

**Hanover School Committee Meeting Minutes**  
**January 18, 2023 7:00 PM**  
**In-Person and Virtual Meeting**  
**Hanover High School; Media Center**

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

**Absent:** Mrs. Libby Corbo

**Also Present:** Matt Ferron, Debbie St. Ives, Michael Oates, Mike Perrone, Kaitlin Morelli, Matthew Plummer, Matthew Mattos, Dan Birolini, Jesse Craddock, Jane DeGrenier, Nancy Dutton,

**Call to Order:** Meeting was called to order at 7:02 PM by Vice-Chair Hall.

**Pledge of Allegiance**

**Public Comment:** None

**INTRODUCTION OF THE DIRECTOR OF TECHNOLOGY OPERATIONS: Michael Wildrick:**

Mr. Wildrick is the new Director of Technology Operations for all school and town departments. He officially started on December 12th. Mr. Wildrick has over 20 years of experience working in educational settings and will be focusing on network infrastructure and wi-fi performance as our top priority. Mr. Wildrick is excited to join the Technology Operations team that includes Tom Nee, Pam Manning, and David Fahey.

**Approval of Minutes:**

January 4, 2023: *January 4, 2023 School Committee Open Session Minutes* were tabled until the February 1, 2023 meeting.

**REPORT OF THE SUPERINTENDENT:**

- **Policy Section C and D, First Reading presented by Mr. Matthew Ferron**

Mr. Ferron presented Policy Sections C and D and added Sections A and B have been completed. Tonight is the first reading for Sections C and D which are posted on the website under [Subcommittee Documents](#). They have been vetted by the Subcommittee, experts in the School Department, and the Leadership Team. He explained that Section C is related to School Administration, including the School Committee's relationship with the Superintendent, Procedures, Policy, and Administration of those policies which are very high-level management. Section D is about Financial and Fiscal Management, how budgets are going to be Authorized Operated Signatures, Audits, Purchasing Requirements, and Procurement which are the Financial Policies that help govern our financial processes throughout the District. He advised the Community to go on the Hanover Public Schools website and review these sections. If there is any feedback, it can be submitted through the portal, and a second reading will be held at the next meeting. Feedback will be accepted for the next couple of weeks and any feedback will be incorporated that makes sense. These Policies will be brought to a second reading at the next meeting. Mr. Ferron asked if everybody is agreeable, he would like to vote in form on Sections C & D.

**Questions/Comments:**

Mr. Miraglia inquired about Section DB the vocabulary word, the Foundation Budget, and what the interpretation was. Mr. Ferron responded that it was a term defined by the State and is what every

Community based on an aggregate wealth model is expected to be able to pay a certain amount towards their school budget. And then, it is calculated into a net school spending requirement. It is the value of the Community in terms of income property values and other factors. Mr. Miraglia asked if it ties into the Chapter 70 funding and Mr. Ferron replied yes. Mr. Miraglia inquired about Section DBC, Budget Deadline and Schedules, which notes that it is required to hold a public hearing and publish it in the local newspaper. Mr. Ferron will look into that. Mr. Miraglia's last question is on Section DGA and payroll being approved by any member of the Committee as it is typically the Chair that approves payroll. Mrs. Lynch and Mr. Ferron responded it was necessary to have that in there because in the past they have had to go down the Committee line for approval when the Chair was unavailable. Mr. Miraglia withdrew his last question.

Mrs. Lynch thanked Mr. Miraglia for taking the time to read through the policy and look for those small changes that needed to be made. She added it is not exciting work but very important. She added the Committee appreciates Mr. Perrone and all the work that he has done.

Mrs. Hall also thanked Mr. Miraglia and Mr. Perrone for continuing all of this work with the policy as it is a lot of work. She commented, again, that seeing the overlay of Hanover and the MASC knowing policies are not just being adopted but we are choosing to adopt the ones that we feel fit and ones that we think are important to Hanover.

- **Policy BBBE, Second Reading Presented by Mr. Matthew Ferron:**

Matt Ferron commented that you may recall when we did policy B for the second reading and the committee vote, we pulled out BBBE, "Unexpired Term Fulfillment." This policy has not changed. It is the same policy that resides in our current *Policy Manual* and has for years. We pulled it out to confer with Counsel to make sure it was still a requirement and it is. We do not have authorization to change this policy which is related to when a vacancy on the School Committee occurs, the Select Board and the remaining members of the Committee have the responsibility for filling it and it requires a vote. Mr. Ferron is asking for a vote to approve Policy BBBE in form.

Motion entertained by Mrs. Hall to approve *Policy BBBE* as written to complete Section B. The motion was moved by Mr. Miraglia and seconded by Mrs. Cervantes. Roll call vote Pete Miraglia-Aye, Ryan Hall-Aye, Kristen Cervantes-Aye, and Ruth Lynch-Aye. The motion carried unanimously.

**Questions/Comments:**

Mrs. Lynch explained that Policy I was broken up into two parts as it is easier to deal with in sections because it is so large. She added there is a section that will be considered to put into action or accepted immediately which is the library policy. The Committee will bring that up at that time.

Ryan Hall reiterates the rest the Committee is voting in form, and then once the Policy Manual is complete, the Committee has voted all sections in form, then the Policy Manual would not go into effect unless a particular policy is chosen to be approved immediately. Mrs. Hall concluded that Sections A and B are now complete.

**REPORT OF FINANCE DEPARTMENT:**

- **FY '23 Q1 Revolving Account Report Presented by Mr. Michael Perrone:**

Mr. Perrone gave an update on the [FY '23 Q1 Revolving Account Report](#). The First Quarter Revolving Report, July 1, 2022-September 30, 2022. FY '23 Q2 Revolving Account Report will be given at an upcoming meeting. The accounts look good but the FACE School Store which is the only account in the negative but is already in the black. Mr. Ferron there have been some staffing changes and have a bit of a learning curve getting some of this work done.

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

- **FY '24 Budget Update Presented by Mr. Matthew Ferron:**

Mr. Ferron reviewed the FY '24 Budget proposal that was presented to this Committee back in early December, at that time it was discussed what is needed to maintain level services and payroll and expenses. Some projections for what are expected to increase costs above and beyond what would be normal increases, especially around transportation, private school tuition, and other inflation-related contracted services. The transportation and certain services that we require for students are difficult to find and very expensive. In the budget, it is projected at about \$400,000 above normal costs for increases. Going line by line in expense and personnel will better refine projections for the rest of FY '23 and projecting for FY '24. Going line by line also helps to see some things with patterns and trends. The meeting with the Select Board last Tuesday went well with an overview of the budget which consisted of discussions about full-day kindergarten and some extraordinary costs that are driving plans for the rest of this year and next. A meeting with the Ad Comm Education Liaison was last Thursday and will continue those conversations. There will be a meeting with the Select Board next Monday is a joint meeting with the School Committee at six o'clock at the Town Hall.

**Questions/Comments:**

Mrs. Hall commented on important it is that assumptions are not being made when talking about these things and waiting to look at the real numbers and information. She noted that a return in funding that would take almost a year to realize that Chapter 70 increase for that enrollment. Mr. Ferron responded that it goes by the October 1 enrollment report.

Mr. Miraglia inquired about Chapter 70 and full-day kindergarten that does not begin for another year. It seems to him that there is a portion of what is left recurring and upfront non-recurring in that first year you get stuck. He asked if that is what the district is going towards. Mr. Ferron noted that was a fair statement.

Please see [January 18, 2023, School Committee Meeting](#) to see the full budget presentation.

**Report on Teaching and Learning:**

- **Superintendent's Goals Mid-Cycle Progress Report presented by Mrs. Debbie St. Ives, Mr. Michael Perrone, Mr. Michael Oates, and Ms. Kailin Morelli:**

Mr. Ferron explained that every year a Mid-Cycle Progress Report of the Superintendent's Goals are important goals for the District. He thanked the Leadership Team. Although these are the Superintendent's Goals, these are Administration and Leadership Goals for the District as well and the Leadership Team has a role in these goals.

Mrs. St Ives presented first and gave an overview of who will be explaining each goal. She requested the questions be asked at the end instead of after each goal. She explained that they will not be reading each goal in full but each action item and the status of them. The Superintendent's [Mid-Cycle Progress Report](#) can be found in its entirety on the Hanover Public Schools website. Mrs. St. Ives presented Goals 1 and 5, Mr. Perrone presented Goal 3, Ms. Morelli and Mr. Oates presented Goals 2 and 4, and Goal 6 was discussed in full previously so it was not presented this evening.

The Superintendent's Goals for 2022-2023 were presented and approved on September 28, 2022, School Committee meeting.

- **Goal 1: District Improvement/To Increase Student Outcomes in the Area of Literacy**
  - Goal 1 continues to move forward and is on track for successful completion. Our teachers, curriculum directors, administrators, and outside partners continue to collaborate on this goal.

Our focus remains on training, planning, and coaching. These elements work in tandem to support effective implementation. We are encouraged and excited to continue this important work.

- Goal 2: District Improvement/To Improve Outcomes for Students Receiving Special Services
  - We are making solid progress with the implementation of the new process to support student transitions, and staff training is on track for successful completion.
- Goal 3: District Improvement/Redesign of Budget and Personnel Management Systems
  - The ongoing development and implementation of new financial systems and processes are on track to be completed this year. Some of the key actions scheduled for the fall have been rescheduled to the winter, but that is not expected to negatively impact the eventual outcome of the goal.
- Goal 4: District Improvement – To recruit and retain highly qualified special education staff.
  - We have completed all of the research regarding staff turnover rates and have made contacts with local colleges and universities to establish potential partnerships. We are planning for job fairs in the spring and we will continue to analyze attrition trends to help with our future hiring strategies.
- Goal 5: Finalization and Publication of Forward-Facing Curriculum Guides for Public Review)
  - The first phase of this goal is complete. Department Heads and Curriculum Directors will be reviewing the documents in the months ahead and we will be informing students and families about this resource as part of the course selection process.
- Goal 6: Evaluate and Develop Funding Strategy for Free Full-Day Kindergarten (FDK)
  - This goal is moving forward. The timing of implementation and current available funding projected for FY '24 remains under consideration. The research of the FY '24 financial impact is complete, and we are presently working with DESE to determine the potential impact on Chapter 70 state aid with an increase in full-time enrollment for K students. If necessary, this data will help us provide a multi-year funding plan to support this initiative.

#### **Questions/Comments regarding Goal 1:**

Mrs. Hall commented that she thought it was great that there is Professional Development for both staff and Administration, to see the work, what the “Wonders Curriculum” has been providing for Administrators, and to be able to see the implementation and support for the staff.

Mrs. Lynch appreciated being kept well informed.

Mrs. Cervantes added how excited she was for this next phase around the data because she thinks this rollout has been comprehensive and deliberate.

Mr. Miraglia expressed his excitement to see the data. He added when he thinks about the data he thinks about just a greater plan.

Mr. Ferron added that Goal 6, Full-Day Kindergarten, was already discussed in full and suggested they jump to Goal 3, Finance, with Mr. Oates and Mrs. Morelli finishing Goals 2 and 4. All agreed.

#### **Questions/Comments regarding Goal 2 through 6:**

Mrs. Hall asked in regards to transition if there are collaborations with other local Districts and how they are organizing the transition. Specifically, she asked what meetings they begin their work with the fourth-grade levels since IEP Meetings happen throughout the year. Mr. Oates responded that they are not aware of the way other Districts do it. The way we are doing it is year-round. This goal around starting right off the bat and becoming part of a team, it is more common that it will be near the end of the year; whether you are scheduling an additional meeting for transition, or it just so happens that a meeting may fall in its annual cycle near the end of the year. He added they are

trying something by challenging Dorsey on this recommendation because it was unfamiliar to us. At the end of the year when we are reviewing the progress here, we will look at just how effective it is from the feedback received from the teams and parents.

Mr. Miraglia commented that it is great to see the creativity in the job market and how competitive it is and he applauded trying to get a feel for retention.

Mrs. Cervantes appreciated what was being said about not comparing those numbers to other Districts because it always has more of a story. She wondered in comparing it against ourselves, which is how we're going to learn, of that 11% over the past four and a half years, that they might have left early in their tenure with us and asked if that was true. Mr. Oates replied that that is a fair statement.

Mrs. Lynch commented that the reality is sometimes people are asked to leave and that is something that we spend some time thinking about because we spend so much energy hiring them and mentoring them. Mr. Ferron responded by noting the retention rate is exceptional and has been that way for years. He added that we do not want to lose people because they become disenchanted with the profession and wants them to have a wonderful experience.

Mrs. Hall commented that the qualitative data is, in this case, more important than just the quantitative right now with finalizing those exit interviews which is important.

#### **Action Items:**

- **Student Account Authorization – HHS Ski Club Presented by Mr. Michael Perrone:**

Mr. Perrone presented a new student activity account to approve for the HHS Ski Club. He continued by stating this is intended on being a fun and interactive event in which students can go out and enjoy skiing and snowboarding in the winter. This is not intended to be a competitive sport, rather a time of fun and exercise for anyone interested. Everyone is allowed to join this club, no matter the level of ski/snowboard expertise. This will be a way of enjoying the mountain and making new friends along the way.

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

Mrs. Lynch asked if there was any interest and Mr. Mattos responded that a lot of kids are interested.

Motion entertained by Mrs. Hall to approved the *Student Account Authorization – HHS Ski Club* as presented. The motion was moved by Mr. Miraglia and seconded by Mrs. Cervantes. Roll call vote Pete Miraglia-Aye, Ryan Hall-Aye, Kristen Cervantes-Aye, and Ruth Lynch-Aye. The motion carried unanimously.

**Public Comment:** None at this time.

The next School Committee meeting is February 1, 2023. Expected agenda items will be: Policy Section I; Second Reading of Policy IJL / IJL-R (Library Materials), Policy Section C and D; Second Reading, FY '24 Budget Update, HHS Program of Studies, and other TBD

Motion entertained by Mrs. Hall to adjourn the meeting at 8:24 PM. The motion was moved by Mr. Miraglia and seconded by Mrs. Cervantes. Roll call vote Peter Miraglia-Aye, Ryan Hall-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 23 Q1 Revolving Account Report  
Appendix B FY 23 Superintendent's Goals Mid-Cycle Progress Report  
Appendix C Student Activity Account Authorization - HHS Ski Club  
Appendix D BBB