

Town of Hanover  
Advisory Committee  
550 Hanover Street  
Hanover, MA 02339

Meeting Minutes

Wednesday, October 29, 2014

**Opening:**

Chairman Chris Martin called the meeting to order at 7:00 p.m.

**Committee Attendees:**

Chris Martin, Angela Blanchard, Wayne Moores, Donald White, Jerry O'Hearn, Joan Port-Farwell, Ted Hickey and Sandy Hayes

**Absent:**

Helen Graves

**Other Attendees:**

Janine Smith, Director of Municipal Finance

Robert Murray, Facilities Manager

Deborah St. Ives, Assistant Superintendent

Thomas Raab, School Business Manager

Nancy Dutton, Math Coach

Will Mariner, Chairman School Committee

**Introduction to New Members**

Chairman identified newly appointed member Sandra Hayes.

Each committee member introduced themselves and shared past and current volunteer experiences and how long they have lived in the community.

### **Committee Vote for Vice Chairman and Secretary**

Chairman Chris Martin nominated Helen Graves for Vice Chairman. The motion was seconded by Donald White. The vote was taken and accepted unanimously.

Angela Blanchard nominated herself for Secretary. The motion was seconded by Jerry O'Hearn. The vote was taken and accepted unanimously.

### **Presentation and Discussion on Major School Initiative in FY16 Budget**

Assistant Superintendent, Deborah St. Ives, Math Coach, Nancy Dutton, School Business Manager, Dr. Thomas Raab and Chairman of the School Committee, Will Mariner discussed the Vision 2020 Project. The School Administration and School Committee feel that the Math program is top priority. A handout, titled "Vision 2020 Summary" was distributed to the group and is attached to these minutes. The group of school representatives walked through the information on the handout.

Dr. Thomas Raab distributed a handout, titled "Vision 2020 FY16 Mathematics Evaluation – as of October 29, 2014". A copy is attached to these minutes. This displayed the anticipated costs of the initiative. Dr. Raab reviewed a few key assumptions that he used when developing the information. They are listed out below.

#### Assumptions:

1. All prices shown are from catalogs – before working with vendors through the Chapter 30B
2. Licenses are shown as one year but normally would be 4-6 years
3. 240 students in each grade level – which is upper limit
4. Components shown are from PILOT program, however teachers after using all the components may decide not all are necessary
5. Math coach position would go from 0.6 to 1.0 FTE
6. Technology component listed 93 projectors – one for each regular education classroom

Chris Martin asked whether or not the program could be successfully implemented without the technology piece. Assistant Superintendent St. Ives responded that it could be completely implemented and implemented well even without the technology piece.

Some general discussion regarding SMART boards and the projections in the proposal occurred. Assistant Superintendent St. Ives stated that the vendor has assured them that the projectors can do more than SMART boards. She also confirmed that the use of the projectors would not just be for the Math program, but all classroom programs when possible.

Committee member Don White inquired as to the impact on Grades 9-12 since the proposed program in K-8. The Vision 2020 committee includes two high school math teachers to help determine just what that impact will be for those grades.

Committee member Sandra Hayes inquired on what other towns were looked at when comparing other towns. A list of those towns is attached to these minutes. Assistant Superintendent St. Ives noted that the committee looked at the MCAS scores and focused on the largest growth since implementing the program. The committee also looked at where students were at the beginning of the year versus the end of the year.

Committee member Don White asked how many programs were looked at to determine which was to be proposed to be used. A listing of the programs is attached to these minutes. The Vision 2020 Committee reviewed over 20 programs.

Chairman Chris Martin asked what other items the committee may anticipate seeing in the FY16 school budget request. Business Manager, Dr. Raab noted that teach negotiations were going on currently for their new contract. Superintendent Matt Ferron is working with principals to identify staffing needs. The plan is to look internally first to satisfy the need before placing it in the requested budget. School Committee Chair, Will Mariner said that the school would be looking for a level service budget. They may also present initiatives in addition to level service. The \$500k special education article that was voted at the last town meeting is being used and is already dedicated to specific students in the school system. At this point in time, it was unknown as to whether another town meeting article will be needed and if one is how much would be needed. The original intent of the articles was to provide a savings account to help subsidize unanticipated placement costs. The School Committee will again be setting up a budget subcommittee as they did last year. It was very helpful to have former Advisory Committee member, Jim Van Arsdale, attend those meetings. This upcoming year another member will be asked to join the subcommittee.

A brief discussion on the Center School MSBA project took place. It is estimated that there may be shovels in the ground in 2 years. Per the MSBA, construction would occur between 3-6 years from now. The project has been progressing well. The discussion included the funding component and impact on taxes. The Town has some existing debt rolling off in the next few years and the hope is that the timing is right for the new project financing.

Don White asked if the committee would see another proposal next year for another area of the curriculum. Assistant Superintendent St. Ives stated that all curriculums should be reviewed every five (5) years. After the Math program is addressed, the School will select another area.

#### **Update on Facilities Projects**

Facilities Manager, Robert Murray, provide an update to the committee. A handout was distributed and is attached to these minutes that listed each town meeting article and a status update. Mr. Murray shared with the committee the news that the Town was awarded another round of Green Communities grant funds. This would lessen that amount needed to be expended from the articles approved for the

energy management control systems. Any unexpended funds will be used as a funding source for new articles. The final cost of painting Center School exterior finishes was about \$20k. This was slightly over the amount of the article. The extra expenses were absorbed in the FY15 facilities budget. The fire study included four different locations and was almost done. The Fire Department secured the \$100k grant to assist with the installation of a sprinkler system at Fire headquarters. Mr. Murray assured the committee that the sprinkler system work would not damage the insulation work that was done last year. The bid specs were written in such a way so that the vendor would need to repair any damage to the insulation. It would not be a town expense. Some items that are on the radar for the upcoming year include two schools roofs that were listed on the five (5) year capital plan presented last year, replacement of two smoke hatches at Center School and removal of carpet at Cedar School. The smoke hatches are located over the auditorium. They are old, rusted and leaking. The estimated cost for this is about \$40k. The carpeting in Cedar school has been before the committee years ago and was pushed off according to committee member Don White. The carpet is unhealthy and has the potential to create respiratory issues. This would be replaced with rubber flooring. Chairman Chris Martin asked if this project could be addressed a few rooms at a time. Mr. Murray said it could be that way. The access control systems were put in place in stages at the schools. The project is almost completely done. Center/Sylvester is on line and feedback is very positive from staff. Cedar will be ready on Tuesday, November 4<sup>th</sup> and then the Middle School.

#### **Brief Overview Center/Sylvester Project for New Members**

The Chairman briefly reviewed the project. It will be an additional wing to Center School. The Sylvester School will not be a school but will need to have a reuse identified. It needs to be considered that the Sylvester School was a gift.

#### **Continued Discussion on Community Preservation Act**

Committee member Joan Port-Farwell and the Chairman attended the last Community Preservation Committee (CPC) meeting. At this meeting, potential projects were presented. Ms. Port-Farwell briefly reviewed each project. The committee discussed the Community Preservation Act and the associated spending, both historic and future projects. Some discussion involved understanding Advisory Committee's role in the process of CPC recommended projects. There was also brief discussion on possibly reducing the CPA surcharge that appears on the tax bills from 3% to a lesser amount.

#### **Finance Director Update**

Finance Director, Janine Smith distributed three new or updated policies. They were related to the Alternative Posting Location for meetings, Sexual Harassment Policy and the Town's PCard Policy. The PCard Policy was recently adopted by the Board of Selectmen. It relieves employees from the financial burden of charging expenses to their personal credit cards. Many conference registrations, hotel stays, information technology license renewals and other certificates require payment by credit card. The Policy creates control and has limited balances for the cards issued. The Town Manager and Department Heads are the only positions that are issued cards.

**FY16 Budget**

Ms. Smith asked the committee to review budget documents from last year to provide feedback. This will help in preparing the FY16 budget documents.

**Meeting Adjourned 9:10 p.m.**

Don White made a motion to adjourn. The motion was seconded by Joan Port-Farwell and voted unanimously.

DRAFT

# Hanover Public Schools

**Matthew A. Ferron**  
*Superintendent of Schools*

**Deborah St. Ives**  
*Assistant Superintendent*



**Thomas R. Raab, Ed.D.**  
*Business Manager*

**Beverly Shea**  
*Director of Pupil Personnel Services*

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## Vision 2020 Summary

In October 2013, the Hanover Public Schools Leadership Team began discussions around academic strengths, challenges, and sustainability within current programming. Based on these discussions, Abrahams Report findings, feedback from teachers, summative data trends over time, community concerns, and the release of the 2011 Common Core State Standards (CCSS) it was clear math needed to be our top priority. In addition to the above information and data we analyzed recommendations from the National Council of Teachers of Mathematics (NCTM) and the *Guiding Principles for Mathematics in Massachusetts* which outline the essential components of a high-quality mathematics program. We currently do not have a program in Hanover that supports these guidelines. We began with our Leadership Team and created a vision of what the ideal math program would look like for our students spanning through 2020. It has been our goal from the beginning to adopt a comprehensive math program matched to student need at all levels while strengthening curriculum, instruction and assessment. By ensuring students are engaged in lessons fully aligned to the Common Core State Standards in Mathematics (CCSSM) we are creating a foundation for students to develop a depth of understanding and ability to apply mathematics to real-world issues and challenges. We are committed to a sustainable investment and to ensure a successful outcome our team has gone through a thorough vetting process.

Below is an outline of the work of our *Vision 2020* Committee:

### **Pilot Selection Process October 2013-July 2014**

- *Vision 2020* plan presented to School Committee, staff, and community.
- *Vision 2020* survey developed (Questions pertained to current program strengths and challenges and ideal characteristics).
- All math teachers and support staff were asked to participate in the survey (92% responded).
- Survey was reviewed and summarized for staff and School Committee (Summary sent to all staff).
- *Vision 2020* Math Leadership Committee was created (Volunteer staff and administrators).
- Surveyed surrounding towns on the current programs they are using and for how long.
- Analyzed high achieving towns based on overall math MCAS scores, researched math programs utilized, and for how long.
- Using the information from this research, multiple publishers were contacted to begin our review of materials.
- Revised the NCTM Principles and Standards document to guide us in the selection of a challenging and developmentally appropriate math curriculum.
- Read and discussed all relevant reviews on the programs included in the vetting process.
- Broke up into two teams; grades K-5 and grades 6-8.
- Created a "checklist" based on research by the Education Development Center to assist with the vetting process.

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*Superintendent of Schools*



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**Beverly Shea**  
*Director of Pupil Personnel Services*

- Several teachers “tried out” lessons from each of these programs.
- Textbook companies presented their programs to our teams.
- The grade K-5 & grade 6-8 math teams narrowed down the programs to their top two selections.
- Site visits were set up for both the grade K-5 and grade 6-8 teams to see the programs “in action” and discuss strengths and weaknesses.
- The grade K-5 team decided to pilot enVisionMATH 2015 edition (Pearson) and the grade 6-8 team chose to pilot CMP3 2014 edition (Pearson).
- Conversations with Pearson to negotiate our pilot proposal was completed (July 2014) and our pilot “roll out” plan was finalized.

#### **Current Pilot Activities (August 2014-November 2014)**

- Pearson shipped materials for two teachers at each grade level, at each school, K-8 to pilot beginning in September 2014.
- Professional Development for pilot teachers took place in early September. (Two teachers at each grade level, at each school)
- Regular updates about our progress have been presented at School Committee meetings, Curriculum Night and parent forums.
- A schedule of “open math classes” was created to allow for non-piloting staff to go in and observe the programs “in action”.
- Pilot teachers meet once a month to share their experiences, impressions, and reflections. These discussions are then shared at faculty meetings and in-service days.

#### **Next Steps (November 2014-January 2015)**

- The next formal training for piloting staff will be in November.
- Non-pilot teachers will be invited in to observe lessons.
- Our full Committee and grade level teams will continue to meet to support one another, reflect on program strengths and weaknesses, and discuss facilitation success and challenges.
- Community Forums for sharing information and gathering feedback will be organized.

As we move through the piloting phase, we continue to reflect upon research by the National Council of Teachers of Mathematics on the six principles of highly effective math programs. Our goal is to prepare our students for the future; we want them to be able to thrive in a globally competitive environment. To accomplish this we must ensure our teachers have the resources necessary to implement a mathematics program that is fully aligned to the CCSSM and can meet and accelerate learning for each of our students in Hanover.

# Elementary/Middle School Math Programs 2013-2014

## Pearson-

### enVisionMATH- releasing a new version for the 2014-2015 school year

Abington	K-5 pilot
Cohasset	K-5 year 1
Hopkinton	year 2
Marshfield	year 2
Middleboro	year 1
Norwell	year 2
Rockland	K-5 year 4
Scituate	K-6 year 1
Silver-Lake	K-3
Walpole	K-5 year 1
Weymouth	K-4 year 2
Whitman-Hanson	
Norton	K-5 Pilot
Canton	Year 1
Belmont	Year 1
Stoughton	Year 2
Southboro	
Medford	K-5 Pilot
Norwood	K-5 Pilot
Oxford	
Leicester	
Bedford	
Holliston	
Swampscott	
Dartmouth	

## Digits

Middleboro grades 6-8

## ConnectEd Math-CMP

Wareham	grades 7-8, 9-12 with algebra I, II geometry, and pre-calculus
Attleboro	grades 6-8
Millis	grades 6-8
Newton	grades 6-8

Salem

Westwood- No Program

## **McGraw Hill-**

### **Everyday Math**

Wayland	K-5
Abington	piloting Go Math and enVision
Franklin	looking to switch
Hingham	K-5 2007 edition
Hull	K-5 2007/2012 edition
Milton	K-5 8 years
Plymouth	K-6 2012 edition
West Bridgewater	
Wareham	K-6 more than three years
Carver	K-6 2012 edition
Attleboro	K-6
Duxbury	K-5 2007 edition
Dedham	K-5 2007 edition
Newton	
Westboro	
Millis	
Norwood	
Salem	
Lincoln	K-5
Lexington	K-5 2007 edition

### **My Math- (new this year)**

Norton	K-5 Pilot
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## **Houghton Mifflin-**

### **Expressions**

Somerset  
Norton (piloting Envision and My Math)  
Hanover  
Somerset  
Swansea  
Nantucket

Martha's Vineyard  
Chelmsford  
Dracut  
Sharon Pilot Year 1

**Investigations**

Cambridge  
Weston K-5  
Westwood K-5  
Arlington  
Wellesley  
Concord  
Newburyport

**GoMath**

Abington pilot this year  
Duxbury 6<sup>th</sup> grade only  
Norfolk  
Quincy Yr 2 K-5  
Barnstable

**Big Ideas**

Silver Lake grades 6-8  
Walpole grades 6-8 year 1  
Rockland grades 6-8  
Plymouth  
Quincy  
Braintree  
Silver Lake  
Westport  
Sharon  
Mansfield  
Walpole  
Chatham  
Dedham  
Sandwich  
Nantucket

**Triumph Learning (Formally Educational Design)**

Avon grades 2-6

# **Delta Education**

**Think Math-(created by Education Development Center 2008)**

Foxboro

# **Impact Math**

Lincoln

## **Top SGP scoring Towns on 2013 Math MCAS**

### **Grade 4**

1. Boxborough- enVisionMATH
2. Dover/Sherborn- Everyday Math
3. Concord- Investigations
4. Sudbury- Everyday Math
5. Weston- Investigations
6. Westwood- Investigations
7. E. Bridgewater- enVisionMATH
8. Lynnfield- Everyday Math
9. Lexington- Everyday Math (currently piloting envisions)
10. Wellesley- Investigations

### **Grade 5**

1. Mattapoisett
2. Freetown-Lakeville- Everyday Math
3. Avon- Everyday Math/ Destination Math
4. Concord- Investigations
5. Harvard- Investigations/ Addison Wesley
6. Dover- Everyday Math
7. Narragansett
8. Norton- Piloting enVisionMATH and My Math
9. Plainville
10. Sutton

### **Grade 6**

1. Lanesborough
2. Halifax
3. Nashoba

4. Plainville
5. Acton
6. Boxborough
7. Wayland- Everyday Math
8. Kingston- enVisionMATH
9. Avon- Everyday Math
10. Mattapoisett

### **Grade 7**

1. Newburyport
2. Carlisle- McGraw-Hill
3. Bridgewater
4. Watertown
5. Somerville
6. Southborough
7. Falmouth
8. Lexington
9. Needham
10. Medfield

### **Grade 8**

1. Carlisle- McGraw-Hill
2. Newburyport
3. Somerset
4. Stoneham
5. Foxboro
6. Free Town/Lakeville
7. Holyoke
8. Hopkinton
9. Medway
10. Wayland

**2014 ANNUAL TOWN MEETING – ACTION ITEMS**

<b>ARTICLE #</b>	<b>ISSUE</b>	<b>ASSIGNED TO</b>	<b>STATUS</b>
12	Establish Revolving Fund Budget	Janine Smith	Complete
17	Special Education Expenses	Janine Smith	Complete – Fund In Use
18	School Department Medicaid Reimbursements	Janine Smith	Complete
19	Appropriate Funds - Buildings Insurance Fund	Janine Smith	Complete
20	Public Safety Employee Training	Janine Smith	Funds In Use by PD & FD
26	Name Engineering Classrooms at High School (Kurt Giessler Memorial Engineering Suite)	HHS & Bob Murray	HHS engineering students working on design and fabrication (name in aluminum and Memorial Engineering Suite in copper)
27	Establish Capital Stabilization Fund	Janine Smith	Complete
28	Purchase Self Contained Breathing Apparatus	Chief Blanchard	Purchased, personnel trained, in use
29	Purchase Portable Radio Equipment	Chief Blanchard	Purchased, programming complete, issuing to personnel ongoing
30	Purchase Portable Electronic Message Board	Chief Blanchard	Purchased, in service
31	Purchase Portable Light Tower	Chief Blanchard	Purchased, in service
32	Purchase Two Police Department Vehicles	Chief Sweeney	Purchased, in service
33	Purchase Two Police Motorcycles	Chief Sweeney	Purchased, in service
34	Purchase and Equip a 4x4 Pickup Truck	Victor Diniak	Purchased, delivery week of 10/27/14
35	Purchase and Equip a One-Ton Dump Truck	Victor Diniak	Ordered, F450 from MHO in July, waiting for delivery
36	Purchase and Equip a Large Dump Truck	Victor Diniak	Purchased, being outfitted
37	Purchase and Equip a 4x4 Pickup Truck	Victor Diniak	Purchased, delivery week of 10/27/14
38	Purchase and Equip a Service Van	Victor Diniak	On order from Liberty Chevrolet
39	Replace/Reinforce Existing Water Mains	Victor Diniak	Permitting, scheduled for spring 2015
40	Factory Pond Dam Repairs	Victor Diniak	Permitting, scheduled for summer 2015
42	Ames Way Project	Victor Diniak	In planning
44	Old Colony Planning Council Membership	Troy Clarkson (referred back to study)	Planning Department Conducting Research

45	Energy Management Control Systems	Bob Murray	On 7/14/14 received Green Communities award (\$193,460) to perform much of the work covered by Article 45. Start of work imminent. Will use partial Article 45 funds to cover gaps in scope of Green Communities grant (which does not cover repairs of existing BMS components).
46	Paint Exterior Finishes at Center School	Bob Murray	Complete
48	Feasibility Study Sylvester School	Bob Murray	Sept 2014: MSBA approved entering into Feasibility Study stage. Now in process of acquiring OPM and Architect for MSBA. Tony Marino designated as Eligible Applicant and making arrangements.
49	North Hanover Fire Station Study	Bob Murray	95% complete
51	Improvements - Selectmen's Hearing Room	Bob Murray	In planning (room reorientation 90 degrees required re-analysis of sound control design by Rosati Associates)
53	Replace Fire Alarm System at Town Hall	Bob Murray	In planning
54	Replace Generator at Fire Headquarters	Bob Murray	Met on site with electrical engineer; awaiting proposal.
56	Install Sprinkler System - Fire Headquarters	Bob Murray	Bid complete, contract being awarded, contractor to be finished nlt 3/4/15.
57	Renovate Fire Headquarters Kitchen	Bob Murray	Contractor preparing revised plans. Work scheduled for spring, following sprinkler system completion.
58	Town Hall Technology Updates	Janine Smith	In Progress – School/Town IT
59	Appropriate Funds - Affordable Housing Trust	Janine Smith	Complete
60	Appropriate Funds - Preservation of Stetson House Historical Collection	Janine Smith	Account Set Up – Project Managed by Historical Society
61	Appropriate Funds - Trail Feasibility Study	Janine Smith	In Progress – Conservation Overseeing Project

63	Accept MGL, Ch. 40 § 13D – Accrued Liabilities	Janine Smith	Complete
64	Rescind Completed Projects Borrowing Authorizations	Janine Smith	Complete