

Hanover School Committee Meeting Minutes
June 23, 2021
Hybrid Meeting
7:00 PM

Present: Mrs. Leah Miller, Mrs. Ruth Lynch, Mrs. Libby Corbo, and Mrs. Ryan Hall

Absent: Mr. Pete Miraglia

Also Present: Matthew Ferron, Debbie St. Ives, Tom Raab, Patricia Smith, Keith Guyette, Daniel Birolini, Jane DeGrenier, Michael Oates, Matthew Plummer, Kelly Lawrence, Kelly Stukenborg

Call to Order: Meeting was called to order at 7:00 PM by Mrs. Miller.

Public Comment: None

Approval of Minutes:

June 9, 2021: Mrs. Miller will table the *Minutes* until the August meeting.

Mr. Ferron: Thank you to Keith Guyette for all his service to the staff and students in Hanover. We are very grateful.

Hanover High School Principal Matthew Paquette informed me that he will be resigning from his position as HHS principal at the end of the summer. We are very grateful for his dedicated and compassionate service to our students, staff, and school community for over a decade. Mr. Paquette will be working at HHS throughout the summer to help us prepare for next year, and it is my intention to have a new principal in place for September. Please join me in wishing Mr. Paquette success, happiness, and good health as he prepares for this next adventure in his life.

We are working with New England School Development Council (NESDC). Their resources and experience with executive search will help us navigate this very important decision with a very tight timeline. This is going to be an inclusive process and there will be an opportunity for everyone interested in providing feedback. As a member district, the cost is discounted. NESDC has advised us to make a ten-to-twelve-person screening committee which will include teachers, parents, administrators, students, and within these groups, we intend to ask the PTA, SEPAC, HTA, and our student leaders for representatives. NESDC will give us dates as to when they think the interview process will happen. They do training for the screening committee. Within the next week, we will get a screening committee together. Tomorrow NESDC will post the position and we will also put it on School Spring. They will start recruiting people for us. We believe their experience and connections will have candidates that we might not have. In a couple of weeks, they are going to work with us on feedback forums. These will be done by Zoom so that the HS staff can meet with their representative. They want to develop a candidate profile that meets our needs. They will send out a survey that will be available for students, staff, and parents that we will use to help build an ideal candidate profile. The screening committee will be charged with finalizing the ideal candidate profile. The screening committee will determine who they want to interview. They will do that work and narrow the field down to two or three candidates then they will turn it over to myself who will do the final interviews with Dr. Raab and Mrs. St. Ives. We hope to make a decision in early to mid-August and have someone start September 1st.

Questions:

Mrs. Hall: How will we be recruiting the community members for the screening committee?

Mr. Ferron: We do not have the time to go out to the community so we will reach out to the PTA, SEPAC, HTA, and our student leaders for representatives from those groups.

Mrs. Lynch: Involving NESDC is an excellent decision and worth the money. They do a credible job. Our reputation is well known and someone will want to be a Principal in Hanover. I do not think we will have trouble getting someone to fill this position.

Dr. Raab: You can reach out to a candidate who you think is a good candidate but refer them to NESDC.

Mrs. Corbo: I am hoping the focus is on Massachusetts candidates.

Mr. Ferron: We will reiterate this focus with them as that is what we want.

Mrs. Corbo: Is the survey going to go out to the community developed by our screening committee?

Dr. Raab: They have a common survey. They want to get the survey out before the committee meets. It happens at the same time as we are working on getting the screening committee together. The survey has been successful in other towns.

Report of the Superintendent presented by Mr. Ferron:

HPTA Financial Report presented by Kate Dauphinais HPTA VP: Dr. Raab would like to thank Kerry Benjamin on their collaborative relationship. It's been a pleasure.

- Thank you for this opportunity to present tonight and discuss the work of the Hanover Parent Teacher Alliance. We closed the school year on a very positive note, appreciative of the chance to provide a strong and supportive presence in our schools. Despite the far-reaching impact of the pandemic and the many restrictions placed on school leadership and staff, we were able to continue with events and activities, some old, most new, and all aimed at enriching the experience of our children. Events were restructured to ensure they were COVID safe and social distance friendly. We were able to show all our Administrators, Teachers, Nursing staff, and Custodians during Staff Appreciation week that we appreciated their tireless efforts in keeping our schools open and safe. Our end-of-year activities were received in such a positive way as most of the strict COVID restrictions were lifted allowing our students and teachers to enjoy fun outdoor activities, mask free with a sense of normalcy and freedom returning to the lives of our young people and their educators. The smiles on faces, after a year of being masked, were quite literally a joy to behold. So, onto the next school year: The HPTA is hoping to hold a planning meeting by the end of July with both the HPTA Board and Principals to discuss the vision and hopes for the next school year. Apart from the Fun Run which will fund the PTA for the school years 2022/2023, we do not envisage any major fundraiser next year. However, we will continue with our passive fundraisers, Amazonsmile, and Stop and Shop, as well as promoting apparel sales in our school. We will see the return of many old events like Harvest Jam, Snow Bowl, and Polar Express, either in their original form or most likely, in reimagined form. Regardless, we are looking forward to being a supportive, complimentary, and resourceful presence in our schools. I would like to Thank Dr. Raab who has continued to be an enormous support to the PTA during this year, his guidance and advice have been invaluable. I will now go through the financial report to date. Please note that, given our activities of just last week, we still have outstanding invoices and reimbursements to account for.
 - Cedar cost. \$8,083
 - Center cost \$10,700
 - HMS cost \$14,579
 - HHS cost of \$8,758
 - HPTA cost of \$9,473 (includes scholarships, staff appreciation, mascot costume, and cover other things.

There will be a few adjustments that will still be made. We go into next year. We are starting with the same amount of money for next year as we had this year.

Questions: None

Report of Finance Department presented by Dr. Raab:

- **FY '22 Budget Update:** Nothing really new to discuss for the FY '22 budget.
- **FY '21 Final Closeout Report:** The deficit is COVID related. All that we have been talking about along the way. This year has presented many unforeseen challenges and we are grateful for all of the support from the Federal and State grants as well as support from the Town of Hanover at the Town Meeting. It was necessary to have all of these avenues of funding to end the year strong and provide a comprehensive and safe education for all of our students. In addition to the operating budget summary below, I've also included the Quarter 4 FY 2021 Revolving Account Summary as well as a summary of Federal and State grant funding for FY 2021. The chart below is a snapshot of our financial picture to date. The numbers for the Special Town Meeting Article, FEMA reimbursement and Circuit Breaker are estimated and may change as we finalize additional COVID related Special Education expenses as well as COVID related expenses with regard to technology and long-term subs needed for COVID absences. Using \$129,000 of Circuit Breaker funding leaves \$26,000 in funding available for any Special Education tuition bills that we receive in July but, in fact, are a June 2021 liability. The entire FY '21 Final Closeout Report can be found [here](#). Spoke with Chelsea and she has asked us to put the COVID related expenses in three buckets. Cannot say which one will ultimately be used. Our budget is supported by revolving accounts. You can see our lunch program has been fully supported. They will end in the black. We did collect user fees in athletics: down from the past. FACE program. Kelly has worked up from nothing. The program was decimated. She has worked this year to get back. They have a very active summer program to go. Most of that is deposits for that. Foodservice equipment grant. She is working on spending that now. She has bought some confection ovens. Chelsea has committed to working with her to identify the COVID related expenses and they will take it off our hands.

FY 2021 Budget Allocation	\$29,816,940.00
Special Education Reserve Transfer	250,000.00
Updated FY 2021 Operating Budget	30,066,940.00
Special Education Reserve Transfer Expensed	-250,000.00
Salaries and Expenses to date	-30,062,248.48
Known Expense Encumbrances	-62,272.46
Total Available Funds to Date	(\$307,580.94)
Estimated Salary Liability for Balance of Fiscal Year	-174,190.74
Difference	-481,771.68
Special Town Meeting Article	140,930.15
FEMA Reimbursement	202,771.68
Circuit Breaker Funding	129,000.00
Remaining ESSER 2 Funding	9,069.85
Grand Total	(\$0.00)

Questions/Comments:

Mrs. Miller: The response of parents signing up for the Summer Program. Thank you for doing that. It had a tremendous impact on Kelly, her staff, and the community.

Mrs. Corbo: Is enrollment still open for FACE?

Mrs. Lawrence: Yes, it is and will remain open until the program is full.

Mrs. Corbo: I know you talked about how we exhausted our legal fees for the first time in a while. Is there any possibility that Rebecca can go through our legal expenses and flag the COVID related issues and send them over to Chelsea to see if we can get those reimbursed?

Dr. Raab: I can include those.

Report on Teaching and Learning:

- **2021-2022 Student Handbooks** - The documents below can be viewed online at the Hanover School's website.
 - Summary of Changes for 2021-2022 Elementary Handbook: Presented by Elementary Principals Michael Oates and Jane DeGrenier. (1) Housekeeping Updates of School and District Administration names, School Committee Members, and School Council Members, (2) Formatting changes throughout in spacing, indenting, bold print, etc., (3) Page 5: Updated the title of Pupil Services to Director of Student Services, (4) Page 6: Updated dates for 2021-2022 school year, (5) Page 7: Bell Schedule, (6) Page 11: Updated the language of "office managed behavior", (7) Page 12 & 13: Language adjustments, (8) Page 14: Updated the Immunization section, (9) Page 16: Small change to the School Psychologists/Counselors section, (10) Page 19: Updated Conduct Covered by M.G.L. C. 71, § 37H section, (11) Page 25: Changes to Student-to-Student Harassment policy, (12) Page 35 & 36: Changes in personnel at the District Level, (13) Page 37: Change in language on the reporting, and (14) Page 38: Added Joel Barrett, the Security Liaison.

Mrs. Lynch appreciated the work Mrs. Smith did in making the section on immunizations much clearer for parents.

Mrs. Miller wanted to remind parents there will not be early release days every Tuesday going forward.

Mr. Ferron noted that with Mr. Oates heading into his new role, that there will be an interim Principal at the Cedar School. Garry Pelletier who is a very experienced veteran Principal will step in next year.

Motion by Lynch to approve the *Elementary 2021/2022 Student Handbooks* as written. The motion was seconded by Corbo. Motion carried unanimously.

- Summary of Changes for 2021-2022 HMS Handbook: Presented by Middle School Principal, Daniel Birolini. (1) Housekeeping Updates of School and District Administration names, School Committee Members, and School Council Members, (2) Formatting changes throughout in spacing, indenting, bold print, etc., (3) Page 4: Principal's Welcome Letter, (4) Page 6: Policy for grades recording was added, (5) Page 6: Updated dates for the 2021-2022 school year, (6) Page 8: Changed the Academic Integrity section, (7) Page 9: Updated the language regarding Spanish and French, (8) Page 12: Updated Homework Policy When Absent, (9) Page 15: Updated Dismissal from School, (10) Page 16: Updated Code of Conduct Introduction, (11) Page 22 & 23: Removal of Library Information, (12) Page 48: Mandatory changes for staffing under the Equal Education Opportunities Law, and (13) Page 50: Added Joel Barret, the Security Liaison.

Mrs. Corbo questioned if the health education would be on the same night as curriculum night. Mr. Birolini stated this is usually done in March. Mrs. Corbo wanted to know if the video would be sent out ahead of time to parents and Mr. Birolini stated the parents come to them first and they will share the video. After parent night, they make the videos available for parents.

Mrs. Lynch asked that since we have added Joel Barrett as Security Liaison and the date was updated, do we have his signature? Mr. Birolini confirmed that Joel's signature has been sent to Ms. Warner.

Motion by Lynch to approve the *Hanover Middle School 2021/2022 Student Handbooks* as written. The motion was seconded by Corbo. Motion carried unanimously.

- Summary of Changes for 2021-2022 HHS Handbook: Presented by High School Assistant Principal, Kelly Stukenborg. (1) Housekeeping Updates of School and District Administration names, School Committee Members, and School Council Members, (2) Formatting changes throughout in spacing, indenting, bold print, etc., (3) Page 2: Changes Table of Contents, (4) Page 15: Updated the Principal's Welcome, (5) Policy for grades recording was added (6) Pages 17 & 18: Updated dates for open house, curriculum night, testing, early release & term reports, (7) Page 19 & 20: Updated the bell schedule, (8) Page 20 through 32: Updated Academic Information, (9) Updated the Code of Conduct, (10) Updated the Health Office section, (11) The Academic Integrity section has been moved, (12) Updated the Medication Policy, (13) Page 72: Mandatory changes for staffing under the Equal Education Opportunities Law, (14) Added Joel Barret, the Security Liaison and updated the MOU language, (15) Added the Program of Studies with some formatting changes to be consistent, and (16) Added the Athletic Program to finish the HHS Student Handbook.

Mrs. Stukenborg began by stating the biggest change was combining the *Student Handbook* with both the *Program of Studies* and the *Athletic Handbook*. Now the information is all in one place. Organizationally the information flows and is consistent.

Mrs. Lynch mentioned that if the question comes up as to why Mr. Paquette combined the three handbooks, the answer is so parents have one place to look for information. The *Program of Studies* had a great tone but when you picked up the handbook it did not have that tone. The *HHS Handbook* still needs some work but the content does not need any changes. Mrs. Lynch is going to request the content of the HHS Handbook be voted on this evening.

Mrs. Lynch added that our District Mission Statement needs some work and needs to be updated. It is not an easy process but is usually done at the time of accreditation which is coming up.

Questions:

Mrs. Hall: Where would parents, students, and staff find the dates of when the grades will be posted?

Mr. Ferron: They will be published and on each school's website.

Mrs. Corbo: The American Sign Language that we are offering online through the Virtual High School this year, states that it does not count towards the two-year language requirement unless you get express permission from the Principal. How far in advance should parents who are interested in that program for their child seek permission to get that approval?

Mrs. Stukenborg: With the upperclassmen, it would have happened already through their course request with their guidance counselor, but if they decide to change their mind just an email to Mr. Paquette or me and we will work with the guidance counselor and their family to see if they are a good fit for that program.

Motion by Lynch to approve the *Hanover High School 2021/2022 Student Handbooks* as written with the understanding that there will be formatting edits. The motion was seconded by Corbo. Motion carried unanimously.

Action Items:

- **Quebec Field Trip 2022 Request:** This request was made by Allison Youngworth. This field trip is available for French Students for grades 10 through 12 only. The field trip presentation was outlined in Appendix E.

Motion by Lynch to approve the Hanover Field Trip for February, 2022 to Quebec as presented this evening. The motion seconded by Corbo. The vote carried unanimously.

- **Italy Field Trip 2022 Request:** This request was made by Kevin Perry. This field trip is available for grades 10 through 12 only. The field trip presentation was outlined in Appendix F.

Motion by Lynch to approve the Hanover Field Trip for April, 2022 to Italy as presented this evening. The motion seconded by Corbo. The vote carried unanimously.

The next School Committee meeting is TBD.

Motion by Lynch to adjourn the open session at 8:14 PM. The motion was seconded by Corbo. The motion carried unanimously.

Respectfully Submitted by:

Tahnee Warner

Tahnee Warner
Executive Assistant/ Recording Secretary