

WHITMAN-HANSON REGIONAL SCHOOL COMMITTEE MEETING
Minutes of September 13, 2017
Held at the Whitman-Hanson Regional High School

Meeting convened: 7:04 p.m.

Meeting adjourned: 8:35 p.m.

Members present: Robert Hayes, Daniel Cullity, Robert Trotta, Kevin Lynam, Michael Jones, Steve Bois, Robert O'Brien, Jr. and Fred Small (participated remotely due to geographic distance, left at 7:15 p.m.)

Members absent: Christopher Howard and Alexandria Taylor

Administrators present: Dr. Ruth Gilbert-Whitner, Superintendent of Schools
Dr. Patrick Dillon, Assistant Superintendent of Schools
Kyle Riley, Administrator for Special Education and Pupil Personnel
Christine Suckow, Executive Director of Business Services

Chair Hayes brought the meeting to order at 7:04 p.m. and announced the meeting was being broadcast live and recorded. Chair Hayes announced that Mr. Small will be participating remotely due to geographical distance. All votes will be by roll call.

Chair Hayes announced the following upcoming meetings and respective dates.

9/14/2017 -Capital Meeting – Whitman at 4:30 PM (Whitman Town Hall)
9/25/2017 -Regional Agreement Amendment Committee (RAAC) Meeting at 6:00 PM
10/4/2017 -Policy Sub-Committee at 4:00 PM
10/18/2017 -Facilities Sub-Committee at 6:00 PM
10/18/2017 -School Committee at 7:00 PM

APPROVAL OF MEETING MINUTES

August 31, 2017 School Committee meeting minutes

VOTE: Mr. Cullity motioned; Mr. Bois seconded; roll call voted to approve the meeting minutes of August 31, 2017 School Committee, as presented. The motion passed 6-0-2. Mr. Small and Mr. O'Brien abstained.

WARRANT SUBCOMMITTEE

Executive Director of Business Services, Christine Suckow, presented Warrant Subcommittee minutes of Warrant Subcommittee minutes of 5/25/2017, 6/8/2017, 6/21/2017, 7/7/2017, 7/20/2017, 7/27/2017, 8/3/2017, 8/17/2017 to be approved by School Committee.

VOTE: Mr. Cullity motioned; Mr. Bois seconded; roll call voted to approve the Warrant Subcommittee minutes of 5/25/2017, 6/8/2017, 6/21/2017, 7/7/2017, 7/20/2017, 7/27/2017, 8/3/2017, 8/17/2017, as presented. The motion passed 8-0-0.

The following warrants were presented and signed at the September 13, 2017 School Committee meeting.

Payroll warrant for 9/14/2017 in the amount of \$1,184,128.18 (P91417).

VOID for 8/31/2017 in the amount of \$1,716.13 (V83117).

Accounts Payable warrants for 9/13/2017:

<u>Warrant #</u>	<u>Amount</u>
091317FS	\$35,278.40
0913170	\$125.00
09131702	\$750.00

STUDENT ADVISORY REPORT

The School Committee Student Representative will be appointed during the month of September and will report out at a later date.

Chair Hayes took the agenda out of order to accommodate presentations and proposals.

NEW BUSINESS

Delayed Opening – PSATs

High School Principal, Jeffrey Szymaniak, proposed a high school schedule change in order to administer the PSAT (Preliminary SAT) to Grades 10 and 11 within the school day. Mr. Szymaniak reported that the PSAT is typically administered on a Saturday morning. The challenge is getting students to participate, and finding staff to proctor, on a weekend. The PSAT/NMSQT assesses the critical reading, mathematics, and writing skills students need for college and beyond. The PSAT is a great practice for the SAT and will help determine college and career readiness of students. Mr. Szymaniak proposed a modified late start or “reverse early release” on October 11, 2017 to facilitate the assessment as well as increase participation to students in Grades 10 and 11. Students in Grades 10 and 11 would report to school at 7:05 a.m. to participate in the exam. Students in grades 9 and 12 would not have to report to school until 10:15 a.m., but will be given the option report at 7:05 a.m. Those students would be contained in the Student Dining Hall or Dr. John F. McEwan Performing Arts Center while the PSAT is administered in classrooms throughout the building. Mr. Szymaniak confirmed that the PSAT is not a mandated exam but is one of the benchmarks for college readiness.

VOTE: Mr. Trotta motioned; Mr. O’Brien seconded; roll call voted to approve the reverse early release day on October 11, 2017 at the Regional High School in order to administer PSAT exams for students in Grades 10 and 11 at 7:05 a.m., as presented. The motion passed 7-0-1. Mr. Small abstained.

Mr. Small left the meeting at 7:15 p.m. due to audio difficulty.

Health Insurance – NFP Senior Director –Ken Lombardi

NFP Senior Director, Ken Lombardi, presented information about employee health insurance. Currently, the District follows a Joint Purchasing Group or JPA. Examples of this include Mayflower Municipal Health Group, Group Insurance Commission (GIC), Massachusetts Interlocal Insurance Association (MIIA), and Gateway Municipal Health Group. The purpose of JPA is to spread the risk of health insurance over a large body to reduce expenses. However, NFP does not believe larger is always better. Mr. Lombardi asked the Committee to consider a complete review of health insurance to allow decisions on different approaches and options. For example, the District may consider joining with Abington Public School or a join new JPA, or even develop its’ own plan for a more favorable arrangement rate structure. The research would be based on claims data outperforming MMHG group. Mr. Lombardi discussed withdrawals of nearby towns and districts from existing JPA’s. One town joined GIC, while another went directly to the carrier, Blue Cross/Blue Shield (BC/BS) for its own plan. NFP would represent the Whitman-Hanson Regional School District to BC/BS or Harvard Pilgrim (HP) underwriters for analysis, to determine if the carriers can offer better pricing. NFP would then make recommendations with the understanding of the goals and objectives of the District. NFP will report back to the Business Office after an analysis of claims from MMHG.

SUPERINTENDENT’S REPORT

Introduction – Interim Central Office Administrator

Dr. Whitner introduced Rosamond Dorrance, who has been hired as an interim Central Office Administrator, in the wake of the resignation of Dr. Patrick Dillon per the vote of the School Committee on August 31, 2017. Mrs. Dorrance will cover a variety of Central Office Administration responsibilities including curriculum and professional development for staff. Mrs. Dorrance previously worked in the

Wilmington and Tewksbury Public Schools, as well as the Whitman-Hanson Regional School District. Mrs. Dorrance will begin on October 2, 2017. Mrs. Dorrance provided a brief history of her background and work experiences in education.

Personnel 2017-2018

Dr. Whitner reported on personnel staffing and movement. It was important to note that of the new hires, most were filled to cover vacated position through attrition, non-renewals, and resignations.

Superintendent's Self-Assessment and Proposed Goals

Dr. Whitner presented her goals for the 2017-2018 school year. The Superintendent's goals are intended to forward the mission of the Whitman-Hanson Regional School District to provide each student with a high quality education that promotes responsible citizenship and fosters career and college readiness. In January, the Superintendent will provide the Regional School Committee with a mid-year update in order to discuss the progress on each goal with a final evaluation at the conclusion of the school year. The Superintendent's goals are also aligned with the Three Pillars for our Success and the Strategic Objectives and Initiatives, the Action Plan, and Model Rubrics for Superintendent. Additional work to action plans will occur in early October. Dr. Whitner drew attention to several projects for the 2017-2018 school year that will foster the achievement of the strategic objectives and initiatives of the Strategic Plan. They include the Resource Allocation and District Action Reports (RADAR) project, a MA Department of Elementary and Secondary Education (DESE) initiative that supports strategic planning and budget decision making, the Excellence in Social-Emotional Learning (exSEL) Network, which will improve our capacity to use academic and behavioral data to design and implement a sustainable system focused on social and emotional learning, and the America Achieves project as a participant in the Massachusetts Network of Schools taking the OECD Test. The Organisation for Economic Development (OECD) developed their test for schools based on the Programme for International Student Assessment (PISA), a triennial international assessment which aims to evaluate education systems worldwide by testing the skills and knowledge of 15-year-old students. In addition, the closing of the Maquan School, the moving of the pre-school to the high school, the transitions of grade 5 at Indian Head School to Hanson Middle School and Kindergarten through grade 2 to Indian Head School, the alignment of student services, the updating of the regional agreement, and negotiations will dominate the Superintendent's efforts on behalf of the Whitman-Hanson students during the 2017-2018 school year. The Superintendent presented a template of her self-assessment, identified four goals for this school year, and an overview of the Superintendent Rubric.

In the Self-Assessment, Administrators examine their own practices in relation to the Standards and Indicators for Administrators by identifying areas of strength and areas for improvement/development.

Standard 1: Instructional Leadership. The education leader promotes the learning and growth of all students and the success of all staff by cultivating a shared vision that makes powerful teaching and learning the central focus of schooling.

Assessment of Practice:

Since regionalization and the onset of the Massachusetts Curriculum Frameworks over twenty years ago, the alignment of the curriculum standards with content instruction has been an ongoing process. In those twenty years, standards have been revised multiple times and assessments have changed as well, both at local and state levels. Because our overarching goal is to ensure that all students are career and college ready, the implementation of a cohesive and aligned educational program is of the utmost important. The 2016-2017 school year was the second year of district-wide curriculum coordination from K-12 in the areas of English Language Arts, Mathematics, Science, and History/Social Studies. Although numerous models for curriculum coordination and alignment have been used at Whitman-Hanson, the implementation of a model with dedicated content specialists with a firm commitment to alignment and transitions exceeded expectations. As we begin the third year,

Instructional Leadership must include growth mindsets, student engagement, and data collection and analysis. Although support services exist across the District to address social and emotional learning a consistent alignment of services is needed to ensure that all students are available for learning.

Standard 2: Management and Operations. Promote the learning and growth of all students and the success of all staff by ensuring a safe, efficient, and effective learning environment, using resources to implement appropriate curriculum, staffing, and scheduling.

Assessment of Practice:

Progress has been made in the area of Human Resources under the leadership and guidance of Dr. Dillon, Mrs. Suckow, and the support personnel in Central Office. Over time, greater efficiencies have been realized with the development of a human resources website and increased benefits for staff. During the 2017-2018, several members of central office will be participating in professional development class for Human Resources certification. During the 2016-2017 school year, the high school schedule was revised to transition from a trimester to a semester schedule. This schedule also allowed for late starts, providing opportunities for collaboration. Class size numbers throughout the District are at reasonable levels in core curricular classes. However, some non-core classes are larger than desirable. In 2016-2017, the Facilities Department implemented a new work order system through School Dude in order to improve record-keeping of projects and expenses. While some progress has been made, teacher use of the system needs to improve. Safety and security programs continue to improve with improvement of entrances in schools, the ongoing development of CEMP, and ongoing collaboration with town safety and security, especially the School Resource Officers.

Standard 3: Family and Community Engagement. Promotes the learning and growth of all students and the success of all staff through effective partnerships with families, community organizations, and other stakeholders that support the mission of the school and district

Assessment of Practice:

Communication continues to be the key to family and community engagement. Throughout the 2016-2017 school year, multiple methods of communication were used to engage stakeholders. Nevertheless, there is always more that can be done. Last fall, the District launched a new website which served as another means for developing partnerships. Kyle Riley, Assistant Superintendent of Student Services, works with the ESL teachers to provide information to families where English is not the first language. Communication is also supported by School Messenger, Infinite Campus, Twitter, the website, weekly and monthly newsletters, and regular articles in the Whitman and Hanson Express. Organizations, including the Title I Parents' Council, the Special Education Parents' Advisory Council, PTOs, PACS, School Councils, and the Panther Education Trust function to establish ongoing district, family, and community involvement and understanding. District-wide communication is a priority. Administrators understand that phone calls and emails are to be responded to regularly and professionally, and I do the same. Ongoing communication about budgetary issues – revenue and expenses – is essential. Throughout the school year, central office administrators attend meetings of the Board of Selectmen and Finance and Capital Committees.

Standard 4: Professional Culture. Promotes success for all students by nurturing and sustaining a school culture of reflective practice, high expectations, and continuous learning for staff

Assessment of Practice:

All staff receives a weekly update from me that highlights the educational issues, events, and initiatives. The Central Office Team meets weekly. The Leadership Team (principals, central office administrators, and curriculum directors) meets twice a month to discuss an array of educational issues. The Administrative Team (the Leadership Team plus coordinators and assistant principals) has been active in the Planning for Success process. For the 2017-2018 school, Leadership Team meetings will be interspersed with meetings with the Superintendent and principals.

At Whitman-Hanson, union and non-union employees are student-centered and continue to go above and beyond for children. The product of the 2016-2017 Safe and Supportive Schools grant is an action plan for schools and the District that will provide direction in the alignment of student services that promote social and emotional learning.

Dr. Whitner presented four proposed goals and highlighted strategies, resources and accomplishments of each.

SMART Goal 1: To monitor and evaluate the accomplishments of Pillar #2: A Cohesive PreK-12 System of Teaching and Learning in the context of the Curriculum Directors' instructional leadership at the elementary, middle, and high schools. Specific Areas: Professional Development, Atlas Rubicon, OECD, Reading, Student Achievement

SMART Goal 2: To provide leadership in the transitions involved in the closing of the Maquan Elementary School. Pillar #2 A Cohesive PreK-12 System of Teaching and Learning and Pillar # 3 Safe and Secure Schools

SMART Goal 3: To improve our capacity to use academic and behavioral data to design and implement a sustainable system focused on social and emotional learning. Pillar # 1: Every Child, Every Day with Healthy Minds and Healthy Bodies

SMART Goal 4: To develop a long-term financial plan that extends funding for schools beyond level services.

VOTE: Mr. Trotta motioned; Mr. Bois seconded; voted to approve the Superintendent's Goals for FY 2017-2018, as presented. The motion passed unanimously.

Budget Report FY2017-2018

Christine Suckow reviewed the year to date revenue and expenditures reports. Mrs. Suckow highlighted the charter school, transportation reimbursement, and homelessness reimbursement line items and structure of payment from the state. She also noted that the interest income line is higher than anticipated, due to an increase in rate on return than in previous years.

OLD BUSINESS

Reschedule Budget FY2018-2019: School Committee & Towns of Whitman and Hanson

Budget FY2018-2019: School Committee & Towns of Whitman and Hanson

Chair Hayes suggested a tentative meeting tentative date October 5, 2017. The direction of the Subcommittee, the structure of the meeting, and its purpose will be discussed at the meeting.

Maquan Closing Update

Dr. Dillon reported the Maquan School Transitional Team met over the summer to further discuss and position considerations and tasks. The next step in the process is an analysis and location for special education programs. A meeting is scheduled for September 14 to review project tracker of each of the four phases. Dr. Whitner added an informational forum will be held in the fall for parents and community members.

NEW BUSINESS

Teacher Leader Job Description – Revision

Dr. Whitner reported that language in the current job description for a teacher leader is antiquated and needs to be updated. A copy of the revised Teacher Leader job description was presented for approval.

VOTE: Mr. Trotta motioned; Mr. Bois seconded; voted to approve the revised Teacher Leader job description, as presented. The motion passed unanimously.

Policy Removals

Chair Hayes reported the policy Sub-committee met and recommended removing the following policies

from the District policies. This resulted from a review of redundant/unnecessary policies. Please let me know if you need anything further or if there is someone else I should be sending this request to for policy updates.

DJG – Vendor Relations

IJJ – Textbook Selection (included in IJ – Instructional Materials)

IJK – Supplementary Materials - (included in IJ – Instructional Materials)

JICG – Tobacco (included in JICH Alcohol, Tobacco, and Drug Use Prohibited)

JRA-R –Student Records (Available on DESE website)

KEC – Complaints about Materials (Included in KE – Public Complaints)

VOTE: Mr. Trotta motioned; Mr. Bois seconded; voted to approve the removal of policies DJG – Vendor Relations, IJJ – Textbook Selection (included in IJ – Instructional Materials), IJK – Supplementary Materials - (included in IJ – Instructional Materials), JICG – Tobacco (included in JICH Alcohol, Tobacco, and Drug Use Prohibited), JRA-R –Student Records (Available on DESE website), KEC – Complaints about Materials (Included in KE – Public Complaints) as discussed. The motion carried unanimously.

Mayflower Municipal Health Group Board Representative – Alternate

Dr. Whitner announced that Dr. Dillon was the Alternate for the Mayflower Municipal Health Group (MMHG) Board Representative. The District is required a new alternate in the wake of Dr. Dillon's resignation. Mary Jo Lipson, WHRSD Staff Accountant, was recommended.

VOTE: Mr. O'Brien motioned; Mr. Bois; seconded; voted to appoint Mary Jo Lipson, Staff Accountant, as the Alternate for the Mayflower Municipal Health Group Board Representative, as discussed. The motion passed unanimously.

Surplus

ELA Department Surplus request

VOTE: Mr. Cullity motioned; Mr. Bois; seconded; voted to declare outdated materials and books for the English Department as surplus, as presented. The motion passed unanimously.

Facilities Department Surplus Request

The Facilities Department requested declaring the following custodial equipment/materials as surplus. This includes items that are outdated, in poor condition, out of order, and no longer used by the Whitman-Hanson Regional School District.

- 1- 1953 Navy Surplus Dentist Chair
- 12- custodian carts year
- 6- wax covered mop buckets year
- 3- non working floor fans year

VOTE: Mr. O'Brien motioned; Mr. Bois; seconded; voted to declare custodial equipment/materials as surplus as they are either outdated, in poor condition, or out of order, and are no longer used by the Whitman-Hanson Regional School District. The items included a 1953 Navy surplus dentist chair, custodial carts, mop buckets, and floor fans. The motion passed unanimously.

Acceptance of Gifts

Athletic Department Donation

VOTE: Mr. Cullity motioned; Mr. Bois seconded; voted to accept the donation from Collins Sports medicine of four boxes of tape valued at \$225.00 for us in Sports Medicine class at the high school, as presented. The motion passed unanimously.

Field Trip Requests

High School

VOTE: Mr. O'Brien motioned; Mr. Bois seconded; voted to approve the out-of-state field trip request to University of Rhode Island for the Experimental Learning Leadership Program on October 18, 2017, as presented. The motion passed unanimously.

VOTE: Mr. Cullity motioned; Mr. Bois seconded; voted to approve the overnight field trip request for the high school Habitat for Humanity Club for Shantytown on October 5-6, 2017, as presented. The motion passed unanimously.

SUBCOMMITTEE REPORTS

Policy Sub-Committee

Dr. Whitner reported the Subcommittee met to review current policies, consider new policies and eliminate outdated policies. In addition, Massachusetts Laws acts relative to Gender Identity and Transgender Anti-Discrimination were discussed and the development of a District gender identity policy is in process. At the next meeting scheduled for October 4, the Sub-committee will review a number of policies as recommended by MASC for language updates. The Sub-committee will also review policy on gender equity.

Facilities and Capital Improvements Sub-committee Report

Mr. Cullity reported that the Facilities and Capital Projects Subcommittee met earlier in the evening prior to the School Committee meeting. The lighting project for the tennis courts was discussed. It was the consensus of the Subcommittee to use the remaining funds from the tennis court installation project to fund the lighting installation for the tennis courts, through cost saving programs with Energy Conservation, Inc. for lighting materials and South Shore Vocational Technical High School SSVT student work program for labor and installation. The Subcommittee voted to recommend funding the lighting project with the remaining \$15,000 from the tennis court installation' to the School Committee, for a vote of approval.

VOTE: Mr. Trotta motioned; Mr. Bois; seconded; voted to fund the installation of a lighting project at the high school tennis courts, as discussed. The motion passed unanimously.

Mr. Cullity also reported on a small construction project at the Conley School for an outdoor classroom. A proposal to build the outdoor classroom structure through SSVT student work program was presented. The Conley PAC will provide funding for the project. The Subcommittee voted to recommend approving the outdoor classroom project at the Conley School to the School Committee, for a vote of approval.

VOTE: Mr. Bois motioned; Mr. Trotta; seconded; voted to approve the outdoor classroom project at the Conley School, funded by the PAC, as discussed. The motion passed unanimously.

Legislative Update

There was nothing new to report.

Pilgrim Area Collaborative Representative Report

Mr. Bois reported the next meeting is in October.

Negotiations Sub-Committee

Chair Hayes anticipates receiving a letter from the Whitman Hanson Education Association (WHEA) to commence bargaining and establish ground rules within the next thirty days. Chair Hayes reported a subcommittee may not consist of a quorum of the School Committee. Currently, six members are on the Negotiations Subcommittee and one School Committee must be removed from the Subcommittee.

Regional Agreement Amendment Committee

The Regional Agreement Amendment Committee (RAAC) will meet on September 25, 2017 at 6:00 p.m. at the Regional High School.

VOTE: Mr. Cullity motioned; Mr. Bois; seconded; voted to adjourn the meeting at 8:35 p.m. The motion passed unanimously.

Minutes respectfully submitted by Michelle Lindberg

Packet Materials

- 1) School Committee Meeting Minutes of August 31, 2017
- 2) Warrant Subcommittee meeting minutes:
 - a. (5/25/17, 6/8/17, 6/21/17, 7/7/17, 7/20/17, 7/27/17, 8/3/17, 8/17/17)
- 3) Superintendent's Self- Assessment and Goals 2017-18
- 4) Memo from High School Principal Szymaniak, proposed schedule change for PSATs
- 5) Job description: Teacher Leader – Revised
- 6) Memo from Superintendent - List of Outdated Policies
- 7) Surplus request - English Department
- 8) Excellence in Social-Emotional Learning (exSEL) Network email
- 9) Notification to Towns –Certify FY2018 Budget

Additional Handouts Include:

Year to Date Revenue and Expenditures Reports

Field Trip Requests

High School out of state trip to URI

High School overnight Habitat for Humanity

Insurance Agenda

Warrants

Facilities Department surplus request

Athletic Department donation request