

MINUTES OF THE HINGHAM SCHOOL COMMITTEE

October 1, 2018 at 7:00PM

School Department Conference Room, 220 Central Street, Hingham MA 02043

1. Call to order

The meeting was called to order by Chair Michelle Ayer at 7:04 p.m.

Members Present: Michelle Ayer, Carlos Da Silva, Libby Lewiecki, Kerry Ni, Liza O'Reilly, Kay Prashma, and Ed Schreier

Central Office Present: Dorothy Galo, James LaBillois, John Ferris and Suzanne Vinnos.

Visitors Present: Derek Smith, David Riordan, Bob Curley, Alison Janulewicz, June MK Gustafson, George Danis, Dave Anderson

2. Approval of Minutes

2.1 On a motion by Liza O'Reilly and seconded by Libby Lewiecki,

It was

Voted: To approve the minutes of the July 23, 2018 School Committee Meeting.

2.2 On a motion by Liza O'Reilly and seconded by Carlos Da Silva,

It was

Voted: To approve the minutes of the August 20, 2018 School Committee Meeting.

3. Questions and Comments None

4. Superintendent's Report

Dr. Galo noted that the DESE has lifted the embargo and made Spring 2018 MCAS performance and Accountability information (reflecting a new process from last year) public as of Thursday, September 27, 2018. Test results are being sorted and will be distributed to the schools for filing and to be sent home to families in the coming days. Dr. LaBillois will be presenting the formal 2018 Accountability and MCAS report at the November 19 meeting of the School Committee. Dr. Galo further congratulated South and Plymouth River Elementary Schools; both were acknowledged by DESE as MCAS 2018 Schools of Recognition. This honor was accorded to 52 schools (from 42 districts) across the Commonwealth.

Dr. Galo shared the October 1, 2018 enrollment report. Only slight differences in student counts since the September 10th report were noted. The October 1 numbers will be sent to NESDEC to update the enrollment projection report. When the report has been updated the publicly posted report will be revised and reposted. Dr. Galo further reviewed the Secondary Class Sizes of 25 or More Report for the 2018-2019 year. The percentages were noted to be much improved from prior years.

Dr. Galo reviewed the district Home-School policy with the Committee, following questions related to approval of home-school applications. Dr. Galo noted that there is a MA State Supreme Court decision from 1987 that has been key in defining home school practices in Massachusetts. The "Care and Protection of Charles" says that either the Superintendent or the SC can act on approval of parent/guardian written plans.

Dr. Galo also discussed a number of miscellaneous items., including a copy of the Education Funding Public Awareness Campaign of the Massachusetts Association of School Superintendents, as well as the public

awareness work being done by the Massachusetts Association of School Committees relative to the work of a School Committee. Dr. Galo also noted the inclusion of a Calendar of Special Reports for 2018-2019 and the report on warrants signed by the appointed signer or alternate.

5. Communications

- 5.1. Superintendent Communications: None.
- 5.2. Student Communications: Emma Quilty, HHS student, was in attendance and updated the Committee on a number of activities, including an upcoming soccer fundraiser for cancer research.
- 5.3. Other Communications: None.

6. New Business

- 6.1 The Committee heard the Hingham Middle School School Council Report. Mr. Derek Smith, Principal of Hingham Middle School, was in attendance to provide a report of the 2017-2018 Middle School Improvement Plan, as well as a presentation of the 2018-2019 Middle School Improvement Plan. Goals last year focused on a safe and secure school environment, improving the math performance of HMS student on both local and statewide assessments, the social and emotional wellbeing of HMS students, and a focus on home-school communications.

Questions and discussion ensued. The Committee inquired relative to the sources used to measure student progress in mathematics, as well as the goal and focus of the HMS Transition Room.

Mr. Smith then presented the 2018-2019 Middle School Improvement Goals to the Committee. This current school year, HMS will focus on the social and emotional wellbeing of students, the expansion of the STEM-Lit Lab into grades 7 and 8, healthy habits for HMS students, and the transition of students from the elementary schools to HMS.

Kerry Ni inquired about class size, ratios, plan for reducing class sizes, professional development, parental involvement, school safety and discipline. Derek Smith answered these questions. She also inquired about certain elements of the school improvement plan as noted from the DESE website. Mr. Smith said that he could redraft the plan for the SC's approval. Kerry Ni wanted to move the approval to a later date. Dr. Galo explained that School Improvement Plans are not approved by the SC. Further discussion was tabled until more research and guidance could be done on this issue.

HMS Assistant Principals David Riordan and Alison Janulewicz presented a review of the clubs and activities, including the Grade 8 civics trip.

- 6.2 The Committee heard an update of the School Committee Planning Meeting held on September 15, 2018. Michelle Ayer gave a brief review of the meeting and Liza O'Reilly provided a revised 5 Year Financial Vision Grid and discusses the procedures she used to update the grid.
- 6.3 The Committee received a bid for one Special Education 2018 7D 10-passenger van as recommended by the Director of Business and Support Services. There were 2 bids and John Ferris recommended the lowest bidder, new England Wheels.

On a motion by Liza O'Reilly and seconded by Kerry Ni,

It was

Voted: To award the bid for one 7D 10-passenger van to New England Wheels for \$38,617.

- 6.4 The Committee received a draft of the FY'20 Budget Guiding Principles. The packet contains last year's document with recommending changes. Dr. Galo outlined the rationale for the adjustments. Liza O'Reilly suggested on item 3, "Provide for needed personnel support for Central Office..." to add the number of employees, bargaining units, changes in mandates, and changes in the Human Resources domain since 2006 in particular. Liza will send Dr. Galo her edits.

- 6.5 The Committee received a draft of the FY'20 Budget Calendar. The calendar outlines the budget process that will unfold as the budget for FY'20 is built.
- 6.6 The Committee received an end of cycle update of the Superintendent's 2017-2018 goals. Dr. Galo presented slides in addition to a written report with the details of the steps that she has taken.

Student Performance Goal #1 to support the Special Education Continuous Improvement Task Force. The goal was completed as planned; but work is always ongoing with particular focus on mentoring and support for new Student Services Director, expanded professional development, responses to the Middle School independent evaluation, determining FY'20 special education budget needs and analyzing 2018 MCAS performance data for the high needs population.

School Improvement Goal #2 to facilitate the work of the 2017 School Building Committee. The goal was completed as planned. Further information about the Foster School site visit is expected soon.

District Improvement Goal #3 to work with the Leadership Team to explore options for standardizing access to homework assignments and upcoming assessments. There was significant progress with exploring the issues. Recommended next steps will be the district's response to the Stirling Report.

District Improvement Goal #4 to facilitate the self-study process for the anticipated 2018-2019 Tiered Focus Monitoring to review Civil Rights and other non-special education DESE-determined criteria. The goal was completed as planned. We await further information and detail about the site visit expectations and next steps.

District Improvement Goal #5 to conduct an external enrollment projection. The goal is completed. NESDEC was hired to conduct the report that will be used to help populate the MSBA Enrollment Tool, upon hearing from the MSBA.

Dr. Galo also reviewed additional activities: searches, spring/summer hiring, FY'19 budget process, and Kindergarten "age at entry" enrollment.

At the meeting on October 15, 2018, Michelle Ayer will review the process for the Superintendent evaluation scheduled for November 5, 2018.

Kerry Ni asked a question about Goal #1. She stated that Special Education has improved, especially in professional development. She has a concern about the timeline set forth last year. Dr. Galo replied that the work is in progress and the new Student Services Director will move forward with the plan.

- 6.7 The Committee received notification of the Hingham High School overnight field trip to England, France and Belgium on April 10 – April 20, 2019. Liza O'Reilly commented on the cost of the trip and questioned if we should be looking at the criteria for all trips offered each year, the costs, and which students are able to participate to consider equitable participation by all students.
- 6.8 The Committee received notification of the Hingham Middle School overnight field trip to Quebec on May 3 – May 5, 2019.

- 6.9 The Committee received notification of the appointments of Paul Lynch, Bus Driver, effective September 4, 2018; Sherilyn Biagini, Food Service Technician at HHS, effective September 13, 2018; Math Tutors Mary Hayden at East School, Caroline Carver at Foster School, and Carolyn Sullivan at PRS, all effective September 4, 2018; Nancy Doucette, METCO Bus Monitor, effective September 4, 2018; and Paraeducators Lauren Deady at East School, Stacy Heinlein at Foster School, and Samantha Dykes, Joyce Eby and Pamela Graham at HHS, all effective September 2018.
- 6.10 The Committee received notification of the retirement of Ann Thompson, South School Secretary, effective January 4, 2019 and the resignation of paraeducator Melissa Gaffney at HHS, effective September 13, 2018.
- 6.11 The Committee received notification of advancements on the salary scale on September 1, 2018 of Jacqueline Beaupre at HHS to M60, Step 5; Jessica Cheung at South School to B15, Step 3; Brian DeMarco at East School to M15, Step 3; Jennifer Driscoll at HMS to M30, Step 9; Patricia Fossi at HMS to M60, Step 8; Susanne Hallissey at HMS to M15, Step 11; Wes Hutcheson at HHS to M60, Step 13; Jill Jope at HHS to M30, Step 10; Kara Kremer at PRS to B15, Step 12; Marnie Pappone at Foster School to M15, Step 11; Julianne Riley at PRS to M60, Step 5; and Stephany Woodward at South School to M60, Step 13.

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

8. **Subcommittee and Project Reports**

Warrants Report: Ed Schreier reported that three warrants were signed thus far and reviewed the bills paid and normal operating expenses.

Special Education: Michelle Ayer reported that the subcommittee met on September 12, 2018 prior to the SEPAC meeting and discussed enrollment data, the form for the work plan, and noted that at the SEPAC meeting, members met Suzanne Vinnos. The next Special Education Subcommittee and SEPAC meetings will be held on October 10, 2018 and will have a rights and responsibilities presentation.

Salary & Negotiations: Superintendent Search Focus groups are ongoing with some remaining at Foster and at Central Office (for SEPAC families and then open to general public); and Tuesday afternoon for Town Hall employees. Liza O'Reilly reviewed the survey for the superintendent search – the survey is open and please feel free to complete it online. They are still accepting applications for people to apply for members at large for the screening committee, with anticipated announcement of members on October 15, 2018. On October 16, 2018, there will be a draft profile distributed to the committee and they will meet with NESDEC to review the candidate profile on October 18, 2018.

Policy: The subcommittee will meet on November 2, 2018 at 9:00 am.

Community Outreach: The subcommittee will meet on October 12, 2018 at 11:00AM to discuss next steps for technology and the website with Stackr. About the forum for superintendent search at Foster on October 2, 2018, there was a discussion of whether the School Committee will be participating in the forums.

Long-Range Planning Committee has met twice since the last School Committee meeting. On September 20, 2018, they discussed the CPC application for the PRS playground. Libby Lewiecki provided a review of the work done by the subcommittee and because of the work to be done, is exploring a CPC grant. Green Action Committee came and presented to the subcommittee. Be prepared to vote on next steps

for the Green Action Committee. At the meeting, three candidates were interviewed for the HHS clerestory windows. Habib came out highest rated and John Ferris is working out price for them. At the meeting on September 25, 2018, the master plan was discussed and utilizing left over capital to cover expenditures of a new master plan

Libby Lewiecki reported that she attended the HEF meeting.

SNAP - nothing new.

9. **Adjournment**

On a motion by Kay Praschma and seconded by Liza O'Reilly,

It was

Voted: To Adjourn at 10:10 p.m.

Respectfully Submitted by:
Kay Praschma

Documents included in meeting packet:

[10-1-18 Agenda.pdf](#) 

[10-1-18 Annotated Agenda.pdf](#) 

[Item 2.1 7-23-2018 Minutes.pdf](#) 

[Item 2.2 8-20-18 Minutes.pdf](#) 

[Item 4a Monthly Enrollment.pdf](#) 

[Item 4b Class sizes1819 HHS.pdf](#) 

[Item 4b Class sizes1819 HMS.pdf](#) 

[Item 4c Homeschool Policy.pdf](#) 

[Item 5 MCAS 2018 Schools of Recognition.pdf](#) 

[Item 6.1 HMS school council report 2018 2019.pdf](#) 

[Item 6.2 HPS 5 Year Vision Grid 9.26.18.pdf](#) 

[Item 6.3 Van Bid.pdf](#) 

[Item 6.4 Draft Guiding Principles FY'20.pdf](#) 

[Item 6.5 FY 20 Budget Calendar for staff.pdf](#) 

[Item 6.6 2017-2018 Superintendent Goals Update.pdf](#) 

[Item 6.7 Europe Field Trip.pdf](#) 

[Item 6.8 Quebec Field Trip.pdf](#) 

[Item 8 Report on Warrant.pdf](#) 

[SC FYI MASC.pdf](#) 

[SC FYI MASS.pdf](#) 

[SC FYI Special SC Reports 18-19.pdf](#) 