconded by Michelle Ayer,

It was

Voted: To approve the minutes of the School Committee meeting held on July 17, 2017 with minor changes noted by Cynthia Galko.

2.2 On a motion by Aylene Calnan and seconded by Carlos Da Silva,

It was

Voted: To approve the minutes of the Executive Session of the School Committee held on July 17, 2017.

2.3 On a motion by Aylene Calnan and seconded by Carlos Da Silva,

It was

Voted: To approve the minutes of the School Committee meeting held on July 31, 2017 with minor changes noted by Cynthia Galko.

**3.** **Questions and Comments.**  None

**4.** **Superintendent’s Report**.

Dr. Galo distributed the most up to date enrollment projections and noted an overall PK-12 decline of 12 students since last year. Dr. Galo then asked Hingham High School Principal Swanson to introduce the two newest members of the leadership team. Principal Swanson, following a brief introduction, introduced new Hingham High School Assistant Principal Collin Shattuck to the Committee. Following brief remarks by Mr. Shattuck, Principal Swanson then, following a brief introduction, introduced new Athletic Director James Quatromoni. Mr. Quatromoni expressed his excitement and enthusiasm to begin in his new role. Dr. Galo noted that in two weeks the Orientation for new teachers would begin. A total of 4 new administrators and 21 new teachers will join the district. Convocation will be held on Wednesday, August 30, 2017 and our guest speaker will be two-time Pulitzer Prize winner, two-time National Book Award winner, recipient of the Presidential Medal of Freedom author and historian David McCullough.

**5.** **Communications**

5.1 Communications Received by the Superintendent: Dr. Galo noted that she wanted to clarify a comment made during the July 17, 2017 meeting. At the request of the SEPAC, she developed a statement designed to clarify the district’s position on the access of students to adjustment counselors. Dr. Galo further noted that this statement of clarification, the original Walker Report, the district’s Response to the Walker Report, and associated PowerPoint Presentations are all posted to the district website.

Dr. Galo noted that Dr. Gary Maestas, Superintendent of Plymouth Public Schools, will be the Chair of the HHS NEASC Visiting Committee and that the Vice Chair will be Dr. Joyce Edwards, Assistant Superintendent of Franklin Public Schools. School Committee members will be invited to meet with the NEASC Visiting Committee on Sunday, September 24 to review the School Committee part of the HHS Self-Study report. The report will be distributed to School Committee members in advance of the meeting for their review.

5.2 Other Communications: School Committee Chair Liza O’Reilly noted that there have been some questions from the community regarding Superintendent succession planning. Liza O’Reilly noted that the committee has been working on this, and more will be discussed when the committee shares its long-range planning document in the fall. She also noted that a communication was received from the Board of Selectmen on August 8, 2017 announcing the retirement of Town Administrator Ted Alexiades at the end of the year and reviewed the associated transition plan outlined by the Board of Selectmen.

**6.** **Unfinished Business**

6.1 The committee acted on proposed changes to SC Policy 3.1, as recommended by the Policy Subcommittee. Cynthia Galko noted that no feedback was received and the wording changes relative to the role of the School Committee would be posted to the website.

On a motion by Cynthia Galko and seconded by Aylene Calnan,

It was

Voted: To approve changes to School Committee Policy 3.1.

6.2 The committee discussed proposed changes to Policy 6.24, as recommended by the Policy Subcommittee. Cynthia Galko reviewed the proposed changes to the issuance of diplomas. However, a vote was tabled in the absence of Committee Member Kay Praschma.

6.3 The committee acted on the proposed schedule of per diem and substitute rates for FY18 as recommended by John Ferris and the Salary and Negotiations Subcommittee.

On a motion by Aylene Calnan and seconded by Cynthia Galko,

It was

Voted: To approve the per diem and substitute rates for FY18.

6.4 To establish the date of the Fall SC Planning meeting. The planning meeting was scheduled for Saturday, September 9 at 8:00am. School Committee Chair Liza O’Reilly informed the committee that Kate Doyle will be updating the HPS Google calendar and encouraged subcommittee chairs to pass along meeting dates for inclusion on the calendar.

**7.** **New Business**

7.1 Dan Coughlin, Advisory Committee member and Chair of the Advisory Committee Education Subcommittee (ACES) was in attendance with Advisory Committee members Lucy Hancock and Donna Smallwood to give an update on the work of the Advisory Committee-sponsored Financial Planning Group. Dan explained that given the number of upcoming capital projects in town, the Board of Selectmen has directed the Advisory Committee to develop a model that can be used to evaluate options for long-term funding of these projects. Dan and the other members of the Financial Planning Group have been working on that model, which will include a 15-year projection. The Financial Planning Group will present their final report to the Advisory Committee by mid-October.

7.2 The Committee received a report on the HHS GPA transition process as prepared by Heather Rodriguez, Director of School Counseling. The report is in the School Committee packet, however, given that the high school guidance staff were unavailable to attend, the Committee postponed discussion until the first meeting in September.

7.3 The Committee heard an update on activities related to the proposed Foster School Building Project. Director of Business and Support Services John Ferris reviewed summer facilities upgrades and noted that Doug Foley and the facilities team have made a lot of progress this summer in getting the buildings ready for school opening. John Ferris then reviewed the preventative maintenance expenditures and highlighted the work done on the Foster School heating system. All steam traps have been replaced, a spare pneumatic controller was installed, and contractors in the crawl spaces have inspected all pipe hangers and replaced hangers as necessary. All of this work, it was noted, was competed using capital funding.

Mr. Ferris then reviewed the visit of the MSBA to Foster School. Foster School Principal Dr. Stellar was on hand and shared some highlights of the visit.

School Committee Chair Liza O’Reilly updated the Committee on the appointments of the Board of Selectmen to the Foster School Building Committee (FSBC). Discussion ensued. Committee member Carlos Da Silva expressed disappointment that an individual who submitted a talent bank application after the deadline was selected to be a member of the FSBC, while Committee member Michelle Ayer expressed concern that there is no architect on the FSBC. Dr. Galo and Ms. O’Reilly both explained how additional people with specific skills may serve as advisors to the FSBC, but that these seven individuals are the appointed voice of the town, per the Town Meeting article, and are the only ones who will have an official vote when decisions are made.

Ms. O’Reilly noted that she has spoken with Board of Selectmen Chair Mary Power about the process to be used to select the Chair of the Foster School Building Committee. Ms. Power, Chair of Board of Selectmen, and Ms. O’Reilly identified the FSBC members who would be willing to serve as chair, as requested previously by the School Committee. Those three members were Raymond Estes, Timothy O’Neill, and Linda Hill. Ms. O’Reilly called for a straw poll to see where the Committee stood on these three individuals. In the straw poll, there were two opinions that favored Mr. Estes, one opinion favored Mr. O’Neill, and three opinions favored Ms. Hill. Liza O’Reilly noted that she will share these opinions with the Board of Selectmen and the Town Moderator. The Chair of the School Building Committee is to be selected jointly by the Town Moderator, Board of Selectmen and School Committee.

Dr. Stellar noted that she is willing to help out the FSBC members at any time, and Ms. O’Reilly noted that the Board of Selectmen have instituted a committee training for all new town committee members.

7.4 The Committee received notification of the late night field trip to New York City on October 17, 2017 of the high school botany and art classes.

7.5 The Committee considered the home school application of Patricia (Grade 8) and Elizabeth (Grade 5) Breen for the 2017-2018 School Year.

There was some discussion about the documentation for the home schooling application, which seemed to be missing from the packet. Dr. Galo assured the Committee that the issue would be rectified, and that she recommends the approval of this application.

On a motion by Aylene Calnan and seconded by Carlos Da Silva,

It was

Voted: To approve the home school application of Patricia and Elizabeth Breen for FY18.

7.6 The Committee received notification of the appointment of new teachers, effective August 28, 2017: HHS: Alyssa DeGeorge, Special Education; Jaclyn Leitao, Mathematics; Xuemei Li, Chinese; Nicole Lytle, English; Kristina McManus, School Nurse; Kristine O’Keeffe, School Nurse; Cathleen Savery, Guidance Counselor; Erika Smith, Physical Education and Health; HMS: Jessica Flaherty, Science; South School: Jordan Perry, Special Education; Lauren Torraco, Adjustment Counselor; Maura Yodzio, Grade 2.

7.7 The Committee received receive notification of advancements on the salary scale, effective September 1, 2017: Penelope Allen-Baltera to M30, Step 13; Ashley Baxter to M30, Step 7; Brooke Benoit to M30, Step 9; Amanda Cheney to M15, Step 7; Brianne Connolly to M30, Step 6; Margaret Curran to M60, Step 10; Amanda Donovan to D, Step 11; Caitlin Fahey to M30, Step 8; Cynthia McKeon to M60, Step 13; Catherina Osterman to M60, Step 13; Kayla Pravia to M, Step 4; and Joseph Young to D, Step 13.

7.8 The Committee received notification of the appointments of Collin McGinnis, Elementary Technology Specialist, effective August 28, 2017 and Katelyn Joyal, Assistant to the Food Services Director, effective July 31, 2017.

7.9 The Committee received notification of the full year leave of absence of Kate Tortola, English teacher at HHS.

7.10 The Committee received notification of the resignations of Andrea Stuart, HMS Science teacher; Jessica Mathews, HHS Special Education teacher; and Jessica Anderson, South School paraeducator, all effective June 30, 2017. Dr. Galo noted that there was one additional resignation as of that day.

**8.** **Other items as may not reasonably be known 48 hours in advance of the meeting.** None.

**9.** **Subcommittee and Project Reports**

Salary & Negotiations Subcommittee: Chair Aylene Calnan noted that the subcommittee was in the process of working through negotiations with HEA Unit A, with a bargaining session scheduled for next week, and sessions scheduled for tomorrow with custodians and food service workers.

Policy Subcommittee: No meeting scheduled.

Long-Range Planning Subcommittee: No update since the last meeting, but Chair Edward Schreier noted that there would be a walk around on Thursday, August 17 at 8:30 a.m. with the Fire Station building committee at the Depot and Building 132.

Special Education Subcommittee: The subcommittee met on August 9, 2017 and Chair Liza O’Reilly noted that the subcommittee is working with the SEPAC and Administration in the Special Education Collaborative Work Plan. This is a new planning document developed by SEPAC and the goal is to update the plan at SEPAC’s monthly meetings.

Community Outreach Subcommittee: The subcommittee is working on feedback received relative to the district website.

School Committee Chair Liza O’Reilly requested copies of all subcommittee goals by the planning meeting on September 9.

10. Adjournment

On a motion by Cynthia Galko and seconded by Aylene Calnan,

It was

Voted: To adjourn at 9:24p.m.

Respectfully Submitted by:

Cynthia Galko