

MINUTES OF THE HINGHAM SCHOOL COMMITTEE

October 15, 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, and Ed Schreier

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

Visitors Present: Katherine Florek, Tony Keady, Lori Jacobs, Ceci Hanlon, Kathleen LeBlanc, George Danis, June Gustafson, Emma Quilty, Kevin Quilty, Cindy Barrett, Diane Eikinas, Jane D'Allesandro, Catherine Rein, Mary Eastwood, Leanne Turnak, Maryellen Dever, Becky Case, Paul Heanue, Scott Cyr, and Kim Kerr.

2. Approval of Minutes

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

It was

Voted: To approve the minutes of the September 10, 2018 School Committee Meeting.

2.2 Liza O'Reilly moved to approve the minutes of the September, 15, 2018 School Committee Planning meeting, and it was seconded by Kerry Ni. Discussion ensued about Section 5, the FY'20 budget. Liza O'Reilly proposed a change that the consensus was for a level services budget with the needs based items identified. Carlos Da Silva recalled that the Committee had discussed that the primary items would be Foster School projects. Liza O'Reilly withdrew the motion.

It was

Voted: To table the minutes of the School Committee Planning meeting held on September 10, 2018 until the next meeting.

3. Questions and Comments None

5.2 Student Communications: Taken out of order. Emma Quilty commented that the year is off to a good start. Many students and staff attended the NEPHCure walk in honor of Andrew Warhaftig. A coin war is taking place to raise more money for NEPHCure. During September, the League of Women Voters attended lunches at HHS to help students register to vote. School participated in drives to help the victims of the Columbia Gas explosion. Kids will be helping out at elementary schools with fall fairs and Halloween parties. Sports are doing well. *Urinetown* is the fall production and will be held on November 16 and 17, 2018. School Spirit week and Homecoming are this week. A message from SADD, please use your seatbelts.

4. Superintendent's Report

Dr. Galo noted the passing of Chrisanne Gregoire, long time School Committee member. Her services are on November 3, 2018. Dr. LaBillois provided an overview of "Toolbox," a new social emotional curriculum.

5. Communications

5.1 Superintendent Communications: DESE Monitoring Review letter for 2018-2019 was received with the timeline for the scheduled Tiered Focused Monitoring. Dr. Galo also noted the September and October Facilities Report.

5.3 Other Communication: None.

6. New Business

- 6.1 The Committee heard the South Elementary School School Council Report. Mary Eastwood, Principal of South School, was in attendance to provide a report of the 2017-2018 South School Improvement Plan, as well as a presentation of the 2018-2019 South School Improvement Plan. Goals last year focused on encouraging academic excellence for all students, developing students' physical and emotional well-being and awareness of social responsibility, continuing parent/community awareness of school activities, promoting communications and collaboration with parents and community, and increasing awareness of safety in and around the building.

Principal Eastwood then presented the 2018-2019 South School Improvement Plan to the Committee. This current school year South School will focus on encouraging academic excellence for all students, developing students' physical and emotional well-being and awareness of social responsibility, continuing parent/community awareness of school activities, promoting communications and collaboration with parents and community, and increasing awareness of safety in and around the building.

- 6.2 The Committee heard the East School School Council Report. Tony Keady, Principal of East School, was in attendance to provide a report of the 2017-2018 East School Improvement Plan, as well as a presentation of the 2018-2019 East School Improvement Plan. He introduced the members of his staff in attendance. Principal Keady commented on Goal 1, to improve student outcomes in the area of English Language Arts, as measured by standardized testing, and reported that all action steps are completed but overall the goal is still ongoing, as he and the staff analyze MCAS data just received for MCAS from Spring 2018. Goal 2, to improve student learning in the area of Mathematics, is completed and they are in the process of fully analyzing Spring 2018 MCAS results. Goal 3 was to improve partnership with the East School community. The career week will be moved to this year's SIP. A parent book group meeting was lightly attended so they piloted a new idea – parent socials. A local parent hosted this group where they watched a Ted talk about raising kids today. The PTO will continue to host meetings at homes instead of in the school to see if this increases attendance. For Goal 4, partnership with police and fire is ongoing. John Walden meets with parents and some members of the fire department have been invited to lunch. An after school enrichment program with Hingham Recreation was piloted last year and has been successful. East School is continuing with that this year. For Goal 5, Becky Case was instrumental with creating CREW (community respectful explorers working together) where children and each staff member are put into vertical teams. The crews stay together throughout the children's years at East School and help build a different sense of community. Intervention groups for students with social-emotional needs is going well. "Toolbox" is going well, as is social thinking and Responsive Classroom.

Principal Keady explained the School Improvement Plan data gathering process and the budget process used to develop this year's plan. He then presented the 2018-2019 East School Improvement Plan. This year, the East School will focus on increasing student achievement in ELA and Mathematics, strengthening connections with East School families and the community, and refining existing programs and implementing new programs to support social-emotional learning.

- 6.3 The Committee received a revised draft of the proposed FY'20 Budget Guiding Principles that incorporated comments made at the last meeting.

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

It was

Voted: To accept the proposed FY'20 Budget Guiding Principles.

- 6.4 The Committee received a recommendation from the Long Range Planning Committee regarding Green Communities. Ed Schreier spoke on behalf of the Long Range Planning Committee and as a member of the Energy Action Committee. He introduced Brad Moyer, Scott Cyr, Nicole Sanchez and

Paul Heanue. After giving some background information about Green Communities designation, Ed Schreier and Carlos Da Silva recommended that the committee support the joint Town/School effort.

Liza O'Reilly asked if we vote tonight, when will we begin to see opportunities. Scott Cyr replied that tonight is the first step and then there will be a Board of Selectmen presentation. If both approve, they will submit an application on October 26, 2018 and will find out by December if we are designated. If designated, we would be awarded money in January or February, 2019. Ed Schreier asked about the timing and the overlay with Town capital outlay projects. This award would happen after or at about the same time. Liza O'Reilly asked that Scott Cyr speak with the Selectmen about the capital outlay.

On a motion by Ed Schreier and seconded by Carlos Da Silva,

It was

Voted: To support the joint Town/School effort to obtain the Massachusetts Green Communities Designation by expending funds received in consideration of such designation on projects outlined in the energy efficiency plan once such plan and funding becomes available and by adopting the Town Vehicle Efficiency Guidelines.

6.5 The Committee received language from the HEA Unit A contract about the sick leave bank. The School Committee will designate three administrators to serve on the Sick Leave Bank Committee. The HEA will designate three members as well. The Salary and Negotiations Subcommittee and the Superintendent recommend John Ferris, Mary Eastwood and Katie Roberts serve on the Committee.

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

It was

Voted: To appoint administrators John Ferris, Mary Eastwood and Katie Roberts to serve as the three administrators for the HEA, Unit A, Sick Leave Bank Committee for the 2018-2019 school year.

6.6 The Committee received instructions in preparation for the annual Superintendent evaluation scheduled for November 5, 2018. Michelle Ayer noted that each committee member will fill out an evaluation form 2017-2018 goals and asked that those forms be returned to her no later than October 26, 2018. She will then compile the remarks into one document.

6.7 The Committee heard an update of the Superintendent search process.

The Search Committee has concluded the focus Groups and online survey:

- Four open forums were held for parents and community members
- Invitation-only forums were held for Staff, Town Hall Staff and Special Education parents or guardians
- 298 people responded to the online survey. It was open to all including staff, parents, guardians and community members
- One-on-One interviews were conducted with key individuals including the Town Administrator, Board of Selectmen, Chief of Police, specific staff members and others.

NESDEC has compiled all of this information from the community and key stakeholders into a draft of a "Successful Candidate Profile." The School Committee has the draft and the next step in this process will be a Salary & Negotiations Subcommittee meeting with participation from the full School Committee on Thursday, October 18th. NESDEC will join the meeting to discuss the draft and agree on a final profile. The Screening Committee and School Committee will use this "Successful Candidate Profile" to help evaluate applications and candidates.

In addition, the School Committee has completed the process to form a Screening Committee to assist in evaluating applications and interviewing a select group of candidates to recommend several finalists for School Committee consideration. The School Committee invited select groups to appoint representatives including the School Principals, Department Directors, Teachers, PTOs and SEPAC. Thank you to all of them for meeting our requested deadlines. On October 11, 2018 the School Committee met to select the two At-Large members. We received 24 applications from a wide range of talented and experienced citizens. It was a very difficult decision due to the quality of the candidates. Thank you to everyone who took the time to apply and offer your services. As previously stated, the School Committee committed to seek At-Large members who would balance the knowledge, expertise and connections to the Hingham Public Schools that the 13 appointed members brought to the Screening Committee. The seven of us identified several criteria that we were specifically seeking for the two At-Large members:

- Knowledge and experience with technology
- Experience with special education program design and development
- Communications professional and talents
- Experience working with schools other than Hingham

We also tried to find applicants that both have younger children and who represent new voices because they have not previously served on a school or town committee.

We are pleased to share that we found two people who meet these criteria. The two At-Large candidates both have pre-school age children and have not served on town committees. One is a technology entrepreneur who designs and develops software for the education field. The other is a Speech Pathologist and Reading Specialist who has worked in another school district for more than 10 years.

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

It was

Voted: To establish the screening committee of 15 appointed members.

- 6.8 The Committee received notification of the Hingham High School overnight band and orchestra field trip to New York City on March 14 through March 17, 2019.
- 6.9 The Committee received notification of the Hingham High School overnight French class field trip to Montreal on March 21 through March 23, 2019.
- 6.10 The Committee received notification of the appointments of Alyssa DeLuca, long term substitute teacher at South School, effective October 31, 2018; Barbara Cullen, Food Service Technician at HHS, effective September 24, 2018; James Ferreira, bus driver, effective September 24, 2018, and Thomas Downey, paraeducator at HHS, effective September 27, 2018.
- 6.11 The Committee received notification of the resignation of paraeducators Nancy Brandi at PRS, effective September 28, 2018 and Amy Conboy at Foster, effective October 26, 2018.

7. **Other items as may not reasonably be known 48 hours in advance of the meeting.** Carlos Da Silva thanked Carol Britton Meyer of the Hingham Journal for her years of service and congratulated her on her retirement.

8. Subcommittee and Project Reports

Community Outreach: They met on October 12, 2018 to follow-up. They reviewed the Superintendent Search page on the website and how to best organize it. Joe Andrews talked to them about SitelImprove software. Dr. Galo will attend a webinar on October 30, 2018 to learn more about the software. The subcommittee talked to Stirling/Stackr about a website refresh. Stirling quoted \$39,500. The subcommittee will ask for other quotes. They also discussed the HPS Facebook page and the need to make sure that any communications are from the whole committee. Could the chair manage the SC communications? Should we create a SC Facebook page?

Long-Range Planning Committee: Carlos Da Silva thanked the Committee for approving the green initiative. Libby Lewiecki had completed the PRS playground application to CPC and is preparing a presentation to present the funding request to the CPC on November 14, 2018.

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

Salary & Negotiations: Will be meeting on October 18, 2018 at 7:30PM.

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

Special Education: Met with SEPAC on October 10, 2018 and had a rights and responsibilities presentation.

Carlos Da Silva welcomed Mary Ellen Dever from the Hingham Journal.

9. Adjournment

On a motion by Michelle Ayer and seconded by Liza O'Reilly,

It was

Voted: To Adjourn to Executive Session at 9:01PM, not to return to Open Session.

Ms. Ayer	Aye
Ms. O'Reilly	Aye
Dr. Schreier	Aye
Mr. Da Silva	Aye
Ms. Lewiecki	Aye
Ms. Ni	Aye

Respectfully Submitted by:
Libby Lewiecki

Documents included in meeting packet:

10-15-18 Agenda.pdf 

Item 2.1 9-10-18 Minutes.pdf 

Item 2.2 9-15-18 SC Planning Session Minutes.pdf 

Item 4 Toolbox Brochure.pdf 

Item 5.1 DESE Monitoring Reviews.pdf 

Item 5.1 Facility Dept September Report.pdf 

Item 6.1 South School Improvement Plan 17-18.pdf 

Item 6.1 South School Improvement Plan 18-19.pdf 

Item 6.2 East School Improvement Plan 2018-2019.pdf 

Item 6.3 FY'20 Guiding Principles Draft (2).pdf 

Item 6.4 Green Communities Background.pdf 

Item 6.5 Sick Leave Bank.pdf 

Item 6.6-1 Superintendent Review Process.pdf 

Item 6.6-2 Superintendent Rubric.pdf 

Item 6.6-3 HPS Superintendent Job Description.pdf 

Item 6.6-4 EndCycle-SumEvalReport-supt 17-18.pdf 

Item 6.7.1 - Screening Committee Members.pdf 

Item 6.7.2 - Screening Committee Names Announcement.pdf 

Item 6.8 HHS Music Trip to NYC.pdf 

Item 6.9 HHS Montreal Trip.pdf 

Item 8 Signed Warrants.pdf 