

***Hanover School Committee Meeting Minutes  
September 14, 2022 7:00 PM  
In-Person and Virtual Meeting  
Hanover High School; Media Center***

**Present:** Mrs. Libby Corbo, Mrs. Ryan Hall, Mrs. Ruth Lynch, Mr. Pete Miraglia, and Mrs. Kristen Cervantes

**Absent:** None

**Also Present:** Matt Ferron, Debbie St. Ives, Michael Oates, Mike Perrone, Tricia Smith, Matt Mattos, Dan Birolini, Jane DeGrenier, Matthew Plummer, Nancy Dutton, Kaitlin Morelli, Andrew McLean, Debbie Abban, Kelly Lawrence

**Call to Order:** Meeting was called to order at 7:00 PM by Chair Corbo.

**Pledge of Allegiance**

Mrs. Corbo took a moment to recognize Don White who served on the Town of Hanover in many capacities including the Finance Advisory, School, Bylaw, and Technology Committees as well as serving as advisor on many projects.

**Public Comment:**

Public Comment was given by residents: Ms. Cathy Campo-27 Brook Bend Road, Rob Powers-73 Great Rock Road, Lisa Adams-919 Broadway, Andrea Hammett-180 Elm Street, Johanna Dougherty-579 Hanover Street, Julia Leone-106 Dillingham Way, Kate Sullivan-17 Teresa Lane, and Allison Taylor-19 Homer Road. Residents expressed their concern and questions. Please refer to the Hanover Public Schools website for the [September 14, 2022](#) School Committee Meeting for more detail.

Mr. Matthew Mattos and Mr. Matthew Plummer gave a statement in response to some public comment given which can be seen in full by referring to the Hanover Public Schools website for the [September 14, 2022](#) School Committee Meeting for more detail.

Mrs. Corbo stopped a speaker from continuing her comments as Mrs. Corbo explained that the School Committee does not deal with complaints or concerns regarding teachers in this public forum. This public forum is to discuss policies, protocols, district priorities, and procedures. Teacher discipline needs to be addressed at the building level with administrators. She also reminded the public to review the policies on the School Committee website if there is a specific policy regarding concerns on certain matters. Mrs. Corbo addressed one of the priorities of the Committee and Administration is to develop curriculum guides for parents that are public facing that not only spells out what is the curriculum for the course but what materials are used in the course.

Mrs. Corbo expressed her gratitude for the public comments. She added that this forum can be difficult to navigate but the Committee does hear and take all comments. Those do get incorporated into the important work that the Committee does.

**Approval of Minutes:**

August 24, 2022: Motion entertained by Mrs. Corbo to approve the August 24, 2022; *School Committee Open Session Minutes* as written. The motion was moved by Mrs. Hall and seconded by Mr. Miraglia. Roll call vote: Pete Miraglia-Aye, Ryan Hall-Aye, Elizabeth Corbo-Aye, Kristen Cervantes-Aye, and Ruth Lynch-Aye. The motion carried unanimously.

## REPORT OF THE SUPERINTENDENT:

- **Opening of School Report presented by Mr. Matthew Ferron:**

School Buses, lunches, and schedules are going well. The District is almost fully staffed but still looking for a couple of support staff positions to be filled. The students and teachers are happy to be back and starting the year without masks.

### **Questions/Comments:**

Mrs. Corbo asked if staff have already completed A.L.I.C.E. training and when students will be trained. Mr. Ferron replied that all staff has had the training and each building will be notifying parents about the training and general parameters. The training will be building-based. Mrs. Corbo asked if parents had questions to whom do they direct those questions. Ferron responded it is best to start with the building principal. Mrs. Corbo shared with the parents who do not know that the A.L.I.C.E. training is our emergency preparedness training for schools and staff. Mr. Ferron clarified that A.L.I.C.E. is in response to active shooters. Each building is trained based on the age of the students. Mrs. Corbo asked if the training would be done by October. Mr. Ferron answered all training will be done before the end of September.

- **Policy Subcommittee Update presented by Mrs. Kristen Cervantes and Mrs. Ruth Lynch:**

Mrs. Cervantes explained that at the last meeting the Committee approved a contract to be working with the Massachusetts Association of School Committees (MASC) to help our District go through the process of updating our school district policies. A quick update is that we're starting with Section A. MASC has all of the information and are going to both share policies in Section A that are best practices as well as some examples from many other Districts in Massachusetts that we can build off of. They're also going to help us organize a process for getting input from the community and key stakeholders.

Mrs. Lynch explained this is being done because times and things have changed. The Massachusetts Association of School Committees has this wonderful program which allows other School Districts to share their policies with other towns. By becoming members of this policy process, they will keep continue to update all policies. We want to make sure that every area that we think is critical to the functioning of our District is included in the policies. She asked for patience as this process takes time and a lot of effort. The plan is to include the community.

**Questions/Comments:** None at this time.

## REPORT OF FINANCE DEPARTMENT:

- **FY '22 – FY '23 Budget Transfers presented by Mr. Michael Perrone:**

Mr. Perrone explained the changes that are highlighted. Please see the [FY '22 – FY '23 Budget Transfers](#) in full on the School Committee website. Since the operating budget was approved in March, the administration has been working hard to fully staff the School Department for a successful return to school in September. The bulk of the proposed budget transfers fall into three categories; contract settlements with the Support Staff (Cafeteria, Paraprofessional, and Administrative Assistants), and members of the administrative staff, transfers due to the loss of Federal Grant funding (ESSER III), and transfers as a result of the reorganization/ recovery, which was necessary to adapt to the needs of students in the Post Pandemic era. I have highlighted the transfers resulting from the loss of grant funds in red. I have also highlighted the post COVID-19 reorganization/recovery in yellow, to help point out the major changes in the report. Please keep in mind that the budget is a working plan that constantly changes throughout the year. We will continue

to keep you updated on any major changes such as any unanticipated expenses that may occur between now and June 30th. The funds will not be utilized if they are not needed.

Mr. Perrone noted that the memo states FY '22 but it is for FY '22 – FY '23 Budget Transfers.

**Questions/Comments:**

Mr. Miraglia commented that there were two budget subcommittee meetings. It is important to think about this as a projection. As you review it, the spending has not changed but what has changed since March is the circuit breaker and ARPA. The purpose of the Special Education Reserve is for unanticipated expenses which may come in during the summer and after the budget is completed. It is typically voted on it at the end of the fiscal year so everything is correct.

Mrs. Lynch asked Mr. Oates what unanticipated special ed expenses means and why. Mr. Oates explained that it can be a few things but one is when a new student moves into the district and needs services. There is a cost to those services or if the new student based on their needs may require more specialized instruction in an out-of-district placement. They may need more continuous services or an out-of-district placement and can be moved closer but with that, there is a cost for transportation added to tuition which brings the cost close to \$100,000. Sometimes students are identified in our district and they required more specialized services.

Mrs. Corbo explained the difference between Municipal and School Finance. At the Town Meeting, a budget gets voted on for the Municipal Finance which is voted on either by line item or by department amount. There are no transfers allowed unless you go back to Town Meeting. The School Finance is recognized with a little more flexibility needed which is why the Committee can make those adjustments at the meetings and do not have to go back to Town Meeting to transfer that money.

Motion entertained by Mrs. Corbo to approve the *FY '22 – FY '23 Budget Transfers* as detailed in the budget memo dated September 14, 2022. The motion was moved by Mrs. Hall and seconded by Mr. Miraglia. Roll call vote: Pete Miraglia-Aye, Ryan Hall-Aye, Elizabeth Corbo-Aye, Kristen Cervantes-Aye, and Ruth Lynch-Aye. The motion carried unanimously.

- **FY '24 Capital Funding Priorities presented by Mr. Matthew Ferron:**

After a review of school district specific capital projects that have been under consideration for the past few years and looking ahead at the multi-year capital plan that the Town Manager has proposed, the items in the table have been identified as priorities for FY '24. Please see the [FY '24 Capital Funding Priorities](#) in full on the School Committee website.

Capital Project Requests	FY '23 Request	FY '24 Request
Cedar School & Middle School Parking Lot Reconstruction	\$1,000,000	\$1,000,000
Cedar - Vestibule and Security Upgrades	\$200,000	\$500,000
Middle - Phased Replacement of Lockers		\$50,000
Totals		\$1,550,000

**Questions/Comments:**

Mrs. Corbo shared that the Cedar Vestibule cost projection work was done a few years ago. The cost has changed and a few things may be added to the scope of the work. She is hoping the scope of work can be defined and get an updated estimate to get the work done. Mr. Ferron added that he is working with Mr. Victor Diniak and they are actively working on a plan.

Mrs. Hall asked if it is in the design phase and then it will go out for bid. Mr. Ferron responded that there will be multiple bids going out.

Mr. Miraglia commented that it is important to understand that yes, they are answering the Town Manager for this request but still taking input.

## **Report on Teaching and Learning:**

- **Superintendent Goals for 2022-2023 Draft 1.0 presented by Mr. Matt Ferron, Mrs. Debbie St. Ives, Mr. Michael Oates, Ms. Kaitlin Morelli, Mr. Perrone, and Mr. Plummer:**

Mr. Ferron reviewed the Superintendent Goal process and that the goals are done by the team. These goals will be reviewed and discussed, questions will be asked and answered, and then they will be posted by end of next week. Mrs. St. Ives reviewed Goal 1, Mr. Oates and Ms. Morelli reviewed Goals 2 and 4, Mr. Perrone reviewed Goal 3, and Mr. Plummer reviewed Goal 5. Please refer to the Hanover Public Schools website for the [September 14, 2022](#) School Committee Meeting for more detail.

**Goal 1: District Improvement – To increase student outcomes in the area of literacy:** If all K-8 students have consistent and equitable access to evidence-based literacy instruction, then standardized assessment scores (MCAS, iReady) will gradually increase within a three to five-year time period. **Summary:** To successfully implement a new literacy curriculum and instructional strategies across grades K-8, and to support varied levels of educator experience with professional development and coaching.

**Goal 2: District Improvement – To improve outcomes for students receiving special education services:** If all special education staff (at all levels) are more consistent and better aligned in the writing of goals, benchmarks, and objectives on IEPs, then we will be more efficient and effective at providing services for students as they transition across grade levels and schools, resulting in improved outcomes for students receiving special education services. **Summary:** Staffing changes, evolving service requirements, and complexity of individual student needs have affected the continuity within the development and alignment of student IEPs. This goal provides opportunities for improvement that are particularly evident in the transitions between schools.

**Goal 3: District Improvement – Redesign of Budget and Personnel Management Systems** – If we successfully develop and implement integrated systems and workflows to streamline HR, payroll, and Finance functions, then maintaining and planning multi-year spending and personnel strategies will be more strategic, focused, accurate, and transparent. **Summary:** To successfully and accurately transition from manual processes for accounts payable and receivable along with stand-alone spreadsheets and data sources for Human Resources/Operating Budgets to digital processing (accounting functions) and fully integrated HR/Payroll systems that improves accuracy, increases communication and efficiency, and streamlines hiring and personnel management.

**Goal 4: District Improvement – To recruit and retain highly qualified special education staff** - If we are able to identify the causes for special education staff attrition and the limited candidate pool applying for posted teaching assignments, we will develop processes for retaining staff and recruiting highly qualified applicant. **Summary:** Hanover has experienced a great deal of personnel change in special education over the past ten years. The special education turnover includes teachers, support staff and administrators. As a result, we lack consistency and alignment in special education eligibility determination and Individualized Education Program (IEP) writing.

**Goal 5: District Improvement – Finalization and Publication of Forward-Facing Curriculum Guides for Public Review** - HPS curriculum guides are clear, comprehensive, and available for parent/guardian/community members review in an understandable and transparent format, thus parents, guardians, and students will be aware of the learning objectives of each course to make

informed decisions about course selection, student expectations, and course content. Summary: School-Based Department Heads and District Curriculum Directors will finalize comprehensive curriculum guides for courses at HMS and HHS. These guides will include standards that are covered in the curriculum, pacing of the course, and resources (e.g. novels and planned films) that are part of the curriculum. These guides will be available on the HPS website for public review.

#### **Questions/Comments:**

Mrs. Corbo asked Mr. Oates how the outcomes are measured for the community and parents that are watching. Mr. Oates responded that they are looking at trends with a cohort of students on IEPs. The trend is not realistic for all students. Mrs. St. Ives added we have a comprehensive assessment for all students such as iReady and DIEBELS. Each assessment was built for different purposes but can be added to the different cohorts where they can analyze and make informed decisions.

Mrs. Lynch observed and was happy that the assessment or the focus areas are being stressed. She believes the figure of the number of students on IEPs can be very deceiving. Mrs. Lynch would love to see what is happening to students who are receiving their services and how they are improving in these areas. She loved the idea of a job fair and suggests adding signing bonuses and to work with local universities and colleges.

Mrs. Hall went back to the measurable piece as she had a different thought. She agrees they are difficult measures and appreciates ways to measure these goals. Goals should be measurable but she cautions against the idea of looking at the number of kids coming off of IEPs as a success rate. Some students never come off of an IEP and that's not necessarily a sign of not having success in our District.

Mr. Miraglia noted on Goal 3 that he hopes that this enables us to be able to think on a multiyear basis.

Mrs. Cervantes added that Goal 3 is for students because it will free up the teacher's time to teach the students and others to do their job.

Mr. Ferron commented to Mr. Powers that he brought up a great point and that they want to put in a plan for Full-Day Kindergarten and have wanted to do for years. A plan will be put together.

Mr. Miraglia also thanked Mr. Ferron for adding the curriculum guides to his goals.

#### **Action Items:**

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

We have received one additional request for homeschooling which would bring us to a total of fifteen students. This is a new request that was requested in September. Mrs. St. Ives recommends this student 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 Request* as presented in the memo dated September 14, 2022. The motion was moved by Mrs. Hall and seconded by Mr. Miraglia. Roll call vote: Pete Miraglia-Aye, Ryan Hall-Aye, Elizabeth Corbo-Aye, Kristen Cervantes-Aye, and Ruth Lynch-Aye. The motion carried unanimously.

#### **Other Comments:**

Mrs. Corbo invites people who have concerns and do not know the proper way to address them, or who have a concern, but they're not sure to whom they should reach out. Mrs. Corbo will stay after the

meeting. She is happy to have conversations with people who have concerns that they think that can be addressed. Mrs. Corbo wants people to be heard and to feel heard. If they cannot be addressed, they will find someone who can address them. Feel free to come up to Mrs. Corbo tonight or send an email to her or Mr. Ferron.

#### **Public Comment:**

Public Comment was given by resident: Mike Cianciola-81 Old Town Way and Kelly Puleo-40 Oakland Avenue. The resident inquired concern and questions regarding surveying the School Council, another training called STOP THE BLEED, and status of the bathroom gates. Please refer to the Hanover Public Schools website for the [September 14, 2022](#) School Committee Meeting for more detail.

Mrs. Corbo responded that she was unsure the last time that was done but she knows that there is an ongoing open document for feedback.

Mr. Ferron confirmed that there is a feedback forum but is interested in what the scope of the survey would be. Mr. Cianciola responded that the survey contained about forty questions on different main subjects. The School Council analyzed the survey, formulated it, and presented it back to the School Committee and Superintendent. Those were the goals of the School Committee and Superintendent.

Mrs. Lynch asked Mr. Mattos if he was surveying the parents as part of the NEASC accreditation process and he responded yes.

Mr. Ferron responded to Ms. Puleo that HPS is familiar with STOP THE BLEED and has the kits in place. Staff and Nurses have been trained. There has not been training for students yet but it be considered if there are interested students. He continued with the status of the bathroom gates and the gates are being used comparably the way the mop buckets and the yellow gates were used in the past. These gates are used to close off some bathrooms to provide supervision. Mr. Mattos added that they are closed on a rotating system. Ms. Puleo wanted to make sure students weren't being reprimanded because a student had to use the open bathroom which may be further away. Mr. Mattos added the bathrooms are right below one another and it only adds on about fifteen seconds. Mrs. Corbo asked her to follow up with Mr. Mattos with her concerns that students might be disciplined for being late because certain bathrooms are closed off.

The next School Committee meeting is September 28, 2022. Expected agenda items will be: FY '23 Budget Update Q4 FY '22 Revolving Account Reauthorizations, Superintendent Goals for 2022-2023 Draft 2.0, Student Activity Account Reauthorizations, and others TBD.

Motion entertained by Mrs. Corbo to adjourn the meeting at 9:18 PM. The motion was moved by Mrs. Hall and seconded by Mrs. Cervantes. Roll call vote: Pete Miraglia-Aye, 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 '22 – FY '23 Budget Transfers  
Appendix B FY '24 Capital Funding Priorities  
Appendix C Home School Approvals for 2022-2023  
Superintendent Goals for 2022-2023 Draft 1.0