

Hamilton-Wenham Regional School District Committee

June 19, 2008

Minutes

CALLED TO ORDER: Dr. McGrath called a duly posted meeting of the Hamilton-Wenham Regional School District Committee to order at 7:00 p.m. The meeting was held in the Multipurpose Room of Buker Elementary School.

PRESENT: Denise Bisaillon (arrived 7:08 pm), Richard Boroff, Donald Gallant, Lisa Gaquin, Alexa McCloughan, Jack O'Keefe, and Laurie Wilson.

ALSO PRESENT: Dr. Marinel McGrath, Superintendent and Paul Szymanski, Asst. Superintendent.

ABSENT: Catherine Harrison and Lauren Prior

Amend June 19, 2008 agenda: **L. GAQUIN MADE A MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO AMEND THE JUNE 19, 2008 AGENDA AS FOLLOWS:**

ADD: UNDER NEW BUSINESS: HAMILTON-WENHAM ED FUND GRANT AWARD

**ADD: APPROVAL OF MINUTES
JACK O'KEEFE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (6-0-0).**

STATEMENTS OF GUESTS: None

RECOGNITION: None

REPORTS AND CORRESPONDENCE:
Subcommittee Reports: The subcommittees have not met. R. Boroff gave a legislative update.

FY07 Audit Report – Melanson & Heath: Frank Biron highlighted the FY07 audit report. He reviewed the financial statements and stated that they are in compliance with general accounting principles. He cautioned that the undesignated reserve fund has about 1% which is too low; Melanson and Heath recommend a minimum of 3% while the law permits up to 5%. The reports demonstrated that the district has a very tight budget. The expenditures from the reserve fund were for special education costs. Mr. Biron also reviewed the management letter and highlighted that the auditors and the district are required to use the new auditing standards as of 2007. D. Gallant asked P. Szymanski if he sees any problems with implementing these recommendations. Mr. Szymanski stated that Melanson and Heath have been very helpful to advising him to how to adhere to these recommendations.

Hamilton Wenham Ed fund: **L. GAQUIN MADE A MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT \$100,068 IN GRANT AWARDS FROM THE HAMILTON WENHAM ED FUND FOR THE PURCHASE OF TECHNOLOGY TO SUPPORT THE DISTRICT TECHNOLOGY PLAN IN THE FIVE SCHOOLS. D. GALLANT SECONDED THE MOTION.**

Dan Gaquin, president of Hamilton-Wenham Ed Fund, presented the grant awards totaling \$101,068. The grant recipients and awards are:

| | | |
|----------|----------|---|
| Buker | \$15,338 | } Classroom laptops, video streaming subscription, software subscriptions for math |
| Cutler | \$17,081 | |
| Winthrop | \$17,081 | |

Middle School: \$20,000 Mobile laptop lab with 30 computers and a wireless system that will allow students to access word processing and database programs and internet, from their desks.

High School: \$30,568 Library Media Writing Center to be located in Room 400. The grant would be dedicated to purchasing the technology - 30 laptops, a wireless cart, access points and software.

THE MOTION PASSED UNANIMOUSLY (7-0-0).

Financial Report- May 2008:

P. Szymanski reviewed the May financial report. He indicated that the district should receive the school choice funds by the end of June.

Information and Communications:
Subcommittee Minutes:

None

2008-09 Representatives to Town/School Budget/Long Range Committees:

Laurie Wilson, chairperson and Catherine Harrison will be the representatives for the Town/School Budget Process Committee and Lauren Prior will be the liaison to the Capital Management Advisory Committee (CMAC).

June 9th School Committee Workshop:

School committee members met with their subcommittees to select the chair and secretary and to develop their 2008-09 goals. There will also be a governance subcommittee to review and write down school committee practices relative to succession and subcommittee.

June 10th Joint Boards Meeting:

L. Wilson recapped the June 10th meeting for the committee. There will be another meeting on June 21 to continue discussion regarding a “Blue Ribbon Committee”.

Superintendent’s report:

Dr. McGrath stated that the letters regarding user fees have been sent to all 8th graders and high school students. There was one private funding donation for boys soccer (\$2500) submitted by the deadline. Information regarding fall sign ups is available on the website. User fees are due the week of July 14 -18. The deadline for private funding for winter sports is due the week of Oct 27 – 31st.

Dr. McGrath said that she, P. Szymanski, and the District insurance consultant have been researching GIC insurance over the past year to see if there would be financial savings with GIC. The district currently has a 60/40 cost share. Once the final report is completed she will share it with the committee.

Dr. McGrath informed the committee that the change from 9-12 department heads to the grade 6-12 curriculum leader positions is now complete. All the curriculum leaders have been selected; it is a teacher leader position with 60% teaching and 40% instructional leadership.

OLD BUSINESS:

Subcommittee Reorganization:

Communications

Catherine Harrison
Alexa McCloughan, Chair
Lauren Prior, Secretary
Lisa Gaquin, Ex officio

Finance

Richard Boroff
Don Gallant, Secretary
Catherine Harrison, Chair
Jack O'Keefe
Laurie Wilson, Ex officio

Negotiations

Don Gallant
Lisa Gaquin, Secretary
Laurie Wilson, Chair

Facilities

Denise Bisaillon, Secretary
Alexa McCloughan
Lauren Prior, Chair
Laurie Wilson, Ex officio

Policy/Legislative

Denise Bisaillon
Richard Boroff, Secretary
Jack O'Keefe, Chair
Lisa Gaquin, Ex officio

LISA GAQUIN MADE A MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE 2008-2009 SUBCOMMITTEES, CHAIRPERSONS, AND SECRETARIES AS PRESENTED. R. BOROFF SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (7-0-0).

2008-2009 High School Student Handbook Changes:

LISA GAQUIN MADE A MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE 2008-2009 HIGH SCHOOL STUDENT HANDBOOK AS PRESENTED. R. BOROFF SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (7-0-0).

Winter 2009: HS Ski Club Trips to Gunstock, NH and Sunday River, ME:

L. GAQUIN MADE MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE WINTER 2009 HIGH SCHOOL SKI TRIPS TO GUNSTOCK, NH AND SUNDAY RIVER, ME ON THE DATES PRESENTED AND IN ACCORDANCE WITH PROVISIONS OF THE DISTRICT SCHOOL-SPONSORED TRAVEL POLICY. R. BOROFF SECONDED THE MOTION. THE MOTION PASSED (7-0-0).

High School Field Trip Request: Austria - February 14-21, 2009:

L. GAQUIN MADE A MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE FEBRUARY 14 - 21, 2009 HIGH SCHOOL SKI TRIP TO AUSTRIA IN ACCORDANCE WITH PROVISIONS OF THE DISTRICT SCHOOL-SPONSORED TRAVEL POLICY. R. BOROFF SECONDED THE MOTION. Kevin Sano will notify the students who are interested in the trip. THE MOTION PASSED (7-0-0).

Superintendent's FY09 Compensation Request:

LISA GAQUIN MADE A MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO HONOR THE SUPERINTENDENT'S REQUEST TO NOT CONSIDER A RAISE FOR PERFORMANCE INCREASE FOR THE 2008-2009 FISCAL YEAR ALTHOUGH HER PERFORMANCE OF 3.8 ON A 4.0 SCALE WARRANTED SUCH CONSIDERATION. RICHARD BOROFF SECONDED THE MOTION. L. Wilson thanked Dr. McGrath. THE MOTION PASSED UNANIMOUSLY (7-0-0).

NEW BUSINESS:

Approve appointments of Buker and Winthrop Registered Nurses:

As per Massachusetts General Law C. 71, §53, the school committee needs to approve the appointment of medical personnel as recommended by the superintendent.

L. GAQUIN MADE MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE APPOINTMENT OF TAMMI SMITH AS THE BUKER SCHOOL REGISTERED NURSE FOR THE 2008-09 SCHOOL YEAR. R. BOROFF SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (7-0-0).

L. GAQUIN MADE MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE APPOINTMENT OF LAUREN MCDONALD AS THE WINTHROP SCHOOL REGISTERED NURSE FOR THE 2008-09 SCHOOL YEAR. R. BOROFF SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (7-0-0).

Purchase of High School Astronomy and Physics textbooks:

L. GAQUIN MADE MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE ASTROMOMY AND PHYSICS TEXTBOOK PURCHASES AS PRESENTED. R. BOROFF SECONDED THE MOTION. The cost is \$13,108 in total. As per Massachusetts General Law C71, §50, the school committee must approve the purchase of the new textbooks by a vote of two-thirds of the whole committee. . **THE MOTION PASSED UNANIMOUSLY (7-0-0).**

Award bid for the space needs and demographic study:

L. GAQUIN MADE A MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO AWARD A CONTRACT IN THE AMOUNT OF \$35,000 TO DORE & WHITTIER ARCHITECTS, INC. OF NEWBURYPORT, MA FOR THE PURPOSES OF CONDUCTING A SPACE NEEDS AND DEMOGRAPHIC STUDY. SAID AWARD SHALL BE PERFORMED IN ACCORDANCE WITH RFP No. E-061108. R. BOROFF SECONDED THE MOTION. P. Szymanski reviewed the space needs and demographic study. The study will analyze the possibility of full day kindergarten and restructuring the existing space. The study will summarize enrollment, enrollment projections, planned new housing, 5 to 10 year projects, etc and their effects on the needed space in schools. The project will begin on July 1st and the final report is due on Oct 15th. The company will meet with the leadership team at the leadership retreat in August. Mr. Szymanski stated that the district received five bid proposals. Dore & Whittier from Newburyport is the firm he and Dr. McGrath are recommending due to the depth of the team’s skill set and after checking the references. The cost of the contract is \$35,000; payments will be made throughout the project. **THE MOTION PASSED UNANIMOUSLY (7-0-0).**

L. GAQUIN MADE A MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO TRANSFER THE SUM OF \$35,000 FROM THE UNRESERVED FUND TO A CAPITAL PROJECT FUND ACCOUNT TITLED “SPACE NEEDS & DEMO STUDY.” R. BOROFF SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (7-0-0).

P. Szymanski gave an update on the Cutler Boiler. HE stated that MSBA has layers of paperwork and that he is currently working on the “request for proposal” (RFP) for the MSBA. He indicated that the district is on track and on timeline with the process. Dr. McGrath thanked Paul Szymanski for all his work on the RFP process.

Termination of the Coastal Educational Collaborative:

LISA GAQUIN MADE A MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE PURSUANT TO SECTION VIII OF THE TERMS OF THE COASTAL EDUCATIONAL COLLABORATIVE JOINT SERVICE AGREEMENT, AS AMENDED APRIL 2008, APPROVE THE TERMINATION OF THE OPERATIONS FOR THE COLLABORATIVE EFFECTIVE AUGUST 31, 2008 AND THE TERMINATION OF THE COLLABORATIVE ENTITY WHEN ALL THE LEGAL REQUIREMENTS RELATING TO TERMINATION HAVE BEEN MET. THE SCHOOL COMMITTEE ALSO AUTHORIZES THE EXECUTIVE DIRECTOR TO NOTIFY THE DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION THIRTY (30) DAYS PRIOR TO THE EFFECTIVE DATE OF TERMINATION OF THE COLLABORATIVE, AND TAKE WHATEVER OTHER STEPS ARE NECESSARY TO CARRY OUT THE TERMINATION OF THE COLLABORATIVE PURSUANT TO THE JOINT SERVICES AGREEMENT. RICHARD BOROFF SECONDED THE MOTION. Dr. McGrath reviewed the status of the collaborative. This motion is to approve the termination of the Collaborative as of August 31st. The district will become adjunct members of the Greater Lawrence Educational Collaborative (GLEC) as of September. Dr. McGrath will bring forth the vote to pursue membership in GLEC once the merger language is approved. She outlined that the termination costs could be as much as \$50,000 but also could be lower; the exact cost will be known when the auditors complete their work in August. The funds to pay for the termination are encumbered. **THE MOTION PASSED UNANIMOUSLY (7-0-0).**

Food Service Pay Schedule 2008-2009:

LISA GAQUIN MADE A MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE FOOD SERVICE 2008-2009 PAY SCHEDULE AS PRESENTED. RICHARD BOROFF SECONDED. Dr. McGrath stated that the food services department has an independent budget. The pay schedule provides a 2.04% increase for employees. Due to financial constraints, she also stated she approved Food Service Director Catherine Donovan's recommendation to discontinue providing lunches during the school year to Enon Village due to low participation of residents and to eliminate one cafeteria position. D. Gallant asked if Ms. Donovan will increase the cost of lunches due to the deficit. Dr. McGrath responded that Ms. Donovan is researching lunch costs with the rising food prices. She expects that Ms. Donovan will recommend an increase in lunch prices when she makes her report in September. If there is a change, the recommendation would be for January 2009. **THE MOTION PASSED UNANIMOUSLY (7-0-0).**

POLICY DEVELOPMENT AND ADOPTION:

Second Reading & Vote: School Calendars for 2008-09 & 2009-10:

LISA GAQUIN MADE A MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE IMPLEMENT THE FY09 AND FY10 SCHOOL CALENDARS WITH A PRE LABOR DAY START AND FEDERAL HOLIDAY SCHEDULE FOR STUDENTS AND TEACHERS AS THE OFFICIAL SCHOOL CALENDARS AS VOTED ON NOVEMBER 1, 2007. RICHARD BOROFF SECONDED THE MOTION. Denise Bisailon stated that this follows the recommendation of the policy committee to continue with the federal holiday calendar. **THE MOTION PASSED UNANIMOUSLY (7-0-0).**

*Second Reading & Vote: Religious
Observance Policy:*

LISA GAQUIN MADE A MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE REVISED RELIGIOUS OBSERVANCES POLICY AS PRESENTED. RICHARD BOROFF SECONDED THE MOTION. Denise Bisaillon stated that they changed the date that employees need to notify their principals within 10 days of the first day of schools. **HE MOTION PASSED UNANIMOUSLY (7-0 -0).**

L. Gaquin said many people appreciated the process and were able to voice their opinions.

APPROVAL OF MINUTES:
June 5, 2008-Regular meeting:

LISA GAQUIN MADE MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE REGULAR MEETING HELD ON JUNE 5, 2008. RICHARD BOROFF SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (7-0-0).

ADJOURNMENT:

LISA GAQUIN MADE A MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN AT 8:54 P.M. RICHARD BOROFF SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (7-0-0).

Respectfully Submitted,
Jacqueline Cooper
School Committee Secretary