

SCHOOL COMMITTEE  
HULL PUBLIC SCHOOLS  
HULL, MA 02045

SCHOOL COMMITTEE MINUTES  
MONDAY, MARCH 12, 2007

SCHOOL COMMITTEE MEMBERS PRESENT

James Canavan, Chair  
Kevin Richardson, Vice Chair  
Catherine Bowes, Secretary  
Kristen Evans, Member  
Stephanie Peters, Member

STAFF MEMBERS PRESENT

Paula Delaney, Superintendent  
Mildred O'Callaghan, Assistant Superintendent  
Maria Hortaridis, Director of Finance  
David Twombly, Director of Operations  
Maureen Robishaw, Secretary to the Superintendent  
Margaret Ollerhead, Policy Coordinator

1.0 Call to Order

The meeting was called to order by James Canavan at 7:00 p.m. at Hull High School Second Floor Exhibition Room, 180 Main Street with the Salute to the Flag.

2.0 Approval of Agenda

**Motion:** Catherine Bowes                      **Second:** Kevin Richardson  
Moved to approve the School Committee agenda as presented.  
**Vote:** 5-0-0

3.0 Input from Public on Agenda Items

None

4.0 Student Representative Report

Matthew Howard, Principal Advisory Committee Member, reported on the following items:

- Boys Basketball Team made it to the quarter finals
- Girl's Basketball Team made it to the semi-finals
- John Donahue, Girls Basketball Coach, was named 2007 coach of the year
- Lacrosse, softball, Baseball and track will begin on March 19<sup>th</sup>
- Winter sports banquet was on March 7<sup>th</sup> at Hull High School
- Progress reports will be mailed out shortly
- SAT prep course for juniors has begun on March 10th
- CPR course is being offered by Kathleen Hollingshead, High School Nurse
- *Thoroughly Modern Millie* will be presented on March 16<sup>th</sup> and March 17 at Hull High School
- Money is being raised for the trip to El Salvador
- Seniors are raising money for the trip to Disney World

James Canavan asked Matt Howard to share his personal news with everyone. Matt responded that he had been appointed to West Point. School Committee congratulated Matt on this great accomplishment.

5.0 Hull Teacher Association Representative's Report

Deborah McCarthy, HTA President:

- Thanked all the volunteers who read during Literacy Week at Jacobs School
- Congratulated all staff members retiring this school year
- Announced that the Hull Boosters Club is sponsoring a \$10,000 drawing
- Acknowledged and congratulated Matt Howard on his appointment to West Point

6.0 Approval of Minutes

**Motion:** Kevin Richardson                      **Second:** Stephanie Peters

Moved to approve the Friday, January 26, 2007 School Committee Budget Workshop minutes as presented.

**Vote:** 5-0-0

**Motion:** Kevin Richardson                      **Second:** Stephanie Peters

Moved to approve the Friday, February 2, 2007 School Committee Budget Workshop minutes as presented.

**Vote:** 5-0-0

**Motion:** Catherine Bowes                      **Second:** Kevin Richardson

Moved to approve the Monday, February 12, 2007 School Committee minutes with the following change:

- Page three- fifth paragraph – add the words *to suggest* after the word Board
- Page three fifth paragraph – add the following sentence after the second sentence: *The intention is to have a library, but it might be in a different location.*

**Vote:** 5-0-0

**Motion:** Stephanie Peters                      **Second:** Kevin Richardson

Moved to approve the Monday, March 2, 2007 School Committee Budget Workshop minutes as presented.

**Vote:** 5-0-0

7.0 Business Items – Superintendent

7.1 Superintendent Search Process

James Canavan presented the following update on the Superintendent search process:

- Position has been posted internally
- Position has been advertised in the newspaper
- Identified cut off date for resumes to be received
- Received applicants of interest
- Copies of all resumes have been given to School Committee
- Public forums were held on February 26<sup>th</sup> and March 3<sup>rd</sup> to solicit feedback on the criteria and qualities on the selection of the Superintendent of Schools
- Highlights of the qualities for a Superintendent from the public forums were - A person who has:

- Strong instructional leader to increase student achievement and support staff
- Strong budgetary and fiscal background
- Communicates and collaborates well with staff, School Committee, community, parents and other Boards
- Leads through his/her accomplishments
- Accountability setting clear expectations, raise the bar, support staff
- Strategic planner with a vision of short term and long term goals
- Creative program solver with analytical skills

Mr. Canavan stated that MASC had provided the questions from the last two Superintendent of Schools interviews.

School Committee discussed the following:

- Selection of finalists for Superintendent of Schools
- Scheduling interviews for finalists as soon as possible
- Possible dates for interviews
- Interviews would be in public
- Requesting five questions from the Hull Teachers Association, Board of Selectmen, School Administrators, and Advisory Board, to be possibly used during each interview.

**Motion:** Kristen Evans

**Second:** Catherine Bowes

Moved that Chair reach out to the Hull Teachers Association, Board of Selectmen, Advisory Board and School Administrators to solicit five questions from each group based on the criteria for the selection of the Superintendent of Schools.

**Vote:** 5-0-0

**Motion:** Stephanie Peters

**Second:** Kristen Evans

Moved that School Committee go into Executive Session for the purpose of personnel issues to screen resumes and identify candidates to be interviewed based on qualifications and criteria from the public forums.

**Vote:** 5-0-0

**Motion:** Stephanie Peters

**Second:** Kristen Evans

Moved to schedule interviews for the Superintendent of Schools for those candidates selected based on the criteria from the public forums on or before March 26, 2007.

**Vote:** 5-0-0

A member of the audience asked how many resumes had been received for the Superintendent position. Mr. Canavan replied that ten applications had been received.

A discussion followed regarding notifying community members and staff of interview dates. Advertise information on Channel 22, in the Hull Times, send home to parents/guardians in the weekly "blue notes" and do a Connect-Ed telephone call. Ann Connolly, Jacobs School teacher suggested advertising the interview dates at the HRA sign.

## 7.2 Update on Principal Searches

Dr. Delaney presented the following update on the Principal searches:

- Twenty-three resumes had been received for the Memorial Middle School Principal

position

- Thirteen resumes had been received for the Jacobs School Principal position
- Timeline for the Memorial School Principal
  - Paper screening on March 21<sup>st</sup>
  - Interviews will be held on March 28<sup>th</sup> and April 2<sup>nd</sup>
- Timeline for the Jacobs School Principal
  - Paper screening on March 15<sup>th</sup>
  - Interviews will be held on March 22<sup>nd</sup>, March 27<sup>th</sup> and March 29<sup>th</sup>

Kristen Evans stated that the new Superintendent should be involved in the process of hiring the Principals from the beginning to the end of the process. Dr. Delaney said she would revise the timeline for the searches.

### 7.3 Mid-Cycle Coordinated Program Review Report

Mildred O'Callaghan, Assistant Superintendent presented the following overview:

- All school districts in Massachusetts including charter schools and educational collaboratives are audited by the DOE
- Larger program reviews happen every six years (2006 for Hull). The DOE will look at all areas that include special education, English Learners education, selected administration provisions, Title I, career and technology education, safe and drug free schools, civil rights and other federal and state laws that may have been implemented at that time
- Districts are put on a cycle and are notified of their review year date
- Hull School Department next six year date is in 2009
- The six-year review requires the DOE staff spend several day in the district looking at records, visiting classrooms, interviewing staff and parents and meeting with administration.
- When the review is completed the district will be sent a report with a corrective action plan to be implemented in the areas of improvement
- On the third year of the improvement plan another shorter visit is made by the DOE staff to check that the corrective action plan is implemented as well as any new laws or changes have been implemented
- Hull's three-year review was June 2006. The report is on line at the DOE Website and shows the areas that currently need to be addressed
- The report is broken down into three areas: fully implemented, partially implemented or not implemented at all. Hull did not receive any not implemented at all
- The three-year review looks at areas based on the six-year review and any other new areas. Hull's new area was English Language Learners
- Three-year review looked at special education, civil rights and English Learner education. Any partial implemented area comes with a corrective action. Hull reports twice to the DOE about action taken and also include back-up information
- As suggested by the DOE report Hull is:
  - Training staff as required by the action plan
  - Updating policies
  - Working with School Councils to update school handbooks
  - Developing manuals for procedures
  - Writing the first progress report. (DOE has given us an extension from March 15<sup>th</sup>

to April 2<sup>nd</sup>).

Ms. O'Callaghan responded to questions from School Committee.

#### 7.4 Parent Survey

Dr. Delaney presented a draft copy of a survey that will be sent out to Hull parents of students attending a school outside of Hull requesting feedback from parents.

James Canavan read the questions from the parent survey. School Committee suggested changes that included adding specific categories to some of the questions for parents to respond, changing some of the wording in the cover letter and including home-schooled children.

#### 7.5 Other Issues

Acceptance of a Gift: Sherri Kearns, L.M. Jacobs School Teacher, requested the Committee to accept a \$400 gift from the PTO to purchase software.

James Canavan requested prior to someone requesting funds from the PTO for items related to curriculum make a request to the Budget Subcommittee to reallocate money for the item.

**Motion:** Kristen Evans

**Second:** Kevin Richardson

Moved to accept the gift of \$400 from the PTO to purchase software.

**Vote:** 5-0-0

School Committee thanked the PTO for the donation.

Budget Hearing: Chair stated that it has come to his attention the need to have a formal budget hearing advertised in the local newspaper. School Committee has already had budget workshops, met with the Advisory Board and will take a formal vote on the FY08 budget on March 26, 2007.

Article for Town Meeting: Mr. Canavan stated that he had received communication from a number of parents that had concerns about certain level sex offenders being present in the Town and being close to a particular school. He plans to place an article on the Town Meeting warrant, which would ask the Town citizens to consider adopting a by-law that would set a buffer zone or safety zone within a certain number of feet of any school. He wanted to advise everyone that the School Committee will be sponsoring this by-law at Town Meeting. He also stated that he was contacted by Town Council suggesting to form a Committee to do research on the rationale for such justification on such a by-law weighing the pros and the cons of the ability of imposing restrictions. He will be reaching out to members of the Board of Selectmen, Board of Public Health, Members of the HTA and members of the community to serve on this Committee so a by-law can be drafted.

#### 8.0 New Business Items

Catherine Bowes requested bringing back the meetings with community members / parents that School Committee previously sponsored. These meetings were less formal than a regular meeting, with no videotaping. The meetings could be with the entire Board or with a couple of Committee members that would report back to the full Board. Mr. Canavan noted that a policy exists that would allow one-half hour prior to the beginning of a School Committee meeting for

parental / community discussions. He suggested placing an item on the March 26<sup>th</sup> agenda to discuss and define guidelines of this request.

## 9.0 Old Business

### 9.1 Jacobs School Condition Update

David Twombly stated that the floor scrubbing machine is being used daily at the Jacobs School. He noted that there are no other issues at this time. He also said that the wall in the fifth grade classroom at the Memorial School has been put up, the electrical inspector has inspected the area and painting will take place shortly.

Cathy Bowes inquired about the parking situation at the Jacobs School that was brought up at the School Building meeting. Mr. Twombly stated that Jodi Trubia, Jacobs School Construction Liaison discussed this issue with PMA Construction Company and a resolution had been worked out.

### 9.2 Subcommittee Update

- Building Committee

David Twombly, Director of Operations presented the following update on the Jacobs School:

- TLT has taken over the modular classrooms at the Jacobs School
- The FF&E bids went out last week
- Crates have been rented and will be delivered on June 4<sup>th</sup> for teachers to pack up items in his/her room to be moved over the summer to the new area of the school
- Eighty-five percent of the masonry has been completed
- Seventy-five percent of the electrical / plumbing / sprinklers have been installed

Mr. Canavan asked Mr. Twombly when he would suggest having a forum for parents to explain such topics as preschool, summer school, classroom assignments, not having a cafeteria, classrooms locations. Mr. Twombly suggested having the parent forum around the end of April / beginning of May.

Catherine Bowes asked how the food service program will be providing lunches at the Jacobs next year because the food will be prepared off site. David Twombly replied that he was looking into ways of transporting school lunches. James Canavan stated that when the high school was under construction there was a decrease in the purchase of lunches. He suggested telling parents about the lunch situation for next school year. He also requested asking parents by way of a survey what will his/her child do about lunch next school year. Mr. Twombly suggested inviting Chartwells to the parent forum in May.

David Twombly stated that the Building Committee would be assuming all expenses for the high school football field and courtyard. Mr. Canavan requested that the football field be called an "athletic field" because this field is used by sports other than football.

David Twombly also informed the Committee BPD Roofing Company would be onsite at the high school on March 15<sup>th</sup> to "walk the roof". He thinks a resolution regarding the high school roof will happen shortly.

- Budget Subcommittee

Stephanie Peters said that the Budget Subcommittee will be meeting on Friday, March 16<sup>th</sup> and will continue to look at balances in the FY07 budget.

- Athletic Subcommittee

Kevin Richardson stated that the Subcommittee is waiting for the search process for the Athletic Director to be completed.

- Negotiations Subcommittee

James Canavan said that the next negotiating meeting with the HTA will take place on March 15<sup>th</sup>.

- Donaldina Gately Memorial Committee

Dr. Delaney stated that the Memorial Committee would be meeting on March 20<sup>th</sup> and Roger Tirrell would be bringing some sketches for the portrait of Donaldina Gately he is working on.

#### 10.0 School Committee Policy Issues

**Motion:** Kevin Richardson                      **Second:** Stephanie Peters

To approve the following policies for second reading:

Policy JK-R	Disciplining Students With Special Needs
Policy JKA	Corporal Punishment
Policy JKD	Student Suspension
Policy JL	Student Welfare
Policy JLA	Student Insurance Program
Policy JLC	Student Health Services and Requirements
Policy JLCA	Physical Examinations Of Students
Policy JLCB	Immunizations Of Students
Policy JLCC	Communicable Disease
Policy JLCCA	Aids (Acquired Immune Deficiency Syndrome) School Attendance Policy
Policy JLCCA-R	Aids (Acquired Immune Deficiency Syndrome) Resolution
Policy JLCD	Administering Medicines to Students
Policy JLCE	First Aid, Emergency Medical Care and Accident Reports
Policy JLD	Guidance Program
Policy JLD-R	Guidance Program

**Vote:** 5-0-0

**Motion:** Kevin Richardson                      **Second:** Stephanie Peters

Moved to approve Policy IHA – Basic Instructional Program for first reading.

**Vote:** 5-0-0

The above policy is being updated to reflect a recent Department of Education Curriculum Review.

**Motion:** Stephanie Peters                      **Second:** Catherine Bowes

Moved to approve Policy IKB – Homework for third reading / adoption.

**Vote:** 5-0-0

11.0 Approval of Warrants

**Motion:** Catherine Bowes                      **Second:** Stephanie Peters

Moved to approve the school warrants as presented.

**Vote:** 5-0-0

12.0 Correspondence to and Comments from School Committee Members

James Canavan said he received a letter from a community member that he could not read. The printing on the letter was illegible because the printing was too light to read. He will follow-up with the author.

13.0 Executive Session

14.0 Adjournment

**Motion:** James Canavan                      **Second:** Stephanie Peters

Moved to go into Executive Session at 8:50 p.m. for the purpose of discussing personnel matters and not to return to Open Session.

**Roll Call Vote:** Ayes: Stephanie Peters, Kevin Richardson, James Canavan, Kristen Evans, and Catherine Bowes