

Hamilton-Wenham Regional School District Committee

September 7, 2006

Minutes

- CALLED TO ORDER:** Don Gallant called a duly posted meeting of the Hamilton-Wenham Regional School District Committee to order at 7:03 p.m. The meeting was held in the Multipurpose Room of Buker Elementary School.
- PRESENT:** Denise Bisailon, Richard Boroff, Donald Gallant, Lisa Gaquin, Catherine Harrison, Bill Martin, Alexa McCloughan, Jack O’Keefe, and Laurie Wilson.
- ALSO PRESENT:** Gene Case, Interim Assistant Superintendent
- RECOGNITION:** Dr. McGrath recognized the Leadership Team, school secretaries and the custodians for their hard work in preparing for the opening of school.
- Dr. McGrath recognized 25 year recognition recipients: Linda Arnold, Jean Bailey, and Bill Corley.
- She also recognized Ken Mayne, Payroll Coordinator developed two brochures: Payroll 101 and Payroll 102 to answer questions regarding payroll. The pamphlets were distributed to all employees.
- STATEMENTS OF GUESTS:** None at this time.
- REPORTS AND CORRESPONDENCE:**
- Subcommittees:* The subcommittees need to schedule their first meeting before Sept 13th to develop their goals.
- School opening 2006-
New Staff:* Dr. McGrath introduced Jennifer Clifford as the new principal at Cutler Elementary, Philip Conrad, interim high school assistant principal, Gene Case as the interim assistant superintendent for finance, and Allison Brown Collins as the interim Director of Student Services.
- Eighteen teachers were hired for this year to fill positions that were openings due to retirements, transfers, and non-reappointments.
- Professional Status Teacher Recognition:* Dr. McGrath recognized the ten District teachers who achieved professional status. Each teacher was recognized by their principal of their school. The teachers recognized were:
Buker School – Carol Gambino – Grade 4
Cutler School - Carey Greene – Grade 1, Carla Santoro – Grade 1
Winthrop School – Alicia Kerrigan – Grade 5, Jennifer Sperry – SPED
MRMS – Jason Cacciapuoti – Physical Education, JoDelia Giampaolo – Grade 6
SPED, Stacey Moule-McCarthy – Grade 6 Language Arts, Jacob Whitmore – Grade 7 Mathematics
All schools – Erik Fecke – Band
- D. Gallant congratulated the teachers on behalf of the school committee.
- New Teacher Program:* Maryellen Duffy recapped the two day new teacher induction and mentoring program held in August for the new eighteen teachers. The new teachers will have eight other meetings such as workshops. All of the materials and activities

are paid through grants. She thanked the leadership team for their help with the orientation.

Leadership Team Reports:

B. O'Donoghue stated that Buker had a good opening. He thanked the custodians for all their hard work. He reported that Buker has 15 new students and a total of 228 students.

J. Clifford reported that Cutler opened with 323 students total and 17 new students. She thanked the teachers, families for their warm welcome. She also thanked Sue Cooke who worked with her on transition.

M. Cesarz reported that Winthrop opened with 367 students which include 38 preschool students. She thanked the teachers, secretary and custodians for a smooth opening.

J. DeSantis noted that MRMS started with new student orientation and a voluntary sixth grade orientation. Miles River opened with 508 students; 15 of whom are new to the district and 78 staff members. The new secretary is JoAnn LaFlam.

B. Krol highlighted the work of the main office staff and the guidance office for getting the High school ready. He reviewed the dates and times for the NEASC visit.

A. Brown Collins reviewed the highlights of the Student Services Department. She stated that the middle school has implemented a language based program. She also reported that the Department of Education Coordinated Program Review will take place in October 2006 and that a press release about the coordinated program review will be in the papers shortly.

Financial Report:

Gene Case stated that the welcome that he has received here has been very nice and that there is something unique about Hamilton-Wenham. He especially noted that there is a respect and value for what people do here. He reviewed the June and July 2006 financial reports. He noted that the surplus fund and the reserves need to be updated and will make that report at the next meeting.

Private Funding Report:

Dr. McGrath reported that the District received \$42,741 in private funding donations. ProMusica has donated \$10,075 to eliminate fees for the elementary chorus and to decrease the middle school chorus and band fees. The Hamilton-Wenham Alliance donated \$12,706 so there is no cost for extracurricular activities for high school students and the Hamilton-Wenham Touchdown Club donated \$19,960 to cover the football user fees. The touchdown club does ask parents to make a \$200 contribution to the club.

A revised fee schedule has been posted on the district website.

INFORMATION/ COMMUNICATION: D. Gallant received an email from Elaine Carey and she wished the school committee well this year.

*School Committee Meeting
Calendar 2006-2007:*

The school committee members reviewed the 2006-07 school committee meeting schedule. The plan is to have one meeting for September, October, November and December and a second meeting is needed. D. Gallant reviewed the school committee workshop dates.

Curriculum Night Schedule:

Cutler and Winthrop Schools have 2 evening scheduled for Curriculum Nights.

Cutler	Gr. K-2	Wed., Sept. 13 @ 7:00 p.m.	R. Boroff
Cutler	Gr. 3-5	Mon. Sept. 18 @ 7:00 pm	D. Gallant
Winthrop	Gr. PK-1	Wed. Sept. 13 @ 7:00 pm	D.Gallant
Winthrop	Gr. 2-5	Wed. Sept. 20 @ 7:00 pm	A. McCloughan
Buker	Gr. K-5	Wed. Sept. 20 @ 6:30 pm	J. O'Keefe
High School	Gr. 9-12	Tues., Sept. 19 @ 7:00 pm	D. Bisailon, L. Gaquin D. Gallant
Miles River	Gr. 6-8	Wed., Sept. 27 @ 7:00 p.m.	B. Martin

MASC/MASS Conference

November 8 – 11, 2006, Hyannis:

School committee members planning to attend the conference should register online. There are school committee funds to cover this conference. The conference is scheduled for November 8-11, 2006 in Hyannis.

The new school committee members reviewed their experiences at "School Committee School" that they were required to attend by law. They reviewed open meeting law, contracts and negotiations, and role of school committee members.

District Program Evaluation Schedule:

The District will be hosting three evaluation teams this year. The dates and evaluation programs are:

September 24-27: NEASC High School 10 Year Accreditation Visit. The self study began in earnest last year. Patty Soliozy and Louise Vose are the chairpersons for this visit.

October 23-25: DOE Coordinated Review for special education, civil rights, English language learners, and Title I programs. The documents must be submitted to the DOE by October 6th. Allison Collins, Maryellen Duffy, and Debbie Frontierro are spearheading this effort.

The College Board will come later this year to review our Advanced Placement courses. Frank Sullivan will coordinate this effort.

A committee member asked how often these visits occur. The DOE is every five years. The NEASC is every ten years. The College Board is a new evaluation this year.

Transportation Update:

G. Case provided an update on bus transportation. They have had some problems because they couldn't get buses thru Larch Row and Walnut due to the eight ton limit. This has resulted in extended times on the bus. In order to pick up all the kids they have contracted a van for \$55 a day to the areas that the buses can't access. The bridges may not be repaired until January.

OLD BUSINESS:

Waste Water Treatment Facility Settlement: Gene Case updated the committee on the wastewater treatment facility settlement. The checks have been issued totally \$30,000 payable to the District.

The school district also received a letter from the DEP in early July regarding some problems with the hatches and with a couple of the wells at the WWTF. The covers were not secured and that was one area of noncompliance. One test

well was not in compliance. Weston & Sampson has addressed these issues. It will cost less than \$500 to fix all the problems. B. Martin asked how long the DEP will monitor compliance. Dr. McGrath responded that the DEP will continue to conduct checks for as long as we have the facility.

Residency Issue – Resolution:

Dr. McGrath reviewed the residency issue and they have finally come to an agreement regarding the fees. The family found to be non-residents will pay the district back tuition through a payment plan. The first payment is due on October 1st. If any payment is late then the total amount is due immediately.

Dr. McGrath also met with Gordon Conwell personnel to review residency regarding their students. She also asked that the Seminary forward information of new students regarding their language needs if they do not speak English so the District can have the tutors in place when the students arrive for schools.

NEW BUSINESS:

FY 07 Middle and High School Attendance Officers:

RICHARD BOROFF MADE A MOTION THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE REAPPOINTMENT OF CHRISTY A. HALL, ASSISTANT PRINCIPAL AS THE ATTENDANCE OFFICER FOR THE MILES RIVER MIDDLE SCHOOL WITH A STIPEND OF \$500.00. CATHERINE HARRISON SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-1).

RICHARD BOROFF MOVE THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE APPOINTMENT OF PHILIP T. CONRAD, INTERIM ASSISTANT PRINCIPAL AS THE ATTENDANCE OFFICER FOR THE HIGH SCHOOL WITH A STIPEND OF \$500. CATHERINE HARRISON SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-1).

Appoint school representatives to the Towns/School Capital Management Committee:

RICHARD BOROFF MADE A MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE APPOINTMENT OF EUGENE CASE AND NEWELL PENNIMAN AS SCHOOL COMMITTEE REPRESENTATIVES TO THE TOWNS/SCHOOL CAPITAL MANAGEMENT COMMITTEE THROUGH JUNE 30, 2007. CATHERINE HARRISON SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0).

Appoint school representative to Cable TV Advisory Board:

RICHARD BOROFF MOVE THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE APPOINTMENT OF PHILIP T. CONRAD AS THE SCHOOL COMMITTEE REPRESENTATIVE TO THE HAMILTON AND WENHAM CABLE ADVISORY BOARD THROUGH AUGUST 2009. CATHERINE HARRISON SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0).

There are three representatives from each town and one from the school district.

Field Trip Request: High School Ski Club Trips for Winter 2007:

Dr. McGrath presented information regarding a request from the high school ski club for its 2006-2007 ski program in Gunstock, NH and Sunday River, Maine. The school committee will vote on the request at its October 5th meeting.

**POLICY DEVELOPMENT AND
POLICY ADOPTION:**

*Policy Update: Gifts and Contributions
to Individual Employees:*

RICHARD BOROFF MADE A MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE POLICY "Gifts and Contributions to Individual Employees" AS REVISED. CATHERINE HARRISON SECONDED THE MOTION.

Dr. McGrath reviewed policies over the summer and found two problems with this policy. The first one is that this policy needs to be distributed to all the parents at the beginning of the school year. The second one is that this policy is not in compliance with the law based on the second sentence in Section II A of the policy which states "...Understanding that in some classes families choose to give a group gift, the aggregate value of \$125 shall not be exceeded." No one individual gift can be more than \$50 and no longer can group gifts be given in excess of \$50.

THE MOTION PASSED UNANIMOUSLY (9-0-0).

APPROVAL OF MINUTES:

RICHARD BOROFF MADE MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE REGULAR MEETING HELD ON JUNE 29, 2006. CATHERINE HARRISON SECONDED THE MOTION. THE MOTION PASSED WITH BILL MARTIN ABSTAINING (8-1-0).

FUTURE WORKSHOPS & MEETINGS:

- A. September 14 – Superintendent/SC Workshop
- B. September 21 – SC/LT Goals Workshop
- C. October 5 - School Committee Meeting - SC & District Goals; Public Forum on School Choice
- D. November 2– School Committee Meeting

ADJOURNMENT:

RICHARD BOROFF MADE A MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 9:21 P.M. TO EXECUTIVE SESSION FOR THE PURPOSE OF FY 07 COLLECTIVE BARGAINING AND NOT TO RETURN TO PUBLIC SESSION. CATHERINE HARRISON SECONDED THE MOTION. A VOICE VOTE WAS TAKEN:

Denise Bisailon	Yes	Bill Martin	Yes
Richard Boroff	Yes	Alexa McCloughlan	Yes
Donald Gallant	Yes	Jack O'Keefe	Yes
Lisa Gaquin	Yes	Laurie Wilson	Yes
Catherine Harrison	Yes		

THE MOTION PASSED UANIMOUSLY (9-0-0).

Respectfully Submitted,
Jacqueline Cooper
School Committee Secretary