

**Hamilton-Wenham Regional School District Committee**

**May 15, 2014**

**Minutes**

**CALL TO ORDER AND  
PLEDGE OF ALLEGIANCE:**

Bill Wilson opened the meeting at 7:04 p.m. in the Buker Multipurpose Room. The Committee and others present rose for the Pledge of Allegiance.

**PRESENT:**

Jeanise Bertrand, Bill Dery, Deb Evans, Roger Kuebel, Barbara Lawrence, Sheila MacDonald, Stacey Metternick, Larry Swartz, Bill Wilson

**ALSO PRESENT:**

Dr. Michael Harvey, Superintendent; Dr. Celeste Bowler, Assistant Superintendent for Learning; Jeff Sands, Assistant Superintendent for Finance and Administration

**ABSENT:**

No one

**CITIZENS' CONCERNS:**

Elaine Appel (Linden St., Hamilton) asked the Committee to provide information to the public about the PARCC test and discuss it thoroughly before deciding whether to participate in it during the 2014-15 school year. Dr. Harvey noted he would attend an information session for superintendents about this issue the week after this meeting.

**CHAIR'S REPORT:**

B. Wilson thanked A. Appel for alerting the Committee to a recent presentation in Peabody about PARCC and the Common Core, and remarked briefly on information he learned by attending. He encouraged Committee members to learn more, independently, before the Committee makes related upcoming decisions.

D. Evans briefly updated the Committee about the "turf committee" to which she is the Committee's liaison, and its ongoing assessment and planning for creation of additional athletic fields. She said extensive public fundraising is contemplated. She suggested the Committee invite a representative of this committee to provide a fuller update in June.

**SUPERINTENDENT'S REPORT:**

Dr. Harvey encouraged Committee members to attend the HWRHS graduation on June 1 at the Gordon College chapel, and two other events that lead up to it.

He also asked them to attend a presentation by the master plan steering committee on May 22 at 5:30 p.m. in the Buker multi-purpose room; it is to be posted as an official meeting of the Committee and is open to the public.

Dr. Harvey and B. Wilson thanked Chase Schaub for his service as student representative to the Committee.

**CONSENT AGENDA:**

Minutes of May 1, 2014  
National History Day Field Trip

B. Dery asked why the Committee votes on some field trip proposals; the Committee and Dr. Harvey spoke briefly about the district policy that requires this for out-of-state overnight trips.

**SHEILA MACDONALD MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE ALL OF THE ITEMS ON THE CONSENT AGENDA. THERE CAN BE NO FURTHER DISCUSSION OR AMENDMENT OF THIS MOTION. DEB EVANS SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).**

**NEW BUSINESS:**

SEPAC Presentation

Norman Cramer (Forest St., Hamilton) informed the Committee about the basic identity of the SEPAC and its recent bylaw changes. Margot Killoran (Sagamore Farm Rd., Hamilton) discussed the group's support of parents of students with special education needs, and its willingness to support teachers and administrators; SEPAC-sponsored workshops open to the public; and collaboration with teachers, administrators and organizations within HWRSD. She also discussed the SEPAC's objectives and priorities, liaisons with various individuals and departments, and recent consolidation of its board functions into a smaller leadership team. (Their PowerPoint presentation is appended to these minutes.) She asked the Committee to appoint a member as liaison to the SEPAC regarding issues around special education. R. Kuebel noted that the SEPAC is officially linked to the district and Committee, and has the official role of advising the Committee about special education. M. Killoran said the group has traditionally reported to the Committee twice a year. Discussion touched on issues including education of gifted children, and membership in the SEPAC.

M. Killoran presented the Special Educator of the Year Award to Cutler Elementary integrated first-grade classroom teacher Mary Adamik and read aloud parents' laudatory comments.

First Readings of Policies

B. Lawrence briefly explained the Policy Working Group's reasons for proposing the policies below. Some were noncontroversial; points of debate about others are noted below. (The draft policies are appended to these minutes.)

*Bonded Employees and Officers*

This draft acknowledges legal requirements.

*Energy Conservation*

B. Lawrence said this policy language is "generic" and intended as the basis for developing administrative procedures to address such issues. Discussion touched on topics including whether a policy is needed; if so, whether it should set the goal of minimizing energy use costs;

whether unnecessary use and expense currently takes place; and non-expense-related issues such as facility footprints, and educating students about resource conservation.

*Food Service Management*

Discussion touched on topics including possible variations in the current delivery system, and whether the draft language would preclude outsourcing.

*Food Service Program*

B. Lawrence said a key element of this draft policy is that the district participate in the National School Lunch Program. B. Dery said this and some other proposed and recently approved policies simply reiterate law, and suggested that instead of enacting such policies, the Committee list legal requirements and affirm it is in compliance.

*Free and Reduced Cost Lunch*

This draft policy states that a student whom a teacher believes is not properly nourished would not be denied food if a proper application has not been received from the child's parents/guardians.

*Recycled Product Procurement*

This draft calls for the district to purchase of recycled products when possible. B. Dery said production of recycled products uses more energy than initial production and objected to it being characterized as a conservation measure. B. Lawrence suggested the Committee revert to an earlier draft that omitted some material to which B. Dery objected, and consider only paragraph one of the text presented at this meeting. She invited B. Dery to provide information to members, via Dr. Harvey, to support his statements.

*Passing a School Bus on School Property while it is Loading or Discharging Students*

Discussion touched on language about whether drivers can pass a bus when its lights are not flashing, and police and Registry of Motor Vehicles employees' jurisdiction on school property. J. Sands said research by administrators indicated that the law was not being followed regarding procedures for busses loading or discharging students at the schools, and administrators took action with the bus company, but he said it would not hurt to have this policy in place.

*Policy—Second Reading Student Transportation in Private Vehicles*

Because the draft policy that members received in writing was not the version that the working group wished to put forward, a decision was deferred. Discussion touched on topics including whether a district policy should place any limits on driving by individuals 21 and older; students driving other students to offsite locations of athletic events and extracurriculars; whether school buses could be employed for such trips, and potential impact on user fees; and administrators' position that teachers and coaches should not transport students in their private vehicles.

*Q3 Financial Report & EOY Forecast*

J. Sands commented briefly on the written report he provided to the Committee prior to this meeting in the form of PowerPoint slides (which were not projected at the meeting). (The slides, which include

analysis by school, by department, and by DESE category, are appended to these minutes.) He said the forecast as of May agrees with the March projection that at the close of this fiscal year the district would have a balance of \$896,000 favorable to budget. Discussion touched on topics including the process of closing the books after the close of the fiscal year; forecasted variances in some budget lines and reasons for those variances; and details of healthcare accounts.

Massachusetts Curriculum Framework Presentation

Dr. Bowler gave a PowerPoint presentation on the Common Core (which is appended to these minutes). It touched on topics including the national Common Core Standards Initiative; how it relates to Massachusetts curriculum frameworks; the goals of the Common Core; college and career readiness; the review process prior to a state's adoption of some or all of the Common Core; source material used in drafting Core standards; whether the Core dictates how teachers can teach; what standards do, and do not do; how English language arts and mathematics frameworks are designed and organized; the timeline of adoption of the frameworks; and corresponding changes in standardized testing. She presented examples of specific Massachusetts frameworks and said the frameworks do not tell teachers how or what to teach, but rather describe the abilities students are expected to develop at specific grade levels as the outcome of instruction. She recommended that people investigate a range of sources of information about the Core, including the Massachusetts frameworks posted on the DESE website. She said she finds no state standards for skills and knowledge that she would not want children to master.

B. Wilson invited Committee members' questions and comments. He said the national standards set the minimum and the Massachusetts frameworks add rigor. He said the PARCC assessment should be considered separately, which Dr. Bowler reinforced. Discussion touched on topics including non-educators' ability to assess the standards; testing, and use of the resulting data to modify instruction; the PARCC field test some HWRSD students took this year; the MCAS versus the PARCC assessment; what the district's MCAS results have revealed that has been of practical use in improving instruction; and costs of meeting Core standards.

B. Wilson invited members of the audience to comment via email or at a future meeting.

Dr. Harvey said the district must decide by the end of June whether to participate in the PARCC field test or the MCAS in 2014-15.

**COMMITTEE REPORTS:**

Audit None

Facilities None

Negotiations	None
Policy	Policy proposals were discussed earlier in the meeting.
Warrant	None
Student Representative	Chase Schaub reported briefly on a student film festival and thanked Committee for allowing him to share his input this year.
Other	None

**VOTE TO ADJOURN TO EXECUTIVE SESSION:**

**SHEILA MACDONALD MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS STRATEGY WITH RESPECT TO TEACHER NEGOTIATIONS AND NOT TO RETURN TO PUBLIC SESSION. ROGER KUEBEL SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN:**

J. Bertrand Y	R. Kuebel Y	S. Metternick Y
B. Dery A	B. Lawrence Y	L. Swartz Y
D. Evans Y	S. MacDonald Y	B. Wilson Y

**THE MOTION PASSED 8-0-1-0.**

The public session of the meeting adjourned to executive session at 9:24 p.m.

**DOCUMENTS AND EXHIBITS USED AT THIS MEETING:**

National History Day field trip request forms and supporting documents (15 pages)  
 SEPAC PowerPoint presentation  
 Draft policies on Bonded Employees and Officers, Energy Conservation, Food Service Management, Food Service Program, Free and Reduced Cost Lunch, Recycled Product Procurement, Student Transportation in Private Vehicles, and Passing a School Bus on School Property While It Is Loading or Discharging Students (8 pages)  
 FY14 Forecast PowerPoint presentation dated May 15, 2014 (3 slides)  
 An Overview of the Massachusetts Curriculum Frameworks Incorporating the Common Core State Standards (CCSS), PowerPoint presentation dated May 2014 (25 slides)  
 Crosswalk of 2011 MA Mathematics Standards and MA 2000 Standards, Grade 1 (3 pages)

Respectfully submitted,  
 Ann Sierks Smith