

Hanover School Committee Meeting Minutes
August 24, 2022 4:00 PM
In-Person and Virtual Meeting
Hanover High School; Media Center

Present: Mrs. Libby Corbo, Mrs. Ryan Hall, Mrs. Ruth Lynch, and Mrs. Kristen Cervantes

Absent: Mr. Pete Miraglia

Also Present: Debbie St. Ives, Michael Oates, Mike Perrone, Matt Mattos, Dan Birolini, Jane DeGrenier, Jesse Craddock, Matthew Plummer, Joel Barrett, Jaclyn Rooney, Meghan Campia, Nick Hannigan, Kaitlin Morelli, Stephanie Murphy,

Call to Order: Meeting was called to order at 4:04 PM by Chair Corbo.

Pledge of Allegiance

Public Comment: Opened after the Food Services update under the Report of the Superintendent.

Mrs. Corbo shared that there has been a change in the public comment policy. "In the past, public comments would be done at the beginning of the meeting. Now we are going to take public comments throughout the meeting. If there is an issue that you would like to comment on, you can either do that at the beginning of the meeting or before we vote. We ask that you reserve your comments in the middle of the meeting for action items if you can because those items are going to be decided today. But if there is something that you would like to say during the meeting, please raise your hand; you would be recognized to come to the microphone. It is the same protocol, just a different process."

Approval of Minutes:

May 25, 2022: Motion entertained by Mrs. Corbo to approve the May 25, 2022; *School Committee Open Session Minutes* as written. The motion was moved by Mrs. Hall and seconded by Mrs. Cervantes. Roll call vote: Ryan Hall-Aye, Elizabeth Corbo-Aye, Kristen Cervantes-Aye, and Ruth Lynch-Aye. The motion carried unanimously.

June 8, 2022: Motion entertained by Mrs. Corbo to approve the June 8, 2022; *School Committee Open Session Minutes* as written. The motion was moved by Mrs. Hall and seconded by Mrs. Cervantes. Roll call vote: Ryan Hall-Aye, Elizabeth Corbo-Aye, Kristen Cervantes-Abstained, and Ruth Lynch-Aye. The motion carried unanimously.

Chair Corbo noted that Mr. Miraglia and Mr. Ferron would not be at the meeting due to unfortunate circumstances.

Report of the Superintendent:

Mrs. St. Ives shared staffing updates. "There are many new teachers. The hiring continues in each building. At this time, there is approximately one teaching position open in each building. There are also some paraprofessional and ABA positions but principals are working diligently to fill those." She also shared that she attended the Teacher Induction Day and spent time with nineteen of the new teaching staff members. Mr. Joel Barrett leads the mentoring program in Hanover. He had all of the team at the Middle School where the new teachers were introduced to all of the Administrators. The energy and excitement in the room were contagious. The new staff learned a little bit about Hanover and took a bus tour, which was emceed by Mr. Barrett. It showcased not only the excitement that our new staff have but also our staff that is mentoring, supporting, and the pride that they have in opening school. Teachers are starting to come in to set up their rooms. Our Administrative staff spent three days together a couple of weeks ago discussing plans from refocusing on academics and revisiting work on our strategic objectives,

which then will lead into our school improvement plans. Everybody was positive, thoughtful, and reflective. Mr. Mattos will be introducing new members of the High School Administrative team.

- **Staffing Update/New Administrator Introductions presented by Mr. Matthew Mattos:**

Mr. Mattos introduced and gave a brief background for new members of his administration team.

Mrs. Jaclyn Rooney is the Assistant Principal of Academics at the Hanover High School. Ms. Rooney comes from Norfolk Agriculture High School and was the go to staff member. She was a science teacher for sixteen years and was involved in curriculum development, MCAS, analyzed data, student performance, and mentoring new teachers.

Ms. Meghan Campia is the Special Education Administrator at the Hanover High School. Ms. Campia comes from the Canton Public Schools where she was the Special Education Team Chair and served as Assistant Principal. Before that, she was the Education Director at the Howard Center Baird School in Vermont and worked at the May Center School for Autism and Developmental Disabilities. She offers expertise at the elementary, middle, and high school levels.

Mr. Nick Hannigan is the Dean of Students. He has been a highly respected Physical Education and Wellness Teacher for the past ten years at the high school. He is also the boys' varsity basketball coach and assistant track coach.

Questions/Comments:

Mrs. Corbo welcomed the new Administrators and congratulated Mr. Hannigan in his new role. She extended her excitement and gratefulness that they will be sharing their talents with the district.

Mrs. Corbo asked how successful it was to find an ASL Teacher. Mrs. St. Ives explained that they found one last week who will be coming into school in the morning and then teaching their virtual class later in the day. Mrs. Corbo thinks this opens up more opportunities for students who have language-based challenges and that may not be able to feel comfortable participating in a foreign language.

- **Safety/Security and Training Update presented by Mr. Joel Barrett:**

Mr. Joel Barrett, the Assistant Principal at the Middle School, as well as the Safety and Security Liaison for the District, gave an updated presentation on the important work being done for Safety and Security. He noted that this year everyone will be trained as a staff member before any students enter the building and the A.L.I.C.E. Training Protocol will be used. He explained the A.L.I.C.E. training program. Mr. Barrett noted that the partnership and the support from Chief Kane from the Hanover Police Department and Chief Cavallaro from the Hanover Fire Department have been amazing and their ability to both endorse our safety and security measurements as well as partner with all of our A.L.I.C.E. training opportunities. Please see the [Safety/Security and Training Update Presentation](#) in full on the School Committee website.

Questions/Comments:

Mrs. Corbo asked what we do for training the students. Mr. Barrett shared that each building will have a meeting with the safety team that allows for age-appropriate drills. Mrs. St. Ives also shared that both the staff and student drills are coordinated with the police department and they are all scheduled for September. Mrs. Corbo noted that because of the pandemic it is a high priority to get the training started as some of the students have never had any training. Mrs. St. Ives responded that the experience was different when some training was given.

Mrs. Hall thanked them for getting this done and focused on it as a priority for the District. She asked if we have plans to train the late hires. Mr. Barrett responded they add trainings in different areas for new hires that come in.

Mrs. Lynch inquired about the training time and if it was enough. Mr. Barrett explained the A.L.I.C.E. training time and what it includes. Mrs. Lynch asked for clarification about the “day” that is offered to the staff. Mr. Barrett explained the details and specifics of the “day.” Mrs. Lynch wanted to know who was present for the “day”. Mr. Barrett noted that it is for all teachers and staff at each building. He explained that each training is building-based.

Mrs. Corbo shared that adding the school resource officer in the school at one time was controversial. Mr. Barrett believes everyone will feel safer in the community the more people are trained. When we have an entire school district trained everyone feels safer.

Mrs. Cervantes personally thanked Mr. Barrett and believes that if a student does not feel safe they cannot learn. She asked if the training is revisited throughout the year and not just a one-time training before school starts. Mr. Barrett stated that they have not revisited it in the past, but he is working on it with Officer John. It has been discussed and there are a couple of different thought processes. The consistency of the message is the value of the program. Mrs. Cervantes wanted to know if there is communication going out to the parents regarding the student training. Mr. Barrett said it will be shared by the building-based or safety teams.

Mrs. Corbo wanted to know who the parents should reach out to if they have any questions. Mr. Barrett confirmed they should reach out to the building principals and depending on the question, Mr. Barrett as well.

- **Transportation Update presented by Mr. Michael Perrone:**

Mr. Perrone shared that the elementary and middle school bus routes are complete. Ingles Bus has met with Mrs. DeGrenier and Mr. Craddock at the Elementary Schools. The high school should be complete by Friday. The opt-out letters were sent out last Friday. The response was quick. There were had about fifty opt-outs. Last year there were forty-five. Mrs. St. Ives requested that if parents plan to opt-out, please let us know as soon as possible so Ingles Bus can complete the routes.

Questions/Comments:

Mrs. Lynch asked if Ingles Bus is fully staffed. Mr. Perrone does not know the answer but will follow up with Ingles Bus and let the Committee know.

- **Food Services Update presented by Mr. Michael Perrone:**

Mr. Perrone reminded the Committee that last year’s school lunch was free and the reimbursement funds have been added to the account. The State picked up the same free lunch program this year which will save money for the following years as that program is not guaranteed.

Questions/Comments:

Mrs. Corbo reminded parents that some a la carte items are not free and asked if there will be communication going out with this information. Mr. Birolini confirmed that communication will go out next week.

Public Comment: None at this time.

Report of Finance Department:

- **FY 2022 Close Out Report presented by Mr. Michael Perrone:**

Please find the final closeout report below. This past fiscal 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 Town Meeting. It was necessary to have all of these avenues of

funding to end the year and close with a positive balance. In addition to the operating budget summary below. The current Revolving Account Summary is also included.

The chart below is a snapshot of our financial picture to date. We met with the Town Manager and Town Accountant to determine the best way possible to close out the 2022 fiscal year. We identified approximately \$277,000.00 of expenses for Health Services that can be paid for by Town Article 4 (Special Town Meeting 2021) that was adopted for expenses related to COVID 19 and the pandemic. The numbers used for the Town Meeting Articles (COVID and Sped Reserve), are estimates and may change slightly as we finalize the year-end close-out. At this time, we did not access additional ARPA funds to close out FY22. Moving into FY23, we will have a roll-forward of \$510,000.00 in the Sped Reserve account and a roll-forward of \$250,000.00 of Circuit Breaker funds. Should there be any Special Education tuition bills that we receive in July but, in fact, are a June 2022 liability, we will utilize Circuit Breaker funds.

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| FY 2022 Budget Allocation | \$31,521,915.00 |
| Salaries and Expenses to date | (32,199,118.00) |
| Total Available Funds to Date | (677,203.00) |
| Town Article - Sped Reserve Expense | 400,000.00 |
| Town Article - COVID Relief Funds | 277,203.00 |
| Grand Total | 0.00 |

Questions/Comments: None at this time.

- **FY 2023 Capital Budget Update presented by Mr. Michael Perrone:**

We are getting ready and prepared. Looking to continue to move forward on the Cedar Vestibule.

The Cedar vestibule is a priority project that will require capital investment. As a reminder, we have approximately \$250,000 on hand in a town meeting article from a couple of years ago. Mrs. Corbo is helping to lead the project forward and we will most likely be going to bid on components of that project throughout the year. This is a topic that requires its own discussion but it is a capital priority.

We have sufficient funding in the food services revolving account to cover capital expenses related to that department. Mrs. Vlassakis and her team have been reviewing equipment and facilities issues with Mr. Victor Diniak and our principals as needed. Items like cafeteria tables, updated ovens, electrical upgrades, etc. that were previously out of reach with our own funding sources, are now able to be considered and moved forward using those funds. More to follow on these items in the months ahead.

HVAC, floors, and other needs can be reviewed with the Facilities department and will be followed up with their most current list related to schools and shared with the Committee. Items like generators for public safety are cross-departmental and likely require evaluation from multiple elected and appointed boards and committees.

Questions/Comments:

Mrs. Corbo asked if we could get ARPA funding for the HVAC expenses. Mr. Perrone responded that it can be and the town used some of the funding on their end. Mrs. Corbo wants the Committee to see the list and go over it with Mr. Diniak so they can see the available funds to spend on the items reviewed.

Report on Teaching and Learning:

- **Special Education Update – Extended School Year presented by Mr. Michael Oates:**

Mr. Oates shared that he is looking forward to an amazing year in the student services department and gave a brief recap of the extended school year services or ESY. “ESY is our summer special education programming. It is designed for a select population of our students who receive special education services. These services are reserved for students who have demonstrated regression during prior school breaks, are at significant risk for regression, or receive extensive specialized instruction. These services range from one thirty-minute speech and language session per week for one student to four full days in a substantially separate program for another student.

Like the work done with teams and parents during the school year, the goal is to make sure the services and support are individualized to the needs of each student.

This year the programs and services were at Center School and High School. One hundred and ninety-three students attended and received services and there were fifty-two staff working at ESY. In addition to the academic services, or tutoring, there were seven substantially separate programs operating daily.

ESY has had its own school that opens up every summer and had talented staff and amazing children working hard, not only to limit regression, but to better prepare for the opportunities and challenges that lie ahead in September.”

In addition to the incredible teachers and support staff, there is one particular staff member to acknowledge. Andrea Hurley served as the scheduler and coordinator of our ESY program this summer. The work begins in the winter, working with special education staff and administrators, and is a grind for Ms. Hurley, who is also one of the very best teachers. Ms. Hurley needs to be commended for the long hours she puts into preparing rosters and putting together the puzzle that is the schedule. More importantly, she needs to be commended for the support she provides to our students and families. Ms. Hurley gets to know each student, including their individual needs and services, and she goes out of her way to make sure they feel welcome and supported. Thank you, Andrea.

Debriefing has already been done on the successes of this year's ESY and we are exploring opportunities to improve our programming. We are looking forward to the summer of 2023.

Mr. Oates took a brief moment to mention that this is a sneak preview of what he anticipates will be shared in the Superintendent's Goals, Strategic Objectives, and on School Improvement Plans. As discussed in the spring, this fall he will be sharing the action steps and general progress updates in response to Dorsey Yearly's independent Special Education Review. As was shared in her report, based on the feedback the stakeholders gave, concerns were raised about the consistency and alignment of programming and procedures among schools, the special education identification process, and the support for students. In response, yesterday the administrative team participated in our first training with our new Special Education Consultant Allan Blume. Mr. Blume specializes in consulting with school districts with a primary focus on the Individualized Education Program (IEP) and providing writing strategies and methods for making IEP writing a more focused process. He has worked with many school districts in Massachusetts including Weston, Needham, Wellesley, Bridgewater Raynham, and Franklin. An important note, Mr. Blume does provide a whole menu of professional development options for districts but our primary focus will be improving and making more consistent IEP writing and the team meeting experience across our district. He will help to prepare for the transition to a new IEP document from DESE in Fall 2023. We are confident that this will result in improved outcomes for our students.

These trainings will include special education teachers, and related services staff and administrators from all four buildings working together and they look forward to the opportunity at

an upcoming meeting to provide a more in-depth report of the work being done with Mr. Allan Blume this year.

Questions/Comments:

Mrs. Corbo inquired if that is typical enrollment. Mr. Oates did not have the exact numbers but added that there were over two hundred and fifty students eligible for ESY. The one hundred and ninety-three students attending is up and that was anticipated. Most students who were invited are taking advantage of the program but he does not have numbers from the past years.

Mrs. Lynch asked if the fifty-plus teachers were all Hanover teachers. Mr. Oates replied that was the total of staff including support staff and most of the teachers were ours. As in years past, neighboring districts were reached out to and teachers were brought in.

Mrs. Hall expressed her gratitude for all of the staff working during ESY. They gave up their summer and then move right into the School year. She is excited to hear at a future meeting about the work Mr. Blume is doing.

Action Items:

- **Home School Approvals for 2022-2023 presented by Mrs. Debbie St. Ives:**

We have received nine requests for homeschooling for a total of fourteen students. Seven out of the nine requests are renewals, which are necessary annually. There are two new requests this year. Mrs. St. Ives recommends a total of fourteen students, from nine families, be approved for Home School.

Public Comment: None at this time.

Questions/Comments: None at this time.

Motion entertained by Mrs. Corbo to approve the *2022-2023 Home School Requests* as presented in the memo dated August 24, 2022. The motion was moved by Mrs. Hall and seconded by Mrs. Cervantes. Roll call vote: Ryan Hall-Aye, Elizabeth Corbo-Aye, Kristen Cervantes-Aye, and Ruth Lynch-Aye. The motion carried unanimously.

- **MASC Policy Review Contract Approval presented by Mrs. Libby Corbo:**

Mrs. Corbo discussed the plan presented for the MASC Policy Review and the need for this review as the policies have not been reviewed since around 2006. This is a priority for the School Committee to make sure the policies are up-to-date, consistent, and reflect the values that the Committee and Community have. The Massachusetts Association of School Committees (MASC) offers a policy review service. Mrs. Corbo requested a contract for the service which she believes is reasonable. The professional fee for those services is \$9,500 which can be spanned over three years. An additional issue with the policies is that they are not readily accessible and difficult to review. MASC also provides a hosting and formatting service and she asked them to provide an agreement. The terms of the agreement are the initial fee is \$3,500 to set up the policies. If we participate, they will reduce the initial set-up to \$2000. Then there is a hosting fee of \$950 per year beyond the initial payment. The benefit of the hosting policy is that parents can access and search policies quickly. They also provide automatic updating for us within 24 hours. Another benefit is it is user friendly and will help with updates required for legal changes.

Public Comment: None at this time.

Questions/Comments:

Discussion went back and forth between Committee members to understand the fee structure of the MASC Policy Review Contract Service and the MASC Policy Hosting Agreement. Mrs. Corbo, Mrs. Hall, Mrs. Lynch, and Mrs. Cervantes were all in agreement this would greatly benefit the School Committee and Hanover families. Please refer to the Hanover Public Schools website for the [August 24, 2022](#), School Committee meeting for more detail.

Motion entertained by Mrs. Corbo to approve the *MASC Policy Review Contract Service for \$9500 Approval* as presented. Roll call vote: Ryan Hall-Aye, Elizabeth Corbo-Aye, Kristen Cervantes-Aye, and Ruth Lynch-Aye. The motion carried unanimously.

Motion entertained by Mrs. Corbo to approve the *MASC Policy Hosting Agreement for initial set up fee of \$2000 and a 2nd year of services of \$950* as presented. The motion was moved by Mrs. Hall and seconded by Mrs. Cervantes. Roll call vote: Ryan Hall-Aye, Elizabeth Corbo-Aye, Kristen Cervantes-Aye, and Ruth Lynch-Aye. The motion carried unanimously.

Other Comments:

The next School Committee meeting is September 14, 2022. Expected agenda items will be: FY '23 Budget Update, Opening School Report, Superintendent Goals 1.0, and others TBD.

Motion entertained by Mrs. Corbo to adjourn the meeting at 5:17 PM. The motion was moved by Mrs. Hall and seconded by Mrs. Cervantes. Roll call vote: Ryan Hall-Aye, Elizabeth Corbo-Aye, Kristen Cervantes-Aye, and Ruth Lynch-Aye. The motion carried unanimously.

Respectfully Submitted by:

Tahnee Warner

Tahnee Warner
Executive Assistant/ Recording Secretary

Documents Used:

Appendix A FY 2022 Close Out Report
Appendix B Home School Approvals for 2022-2023
Appendix C MASC Policy Review Contract Approval