

**MINUTES OF THE HINGHAM SCHOOL COMMITTEE  
ANNUAL PLANNING MEETING (WORKING SESSION)**

**September 15, 2018, 8:00a.m., School Department Conference Room**

**1. Coffee**

**2. Call to Order**

The meeting was called to order by School Committee Chair Michelle Ayer at 8:32 a.m.

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

Central Office Administration Present: Dorothy Galo, James LaBillois, John Ferris, Suzanne Vinnes

Visitors Present: George Danis, Evan Sheehan

**3. Enrollment Update:** Dr. Galo reviewed the district enrollment report for September 2018, as compared to the recently completed NESDEC enrollment projections. Actual enrollment is up 10 over the NESDEC projection. Discussion ensued relative to the new housing developments in town and their possible impact on district enrollment

**4.** The Committee discussed the 5 Year Vision documents. Liza O'Reilly provided the committee with the most recent version of the 5-year vision documents, as well as the backup documentation and presentation to give those new to the document some contexts for its development. She reviewed for new members to the team the process used to development the document and opened the meeting to Committee discussion for proposed revisions. Discussion ensued relative to shifting activities to new columns, based on the status of the activity. Discussion then addressed the structure of the document and how best to represent the items and their current status. Liza O'Reilly will update and revise the document and will bring an updated version to the next meeting of the Committee.

**5.** The Committee discussed the FY'20 Budget. Dr. Galo explained that one of the goals of the Annual Planning Meeting was to discuss the Committee's priorities for the coming budget before the school-based requests are received. Dr. Galo then presented two PowerPoint slides that detailed the items from last year's budget that were not funded at the initial request level and those not funded at all. A brief discussion and review of some key items ensued.

Dr. Galo noted a request from the Town to present a level services budget. Dr. Galo then asked the Committee the type of budget they would like presented to them and the consensus was a level services budget with the needs-based items identified. Discussion then ensued relative to a number of items the administration is asking the Committee to be aware of as the budget process gets underway. These items included the addition of a Board Certified Behavior Analyst (BCBA), additional English Language Learner instructional needs, middle school adjustment counselors, as well as additional FTEs relative to any new housing developments. Further, discussion ensued relative to possible capital/warrant items for consideration. Additional items discussed were the addition of full-time math specialists to each elementary school, additional secondary FTEs, and

the addition of a Human Resources Manager, as well the district's online presence and communications strategy. Liza O'Reilly proposed that the School Committee priorities for FY'20 are Superintendent contract, Human Resources Manager, Human Resources Assistant, secondary level classroom teachers to meet class size policy guidelines and Special Education programming. Kerry Ni added implementation of a new website, and there was consensus on these issue as the School Committee FY'20 budget priorities.

- 6.** The Committee discussed fees. Dr. Galo and Dr. LaBillois explained that in order to bring forward to the Committee a recommended fee structure for tuition-based programs, it would be helpful to understand the Committee's philosophy relative to fees. Discussion ensued relative to the full-day kindergarten, as well as high school athletic and activity fees. After lengthy discussion, the consensus of the Committee was that there should be user fees and fees are an offset designed to provide support to the operating budget. Further, relative to full-day kindergarten, the consensus of the Committee was that it should be fully funded; however, given that is it unlikely to be fully funded any time soon, there should be annual market adjustments made to the tuition.

Carlos Da Silva left at 11:03 a.m.

- 7.** The Committee discussed the Superintendent search. The Committee reviewed the draft of the Frequently Asked Questions (FAQ) document prepared for the meeting. Two documents were presented for discussion: a one-page document and a more comprehensive document. Discussion ensued relative to the documents and process. There was discussion about the clarity of the recent Facebook posting, as well as the establishment of Michelle Ayer and Liza O'Reilly as the spokespersons for the search process. The Committee also discussed the structure of future announcements from the Superintendent relative to the search process.

Ed Schreier left at 11:40 a.m.

The Committee decided to no longer keep a communication log and to discontinue use of the [schoolcommittee@hinghamschools.org](mailto:schoolcommittee@hinghamschools.org) email address.

Liza O'Reilly left at 11:52 a.m.

Dr. LaBillois distributed the text Culturize to the Committee and explained that this text is being read and will be discussed by the Leadership Team.

- 8.** On a motion by Kerry Ni and seconded by Libby Lewiecki,

It was

Voted: To adjourn at 11:53PM.

Respectfully Submitted by:  
Kay Praschma

## Meeting Documents

9-15-18 Planning Meeting - 5 Year Vision

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9-15-18 Planning Session Agenda.pdf 

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Item 3 Enrollment.pdf 

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Item 4 Five Year Strategic Plan 16-21.pdf 

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Item 5 Excerpts from FY19.pdf 


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Item 5 FY19 Budget Worksheet.pdf 


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Item 5 Needham - Hingham HR Personnel Organization.docx

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Item 6 Fee Memo.docx 


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Item 6 FeeComparison.xlsx 

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Item 6 Kindergarten Count.pdf 


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Item 7 Handout with Timeline - version 4 - clean copy.docx 


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Item 7 Handout with Timeline - version 4.docx 

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Planning Meeting 2018.pptx 

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Superintendent Search FAQs - DRAFT 

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Superintendent Search FAQs - DRAFT - NESDEC comments...