



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

School Committee Meeting

Amended

Buker Elementary School
Multi-Purpose Room

Thursday, March 16, 2017

7:00 PM

1. Call to Order 7:00
2. Pledge of Allegiance
3. Citizens' Comments
4. Chair's Report
5. Superintendent's Report
6. Consent Agenda
 - a. Minutes of January 17, 2017 Exhibit A
 - b. Minutes of February 2, 2017 Exhibit B
 - c. Minutes of February 13, 2017 Exhibit C
 - d. Minutes of March 2, 2017 Exhibit D
 - e. Donation from Exhibit E
 - G's Lacrosse Boosters \$1,300
 - Buddy Bench for Winthrop \$600
 - f. Policies Exhibit L
 - Background Checks L1
 - Conflicts Between District Policy & collective Bargaining Agreements or State & Federal Laws L2
 - C.O.R.I. for Owners of Challenge Courses L3
 - C.O.R.I. Requirements L4
 - Dissemination L5
 - Nondiscrimination L6
 - Policy Adoption L7
 - Policy Revision & Review L8
 - Religious Observances L9
 - Section 504: Grievance Procedure L10
 - Tobacco Free
 - g. Field Trip Request-Japan April 2018 Exhibit N
 - h. Warrant Subcommittee Report Exhibit O
7. New Business
 - a. 5 Year Capital Plan Prioritization Exhibit F
 - b. YTD Financial Forecast Exhibit G
 - c. Buker Water Rates—Requested by M. Bailey Exhibit H
 - d. Update from Director of Curriculum, Assessment & Instruction Exhibit I
 - e. Appoint Bill Lannon to the Essex Tech School Committee Representative from the Town of Hamilton

- f. Side Letter with the HWREA
 - g. Policies 1st Readings
 - a. Purchasing Requirements \$10k-\$49,999
 - b. Purchasing Requirements Over \$50k
 - c. Student Activity Accounts
 - d. Student Fundraising Activities
 - h. Discuss status of District's Legal Counsel-Requested by S. Metternick (3/13/17)
 - 8. **Committee Reports**
 - a. Communications
 - b. Planning
 - c. Policy
 - d. Warrant
 - e. Regional Agreement
 - f. Student Rep.
 - g. Other-School Liaisons Updates
 - 9. **Other**
 - a. Topics for next meeting
 - 10. **Vote to Adjourn**
- 9:30

Exhibit J
Exhibit K

Exhibit M1
Exhibit M2
Exhibit M3
Exhibit M4

Secretary: Joshua Liebow, HWRSC

HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE
PUBLIC HEARING FY18 BUDGET
Buker Elementary School Tuesday, January 17, 2017 7:00 PM
Buker Multi-Purpose Room

Present:

Michelle Bailey
Jeanise Bertrand
Deb Evans
Gene Lee
David Polito

Also present:

Michael Harvey, Superintendent
Wenham BOS representatives

- I. Call To Order:** Michelle Bailey called the meeting to order at 7:05 pm in the Buker School Multi-Purpose Room.
Town of Wenham Board of Selectmen Chair John Clemenzi called the BOS meeting to order concurrently.
The purpose of this meeting is to hear Gale Associates' presentation on the Turf Field Study and to ask questions regarding it. This meeting is not for the purpose of deliberation on the Turf Field.

II. Presentations by Gale Associates with Results of the Turf Field Study Exhibit B
Shaun Boyd of Gale Associates presented.

Discussion:

- *From Wenham BOS: Has this plan been reviewed by Conservation, Neighborhoods, and others affected—particularly by lighting issues? The lighting technology used is designed to help meet event lighting needs without spilling over into surrounding areas. Meetings are coming up which will allow other stakeholders to voice concerns.*
- *Are costs being divided out according to usage? Yes. Are there “cost escalator estimates” which could help inform us of contingencies? For example, market costs on labor are variable.*
- *Emergency Access? Currently designed for an ambulance. A fire truck could get down there, but turning radius is not provided.*
- *Would there be access for larger equipment to get to the back?*
- *Can individual items (press box, for instance) be removed from the plan as budget requires? Yes.*
- *Regarding usage—At what point would shared usage max out the capacity of the project? Synthetic Turf is not restricted by the need to allow natural grass to recover, but only by scheduling constraints. Town/Rec/School uses at present are in the 200+ events/year. A synthetic turf facility at UMASS Lowell which is comparable to this proposal allows for 750+ events/year.*
- *Typical natural grass maintenance is \$25,000/year. Synthetic turf maintenance averages \$1500 per year, excluding snow removal or re-painting of lines.*
- *How is snow removed? 1) Modified plow 2) Specifically designed snow blower 3) Warm-ups for student teams include final 1” shoveling*

- *Time frame before replacing turf is 10-12 years. UV rays are the greatest stressor on the materials. New generation turf fields are projected for approximately 14 years. Typical high school use would fall within the 12-14 year range.*
- *Replacement costs [9000 square feet costs \$400,000 to \$500,000, with infill collected, stored and reused]— are much less than initial installation.*
- *Re: shared space for soccer/baseball fields—use of different colored turfs helps to differentiate use.*
- *Observation: Maintenance costs would drop by \$20,000 every year, while replacement would increase \$40,000 every 14 years. No interruption in use. Natural grass fields require plant growing time, which restricts use periodically. Natural grass costs less, but there is a usage loss.*
- *Topsoil is removed from site for synthetic fields and replaced with a vertical drainage system and a curb to surround/contain the synthetic turf*
- *Heat index issues: the fields play hotter than natural grass. Evaporative cooling can help to alleviate the heat, which is generally held at 12-18 inches from the surface, after which the temperature matches the ambient air temp. Water on site is necessary for evaporative cooling. Most school based usage is finished before the highest temperatures are reached. [Note— higher heat index is an advantage during the winter, when it assists with melting off accumulated snow.]*

III. Vote to Adjourn

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE VOTE TO ADJOURN AT 8:00 PM.**

MOTION by David Polito; SECONDED by Deb Evans

Unanimously approved by 5members present; none opposed, no abstentions

Respectfully Submitted,

Nancy R. Bergner
Clerk, H-WRSC Meeting

HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE
PUBLIC HEARING FY18 BUDGET
Buker Elementary School Thursday, February 2, 2017 7:00 PM
Buker Multi-Purpose Room

Present:

Michelle Bailey
Jeanise Bertrand
Deb Evans
Gene Lee
Josh Liebow
Stacey Metternick, Chair
David Polito
Jack Gourdeau, Student Representative

Also present:

Michael Harvey, Superintendent
Jeff Sands, Assistant Superintendent
Jack Gourdeau, Student Representative
Nancy Bergner, H-WRSC Clerk

- I. Call To Order:** Michelle Bailey called the meeting to order at 7:04 pm in the Buker School Multi-Purpose Room.

II. Pledge of Allegiance

III. Citizens' Comments

- Bill Shields of Bay Road in Hamilton: regarding Long Meadow and proposed article for Hamilton's Town Meeting. Mr. Shields is proposing a study on possible uses for Long Meadow, now that the issue of affordable housing is again in play.
- Lorraine Miller of Wilson St., Hamilton: concern about increasing STEM in the district when the budget is based upon leveled service funding.
 - Will a tech class be returned to the MS?
 - Could we prioritize having an after school STEM program for MS students; this would require a stipend position.
 - How could we best use the Maker Labs to support STEM?
 - Can we keep innovative learning in mind when hiring science teachers?
 - How can we grow STEM/STEAM priorities when we are limited by the pursuit of leveled service funding?

IV. Chair's Report

- There are openings on School Committee.
- 8-4 PM pick up papers, collect community signatures, submit them
- Hamilton Chronicle is writing an article on Regional Agreement

- MASC list serve included several topics about pertinent issues, including GIA insurance cost changes
- Thank Dr. Harvey for keeping the SC informed on the Winthrop School situation this week.
- Next Thursday, 2 members are unable to be there. The budget requires a minimum of 5 members in attendance in order to approve it. If the remaining SC members find they cannot attend, please inform us as soon as possible so that we can schedule a meeting to approve the budget.

V. Superintendent's Report

Who Do I Call When . . . ?

Social media has dramatically transformed the way we live. We get our news from Twitter. We share our every waking moment with the world on Facebook and Snapchat. Our hopes and dreams, as well as our likes and dislikes, have become material for public consumption. With as ubiquitous as social media has become in our lives, it seems natural for some parents to want to broadcast their child's experiences in school on their social media feeds.

Unfortunately, taking to social media when there's a concern is probably the least effective way to resolve concerns that may arise at school. School staff are dedicated to working with families to reach the best results for each individual child. Airing complaints in such a public way only serves as an impediment to reaching meaningful solutions through building relationships established on mutual trust and respect.

The most effective and productive way to address a concern is through directly contacting the HWRSD staff member who is closest to the issue. In most, but not all cases, this will be your child's classroom teacher. To assist with the question, "who do I call when. . . ?" We've added a page to our website that lists the primary and secondary points of contact in the school and the District Office contact for some of the most common issues that arise in our schools. We ask that parents follow this chain from teacher to building administrator to central office so that the staff member who most directly connected can address the issue.

Library Renovation Designer Selection Process Update

The application deadline for receiving Request for Qualifications Proposals for designs for the school libraries was last Friday. We have created a rubric to score the proposals and our review team consisting of central office and building administrators will meet next Monday to identify finalists who will be invited to make a presentation and tour the schools in early March. We are on track to select a design firm by the middle of the March. The library renovation project is a first step towards implementing the HWRSD Master Plan.

Welcome Students from Shenzhen Mingde Experimental School

This week, we welcomed 32 students and 3 teachers from the Mingde Experimental High School in Shenzhen, China to HWRHS. These students will be attending classes at HWRHS until February 17th. This is the first year we have hosted students from Shenzhen. We're looking forward to the exchange of culture and understanding that comes from these programs that are designed to help our students become "Future Ready."

Winthrop Heating Pipe Break Update

A heating pipe to one of the unit ventilators in the Art Room at the Winthrop School ruptured late Monday afternoon. The Art Room is in a "newer" section at the back of the main building. In order to stop the flow of water, we had to shut off heating service to the entire section, which includes the Music Room, Library and two kindergarten class-

rooms. The situation was further complicated by the fact that the pipe is run through the concrete floor of the building. We had a plumber and masonry contractor on site early Tuesday morning. They jackhammered the floor, found the source of the leak, and replaced the failed pipe. Heat was restored to the Library, Music Room and Kindergarten Classrooms on Tuesday afternoon.

While the heat was off to the affected areas on Tuesday, we relocated the classrooms to other parts of the building that did have heat. The Art Room will be closed through Monday as the floor needs to be repaired and the unit ventilator re-installed. The teachers at Winthrop School were great about pitching in to help move furniture and materials so the school day could go on. Our maintenance team was also invaluable in helping to get things ready for the start of school by 8:30 on Tuesday.

Hamilton-Wenham Regional School District Faculty and Staff Group Art Show

The Visual Arts Department is pleased to announce the opening of the faculty and staff art show on Monday, January 30, 2017. The exhibition is located in the Visual Arts Wing of the HWRHS and comprises the work of 22 artists and craftsmen. There is a variety of work from handmade soaps to paintings. The show includes artwork from Mark Stoeck, Anne Foresman, Michael Harvey, Kirsten Losee, Martha Curran, Kristen Lazzaro, Wendy Kenny, Sheila Boss-Concannon, Betsy Stowell, Beth Blanchard, Barbara Mahoney, Eric Tracy, JoDelia Giampaolo, Gretchen Ahearn, Elaine Rogal, Marcie Sidlowski, Katie Simko, Paula Lopes, Courtney Cooney, Nora Burnett, Jemma Pasmore and Bill Melville.

The gallery is open during the school hours of 7:30am-3:30pm. For more information on the HWRSD group show, please contact Kirsten Losee, Fine Arts Curriculum Coordinator, at (978) 468-0418 or k.losee@hwschools.net

Kindergarten Registration

Kindergarten registration for the class of 2030 is getting underway. An Orientation Meeting for prospective kindergarten families will be held on March 7th at Cutler School at 7:00 PM. Registration for new kindergarten students will be held during the week of March 13th. Registration hours, packets and other information regarding this process are now available on the HWRSD Website at <http://www.hwschools.net/page.cfm?p=2328>

School Committee Nomination Papers

Nomination papers for School Committee are available effective Monday, January 9, 2017 for (4) open positions, (2) three-year terms and (2) one-year terms as members of the Hamilton-Wenham Regional School District Committee.

The nomination papers are available at the Superintendent's Office, 5 School Street, Wenham. The papers must be returned with at least 40 registered voter signatures from the Towns of Hamilton and/or Wenham on or before 5:00 PM on Thursday, February 16, 2017. Signatures will be verified from the voters' list of the Towns of Hamilton & Wenham by Wednesday, February 22, 2017.

If you have any questions, please call Donna Bunk @ 978-626-0821.

Hamilton-Wenham Integrated Preschool at Winthrop School

The Hamilton-Wenham Integrated Preschool at Winthrop School announces two open houses for parents that are interested in enrolling their children for the 2017-2018 school

year. An Open houses is scheduled for Wednesday, February 8, from 9:00am-10:00am, at Winthrop Elementary School, 325 Bay Road, Hamilton, MA.

Parents are invited to meet the teachers, visit the classrooms, and participate in a short parent-directed questionnaire about their child's development.

The Hamilton-Wenham Integrated Preschool is a safe and nurturing environment that promotes the physical, social, emotional, speech/language and pre-academic development of children 3 and 4-years-old.

For more information or to register for an open house, contact Lisa Cheney, Preschool Coordinator, at 978-468-5489, email at preschool@hwschools.net, or visit us online at our new website at www.HamiltonWenhamPreschool.weebly.com.

VI. Consent Agenda:

- | | |
|---|-----------|
| A. Minutes of January 19, 2017 | Exhibit A |
| B. Minutes of January 26, 2017 | Exhibit B |
| C. Field Trip – Spanish Class to NYC | Exhibit E |

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CONSENT AGENDA. THERE CAN BE NO FURTHER CHANGES TO THE AGENDA.

MOTION by Josh Liebow; SECONDED by Jeanise Bertrand

Unanimously approved by 6 members present; none opposed, no abstentions

VII. New Business

- A.** Student Government Presentation, including representatives from the NERSEC, a regional body supporting local Student Councils.
1. Student Body President Jack Gourdeau reported on Freshman Class fundraiser: 10% of all proceeds at 15 Walnut on February 27 will benefit the Freshman Class. The public is welcome!
 2. Student Body Secretary Abby Mason reported on Sophomore Class. On the evening of Feb. 15, a percentage of all proceeds from sales at Panera Bread Co. will go to support the Sophomore Class. Sophomores are also working on a Bruins tickets raffle, and a restaurant raffle.
 3. Student Body Treasurer Mary Brao reported on the Junior Class. Their semi-formal dance is Friday Feb. 3 at the Essex Room.
 4. Jack Gourdeau presented on behalf of the Senior Class, who are looking to put together Men of HWRHS. It will be open to the public, but no date is now in place.
 5. For the HS community at large, DECA will put on a Talent Show on April 7 to help fund their state conference expenses. The Care Club will conduct an Operation Troop Support. Student Government is working with Administration for revisions on the Handbook
 6. Student district and state delegates reported on the North East Student Advisory Council. NERSAC is encouraging the promotion of Civics via mock elections, education on local ballot initiatives. College and Career readiness is also a priority; NERSAC prepared a sample curriculum for college application and general civic skills. An overview of this year's comprehensive Mock Elections was given. These programs can be implemented by Student Government, Staff or a combination of the two.
- B.** Donations
1. From Friends of Winthrop Exhibit C
 2. From EdFund for Makerspace Materials Exhibit D

We are extremely grateful to the community and to those who raise funds to support the schools in our community.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE GENEROUS DONATION OF THE FRIENDS OF WINTHROP IN THE AMOUNT OF \$510.00 TO HELP DEFRAY COSTS FOR THE DECEMBER GRADE 5 FIELD TRIP.

MOTION by Jeff Liebow; SECONDED by Gene Lee

Unanimously approved by 7 members present; none opposed, no abstentions

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE ACCEPT THE GENEROUS GRANT OF THE ED-FUND IN THE AMOUNT OF \$988.97 FOR THE MAKER SPACE AT WINTHROP SCHOOL

MOTION by Jeff Liebow; SECONDED by Deb Evans

Unanimously approved by 7 members present; none opposed, no abstentions

Discussion: We currently have a Private Funding Policy which should be re-evaluated in order to provide guidance to Administration on the use of funds for school activities. Thresholds need to be established.

C. Policy Review

Discussion on what should happen during public hearings. All requests for data should go through the superintendent's office. SC members in need of information should contact Dr. Harvey, who will coordinate with pertinent staff to provide timely and relevant data.

D. Superintendent's Recommended FY18 Budget Review

Exhibit G

1. Master Plan Review: Jeff Sands, facilitator.

Discussion: Out-of-district tuition numbers continue to be a concern for the SC. The difference between in-district delivery and out of district delivery is significant. Would the discussions of building in-house district services be valuable? there seems to have been a shift in our Special Education culture in terms of where and how services are provided. [There has been a change in Special Education Director and in Administration.] Out of district placements (35% increase this year) become a fixed cost. Can we be preparing to serve our students well internally, keeping kids in their school community, and possibly meeting our fiscal responsibility more effectively. A response is not expected tonight.

- a) Buker Playground, Lisa Bial facilitated, Principal Brian O'Donoghue assisting**
Discussion and display of schematic drawing constructed with input from the Buker 4th grade class. A number of fundraisers are underway. Proposals are being presented to local funding sources. There is a current offer which is conditional on fundraising being shared by the SC. There is currently \$76,000 raised. The goal is \$170,000. Some funds connected with CPC organizations may be time sensitive. Timeline for the project was revisited.

Wenham CPC meeting was discussed. Stacey is on the agenda for Feb. 8 for the meeting. We should discuss who from the SC will attend.

The SC can give guidance to Jeff regarding whether or not to incorporate the requested amount for Wenham CPC matching grant into FY2018 budget. Discussion of precedent on SC appropriation of money for playground projects in the past. Contrast with practices of other communities was discussed.

In future, perhaps Policy Committee could stipulate that investment of staff time and skill in a given project should comprise an in-kind donation toward given projects.

Clarification of SC involvement in similar projects at other schools. There has been no such involvement during Jeff Sands time in the District.

Straw poll—yes/no on encouraging Jeff to put \$10,000 [cash, not in-kind donations] into the FY2018 budget for matching the Wenham CPC grant for the Buker playground project.

The SC does not have enough affirmative votes for a budget decision. What impact does this have on Wednesday's CPC meeting? Jeff needs guidance from the SC tonight in order to adjust budget for review next Thursday. A yes/no decision needs to be reached tonight. Is there information which would assist undecided members in reaching a decision this evening? The SC should deliberate in order to vote that this invest is or is not in the budget.

The SC, after revisiting their straw poll, finds that 6 members support the project, and therefore recommends that Jeff Sands work a SC investment of \$10,000 for the Buker playground into the FY2018 budget. Stacey Metternick will plan to attend.

- (1) Mike Harvey returns to Master Plan overview; Reference Exhibit G
Video presentation: "What is 21st Century Education?"

Library Renovations

Goal is to connect people with ideas—internet must be included; team teaching space, theater space, access to information, facilitating connections between learners. presentation equipment. Present library is one large space. Designers needed to break the space into different use zones.

2. LT Educational Improvement Items not Funded in FY18 Request
3. LT Capital Requests Added to Updated Capital Plan (Jeff Sands)

Timeline review

- E. Warrant Committee Report and Record (David Polito)

- F. IMA with Town of Wenham for Assistant Treasurer (Mike Harvey) Exhibit H
Wenham has approved this. The SC may put it on the agenda for the next meeting, allowing the Wenham Town Treasurer to also be our Assistant Treasurer. This will provide for long term consistency.

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE APPROVE THE CONTRACT FOR ASSISTANT TREASURER [EXHIBIT H]**

MOTION by Josh Liebow; SECONDED by Deb Evans

Unanimously approved by the 7 members present; none opposed, no abstentions

- G. Proposed Regional Agreement Amendment—Next Steps (Stacey Metternick)

Discussion: would we be interested in trying to meet our goal for this year and bring an amendment forward for the Town Meeting, or wait until after the Town Meeting in order to gain greater collaboration from the Towns? What needs to be discussed in addition to

the Apportionment? Cleanup related to changes in Regional Agreement laws. Note that being on the Agenda for the Town Meetings allow us to educate the community. We should ask for an opportunity to make a presentation at both Town Meetings, attending to the issue of Joint Agreement. The SC needs to be its own voice, and not simply let the Chronicle report on it. We should try to schedule a meeting for April.

H. Reports on Chronology of Treasurer's Contract

1. See Jeff Sands chronology, sent out earlier this week. The contract will be reviewed in April/May. The Treasurer reports to the SC. Jeff supervises the work the SC instructs him to perform. Under previous practices, the Treasurer reported to Jeff. This new contract initiates a significant change to practice. Mike Harvey may provide evaluation of the Treasurer's work in order to inform/advise the SC. Dissatisfaction on the part of some SC members was expressed concerning the process of changing the reporting, making adjustments to vacation, evaluation.

I. Proposed Amendments to Treasurer's Contract (Mike Harvey)

Exhibit I

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE AMENDMENTS TO THE TERMS OF EMPLOYMENT FOR THE DISTRICT TREASURER.

MOTION by Josh Liebow; SECONDED by Jeanise Bertrand

Discussion: This process has been very difficult for the current treasurer, who has met with Jeff daily throughout this process. A representative of the SC should make a formal apology for our part in the lack of clarity and pace of the process. Someone needs to meet with the Treasurer, clearly letting him know what he is expected to do. There is a major concern that the Assistant Superintendent will no longer be directing the Treasurer. Should this issue be re-litigated tonight? Next week? In June?

The law requires the SC to appoint the Treasurer. The law is silent on who the Treasurer reports to. If the CFO provides supervision of the direction the School Committee provides, the SC must step up its involvement, communication and focused energy. When the SC has difficulty ensuring that enough members can be involved in Warrant Committee meetings to meet our obligations, there is concern that it may be difficult to meet our obligation to the Treasurer

The motion was called:

MOTION PASSED by 6 members; none opposed, 1 abstention

- J. Add a member to the Negotiations Committee (Stacy Metternick, Michelle Bailey are current members)**

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE NOMINATION OF GENE LEE TO THE NEGOTIATIONS COMMITTEE.

MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand

MOTION PASSED by 6 members; none opposed, 1 abstention

- K. OPEB—Requested by M. Bailey on 1.30.17**

tabled until next meeting

- L. Discussion of SD 1905—Requested by M. Bailey on 1.30.17**

If the SC is going to ask Brad Hill to support this, we need to contact him by tomorrow.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE CONTACT THE REPRESENTATIVE REQUESTING

THAT HE SUPPORT SD 1905, CHAIR TO MAKE CONTACT WITH REP. HILL.

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand
MOTION PASSED by 6 members; none opposed, 1 abstention**

VIII. Other

A. Topics for next meetings

- 1. Long Meadow**
- 2. Turf Field—will need more than one meeting, with community partners invited to the second meeting.**

IX. Vote to Adjourn

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE VOTE TO ADJOURN AT 10:49 PM.**

**MOTION by Josh Liebow; SECONDED by David Polito
Unanimously approved by 7 members present; none opposed, no abstentions**

Respectfully Submitted,

Nancy R. Bergner
Clerk, H-WRSC Meeting

**HAMILTON-WENHAM REGIONAL
SCHOOL COMMITTEE MEETING**

Monday, February 13, 2017 7:00 PM
Buker Elementary School Multi-Purpose Room

Present:

Michelle Bailey
Deb Evans
Gene Lee
Josh Liebow
Stacey Metternick, Chair
David Polito

Also present:

Michael Harvey, Superintendent

- I. Call To Order:** Stacey Metternick called the meeting to order at 7:05 pm in the Buker School Multi-Purpose Room.

II. Pledge of Allegiance

III. Citizens' Comments

A. There were no citizen comments

IV. Chair's Report

- Update on Wenham CPC meeting of 2/08/2017. CPC seemed to be satisfied with SC's presentation on the Buker Playground and has asked us to return next week for further discussion.
- Georgetown School District sponsoring a Community Information Session will be giving a presentation by Dr. Owens on changes in sleep patterns in children of Tues March 7at Georgetown MS/HS
- Last week there were two days with two hour delays, with positive responses from parents who expressed their support of the two hour delay rather than full Snow Days.
- Treasurer's Contract was reviewed and signed by legal counsel
- Article about Regional Agreement in the Chronicle
- Nomination Papers must be submitted this week, due Friday Feb 16th at 5 PM.
- There is a request to remove times estimates from the Agenda, which will, in future, be honored.

V. Superintendent's Report

Water Testing Update

As I wrote to the HWRSD Community in December, 22 water fixtures in our school buildings tested positive for elevated levels of lead and/or copper. These fixtures were immediately taken out of service and remain shut off. As per state guidelines, we conducted further testing on water from these fixtures after they had been run for one minute. The results of the testing of these 22 fixtures shows only two where the lead/copper levels remain elevated. We're in the process of evaluating the usage and need for each of

these 22 fixtures. This evaluation will help us decide whether a fixture is replaced, or capped and taken out of service.

Congratulations to Boston Globe Scholastic Art Award Winners

The Hamilton-Wenham Regional School District School Visual Arts Department is proud to announce that our students have received one gold key, five silver keys and five honorable mentions in the 2017 Boston Globe Scholastic Art Awards. Established in 1923, the Scholastic Art and Writing Awards are the longest-running, most prestigious recognition program for creative teens in the United States.

At Hamilton-Wenham Regional High School Margaret Brown received a Gold Key and a Silver Key. Brendan Cramphorn and Josh Erhard received silver keys. A silver key was also awarded to a collaborative animation piece by YueYan Zhang, Tyler Flahive and Elizabeth Consolazio. Honorable mentions were received by Jenna Conley, Sydney Jenkins, Helen Pepler, Brendan Cramphorn and Dana Rowe. Congratulations to all winners! To view the winning submissions go to <http://hwfinearts.blogspot.com/>

Donations Sought for Peru Trip

This year the Hamilton-Wenham Foreign Language Department is leading a trip to Peru during April break. About 40 Students from all grade levels will be attending. The students will be visiting Cuzco, Lima, and Machu Picchu. However, a large part of the trip will also be service oriented. Students have already begun collecting, but need your help in filling roughly 86 suitcases with donations. The elementary students have been asked to donate school supplies. Donation boxes are set up in each of the elementary schools, so students can drop items off in the schools donation bin. For students in the middle school and high school, students are asking for gently used clothing donations. Please remember that these will be given to a school located high in the Andes, so warmer layers would be appreciated. Cash donations are also being collected as students are looking to fund the purchase of technology and other necessities for a Peruvian school in need. Middle school and high school donations can be left in the lobbies of each respective school, in the designated bin. In addition to these items, we welcome donations of large duffle bags and suitcases that can be used to transport donations, and can be left in Peru when we leave. Finally the students would like to thank the community for the support it has already shown in their donation efforts!

FOTA Hearts and Flowers Show

The Annual Hearts and Flowers Cabaret which was originally scheduled for tonight has been re-scheduled for Wednesday February 15th at 6:30 at the Danversport Yacht Club. Contact heartsandflowers2017@gmail.com with questions.

VI. New Business

A. OPEB Presentation from Jim Powers, Powers and Sullivan

Discussion:

Question rose about regional involvement with the Trust. Other investment vehicles were identified. The SC does have options to change the trust vehicle in future. Whichever Trustee is appointed is the entity determining how the trust is invested. The SC must approve the Trustee's recommendation within 90 days, or the recommendation automatically goes into effect. SC Treasurer must coordinate with the Towns to determine investments and money set asides for investment.

Question: *Why the changes now?* We are aware of changes ahead in 2018, but caring for retirees is not new. Why now? The state is requiring everyone to fully fund retirees, who are also being covered for healthcare liability. Because the liabilities for government entities is growing, steps should be taken now to address them so that the liability-

ties don't overcome the entities. Changes to the AHCA will impact liabilities. MA law requires that retirees be covered at 50%. GASBY forces us to move away from "pay as you go" and establish irrevocable funds to finance future liabilities.

Question: *What have each of the towns done in regard to this?* Very little, although the District does own the largest portion of the liability. They do not yet have something in place which the SC could join. If either town accepted the amendment to the law, the SC could then look at joining their plan. The SC could, as well, look at other options in larger pools, which may be more desirable.

Question: *Given that the SC is voting tonight for \$50,000 toward OPEB, can we do this?* Yes, this could not be transferred anywhere unless a trust was established. It would be advisable to set up a trust first, which would allow funds to be transferred.

Question: *is the Municipal Modernization Bill applicable to Regional School Districts?* Yes, it does apply to all Regional School Districts. The SC can do this; it is the law.

Question: *What specifically needs to be done at town meeting to proceed with this?* To establish the trust, appoint the trustee, SC. On March 2, the SC should vote to accept the legislation, agree to the Trustee and approve an OPEB Trust (203C). When the Towns approve the budget on April 1, the money approved for OPEB can go into the Trust vehicle.

Question—*if five years from now the SC wants to discontinue contributions for a period of time, can they?* Yes. Contributions to the Trust are annual appropriations and can be suspended. However, ceasing to make annual contributions defeats the purpose of establishing the fund. Will establishment of a Trust Fund cause an increase in annual audit costs? Not until there is a significantly larger amount in the Trust.

B. Representative Brad Hill

Explanation of Governor's Budget as presented. A problem schools face is that any increase in the budget will go toward healthcare. More people are going on Mass Health than anticipated, because consumers are no longer required to accept options offered by businesses. So there are less discretionary funds available for education (or other entities) than we had anticipated under Romneycare. Hill has hopes that adjustments to the ACA will have a positive impact on state budgets. Hill is asking the SC to consider supporting the bill he filed with Ferguson, which would access funds coming from gaming. The bill is currently a House Docket. Once he has a Bill number, he will forward that information to the SC. Hill is coordinating with other NS superintendents for round table meetings to keep education concerns front and center. Current OPEB obligations are currently funded by tobacco. But we have had to take money from smoking prevention programs in order to fund OPEB, and smoking rates have gone up. Hill cannot provide assurances that the legislature will, in fact, place money where they say they will. Different legislatures make different decisions in these cases.

Question: *If the legislature cannot allocate money in certain places, how is it that we can decide to restrict where money goes?* We have a constitutional restriction on this. If we can say that money can't go to this, why can we not say money can go to that?

Question: *Why has the school choice spending increased so significantly?* These figures of DOR estimations. When the House budget comes out, those figures will go down significantly. The "circuit-breaker" percentage is estimated to be funded fully at 75%.

Comment: We have heard that DESE is considering doing a reset on leveling, putting all schools at Level 1, unless there is an issue with participation rate,¹⁵

HW is currently assigned a Level 3. SC would like to encourage Hill to continue the discussion, with a view to upgrading HW's level.

Question: *Start times?* Not a dead issue; Manchester is currently entertaining the possibility. Masco has done a study; Georgetown is investigating. This issue does not seem to be imminent for any districts at this time.

Question: Re: the replacement bill. *Are you looking at funding for full day kindergarten and pre-K in hopes that increased funding for Special Ed?* No—full day kindergarten and pre-K are not part of Hill's replacement bill.

C. Bill Shields (of Bay Road) and Jack Lawrence (of Rock Maple) —Longmeadow Property Study Group

If it makes sense, the Longmeadow Study Group [LSG] will seek a citizen's petition.

This may not be the best approach. They are hoping for input from the SC as they contemplate options which may only be available for a short period of time. Eventually the discussion should be put before both towns and the Joint Rec Committee. The Study Group would appreciate guidance from the SC on how.

The property is now available, on the market. This will potentially always be 3 lots, but it could also be 250 units of low income housing. OR, what about the opportunity of the SC acquiring or leasing the property, which would allow for possible future expansion of School rec space into this property? The LSG thinks that the SC should seriously consider their options on this.

Discussion: when the School's considered purchasing part of that property in the past, abutters had strong objections. Eminent Domain does play into the discussion, which could counter the objections of abutters, if, in fact, such objectives still exist.

Does it make sense for the SC to commission a Study to evaluate this? The nature of the property, its proximity to the MS/HS recommends it as possible build ready property. From the standpoint of use as athletic fields, it could be viewed as almost a gift of an opportunity. It may be worth looking into, in light of the Turf Field proposal and its current limits. However, \$9 Million is a serious investment to consider. In order to move forward with Gale at present, we need to accommodate existing no-build zones. Owning these properties would certainly change the limits of what can be done. At present, all three deed owners on these parcels have expressed in writing their interest in selling said properties. Pingree is about to install a turf field, in part because it has now become a standard expectation to conduct Field Hockey on artificial turf. Being competitive in Field Hockey is a strong point of consideration. At present, our Varsity Field Hockey Team must compete at a completely off-site venue. This is also true of Tennis, Baseball, Lacrosse, and Softball.

The SC expressed support for a multi-dimensional study involving both the SC and the towns, since, absent this property, Athletic Field possibilities are very curtailed. The LSG would need to get petitions for each sound. the LSG asked how the SC would recommend populating such a study group. Response: Citizens at Large from each town, appointed by Selectmen, people from the Joint Rec Committee. The Study could prepare work and recommended actions to be

evaluated at the 2018 Spring Town meetings for both towns. If, however, this issue was considered to be sufficiently compelling, review at Fall Town Meetings could be possible.

Why would the SC NOT support further study? There is no reason we should not vote to support a study initiative.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE SUPPORT THE STUDY OF PURCHASING THE PROPERTY ADJACENT TO THE HIGH SCHOOL.

MOTION by Josh Liebow; SECONDED by Michelle Bailey

Unanimously approved by the 6 members present; none opposed, no abstentions

D. FY18 Budget

1. Summary of FY18 Budget Recommendation
2. 3 Year Forecast

Exhibit A
Exhibit B

E. Adopt FY18 Budget

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVES A FY18 TOTAL GENERAL FUND EXPENDITURES BUDGET OF \$32,292,676. THIS AMOUNT INCLUDES GENERAL FUND OPERATING EXPENSES (AFTER OFFSETS) IN THE AMOUNT OF \$30,199,816 AND GENERAL FUND DEBT SERVICE EXPENSES IN THE AMOUNT OF \$2,092,860. FURTHERMORE, THE GROSS OPERATING EXPENSES OF THE DISTRICT (BEFORE OFFSETS) HAVE BEEN ALLOCATED TO THE DESE-DEFINED ACCOUNTS ACCORDING TO THE “SUMMARY BY DESE CATEGORY” CHART INCLUDED IN THIS BUDGET PRESENTATION DATED 2/09/2017..

MOTION by Josh Liebow; SECONDED by Michelle Bailey

Discussion: Based upon the OPEB presentation, should we pull the \$40,000 OPEB contribution from the current budget, and move it into Town Meeting? If the amount were larger, it would perhaps be advisable to separate it from the General Budget. For this token amount, it will likely not be a problem in gaining support from the Town Meetings. The Budget, which includes this OPEB contribution, has already been reviewed by entities from both towns, and it is not considered controversial. Do we, in fact, have support from both Finn Comms and Selectmen Boards for this budget, which they have seen? Yes, including the OPEB contribution. Are we as a SC, comfortable with not making any additions to this budget? Out of district spending continues to be a concern; if it keeps growing, regular education will be impacted. The Out of District Spending is beyond our control. Our only option is to continue to evaluate in-sourcing vs. out-sourcing these services. While we have received a list of additional items, it was too late in the budget development to incorporate them at this time. We do, however, have a 5 year plan which addresses many of these issues in a way which can be managed by the towns. It is, of course, a hope that we can move beyond leveled funding into growth funding. It is imperative to work with the towns to address both infrastructure issues and educational advancement. As next year's budget process begins, Administration looks to the School Committee for guidance on prioritizing issues. 22.15% increase in Special Education from this year's budget is a given. Next year's Special Education increase—whatever it may be—demands that other options for delivering Special Education services be thoroughly explored.

Unanimously approved by 6 members present; none opposed, no abstentions

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTES TO ASSESS THE TOWNS OF HAMILTON AND

WENHAM A COMBINED TOTAL OF \$26,607,448 AS THE AMOUNT NECESSARY TO OPERATE AND MAINTAIN THE DISTRICT, AS WELL AS PAY DEBT SERVICE, FOR FY18. THE DISTRICT'S ASSISTANT SUPERINTENDENT SHALL DETERMINE THE AMOUNT APPORTIONED TO EACH TOWN, AND THE DISTRICT'S TREASURER SHALL CERTIFY SUCH AMOUNTS TO THE RESPECTIVE TREASURERS OF EACH TOWN WITHIN 30 DAYS OF THIS DATE.

MOTION by Josh Liebow; SECONDED by Deb Evans

Note: the debt has always been enfolded with the operating budget. Concern was expressed at the dangerously slow pace of progress between SC and the Towns on apportionment policies.

Unanimously approved by 6 members present; none opposed, no abstentions

Per Pupil Expenditure metric, as derived from the state, was explained. Jeff and Mike will be giving presentations to both Town meetings. Stacey and Michelle will reach out to both Town Moderators to make sure that time at the meetings is provided to go over the SC budget.

F. YTD Financial Forecast [tabled until next meeting] Exhibit C

G. Report on District, School Committee & Superintendent Goal Progress Exhibit D

H. Appoint Leslie Davidson to position of Asst. Treasurer

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPOINT LESLIE DAVIDSON TO THE POSITION OF ASSISTANT TREASURER.

MOTION by Josh Liebow; SECONDED by David Polito

Unanimously approved by the 6 members present; none opposed, no abstentions

I. Donation from Hockey Booster \$4,000 Exhibit E

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE GENEROUS DONATION OF THE HOCKEY BOOSTERS IN THE AMOUNT OF \$4,000.00 TO DEFRAY USER FEES.

MOTION by Jeff Liebow; SECONDED by Michelle Bailey

Unanimously approved by 6 members present; none opposed, no abstentions

J. Donation/Grant from Hamilton Cultural Commission Exhibit E

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE GENEROUS DONATION GRANT OF THE HAMILTON CULTURAL COMMISSION IN THE AMOUNT OF \$736.34 FOR THE FALL HIGH SCHOOL MUSICAL.

MOTION by Jeff Liebow; SECONDED by David Polito

Unanimously approved by 6 members present; none opposed, no abstentions

K. Donation from Friends of Winthrop Exhibit F

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE GENEROUS DONATION OF BY THE FRIENDS OF WINTHROP, OF \$1200.

MOTION by Jeff Liebow; SECONDED by Gene Lee

Unanimously approved by 6 members present; none opposed, no abstentions

L. Policy Review

1. Memorials for Deceased Students and Staff—2nd Reading

Exhibit G

- a) “The School Committee recognizes that the death of a student or member of the staff is deeply felt by the school community. As places designed primarily to support learning, however, school sites should not serve as permanent memorials for students or staff. Permanent memorials for deceased students or staff shall be limited in form to a living memorial or to perpetual awards or scholarships. A living memorial shall be defined as one supported financially and with action by the community. It will be at the School Committee’s discretion whether a memorial will be discontinued. Any permanent memorials in existence before this policy was adopted can only be removed by a vote of the School Committee.”

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE SECOND READING AS POLICY FOR THE DISTRICT WITH REGARD FOR MEMORIALS FOR DECEASED STUDENTS AND STAFF.

MOTION by Jeff Liebow; SECONDED by Deb Evans

Unanimously approved by 6 members present; none opposed, no abstentions

2. Policy Revision and Review—2nd Reading

Exhibit H

- a) “In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the Committee will review its policies in accordance with the following approved procedures: Policies will be reviewed on a three-year cycle. In the first year, Policy Sections “A” through “D” will be reviewed. In the second year, Policy Sections “E,” “F,” “G” and “I” will be reviewed. “Section H” will be reviewed in the third year. This procedure will not prevent the Committee from reviewing individual policies out of this sequence when the need arises. The Committee will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies it has adopted. The Superintendent is given the continuing commission of calling to the Committee’s attention all policies that are out of date or for other reason appear to need revision.” [SOURCE: MASC]

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE UPDATED POLICY OF POLICY REVISION AND REVIEW.

MOTION by Jeff Liebow; SECONDED by Michelle Bailey

Unanimously approved by 6 members present; none opposed, no abstentions

VII. Committee Reports

- A. Communications: See recent *Spotlight*. Communications will meet again on March 6 at 5 PM for the pre-Town Meeting Spotlight
- B. Planning: no updates at this time. Revisited past work of the committee.
- C. Policy Review: prepared motions passed above.

- D. Warrant: Meets on 02/14.
- E. Regional Agreement: no updates at this time. A meeting should be set up after Town Meeting.
- F. Student Rep: no report at this time
- G. Other Schools Liaisons: no update at this time

VIII. Topics for Next Meeting

- A. March 2 will be both a workshop and a meeting
 - 1. Accepting the OPEB law on March 2nd or the 16th.
 - 2. Capital Plan
 - 3. YTD financial forecast
 - 4. Report on District, School Committee & Superintendent Goal Progress
 - 5. Treasurer and segregation of responsibilities.
 - 6. Working Group relative to the Turf project will need some direction from the SC (for March 2 or 16 or April 6). Deb will contact Phil Tocci regarding this. It is very important to keep nurturing community collaboration on this project.
 - 7. Identifying the reports the SC wishes to receive from the Treasurer. (April 6)

IX. Vote to Adjourn

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE VOTE TO ADJOURN AT 10:49 PM.**

MOTION by Josh Liebow; SECONDED by David Polito

Unanimously approved by 6 members present; none opposed, no abstentions

Respectfully Submitted,

Nancy R. Bergner

Clerk, H-WRSC Meeting

**HAMILTON-WENHAM REGIONAL
SCHOOL COMMITTEE MEETING**

Thursday, March 2, 2017 7:00 PM
Superintendent's Office

Present:

Michelle Bailey
Deb Evans
Gene Lee
Josh Liebow
Stacey Metternick, Chair
David Polito

Also present:

Michael Harvey, Superintendent
Jeff Sands, Assistant Superintendent
Nancy Bergner, HWRSC Meeting Clerk

I. Call To Order: Stacey Metternick called the meeting to order at 7:06 pm in the Superintendent's Office

II. Superintendent's Update

DESE has released a draft of "Proposed Changes to 2017 Accountability Reporting"

- See Memo of Mar 2, 2017 from Russell Johnston, PhD, Senior Associate Commissioner
- Public Comment is solicited through April 5, 2017. Submit feedback to le-gal@doe.mass.edu
- If HWRSD tests less than 90%, the District is automatically designated a Level 3.
- Communication must go out to district families regarding the importance of participation, which influences our district's accountability rating.
- There is no official path for parental opting out, either in the district nor in the state.
- It is important to help parents understand the implications of making choices which would designate the district at Level 3. Administration is working on district-wide communication regarding this.
- OPEB update: Naomi's recommendation is that we do not vote on this at our next meeting. the budget votes from the Towns simply secure a line item for OPEB; we will have until July 1 to appropriate funds.

III. Consent Agenda

A. Warrant Sub Committee Report

Exhibit A

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CONSENT AGENDA. THERE CAN BE NO FURTHER CHANGES TO THE AGENDA.

MOTION by Josh Liebow; SECONDED by Deb Evans

Unanimously approved by 7 members present; none opposed, no abstentions

IV. New Business

A. March-June Draft SC Meeting Calendar and Agenda Items

Exhibit B

- Possible date changes and implications for Agendas in the case of said changes were discussed. Mike Harvey noted specific changes.
- Since current practice for Warrant Meetings is working, the Warrant Committee will continue to be composed of all SC members, who will rotate attendance at meetings to ensure the necessary quorum to do Warrant business at each Committee meeting.
- Should a SC Nominations Committee be appointed? Possible procedure for such a Committee conducting business within compliance of the Open Meeting Act was identified. A Nominations Committee could do a lot of preparatory work in forming working groups, officers. A desire to streamline the process of re-organization after the elections was expressed. The fact there will be only 2 new members in the year ahead suggests that, perhaps, a Nominations Committee is more than needed to manage reorganization. Conclusion: A Nominations Committee is not necessary at this time.
- Agenda topics for projected dates were discussed, rearranged. Importance of discussing Turf Field issues during the 5 Year Capital Plan discussion below was noted. Summer meeting dates should be set up immediately after the elections.

B. Discussion of Treasurer's Reporting Lines—Requested by J. Liebow

Exhibit C

Clarification is needed on Jeff Sands' responsibility and authority, and on how the School Committee would review Treasurer performance.

Discussion included exploring the following proposals—

- Committee Appoints
- Assistant Superintendent directs
- Assistant Superintendent conducts semi-annual review
- SC has access to evaluation docs, which allows them to competently hire and fire.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE AMENDED LANGUAGE TO THE ASSISTANT TREASURER'S PERFORMANCE RESPONSIBILITIES AND REPORTING STRUCTURE:

- **IN SENTENCE NO. 2, STRIKE "AND REPORTS TO"**
- **CREATE NEW SENTENCE NO. 3 : "THE TREASURER REPORTS TO THE ASSISTANT SUPERINTENDENT FOR FINANCE ADMINISTRATION."**
- **REGARDING EVALUATION, ADD "THE ANNUAL EVALUATION SHALL BE SHARED WITH THE SCHOOL COMMITTEE THROUGH THE SUPERINTENDENT AS KEEPER OF THE RECORDS."**

MOTION by Josh Liebow; SECONDED by Jeanise Bertrand

Unanimously approved by 7 members present; none opposed, no abstentions

C. 5 Year Capital Plan Prioritization

Exhibit D

discussion:

- #3: should we consider increasing our level of environmental responsibility—composting/recycling?
- Some of the line items have a higher price tag than others, can be pushed out over several years.
- Are there areas that can be rolled into one grouping, allowing grants to be pursued for these?
- P. 24 — note the highlighted expenditure for Winthrop Fire Suppression. This is required by the Fire Marshall. If it is not accomplished summer of 2019, occupancy permit will be pulled.
- What paradigm can be used to prioritize this list, which is currently organized by department? Need to Have/Should Have/Nice to Have
- We need to be tactical: there are items which are attractive to high net worth donors. There are other items which we need to be ready to offer when private funds emerge. Other items are not attractive to donors, but are of primary importance for our planning.
- What would be necessary in order to seek permission to bond? Bundling debt exclusions would bring us to nearly \$ 2.5, which could be addressed through an upfront bond.
- Capital conversation should be continued. We should determine what our posture should be toward the Turf Field community concerns.

D. Report on District, SC and Superintendent's Goal Progress

Exhibit F

1. Mike Harvey reported on District and Superintendent Goal Progress
2. Stacey Metternick reported on SC Goal Progress

discussion:

Chair and Vice Chair will set up Regional Agreement meetings following Town Meetings.

V. Vote to Adjourn

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE VOTE TO ADJOURN AT 9:46 PM.**

MOTION by Josh Liebow; SECONDED by David Polito

Unanimously approved by 6 members present; none opposed, no abstentions

Respectfully Submitted,

Nancy R. Bergner
Clerk, H-WRSC Meeting

School Committee Meeting
March 16th
Donations

1. HW G's Lacrosse Boosters \$1,300
2. Donation of \$600 from Cheryl Crotty for the purchase of a Buddy Bench for the Winthrop Playground, (letter enclosed).

Cheryl Crotty
10 Stanton St.
Wenham, Mass
01984

Dear Mr. Heath,

I'm writing in response to our phone call awhile back about maybe getting a Buddy Bench for Winthrop School's new playground...both of my Grandsons will be attending Winthrop School in the next few years and I just want them, as well as all the other children that attend your school to feel safe and loved and well, to have a buddy on days when they might not be feeling so special.

I had read about the Buddy Bench awhile ago and thought it was perfect for a school playground. Knowing that both of the Barton boys would be there, my husband and I decided that we would like to donate a bench. Now, you will be getting a new playground and it feels like the perfect time to offer this gift to your school.

Liam Barton is in the first grade at Winthrop and Jaxson Barton will be along in another year. In honor of them, we would like to gift this bench to your new playground.

I'm enclosing the link to the one that we have looked at and liked... We would like to give you a check for \$600.00 towards whichever size you feel appropriate for your space on the playground.

If you think this is a good idea and would like to go forward with it, just let me know and I can drop off a check to you...

Thank you for reading this and sharing it with your playground team..and thanks for all you do for our children...

Sincerely,
Cheryl Crotty

<https://outdoorschoolfurniture.com/product/buddy-bench-standard-perforated-bench-back/>

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA**

A1016

BACKGROUND CHECKS

It shall be the policy of the school district that, as required by law, a state and national fingerprint criminal background check will be conducted to determine the suitability of full or part time current and prospective school employees, who may have direct and unmonitored contact with children. School employees shall include, but not be limited to any apprentice, intern, or student teacher or individuals in similar positions, who may have direct and unmonitored contact with children. The School Committee shall only obtain a fingerprint background check for current and prospective employees for whom the School Committee has direct hiring authority. In the case of an individual directly hired by a school committee, the chair of the School Committee shall review the results of the national criminal history check. The Superintendent shall also obtain a state and national fingerprint background check for any individual who regularly provides school related transportation to children. The School Committee, Superintendent or Principal, as appropriate, may obtain a state and national fingerprint criminal background check for any volunteer, subcontractor or laborer commissioned by the School Committee, school or employed by the city or town to perform work on school grounds, who may have direct and unmonitored contact with children. School volunteers and subcontractors/laborers who may have direct and unmonitored contact with children must continue to submit state CORI checks.

The fee charged by the provider to the employee and educator for national fingerprint background checks will be \$55.00 for school employees subject to licensure by DESE and \$35.00 for other employees, which fee may from time to time be adjusted by the appropriate agency. The employer shall continue to obtain periodically, but not less than every 3 years, from the department of criminal justice information services all available Criminal Offender Record Information (CORI) for any current and prospective employee or volunteer within the school district who may have direct and unmonitored contact with children.

Direct and unmonitored contact with children is defined in DESE regulations as contact with a student when no other employee who has received a suitability determination by the school or district is present. "Contact" refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication.

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

Requesting CHRI (Criminal History Record Information) checks

Fingerprint-based CHRI checks will only be conducted as authorized by state and federal law, in accordance with all applicable state and federal rules and regulations. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

Access to CHRI

All CHRI is subject to strict state and federal rules and regulations in addition to Massachusetts CORI laws and regulations. CHRI cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Massachusetts

Policy Review: 1st Reading: January 8, 2015

2nd Reading: January 22, 2015

Policy Adopted: January 22, 2015

Vote: 6-0-0

Chairperson, HWRSD School Committee: William Wilson

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT WENHAM, MA

Department of Criminal Justice Information Services (DCJIS) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Federal law and regulations provide that the exchange of records and information is subject to cancellation if dissemination is made outside of the receiving entity or related entities. Furthermore, an entity can be charged criminally for the unauthorized disclosure of CHRI.

Storage of CHRI

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent CJIS Security Policy, have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage, retention and destruction of CHRI.

Retention and Destruction of CHRI

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes *only*:

- Historical reference and/or comparison with future CHRI requests,
- Dispute of the accuracy of the record
- Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI will be kept for the above purposes in a secure location in the office of the superintendent. When no longer needed, CHRI and any summary of CHRI data must be destroyed by shredding paper copies and/or by deleting all electronic copies from the electronic storage location, including any backup copies or files. The shredding of paper copies of CHRI by an outside vendor must be supervised by an employee of the district.

CHRI Training

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at the district will review and become familiar with the educational and relevant training materials regarding SAFIS and CHRI laws and regulations made available by the appropriate agencies, including the DCJIS.

Determining Suitability

In determining an individual's suitability, the following factors will be considered: these factors may include, but not necessarily be limited to: the nature and gravity of the crime and the underlying conduct, the time that has passed since the offense, conviction and/or completion of the sentence, nature of the position held or sought, age of the individual at the time of the offense, number of offenses, any relevant evidence of rehabilitation or lack thereof and any other factors deemed relevant by the district.

A record of the suitability determination will be retained. The following information will be included in the determination:

- The name and date of birth of the employee or applicant;
- The date on which the school employer received the national criminal history check results; and,
- The suitability determination (either "suitable" or "unsuitable")

A copy of an individual's suitability determination documentation must be provided to another school employer, or to the individual, upon request of the individual for whom the school employer conducted a suitability determination.

Policy Review: 1st Reading: January 8, 2015

2nd Reading: January 22, 2015

Policy Adopted: January 22, 2015

Vote: 6-0-0

Chairperson, HWRSD School Committee: William Wilson

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT WENHAM, MA

Relying on Previous Suitability Determination

The school employer may obtain and may rely on a favorable suitability determination from a prior employer, if the following criteria are met:

The suitability determination was made within the last seven years; and

The individual has not resided outside of Massachusetts for any period longer than three years since the suitability determination was made; and either

The individual has been employed continuously for one or more school employers or has gaps totaling no more than two years in his or her employment for school employers; or

If the individual works as a substitute employee, the individual is still deemed suitable for employment by the school employer who made a favorable suitability determination.

Upon request of another school employer, the initial school employer shall provide documentation that the individual is still deemed suitable for employment by the initial school employer.

Adverse Decisions Based on CHRI

If inclined to make an adverse decision based on an individual's CHRI, the district will take the following steps prior to making a final adverse determination:

Provide the individual with a copy of his/her CHRI used in making the adverse decision;

Provide the individual with a copy of this CHRI Policy;

Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI;

and

Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time depending on the particular circumstances not to exceed thirty days to correct or complete the CHRI.

If a school employer receives criminal record information from the state or national fingerprint-based background checks that includes no disposition or is otherwise incomplete, the school employer may request that an individual, after providing him a copy of said background check, provide additional information regarding the results of the criminal background checks to assist the school employer in determining the applicant's suitability for direct and unmonitored contact with children, notwithstanding the terms of General Laws chapter 151B, S. 4, (9,9 ½). Furthermore, in exigent circumstances, a school employer may, pursuant to the terms of DESE regulations (see specific regulations in legal references), hire an employee on a conditional basis without first receiving the results of a national criminal background check. After exhausting several preliminary steps as contained in the above referenced regulation the district may require an individual to provide information regarding the individual's history of criminal convictions; however, the individual cannot be asked to provide information about juvenile adjudications or sealed convictions. The superintendent is advised to confer with legal counsel whenever he/she solicits information from an individual concerning his/her history of criminal convictions.

Secondary Dissemination of CHRI

If an individual's CHRI is released to another authorized entity, a record of that dissemination must be made in the secondary dissemination log. The secondary dissemination log is subject to audit by the DCJIS and the FBI.

Policy Review: 1st Reading: January 8, 2015

2nd Reading: January 22, 2015

Policy Adopted: January 22, 2015

Vote: 6-0-0

Chairperson, HWRSD School Committee: William Wilson

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA**

The following information will be recorded in the log:

- Subject Name
- Subject Date of Birth
- Date and Time of the dissemination
- Name of the individual to whom the information was provided
- Name of the agency for which the requestor works
- Contact information for the requestor; and
- The specific reason for the request

Reporting to Commissioner of Elementary and Secondary Education

Pursuant to state law and regulation, if the district dismisses, declines to renew the employment of, obtains the resignation of, or declines to hire a licensed educator or an applicant for a Massachusetts educator license because of information discovered through a state or national criminal record check, the district shall report such decision or action to the Commissioner of Elementary and Secondary Education in writing within 30 days of the employer action or educator resignation. The report shall be in a form requested by the Department and shall include the reason for the action or resignation as well as a copy of the criminal record checks results. The superintendent shall notify the employee or applicant that it has made a report pursuant to the regulations to the Commissioner.

Pursuant to state law and regulation, if the district discovers information from a state or national criminal record check about a licensed educator or an applicant for a Massachusetts educator license that implicates grounds for license action pursuant to regulations, the Superintendent shall report to the Commissioner in writing within 30 days of the discovery, regardless of whether the district retains or hires the educator as an employee. The report must include a copy of the criminal record check results. The school employer shall notify the employee or applicant that it has made a report pursuant to regulations to the Commissioner and shall also send a copy of the criminal record check results to the employee or applicant.

C.O.R.I. REQUIREMENTS

It shall be the policy of the district to obtain all available Criminal Offender Record Information (CORI) from the department of criminal justice information services of prospective employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. State law requires that school districts obtain CORI data for employees of taxicab companies that have contracted with the schools to provide transportation to pupils.

The Superintendent, Principal, or their certified designees shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the department of criminal justice informational services on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, and volunteers who may have direct and unmonitored contact with children, during their term of employment or volunteer service.

The Superintendent, Principal, or their certified designees may also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Policy Review: 1st Reading: January 8, 2015

2nd Reading: January 22, 2015

Policy Adopted: January 22, 2015

Vote: 6-0-0

Chairperson, HWRSD School Committee: William Wilson

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT WENHAM, MA

Pursuant to a Department of Education regulation, “‘Direct and unmonitored contact with children’ means contact with students when no other employee, for whom the employer has made a suitability determination of the school or district, is present. “‘Contact’ refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication. The school employer may determine when there is potential for direct and unmonitored contact with children by assessing the circumstances and specific factors including but not limited to, whether the individual will be working in proximity with students, the amount of time the individual will spend on school grounds, and whether the individual will be working independently or with others. An individual shall not be considered to have the potential for direct and unmonitored contact with children if he or she has only the potential for incidental unsupervised contact in commonly used areas of the school grounds.”

In accordance with state law, all current and prospective employees, volunteers, and persons regularly providing school related transportation to children of the school district shall sign an acknowledgement form authorizing receipt by the district of all available CORI data from the department of criminal justice information services. In the event that a current employee has a question concerning the signing of the acknowledgement form, he/she may meet with the Principal or Superintendent; however, failure to sign the CORI acknowledgement form may result in a referral to local counsel for appropriate action. Completed acknowledgement forms must be kept in secure files. The School Committee, Superintendent, Principals or their designees certified to obtain information under the policy, shall prohibit the dissemination of school information for any purpose other than to further the protection of school children.

CORI is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. CORI shall be shared with the individual to whom it pertains, pursuant to law, regulation and the following model policy, and in the event of an inaccurate report the individual should contact the department of criminal justice informational services.

Access to CORI material must be restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, CORI material should be obtained only where the Superintendent had determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

The hiring authority, subject to applicable law and the model policy, reserves the exclusive right concerning any employment decision.

The Superintendent shall ensure that on the application for employment and/or volunteer form there shall be a statement that as a condition of the employment or volunteer service the school district is required by law to obtain Criminal Offender Record Information for any employee, individual who regularly provides transportation, or volunteer who may have direct and unmonitored contact with children. Current employees, persons regularly providing school related transportation, and volunteers shall also be informed in writing by the Superintendent prior to the periodic obtaining of their Criminal Offender Record Information.

The Superintendent shall amend employment applications to include questions concerning criminal records which the Massachusetts Commission against Discrimination has determined may be legally asked of prospective employees. Any employment application which seeks information concerning prior arrests or convictions of the applicant shall include the following statement: “An applicant for employment with a sealed record on file with the commission of probation may answer ‘no record’ with respect to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer ‘no record’ with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in

Policy Review: 1st Reading: January 8, 2015
2nd Reading: January 22, 2015

Policy Adopted: January 22, 2015

Vote: 6-0-0

Chairperson, HWRSD School Committee: William Wilson

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA**

need of service which did not result in a compliant transferred to the superior court for criminal prosecution.”

Records sealed pursuant to law shall not operate to disqualify a person in any examination, appointment or application for public service on behalf of the Commonwealth or any political subdivision thereof.

The Superintendent shall revise contracts with special education schools and other providers to require a signed statement that the provider has met all legal requirements of the state where it is located relative to criminal background checks for employees and others having direct and unmonitored contact with children.

LEGAL REFS.: M.G.L.6:167-178; 15D:7-8; 71:38R, 151B, 276:100A

P.L. 92-544; Title 28 U.S.C. § 534; Title 28 C.F.R. 20.33(b)

42 U.S.C. § 16962

603 CMR 51.00

803 CMR 2.00

803 CMR 3.05 (Chapter 149 of the Acts of 2004)

FBI Criminal Justice Information Services Security Policy

Procedure for correcting a criminal record

FAQ – Background Checks

SOURCE: MASC October 2014

Policy Review: 1st Reading: January 8, 2015

2nd Reading: January 22, 2015

Policy Adopted: January 22, 2015

Vote: 6-0-0

Chairperson, HWRSD School Committee: William Wilson

A1013

Conflicts Between District Policy and Collective Bargaining Agreements or State and Federal
Laws

In the event of a conflict between a policy herein and any collective bargaining agreement, the collective bargaining agreement shall have precedence. In the event of a conflict with state or federal law, state or federal law shall have precedence.

A1017

CORI Policy for Owners of Challenge Courses for Conducting Criminal History Inquiries

I. Policy Purpose

Pursuant to the regulations pertaining to the operation of Climbing Walls contained in 520 CMR 5.15, owners of companies that operate Climbing Walls are required to conduct criminal history inquiries on certain applicants for employment. The procedure described below has been adopted by the Hamilton-Wenham Regional School District for Criminal Offender Record Inquiries.

II. Scope

1. The policy shall apply to all applicants 18 years of age or older for the positions of:
 - a. Challenge Course Manager; and
 - b. Challenge Course Staff.

III. Process

1. The Hamilton-Wenham Regional School District will register annually for iCORI service, a secure web-based service through which organizations will request and receive Criminal Offender Record Information ("CORI"), at www.mass.gov/cjis.
2. Upon application for any of the above positions, an applicant shall provide to the Hamilton-Wenham Regional School District a completed CORI Acknowledgement Form provided by the Department of Criminal Justice Information Services (DCJIS). CORI checks will only be conducted as authorized by the DCJIS and M.G.L. c. 6, § 172, and only after a CORI Acknowledgement Form has been completed. CORI will only be accessed for applicants who are otherwise qualified for the position for which they have applied. If a new CORI check is to be made on an applicant within one year of his/her signing of the CORI Acknowledgement Form, the applicant shall be given 72 hours notice that a new CORI check will be conducted.
3. The applicant shall be informed in writing either on the face of the application or in an attached written document that by completing the CORI Acknowledgment Form, the applicant is consenting to a criminal background inquiry which shall be used to determine suitability for employment. The applicant shall be further informed on the face of the application or in an attached written document that consideration for employment will only be granted upon completion of both the application and the CORI Acknowledgement Form.
4. All CORI obtained from the DCJIS is confidential, and access to the information is limited to those individuals who have a "need to know." This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. The Hamilton-Wenham Regional School District will maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list will be updated every six months and is subject to inspection upon request by the DCJIS and/or the Department of Public Safety at any time.

5. The Hamilton-Wenham Regional School District shall maintain a secondary dissemination log to record any dissemination of CORI outside of the District, including dissemination at the request of the applicant.

6. All personnel authorized to review or access CORI at the Hamilton-Wenham Regional School District will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

7. Once the applicant provides consent to conduct a criminal background inquiry, the Hamilton-Wenham Regional School District shall submit a CORI request using the iCORI service. In most cases, results will be returned instantaneously.

8. In the event that results are not returned instantaneously and circumstances require an expedited employment decision, the following procedures shall apply:

- a. A temporary offer of employment may be made to an applicant on the express condition that the Hamilton-Wenham Regional School District has submitted applicant's CORI request prior to the temporary offer of employment.
- b. Any temporary employment shall expire at the conclusion of 14 days following acceptance and may not be renewed.
- c. During the period of temporary employment, the applicant shall be under the direct supervision of an employee who has previously undergone a completed CORI.

9. At such time as the results of CORI are made available, the Hamilton-Wenham Regional School District shall act expeditiously to make a determination of suitability of employment. Factors considered in determining suitability may include, but not be limited to: (a) relevance of the record to the position sought; (b) the nature of the work to be performed; (c) time since the conviction; (d) age of the applicant at the time of the offense; (e) seriousness and specific circumstances of the offense; (f) the number of offenses; (g) whether the applicant has pending charges; (h) any relevant evidence of rehabilitation or lack thereof; (i) any other relevant information, including information submitted by the applicant or requested by the Hamilton-Wenham Regional School District.

10. In the event that the applicant is to be questioned regarding his or her criminal record, the applicant shall be provided with a copy of the criminal history record prior to questioning and the source of the criminal history record shall be disclosed.

11. In the case of a negative employment decision, the applicant shall be notified immediately and shall be provided with:

- a. A copy of the Hamilton-Wenham Regional School District's CORI policy;
- b. A copy of the CORI;
- c. A copy of Information Concerning the Process in Correcting a Criminal Record as provided by DCJIS.

The applicant shall have the opportunity to dispute the accuracy of the CORI.

Source: Department of Public Safety (DPS) 2016

References: HWRSD Policy A1008 – DCJIS Model CORI Policy
HWRSD Policy A1016 – Background Checks

A1008

DCJIS MODEL CORI POLICY

This policy is applicable to the criminal history screening of prospective and current employees, subcontractors, volunteers and interns, and professional licensing applicants.

Where Criminal Offender Record Information (CORI) and other criminal history checks may be part of a general background check for employment, volunteer work, licensing purposes, the following practices and procedures will be followed.

CONDUCTING CORI SCREENING

CORI checks will only be conducted as authorized by the DCJIS, state law, and regulation, and only after a CORI Acknowledgement Form has been completed.

If a new CORI check is to be made on a subject within a year of his/her signing of the CORI Acknowledgement Form, the subject shall be given seventy two (72) hours' notice that a new CORI check will be conducted.

ACCESS TO CORI

All CORI obtained from the DCJIS is confidential, and access to the information must be limited to those individuals who have a "need to know". This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. The district must maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.

CORI TRAINING

An informed review of a criminal record requires training. Accordingly, all district personnel authorized to review or access CORI will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING

CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.

VERIFYING A SUBJECT'S IDENTITY

If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant.

If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

INQUIRING ABOUT CRIMINAL HISTORY

In connection with any decision regarding employment, volunteer opportunities, or professional licensing, the subject shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the subject about his or her criminal history. The source(s) of the criminal history record is also to be disclosed to the subject.

DETERMINING SUITABILITY

If a determination is made, based on the verification of identity information as provided in this policy, that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to, the following:

- (a) Relevance of the record to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof; and
- (i) Any other relevant information, including information submitted by the candidate or requested by the organization.

The applicant is to be notified of the decision and the basis for it in a timely manner.

ADVERSE DECISIONS BASED ON CORI

If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the organization's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS' Information Concerning the Process for Correcting a Criminal Record.

SECONDARY DISSEMINATION LOGS

All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record any dissemination of Cori outside this organization, including dissemination at the request of the subject.

SOURCE: MASC May 2014

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

A1012

DISSEMINATION

The Superintendent will establish and maintain an orderly plan for preserving and making accessible the policies adopted by the School Committee and the regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school system, to members of the Committee, and insofar as conveniently as possible, to all persons in the community. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

The School Committee Policy Manual is a public record and will be available for inspection at the Superintendent's Office, principal's office at each school and on the Hamilton-Wenham Regional School District's Website

Approved: September 19, 2013

Vote: 7-0-0-2

Chairperson, HWRSD School Committee: Roger Kuebel
(Original Signature on file in the Superintendent's Office)

A1015

NONDISCRIMINATION

Public schools have the responsibility to remove, insofar as possible, any barriers that prevent children from achieving their potential. The following statements confirm the District's intent to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive interactions between and among children, youth and adults, who all have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Use all appropriate communication and action to air and reduce the grievances of individuals and groups.
4. Review District practices in order to achieve the objectives of this statement to the greatest extent possible.

The School Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in admission to a public school or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, gender identity or disability. If someone has a complaint or feels that s/he have been discriminated against because of their race, color, sex, religion, national origin, sexual orientation, gender identity or disability, their complaint should be registered with the Title IX compliance officer.

LEGAL REFERENCES:

Title VI, Civil Rights Act of 1964 Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 Executive Order 11246, as amended by E.O. 11375 Equal Pay Act, as amended by the Education Amendments of 1972 Title IX, Education Amendments of 1972 D Rehabilitation Act of 1973 Education For All Handicapped Children Act of 1975.

M.G.L. 71B:1et seq. D

M.G.L. 76:5

DM.G.L. 76:16

603 CMR 26.00 et seq.

A1011

POLICY ADOPTION

Adoption of new policies or changing existing policies is solely the responsibility of the School Committee. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the School Committee when such action has been scheduled on the agenda or at a regular or special meeting.

To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the School Committee according to the following procedures.

Readings

1. The Policy Working Group provides copies of the first draft of the proposed policy to the School Committee members for their review prior to the First Reading.
2. The First Reading is held at a School Committee meeting. Time is allowed for consideration of the proposed policy or policies as recommended by the Policy Working Group, including a response from the Superintendent, discussion by the School Committee and directions for any redrafting or approval at a First Reading.
3. If the proposed policy impacts teacher performance standards, a meeting with the collective bargaining representative is arranged in accordance with G.L. Chapter 71 § 38.
4. If the proposed policy is revised, it is presented at a School Committee meeting for a Second Reading and is discussed and adopted or rejected. Amendments to the policy at the Second Reading will not require repetition of the sequence, unless the School Committee so directs.
5. By majority vote, the School Committee may dispense with the above sequence to meet emergency conditions.
6. After discussion, and any amendments, the School Committee takes a vote on the finalized policy.

Adoption

1. The formal adoption of a policy is recorded in the School Committee minutes. Each policy adopted supersedes any existing policies that may be in conflict with the new policy.

2. Policies will be effective on the date set by the School Committee. This date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.
3. Adopted policies are entered into the existing policy manual (both paper based and online).
4. Copies of the policy are distributed to School Committee members, Administrators, Principals, Teacher Association Presidents, and put on the District website.

B2013

POLICY REVISION AND REVIEW

In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the Committee will review its policies in accordance with the following approved procedure:

Policies will be reviewed on a three-year cycle. In the first year, Policy Sections "A" through "D" will be reviewed. In the second year, Policy Sections "E," "F," "G" and "I" will be reviewed. "Section H" will be reviewed in the third year. This procedure will not prevent the Committee from reviewing individual policies out of this sequence when the need arises.

The Committee will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies it has adopted.

The Superintendent is given the continuing commission of calling to the Committee's attention all policies that are out of date or for other reason appear to need revision.

SOURCE: MASC

A1010

RELIGIOUS OBSERVANCES

The Hamilton-Wenham Regional School Committee recognizes that certain religious Observances occur during the school year. Students and staff will be encouraged to appreciate, accept, and honor ethnic, religious and cultural diversity and be respectful of the beliefs and practices of others. It is within this framework, that the following is adopted:

- A. Students and staff will be marked as “present” on the days they observe their religious holidays. Students must have a letter from their parent/guardian informing the principal of the student’s absence due to religious observances; staff members must complete and submit the District “Request for Leave” noting “religious observance” to his/her principal by the 10th working day of the new school year.
- B. With respect to make-up work or homework, quizzes, exams, major projects or papers, it is the student’s responsibility to see his/her teachers the day he/she returns to school to find out what assignments are due. Elementary and middle school students are allowed a number of days to make up assignments equivalent to the number of days absent (e.g., if absent on Monday, then assignments are due on Wednesday; if absent on Monday and Tuesday, assignments are due on Friday). High school students will follow the “attendance/make-up policy” in the approved High School Handbook.
- C. The District will make reasonable efforts not to schedule special events the night before, during or after school that would interfere with a person's ability to participate because of that person's religious observance. The Hamilton-Wenham Regional School District will encourage consideration of this policy in inter-league sports scheduling.
- D. By June 1, the Superintendent shall provide teachers and staff with a list of religious holidays most commonly observed by members of the Hamilton-Wenham community for the following school year.

HWRSD -New Policy 12 02 04

Revised: 06/07/07; 06/19/08 & 06/17/10

A1006

SECTION 504: GRIEVANCE PROCEDURE

The Hamilton-Wenham Regional School District does not discriminate on the basis of disability in admission, access to services, treatment or employment in its programs or activities. Any complaints of discrimination in violation of federal law should be addressed through the following grievance procedure:

STEP 1: MEETING WITH SECTION 504 BUILDING COORDINATOR

Complainants are encouraged to try to resolve problems promptly through informal dispute resolution. The complainant shall meet informally with the person designated as the Section 504 coordinator for the building ("Section 504 Building Coordinator") wherein the circumstances giving rise to the grievance arose in order to discuss his/her complaint. The Building Coordinator will investigate, documenting all steps (including dates and nature of meetings, disposition and dates of disposition), and will reply in writing within five business days of the initial meeting.

STEP 2: WRITTEN COMPLAINT

If the complaint is not satisfactorily resolved through Step 1, the complainant may file a written grievance with the Section 504 Building Coordinator within ten (10) business days of disposition at Step 1. The written complaint must include:

- A clear statement of the alleged violation.
- The remedy sought by the complainant.
- The complainant's signature and the date.

The Section 504 Building Coordinator will conduct a full investigation of the grievance and will prepare a written report of the investigation that will include:

- A clear statement of the allegations of the grievant and remedy sought.
- A statement of the facts as contended by each party.
- A statement of the facts as found by the coordinator and evidence to support each fact.
- A list of witnesses interviewed and documents reviewed during the investigation.
- A narrative describing attempts to resolve the grievance if valid.

The Building Coordinator will submit said report to the Superintendent of Schools/Section 504 District Coordinator for review. If the Building Coordinator believes the grievance is valid, the Building Coordinator will recommend appropriate action to the Superintendent of Schools/Section 504 District Coordinator.

The report will be filed with the Superintendent/Section 504 District Coordinator within fifteen (15) days of receipt of the written grievance. A copy of the report will be provided to the complainant.

The Superintendent/Section 504 District Coordinator will make necessary findings based upon the investigation and report of the Building Coordinator and if the grievance is valid, the Superintendent/Section 504 District Coordinator may accept the Building Coordinator's recommendations and/or make other appropriate recommendations in his/her discretion. Any and all recommendations of the Superintendent/Section 504 District Coordinator shall immediately be implemented by the District. A copy of the Superintendent/Section 504 District Coordinator's findings and/or recommendations will be provided to the complainant.

STEP 3: APPEAL TO THE BUREAU OF SPECIAL EDUCATION APPEALS

If the complaint is not satisfactorily resolved through Step 2, the complainant may file a written appeal to the Board of Education, Bureau of Special Education Appeals. The proceedings will be presided over and decided by an impartial hearing officer appointed by the Bureau.

ORC COMPLAINT

At any stage in this grievance procedure, the complainant has the right to file formal complaints with the Regional Office for Civil Rights, 90 Devonshire Street, Boston, Massachusetts 02109. Telephone: (617) 223-9662.

A1002

Tobacco Free School

The Education Reform Act of 1993 requires all public schools to become smoke-free. Massachusetts General Laws, Chapter 71, sections 2A and 37H prohibit the use of any tobacco products within the school buildings, the school facilities, the school grounds or on school buses by any individual, including school personnel. The law also makes it unlawful for any student, enrolled in either primary or secondary public schools in the commonwealth, to use tobacco products of any type on school grounds during normal school hours. In addition the Hamilton Wenham Regional School District prohibits the use of tobacco, tobacco products, or smoking paraphernalia at school-sponsored events, on school trips (while in-school groups), or at school bus stops. Smoking paraphernalia includes but not limited to: cigarettes, snuff, chewing tobacco, pipes, and cigarette papers. These tobacco prohibitions extend to all property controlled by the school committee and to all individuals who are present on such property.

The Hamilton-Wenham Regional School District is committed to providing students with a positive learning environment that encourages students to focus on personal health for life. The district also encourages staff to focus on their personal health and to recognize that they are role models for students. Therefore, the district supports a no use policy on tobacco products. Tobacco cessation support programs are offered as needed for staff.

The following procedures and regulations will be implemented in the enforcement of the Tobacco Free School Policy of the Hamilton-Wenham Regional School District:

Students

Any alleged violation of this policy by any student(s) shall result in the student(s) being referred to the building administrator. Students who violate the provisions of this policy shall be subject to building discipline procedures as outlined in the student handbook.

School Personnel

This law supersedes negotiated contracts for school personnel. Any alleged violation of the policy by staff shall be referred to the appropriate supervisor.

Visitors

Visitors who violate the Tobacco Free Policy will be asked to abide by the policy or leave the premises.

Japan Trip 2018

Bill Melville and Kirsten Losee

- 01 Japan 2018 Field Trip Request.pdf
- 02 Letter To Parents.docx
- 03 Japan Trip Information Meeting April, 2018.docx
- 04 Itinerary _ Cost Sheet.pdf
- 05 Security Plan for Japan International Trip.docx
- 06 Code of Conduct.pdf
- 07 Student Protection Plan .pdf
- 08 Permission Slip Japan 2018.docx
- 09 Japan Alerts and Warnings.pdf

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: HWRHS Date Submitted: 3.10.17

Faculty Sponsor: Ms. Losee & Mr. Melville Position: Fine & Performing Arts Teacher

I. Trip Information:

Check (✓) one:

- ☐ Day Academic Field Trip - ☐ In-state ☐ Out-of-state Destination: _____
- ☐ Day Extracurricular Trip - ☐ In-state ☐ Out-of-state ☐ International Destination: _____
- ☐ Athletics - Sport: _____
- ☐ Overnight Trip - In-state - ☐ Academic ☐ Extracurricular - Destination: _____
- ☐ Out-of-State/Domestic Day Trip - ☐ Academic ☐ Extracurricular - Destination: _____
- ☐ Out-of-State/Domestic Overnight Trip - ☐ Academic ☐ Extracurricular - Destination: _____
- ☒ International Trip (extracurricular only) - Destination: Japan

Departure Date: April 12 2018 Time: TBD Return Date: April 21 2018 Time: TBD
 Number of Students Eligible: 18-24 Class/Group: 9-12 All high school students in good academic standing are eligible.
 Faculty Sponsor: Ms. Losee, Mr. Melville, Mr. Shailor & Ms. Simko
 Other Faculty/Staff chaperones: _____
 Other chaperones: _____
 Mode of Transportation: _____ Number: _____
 Airlines/Flight/Ground Transportation: TBD

II. Estimated Expenses

1. Transportation Cost	6. Financial Assistance Available? Yes No <input checked="" type="checkbox"/>
2. Admission Charges:	7. Other Sources of Funding? Yes No <input checked="" type="checkbox"/>
3. Lodging & meals cost	8. Amount Available: \$
4. Other (specify):	9. Are Student Activity Funds being used? Yes <input checked="" type="checkbox"/> No
5. Total student cost: <u>\$4579.00 All Inclusive</u>	10. If yes, amount bring used: \$

III. Attachments

1. Copy of Parent Letter with meeting date:	5. Travel Costs & Refund Policy:
2. Itinerary:	6. Travel Insurance Policy (if applicable): Cost:
3. Security features for transportation & accommodations:	7. Pre and Post Trip Activities:
4. Arrangements for meals and lodging:	8. Other Descriptive Information:

IV. Approvals

Department Chairperson or Field Trip Requestor: Rista Losee Date: 3/8/17
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: [Signature] Date: 3/8/17
I have read the School Committee Policy H8015 on School Sponsored Field Trips and find they meet all requirements

Note: Overnight and Domestic (out-of-state) and international trips require approvals from the Superintendent and Hamilton-Wenham Regional School Committee.

Superintendent: _____ Date: _____

HWRSD Committee Action: Vote - Yes _____ No _____ Abstain _____ Date: _____

HWRSD Field Trip Request 2/11/14

Please be sure all the information listed is included with your Field Trip Request for the Approval of the Superintendent & School Committee any incomplete requests will be returned. Refer to our website Policies "School-Sponsored Field Trips" H8015 for the complete policy; this is an excerpt from that policy.

APPROVAL DOCUMENTATION – Domestic and International

Approval for all trips must be received prior to making any financial contractual arrangements. All field trips must be approved in writing by the appropriate authority as specified in this policy. The initial documentation to request a field trip must include:

1. Proposed dates and itinerary.
 2. Description of the process that will be used to determine student eligibility.
 3. Estimated number of students expected and percentage of eligible students participating.
 4. Cost per student (if applicable).
 5. Mode of transportation and schedule.
 6. Ratio of chaperones/teachers to students
(Recommended ratio – HS 1:10; MS 1:10 min.; Elementary 1:10 min.; International 1:6)
 7. Description of arrangements for meals and lodging (if applicable). Accommodations will include enough rooms so that no chaperones are rooming with students.
 8. Description of security features for transportation and accommodations.
 9. Means of financing.
 10. Draft copy of any contract and refund policies associated with the trip.
 11. Draft copy of the letters to be sent to parents and guardians referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the HWRSD student conduct policies, student handbook rules or regulations, and the MA Interscholastic Athletic Association (MIAA) rules and regulations. For international field trips, the sponsoring faculty member will provide parents a copy of the State Department travel advisory and Homeland Security Alert Status for all countries to be visited.
 12. In the case of academic field trips, there must be a description of the educational alternative and mapping of that alternative for students not attending the trip, if applicable.
 13. Satisfactory Criminal Offender Record Information (CORI) check of all chaperones is required and must be on file in the Superintendent's Office.
 14. International trips must include a printout of the State Department Travel Advisory and Homeland Security Alert Status for all countries to be visited.
- Additional information may be requested from the appropriate authority prior to making a decision.
- Should external circumstances change after the initial trip approval detailed modifications to the relevant approval documentation (see above) will be required.

DISCIPLINE OF STUDENTS AND FIELD TRIPS – Domestic and International (this must be included on your permission slips for parents/guardians)

1. All Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, student conduct will apply and be in effect at all times for academic and extracurricular field trips.
2. If a student violates any Hamilton-Wenham student conduct policies, student handbook rules or regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, trip rules as specified, or otherwise misbehaves while on a field trip, the student will be immediately suspended from the field trip and sent back to school or home, as appropriate, by the faculty sponsor at the parent's/guardian's expense. In addition to being sent home, the individual will be subject to the consequences for the action/infracton upon his/her return to school as defined by the aforementioned student conduct policies, student handbook rules and regulations, and MA Interscholastic Athletic Association (MIAA) rules and regulations.
3. Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules regarding student conduct will be given to chaperones. Chaperones shall agree to implement and enforce them; failure to do so will result in not being able to chaperone future school sponsored trips.

Dear Parents and Guardians,

As a Hamilton-Wenham Regional High School teachers, we know firsthand how invaluable and enriching the experience of international travel can be. That is why it is our sincere pleasure to be organizing an educational tour for students to Japan through WorldStrides for the **April break 2018**. We have enjoyed providing this opportunity to students and adults for many years and we are excited about this 2018 international trip.

The planning process for an educational tour takes considerable time and more importantly there are substantial discounts in program fees to be taken advantage of by "early birds." Thus, We'd like to invite you to attend an informative meeting on **April 11, 2017 at 6 pm, HWRHS room 102**. We would also ask that your son or daughter attend the meeting as well if at all possible. We will both be there to discuss with you all the details of the trip and of course, answer your questions. At that time you can fill out the application and hand in your **deposit check for \$300.00**.

While the educational tour is designed and paced with students in mind, adults are also heartily welcomed. Parents have a wonderful experience on these tours and enjoy the tour as much as the students. We welcome you, as parents, to attend as well.

Our tour company, WorldStrides has provided superior educational tours abroad for over 13 years. WorldStrides prides itself on an interactive learning approach that involves your son or daughter in the learning process, rather than just passively listening to information about the destinations. With WorldStrides, everything revolves around *LEAP*, Learning through Exploring and actively Participating. Mindful that there are different types of learners, WorldStrides Tour Directors make information available in a variety of exciting ways. The result is culture and history come alive, with the students actively participating in the learning experience through things like cooking classes and debates. Visit www.WorldStrides-leap.com to learn more.

Our educational tour is entitled ***Mt. Fuji Shinto***. The proposed dates of the educational tour are **April 12th through April 21th**. The program fee is **\$4,579.00** which includes round trip flights, accommodations in three and four star quality hotels in the center of the city, continental breakfast and dinner daily, inclusive sightseeing, ground transportation as per the itinerary, admittance into attractions per the itinerary, local guide service and the service of a full-time multi-lingual tour director. Our meeting at **6 pm, on April 11, 2017** will serve to answer your questions and outline further details of the tour.

Thank you and we look forward to seeing you at the meeting. In the meantime if you have any questions or cannot make the meeting please contact Bill Melville at **(978) 335-2221**.

Sincerely,
Bill Melville and Kirsten Losee

Japan Trip Information Meeting - April, 2018

Who: Kirsten Losee and William Melville (Fine Arts Department) are running this trip. We have personal experience traveling to Japan. In the spring of 2009 we successfully took 18 students on this trip. This trip was a life changing experience for a majority of the students. This trip will afford the students with a unique cross-cultural experience that will provide them with a one of a kind perspective on the global community. As a long time resident of Japan and speaker of Japanese, I feel very comfortable running this trip. I visit Japan quite often for my family vacation. All grade levels are welcome to apply. The number of students on the trip will be limited to 24.

When: We are scheduled to depart on Thursday, April 12 and return on Saturday, April 21.

Where: Osaka, Kyoto, Nara, Mt. Fuji, Hakkone, and Tokyo.

Travel Agency: WorldStrides Boston, MA (800) 771-5353 <https://worldstrides.com/>

Cost: \$4579.00. Initial payment of \$300.00 is due by April 15th, 2017.

Included in this cost is roundtrip airfare from Boston, 8 nights in 3 or 4 star hotels, a WorldStrides tour guide will be with us for the entire trip, admission to selected shrines/temples, bus/train transportation and breakfast and dinner each day. This price does not include lunch each day, beverages at dinner (excluding water), tips for the bus driver and tour guide (allow about \$40 for this), admission fees to extra sites that we will visit (allow about \$50 for this), bus transport to Logan Airport on our departure date, snacks and souvenirs, and the optional insurance plans described in the attached sheet. The Total Surety Plan is very strongly recommended. It costs \$250.00.

Expectations: This trip may not be suitable for everyone. This is not a private tour but group travel. There is a set itinerary and you are not free to do whatever you want. You are part of a group; everything is done as a group! If your goal is shopping-this is not the trip for you. If your goal is hanging around with a small group of your friends in Japan-this is not the tour for you. If your goal is to find Japanese (or other Americans traveling in Japan) and hang around with them- this is not the trip for you. If your goal is to visit some of the oldest historical and most modern places in Japan with 24 other people from this school then this might be the tour for you. All students will participate in the scheduled activities. There will be no exceptions. Not all activities are included in the tour price. Students should allow for an extra \$50.00 in admission fees. Our days are full. A typical day starts with a wakeup call at around 6:30 a.m., breakfast at 7:15 a.m., sightseeing from 8:00 a.m. until 1:00 p.m., lunch from 1:00-2:30 p.m. more sightseeing from 2:30-7:00 p.m., dinner from 7:00-8:30 p.m., a guided walk around the city (or a

scheduled evening group activity) after dinner, return to the hotel around 10 p.m., bed checks at 11 p.m.

What's Next: If you think that this is the tour for you, then pick up an application, fill it out and return it with a check for \$300.00, or more if you are choosing one of the optional insurances (made out to WorldStrides) to Mr. Melville in room 102 by April 15th, 2017

Attachments:

1. Cost breakdown
2. Trip Itinerary
3. Insurance options



DAY 1-2 FLY TO OSAKA. Fly overnight to Osaka, the international gateway to Japan.

DAY 3 OSAKA. Explore Osaka, the third largest city in Japan. Discover its unique blend of heritage and advanced technology. Experience the fantastic local cuisine and lively culture. Enjoy a guided tour of Osaka Castle, sight of the famous battle between Tokugawa and Hideyori.

DAY 4 KYOTO. Today, travel to Kyoto. Formerly Japan's capital and the city where emperors lived from 794 until 1868, Kyoto is home to 1,600 Buddhist temples, 400 Shinto shrines, palaces and gardens. With a local guide, see the Golden Pavilion of Kinkakuji, Nijo Castle, and the Heian Shrine, built to celebrate the city's 1100th anniversary.

DAY 5 NARA.

Explore Nara, home to some of the country's oldest Buddhist temples. See free-roaming deer in Nara Park and the famed bronze lanterns of Kasuga Shrine. Return to Kyoto and learn Japanese Calligraphy.

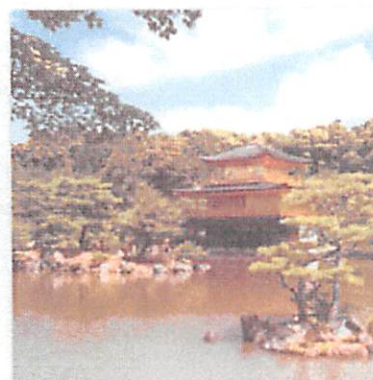
DAY 6 HAKONE-MT. FUJI. Speed along at up to 125mph aboard Shinkansen, the Japan Rail Bullet Train, to Hakone, a 12,385-foot, dormant volcano renowned for its symmetry and serenity. Later visit Japan's most celebrated mountain, Mt. Fuji, the main attraction of the Fuji-Hakone-Izu National Park.

DAY 7 TOKYO. Arrive in Tokyo, the gleaming, energetic capital of modern Japan. Begin to explore this exciting, thriving city.

DAY 8 TOKYO. Wonder at the beauty of the Meiji Shrine, the Imperial Palace Plaza, and the National Museum on a guided tour of the city's highlights. Meet with local students on your Japanese School Visit. Take a Japanese Cooking Class. Spend the rest of the day visiting the Asakusa Kannon Temple and shopping on Nakamise Street.

DAY 9 NIKKO. Opt to visit Nikko, a World Heritage Site and center of Shinto and Buddhist mountain worship. En route, enjoy some of the most spectacular scenery in Japan. See Toshogu, Japan's most lavishly decorated shrine complex, the temple of Rinnoji, Kegon Waterfall, and streets lined with cypress trees.

DAY 10 RETURN TO THE UNITED STATES.



worldstrides.com/perspectives
800-771-2333

Perspectives

educational journeys for students



Trip Details

Trip Name: Japan
 Group Leader: Mr. William Melville Jr.
 Departure Date: Thursday, April 12, 2018
 Departure City: Boston, MA

Enroll now at worldstrides.com/enroll

Group Username: Japan2018
 Group Password: Melville

An Enriched Educational Experience

WorldStrides programs offer unrivaled travel experiences to more than 90 countries on six continents. For more than three decades we've leveraged personal service, uncompromised quality, expert craftsmanship, and an unwavering focus on educational value to inspire and enrich the lives of our travelers. Our unique LEAP program uses creative and fun contemporary teaching methods to maximize the learning experience. LEAP engages students, making them active learners who translate information into knowledge and understanding.

Why Quality Matters

WorldStrides quality enhances the educational outcomes for our students, provides for the comfort and safety of the whole group and gives peace of mind to teachers and families. We use centrally located hotels in safe neighborhoods, which mean more time where you want to be and less time travelling. Meals are carefully chosen to reflect local cuisine. Our Tour Directors are much more than escorts. They use their extensive training to act as cultural mediators, engaging students throughout the program.

Safety

Your child's safety is always our top priority. Our staff members are on call 24 hours a day and our Tour Directors stay in the same hotels as their groups. Tours have a ratio of one chaperone for every six students. Each Group Leader is provided with an international cell phone. We include travel insurance and strongly recommend the Cancellation Protection Plus.

Included in the Trip Costs

Transportation

— Round-trip airfare and other transportation described in the itinerary

Travel Insurance

— Traveler Assistance, Medical Insurance & Travel Insurance

Hotel Accommodations & Meals

— Centrally located three- and four-star hotels for 8 nights
 — Daily breakfast to start the day energized and ready to go
 — Appetizing, hearty three-course dinner daily

Tour Director & Local Guides

— Full time, bilingual, WorldStrides Tour Director who is LEAP-trained in experiential education
 — Local guide at sites and on city tours as described in the itinerary
 — LEAP! Educational Program

Trip Costs

Total Cost \$4324

Using EZpay Plan
 12 Payments of \$335.33
 Based on enrollment today with deposit of \$300 and then 12 payments of \$335.33

Cost Breakdown

Tuition (Valid through 03/31/17)	\$4579
Weekend Supplement	\$45
Early Enrollment Savings (Valid through 03/31/17)	-\$300

worldstrides.com/perspectives
 (800) 771-2323

Perspectives

Educational journeys for students

Security Plan for Japan International Trip

- Bilingual WorldStrides tour guide will be with our group 24/7 from arrival at the airport until departure from the airport.
- 6 to 1 ratio of chaperones/teachers to students
- Students will be assigned into groups and will be assigned to a specific chaperone.
- Every time we move, transition, or need to discuss future plans, students will check in as a group with their assigned chaperone.
- Students are strictly instructed to always remain in groups.
- All chaperones are high school staff members.
- Chaperones have international activated cell phones.
- Their numbers have been shared with the students and parents. (phone tree)
- Strictly enforced curfew will take place each evening.
- Nightly bed checks are done after curfew at hotels.
- WorldStrides contact number will be provided to all parents.
- The name of each hotel and information will be provided to parents.
- Students are provided with hotel information including phone numbers and address on a card that they must carry with them at all times.
- U S embassy information will also be provided to students.
- In case of emergency, WorldStrides has 24/7 staff that can be immediately reached overseas and in the United States. We will also contact the US embassy.



Teachers know their students and their families, and are watching over them while on tour. In addition, some schools have specific requirements in terms of behavior. WorldStrides International Discovery provides this Code of Conduct but we expect that Program Leaders will supplement it with their own, more specific requirements. This must incorporate the rules set forth below which WorldStrides International Discovery insists upon.

Sexual Harassment, Dangerous/Threatening or Offensive Behavior.

Any participant whose behavior is offensive to other members of the group, or whose behavior threatens their own safety or that of other group members, WorldStrides International Discovery staff or any other person, will be expelled from the trip and returned home at their own expense or that of their parent/guardian if they are minors.

Alcohol Consumption

The transport of alcohol is prohibited on WorldStrides International Discovery tour buses except in the luggage compartment, in the bags of adult participants. Any passenger who, at the sole discretion of an WorldStrides International Discovery Tour Director or manager, appears to be intoxicated, will not be transported on an WorldStrides International Discovery bus.

Teacher/Program Leader will decide what if any alcohol consumption is acceptable for their students and adult participants. Some groups permit moderate wine consumption with dinner, and some prohibit alcohol consumption completely.

Drugs or Weapons

Any person found to be in possession of illegal substances, fireworks or weapons such as firearms and knives will be expelled from the program and will be repatriated at their own or their parent/guardian's expense. WorldStrides International Discovery is not able to provide assistance for persons arrested by the police. Note that marijuana possession and use is a strictly enforced criminal matter outside the USA and offenders are usually imprisoned for even minor offenses.

Curfew and Behavior in Hotels

Participants may not congregate in hallways or other persons' rooms after 10:00pm. Hotels reserve the right to expel residents who disturb other guests.

Participants are personally responsible for expenses they incur including phone calls (hotels charge extremely high rates per minute), pay-per-view, mini-bar snacks and items such as towels if they are stolen from the room.

Participants who cause damage to a hotel will be expelled from the tour and returned home at their own expense or that of their parent/guardian if they are minors. They will also be liable for the cost of repairing the damage.

Students are forbidden to consume alcoholic beverages from the mini-bar.

Participants may not do hand-laundry in the bathroom of their hotel room.

Never leave valuables (cash, passport, jewelry, etc.) in the room. Make use of safes provided in the hotel room or at the reception.

Teacher/Program Leader. WorldStrides International Discovery recommends strict rules regarding boys in girls' rooms and vice versa, as well as a strictly enforced curfew to ensure that students have enough sleep and are awake and ready to go each morning.

Punctuality and Attendance at Meals and Other Activities

.....

All participants are required to be punctual at scheduled events. Tour Directors will not hold up the tour for people who are late and passengers left behind must rejoin the tour at their own expense.

Teacher/Program Leader. WorldStrides International Discovery suggests that the Teacher/Program Leader makes attendance at all scheduled activities mandatory for their students.

Unstructured Time

.....

Students must not separate from the group unless they have their teacher's permission and are accompanied by other students or adult participants. Students should notify the Program Leader where they will be, with whom, and when they will return.

Teachers/Program Leader. We recommend that if students leave the program temporarily, for example to visit friends or relatives, they must obtain a letter of permission from their parents or legal guardians in advance of the trip and you should retain a copy. If a group of students wishes to leave the hotel during free time, many teachers require they sign a sheet with their names, the time they are leaving, where they are going and when they will return.



STUDENT PROTECTION PROGRAM

This pamphlet contains information
on Sickness/Accident
and Trip Insurance

Comprehensive Insurance Package
for WorldStrides Participants

Program underwritten by:
ACE American Insurance Company

2016 Travel

SUMMARY OF COVERAGE

ELIGIBILITY: All participants who have enrolled in a program with the WorldStrides, including chaperones and teachers.

DESCRIPTION OF COVERED ACTIVITIES: Travel on a Trip that is sponsored by WorldStrides.

SCHEDULE OF BENEFITS

PART A	Accidental Death & Dismemberment	
	Principal Sum	\$10,000
PART B	Medical Expense Benefit	\$1000
	Accidental Dental Expense	\$200
PART C	Emergency Medical Benefits Up to	\$10,000
PART D	Emergency Medical Evacuation	100%
PART E	Repatriation of Remains	100%
PART F	Trip Cancellation ("Terrorism")	\$3,000
	Trip Cancellation (Other)	\$300
PART G	Trip Interruption	\$250

The amounts for PARTS B, C, D, E and G apply on a per person, covered accident and sickness basis. PARTS D and E are 100% of Covered Expenses,

EXCESS INSURANCE PROVISION

The insurance provided under PARTS B, C, F, G shall be in Excess of all other valid and collectable insurance and shall apply only when such benefits are exhausted.

PART A

ACCIDENTAL DEATH: (\$10,000 Principal Sum) If injury to the Insured Person shall result in the death of the Insured Person, within 364 days of the covered accident, ACE American Insurance Company will pay the Accidental Death Benefit.

ACCIDENTAL DISMEMBERMENT: (\$10,000 Principal Sum) If injury to the Insured Person shall result, within 364 days of the covered accident, in any one of the losses specified below, ACE American Insurance Company will pay the Accidental Dismemberment Benefit indicated in the percentage below:

<u>Loss of</u>	<u>Percentage of Principal Sum</u>
Life	100%
Two or more members	100%
One member	50%
Thumb and Index Finger of the Same Hand	25%

Aggregate Maximum for all losses to all Insured Persons due to a single covered accident: \$250,000. Benefits payments will be reduced proportionately to each Insured Person, so the total amount payable will equal the aggregate maximum amount.

"Member" shall mean Loss of Hand or Foot, Loss of Sight or Loss of Speech, and Loss of Hearing.

"Loss" shall mean, with reference to hand or foot, complete severance through or above the wrist or ankle or joint; with regard to speech, the total and permanent loss of audible communication that is irrecoverable by natural, surgical or artificial means. Loss of Hearing shall mean total and permanent Loss of Hearing in both ears that is irrecoverable and cannot be corrected by any means. Loss of Sight means the total, permanent Loss of Sight of one eye that is irrecoverable by natural, surgical or artificial means. Loss of Thumb and Index Finger of the Same Hand shall mean complete Severance through or above the metacarpophalangeal joints of the same hand (the joints between the fingers and the hand). Severance shall mean the complete separation and dismemberment of the part from the body.

If more than one such specified loss results from the same accident, only one amount, the largest, shall be paid.

PART B

MEDICAL EXPENSE BENEFIT: (\$1,000 Maximum After a \$300 Deductible per covered accident or sickness – Pays Excess) ACE American Insurance Company will pay benefits resulting from a covered injury or sickness as follows: 1) Hospital semi-private room and board (or room and board in an intensive care unit); Hospital ancillary services (including but not limited to: use of operating room or emergency room); 2) services of a Doctor or a registered nurse (R.N.); 3) ambulance service to and from a Hospital; 4) laboratory tests; 5) radiological procedures; 6) anesthetics and their administration; 7) blood, blood products, and the transfusion thereof; 8) physiotherapy; 9) medicines or drugs administered by a Doctor or that can be obtained only with a Doctors written prescription; 10) dental charges for Injury to sound natural teeth (up to a \$200 Maximum per Injury); 11) emergency medical treatment of pregnancy; 12) artificial limbs or eyes (not including replacement of these items or dental braces); 13) casts, splints, trusses, crutches and braces (not including replacement of these items or dental braces); 14) oxygen or rental equipment for administration of oxygen; 15) rental of a wheelchair or hospital-type bed; 16) rental of mechanical equipment for treatment of respiratory paralysis; and; 17) Chiropractic expenses on an inpatient or outpatient basis; 18) Therapeutic termination of pregnancy

The charges enumerated above shall in no event include any amount of such charges which are in excess of usual and customary charges. Usual and customary charges means the average amount charged by most providers for treatment, service or supplies in the geographic area where the treatment, service or supply is provided. If the charge incurred is in excess of such average charge, such excess amount shall not be recognized as covered expenses. All charges shall be deemed to be incurred on the date

such services or supplies which give rise to the expense or charge are rendered or obtained. Coverage is limited to covered expenses incurred subject to the Exclusions section.

Initial treatment of an injury or sickness must occur within 30 days of the covered accident or sickness. The maximum benefit period is 364 days from date of the covered accident or sickness.

PART C

EMERGENCY MEDICAL BENEFITS: (Up to \$10,000) ACE American Insurance Company will pay Emergency Medical Benefits as shown in the Schedule of Benefits for Covered Expenses incurred for emergency medical services to treat a Covered Person. Benefits are payable up to the Benefit Maximum shown in the Schedule of Benefits if the Covered Person: 1. suffers a Medical Emergency during the course of the Trip; and 2. is traveling on a covered Trip. Covered Expenses Include:

1. Medical Expense Guarantee: expenses for guarantee of payment to a medical provider.
2. Hospital Admission Guarantee: expenses for guarantee of payment to a Hospital or treatment facility. Benefits for the Covered Expenses will not be payable unless:
 1. The charges incurred are Medically Necessary and do not exceed the charges for similar treatment, services or supplies in the locality where the expense is incurred; and
 2. Do not include charges that would not have been made if there were no insurance. Benefits will not be payable unless ACE American Insurance Company authorizes in writing, or by an authorized electronic or telephonic means, all expenses in advance, and services are rendered by AXA Assistance USA.

PART D

EMERGENCY MEDICAL EVACUATION BENEFIT: (100% of Covered Expenses) ACE American Insurance Company will pay benefits for Covered Expenses incurred for the medical evacuation of the Covered Person. Benefits are payable if the Covered Person: suffers a Medical Emergency during the course of the Trip; requires Emergency Medical Evacuation; and is traveling outside of his or her Home Country of Permanent Assignment.

Covered expenses are:

1. Medical Transport: expenses for transportation under medical supervision to a different hospital, treatment facility or to the Covered Person's place of residence for Medically Necessary treatment in the event of his or her Medical Emergency and upon

the request of the Doctor designated by AXA Assistance USA in consultation with the local attending Doctor.

2. Dispatch of a Doctor or Specialist: the Doctor's or specialist's travel expenses and the medical services provided on location, if based on the information available, a Covered Person's condition cannot be adequately assessed to evaluate the need for transport or evacuation and a doctor or specialist is dispatched by AXA Assistance USA to the Covered Person's location to make the assessment.
3. Return of Dependent Child(ren): expenses to return each Dependent child who is under age 18 to his or her principal residence if a) the Covered Person is age 18 or older; and b) he or she is the only person traveling with the minor Dependent child(ren); and c) he or she suffers a Medical Emergency and must be confined in a Hospital.
4. Escort Services: expenses for an Immediate Family Member or companion who is traveling with the Covered Person to join him or her during his or her emergency medical evacuation to a different hospital, treatment facility or his or her place of residence.

Benefits for these covered expenses will not be payable unless:

1. The doctor ordering the Emergency Medical Evacuation certifies the severity of the Covered Person's medical emergency requires an Emergency Medical Evacuation;
2. All transportation arrangements made for the Emergency Medical Evacuation are by the most direct and economical conveyance and route possible;
3. The charges incurred are medically necessary and do not exceed the charges for similar transportation, treatment, services or supplies in the locality where the expense is incurred; and
4. The expenses do not include charges that would not have been made if there were no insurance.

Benefits will not be payable unless ACE American Insurance Company or its authorized assistance provider authorizes in writing all expenses in advance.

PART E

REPATRIATION OF REMAINS: (100% of Covered Expenses) ACE American Insurance Company will pay benefits for reasonable expenses incurred for preparation and return of the Insured Person's body to his/her Home Country if he or she dies as a result of a Medical Emergency while traveling outside of his/her Home Country. Covered expenses include:

1. Expenses for embalming or cremation.
2. The least costly coffin or receptacle adequate for transporting the remains.
3. Transporting the remains.
4. Escort Services: expenses for an Immediate Family Member or companion who is traveling with the Covered Person to join the Covered Person's body during the repatriation to the Covered Person's place of residence.

All transportation arrangements must be made by the most direct and economical route and conveyance possible and may not exceed the Covered Expenses for similar transportation in the locality where the expense is incurred.

Benefits will not be payable unless ACE American Insurance Company authorizes in writing, or by an authorized or electronic or telephonic means, all expenses in advance, and services are rendered by AXA Assistance USA.

PART F

TRIP CANCELLATION – OTHER: (\$300 Maximum) ACE American Insurance Company will reimburse the Insured if the Insured Person is prevented from taking his/her trip due to death or the unforeseen sickness or injury of the Insured Person or an immediate family member or traveling companion. *Cancellation death due to a Family Member is covered only if the death occurs within 30 days of the person's scheduled trip departure date.* ACE American Insurance Company will reimburse the non-refundable money the Insured Person paid for the trip, subject to a maximum of \$300. The injury or sickness must be so disabling as to reasonably cause a trip to be interrupted

TRIP CANCELLATION – TERRORISM: (\$3,000 Maximum) Benefit coverage also includes cancellation due to "terrorism," which is defined as:

1. An act of violence against American interests and determined by United States officials to be a terrorist act. The terrorist act must occur within the country scheduled to be traveled to and after the effective date of the Insured's Trip Cancellation coverage and within 45 days of the date the Insured is originally scheduled to travel. Or:
2. An act of violence directed at or occurring in an aircraft traveling or scheduled to travel between the United States and Western Europe in either direction, or between the United States and a country where the Insured is originally scheduled to travel that is determined by United States officials to be a terrorist act. The terrorist act must occur after the effective date of the Insured's Trip Cancellation coverage and within 45 days of the date the Insured is originally scheduled to travel. Or:

3. The issuance of a travel warning by the United States Department of State to avoid a country of destination which the Covered Person is ticketed to travel. The travel warning must be issued after the enrollment form and premium are received for the Covered Person's Trip Cancellation coverage and within 45 days of the date the Covered Person is ticketed to travel.

The maximum amount payable for a trip cancellation that results from 1,2, or 3 above is \$3,000.

PART G

TRIP INTERRUPTION: (\$250 Maximum) ACE American Insurance Company will reimburse the Insured if the Insured Person is unable to continue on his/her trip due to: (a) the death of a family member; (b) the unforeseen injury or sickness of the Insured Person, the Insured Person's traveling companion or Insured Person's Immediate Family Member. The injury or sickness must be so disabling as to reasonably cause a Trip to be interrupted; (c) substantial destruction of the Insured Person's principal residence by fire or weather related activity; or (d) a medically necessary covered Emergency Medical Evacuation to return the Insured person to his Home Country or to the area from which he or she was initially evacuated for continued treatment, recuperation and recovery of an injury or sickness.

ACE American Insurance Company will reimburse the Insured Person for a one-way economy air and/or ground transportation ticket from the point where the Insured Person ended the trip back to the U.S. (home base), up to the maximum of \$250.

EXCLUSIONS AND LIMITATIONS

We will not pay benefits for any loss or injury that is caused by or results from: 1) intentionally self-inflicted injury; suicide or attempted suicide; 2) war or any act of war, whether declared or not; 3) a Covered Accident that occurs while a Covered Person is on active duty service in the military, naval or air force of any country or international organization. Upon receipt of proof of service, we will refund any premium paid for this time. Reserve or National Guard active duty training is not excluded unless it extends beyond 31 days; 4) piloting or serving as a crewmember in any aircraft (unless otherwise provided in the Policy); 5) commission of, or attempt to commit, a felony; 6) sickness, disease, bodily or mental infirmity, bacterial or viral infection, or medical or surgical treatment thereof, except for any bacterial infection resulting from an accidental external cut or wound or accidental ingestion of contaminated food (Applicable to accident benefits only); 7) the Covered Person being legally intoxicated as determined according to the laws of the jurisdiction in which the injury occurred; 8) riding in any aircraft except as a fare-paying passenger on a regularly scheduled or charter airline; 9) travel in any Aircraft owned, leased or controlled by the Policyholder, or any of its subsidiaries or affiliates. An Aircraft will be deemed to be "controlled" by the Policyholder, if the Aircraft may be used as the Policyholder wishes for more than 10 straight days, or more than 15 days in any year; In addition, we will not pay Medical Expense Benefits for any loss, treatment, or services resulting from: 1) routine physicals and care of any kind; 2) routine dental care and treatment; 3) routine nursery care; 4) cosmetic surgery, except for reconstructive surgery needed as the result of an injury; 5) eye refractions or eye examinations for the purpose of prescribing corrective lenses or for the fitting thereof; eyeglasses, contact lenses, and hearing aids; 6) services, supplies, or treatment including any period of Hospital confinement which is not recommended, approved, and certified as Medically Necessary and reasonable by a Doctor, or expenses which are non-medical in nature; 7) treatment or service provided by a private duty nurse; 8) treatment by any Immediate Family Member or member of the Insured's household; 9) expenses incurred during travel for purposes of seeking medical care or treatment, or for any other travel that is not in the course of the Participating Organization's activity; 10) medical expenses for which the Covered Person would not be responsible to pay for in the absence of the Policy. Expenses incurred for services provided by any government Hospital or agency, or government sponsored-plan for which, and to the extent that, the Covered Person is eligible for reimbursement; 11) any treatment provided under any mandatory government program or facility set up for treatment without cost to any individual; 12) custodial care; 13) services or expenses incurred in the Covered Person's Home Country; 14) elective treatment, exams or surgery; elective termination of pregnancy; 15) expenses for services, treatment or surgery deemed to be experimental and which are not recognized and generally accepted medical practices in the United States; 16) expenses payable by any automobile insurance policy without regard to fault; 17) organ or tissue transplants and related services; 18) Injury or Sickness for which benefits are paid or payable under any Workers' Compensation or Occupational Disease Law or Act, or similar legislation, whether United States federal or foreign law; 19) Injury resulting from off-road motorcycling; scuba diving; jet, snow or water skiing; mountain climbing (where ropes or guides are used); sky diving; amateur automobile racing; automobile racing or automobile speed contests; bungee jumping; spelunking; white water rafting; surfing; or parasailing.

The insurance does not apply to the extent that trade or economic sanctions or other laws or regulations prohibit us from providing insurance, including, but not limited to, the payment of claims.

Name of Group: WorldStrides
Policy Number: GLM NO 11 71 90 2

HOW TO FILE A CLAIM

Submit your claim form directly to ACE American Insurance Company, A&H Claims, P.O. Box 5124, Scranton, PA 18505-0556; phone: 1-800-336-0627 (inside USA) or 1-302-476-6194 (outside USA); 1 302-476-7857 (facsimile for claims or inquiries) within 30 days from returning home. For emergencies overseas, please contact AXA Assistance USA at 1-855-327-1414 or 1-630-694-9764 (call collect—dial 0, ask for an international operator, inform the international operator that you would like to make a collect call). A claim form must accompany every claim incident that is being filed for processing. In order to avoid delaying the processing of a claim, the form must be completed in its entirety. ACE American Insurance Company will notify you in writing requesting additional information if necessary. Include a complete copy of your WorldStrides invoice(s) showing your tour name, group leader, trip code and tour date. Please return all unused transportation/airline tickets to WorldStrides.

HOSPITAL AND MEDICAL EXPENSES

Obtain receipts from the treating physicians, hospitals, etc., stating the amounts paid, the diagnoses and the treatment you received. Submit claims to all other hospital and/or medical plans under which you have coverage for medical expenses. Include copies of all correspondence exchanged including the final outcome of such claims to ACE American Insurance Company, P.O. Box 5124, Scranton, PA 18505-0556.

TRIP CANCELLATION AND INTERRUPTION

Obtain medical statements from the doctors in the country where sickness or accident occurred. The statement should provide a complete diagnosis and state that the sickness or injury prevented traveling on the contracted travel dates. Provide copies of all unused transportation tickets, official receipts, etc.

***NOTE** – The Insured Person must report cancellation or interruption to WorldStrides immediately so that they can secure airline and tour operator refunds. Please call 1-800-771-5353.

MEDICAL EVACUATION AND REPATRIATION

All claims will be handled directly with AXA Assistance USA. They will instruct you on how to proceed at the time of service. Please call 1-855-327-1414 or 1-630-694-9764 collect (outside the U.S.—dial 0, ask for an international operator and inform the international operator that you would like to make a collect call)

DEFINITIONS

Trip – means travel by air, land, or sea from the Insured's Home Country.

Insured – means a person in a Class of Eligible Persons whom the required premium is paid making insurance in effect for that person.

Injury – means accidental bodily harm sustained by an Insured Person that results directly and independently from all other causes from a covered accident. The injury must be caused solely through external and accidental means. All injuries sustained by one person in any one accident, including all related conditions and recurrent symptoms of these injuries, are considered a single injury.

Sickness – means an illness, disease or condition of the Insured that first occurs: a) while coverage under the policy is in force; and b) during a trip. All related conditions and recurrent symptoms of the same or similar condition will be considered one sickness.

Traveling Companion – means a person who accompanies the Covered Person on the entire Trip and who shares accommodations with the Covered Person for the entire Trip.

Immediate Family Member – means a person who is related to the Insured in any of the following ways: spouse, parent (includes stepparent); child (includes legally adopted and step child); brother or sister (includes stepbrother or stepsister); parent-in-law; grandparents; son- or daughter-in-law; brother- or sister in-law.

Medical Emergency – means a condition caused by an Injury or Sickness that manifests itself by symptoms of sufficient severity that a prudent lay person possessing an average knowledge of health and medicine would reasonably expect that failure to receive immediate medical attention would place the health of the person in serious jeopardy.

Medically Necessary – means a treatment, service or supply that is: 1) required to treat an injury or sickness; prescribed or ordered by a doctor or furnished by a Hospital; 2) performed in the least costly setting required by the Insured's condition; and 3) consistent with the medical and surgical practices prevailing in the area for treatment of the condition at the time rendered. Purchasing or renting 1) air conditioners; 2) air purifiers; 3) motorized transportation equipment; 4) escalators or elevators in private homes; 5) eye glass frames or lenses; 6) hearing aids; 7) swimming pools or supplies for them; and 8) general exercise equipment are not medically necessary. A service or supply may not be medically necessary if a less intensive or more appropriate diagnostic or treatment alternative could have been used. ACE American Insurance Company may consider the cost of the alternative to be the covered expense.

Pre-existing Condition – means an illness, disease or other condition of the Insured that in the 180 day period before the Insured's coverage became effective under the Policy: 1) first manifested itself, worsened, became acute or exhibited symptoms that would have caused a reasonable person to seek diagnosis, care or treatment; or 2) required taking prescribed drugs or medicines, unless the condition for which the prescribed drug or medicine is taken remains controlled without any change in the required prescription; or 3) was treated by a Doctor or treatment had been recommended by a Doctor.

SUBROGATION

If any other person or organization is responsible for a claim paid under the policy, the ACE American Insurance Company may take legal action under its direction and at its expense in the name of the insured, who agrees to cooperate fully and do nothing after loss to prejudice such rights.

TERM OF COVERAGE

1) An Eligible Person will be insured on later of a) the Policy Effective date; b) the date he or she is eligible; or c) the trip departure date, except for the Trip Cancellation Benefit, which is effective from the date of enrollment. 2) Insured's coverage will end on the earliest of the date a) the policy terminates; b) the Insured is no longer eligible; c) the period ends for which premium is paid; d) the Scheduled Trip return date; e) the Insured returns to his or her Home Country; f) the trip exceeds the Maximum Period of Coverage.

AXA ASSISTANCE USA

PRE-DEPARTURE SERVICES

AXA Assistance USA will provide Eligible Customers with the following pre-trip information: Visa, Passport and Inoculation Requirements, Cultural Information, Temperature and Weather Conditions, Embassy and Consular Referrals to the nearest American Consulate or Embassy, Foreign Exchange Rates, and Travel Advisories.

LOST BAGGAGE / PASSPORT

Losing important baggage or documents is extremely inconvenient. AXA Assistance USA will assist in the location of lost luggage, documents and personal items. Airlines, government authorities and card issuers are among those who will be contacted, if necessary.

EVACUATION AND REPATRIATION

If an unforeseen medical emergency requires you to be evacuated to a treatment facility, AXA Assistance USA can coordinate your emergency medical evacuation. If you should lose your life while traveling, AXA Assistance USA can coordinate the repatriation of your remains.

TRAVEL MEDICAL EMERGENCY SERVICES

When AXA Assistance USA is notified of a medical emergency resulting from an unexpected illness or injury or an Eligible Customer or his/her covered dependents traveling on the same itinerary, its multilingual staff will, whenever appropriate in the judgement of AXA Assistance USA or a physician designated by AXA Assistance USA, attempt to establish communication with local attending medical personnel in order to attempt to obtain a full understanding of the Eligible Customer's situation and to monitor his or her condition.

MEDICAL REFERRALS

AXA Assistance USA shall use its best effort to provide the name, address and telephone number of physicians (including both general practitioners and specialists), hospitals, dentists, and dental clinics in the area in which the Eligible Customer is traveling.

REPLACEMENT OF MEDICATION AND EYEGLASSES

If the Eligible Customer has an unexpected need for prescription medication while traveling; loses, forgets, or runs out of prescription medication; breaks, loses, or has eyeglasses stolen while traveling, AXA Assistance USA will attempt to locate the medication, eyeglasses or their equivalent and attempt to arrange for the Eligible Customer to obtain it locally, where it is available or have it shipped to the Eligible Customer, subject to local laws, if it is not available locally. Payment for the prescription medication, eyeglasses or any shipping expense is the responsibility of the Eligible Customer.

LEGAL ASSISTANCE

AXA Assistance USA will assist Eligible Customers in the location of local attorneys and will advance up to the Program limit in bail funds, where permitted by law, with satisfactory guarantee of reimbursement. A satisfactory guarantee of reimbursement is the ability to debit an Eligible Customer's card in the amount required and then arrange for the delivery of the advance.

EMERGENCY CASH

AXA Assistance USA will deliver emergency funds to Eligible Customers provided there is satisfactory guarantee of reimbursement. The method of delivery of emergency funds will vary according to the Eligible Customer's need in a given situation. A satisfactory guarantee of reimbursement is the ability to debit an Eligible Customer's card and then arrange for the delivery of the advance.

EMERGENCY TRAVEL ARRANGEMENTS

AXA Assistance USA will make new reservations for airlines, hotels and other travel related services in the event of an emergency of an unexpected need for the Eligible Customer and covered dependents to return home prior to the scheduled return date.

GENERAL ASSISTANCE

AXA Assistance USA has a central location for translations and communication during emergencies. AXA Assistance USA provides advice on contacting and using services available from consulates, government agencies, translators, and other service providers that can help with travel-related problems.

EMERGENCY MESSAGE CENTER

In the case of an emergency, you can leave or receive emergency messages. You can also store messages for up to 72 hours. All you have to do is call and leave your message. It's that simple!

This is a brief description of your AXA Assistance USA. For a more detailed description please call 1-855-327-1414 (U.S.A.) or 1-630-694-9764 collect (outside the U.S.A.). To call collect from anywhere else in the world contact an AT&T International Operator.

Policy # GLM NO 11 71 90 2
AXA Assistance USA # 01AH585
Insured Group is WorldStrides

IMPORTANT NOTICE

This information provides a brief description of the important features of the insurance plan. It is not a contract of insurance. The terms and conditions of coverage are set forth in the policy issued in the state in which the policy was delivered Under policy form number AH 15090. Complete details may be found in the policy on file at the WorldStrides office. The policy is subject to the laws of the state in which it was issued. Please keep this information as a reference.

Under HIPPA's Privacy Rule, the Company is required to provide you with notice of its legal duties and privacy practices with respect to personal health information. If at any time you wish to request a copy of ACE USA's HIPPA Privacy Notice, call the ACE USA Accident & Health Insurance Compliance Office at 1-215-640-2611.

GENERAL INFORMATION

1. Payments are made directly to the Provider unless otherwise arranged for in advance.
2. For questions regarding this policy, please contact:

AIM – Accident Insurance Marketing
16601 Ventura Boulevard, Suite 500
Encino, California 91436-1921

(818) 905-3289 (Phone)
(818) 501-7612 (Fax)

AXA Assistance USA

Toll Free from within USA and Canada
1-855-327-1414

Outside the USA or Canada call direct or collect:
1-630-694-9764

Refer to: Policy #GLM N0 11 71 90 2

IMPORTANT NOTICE

This policy provides travel insurance benefits for individuals traveling outside of their home country. This policy does not constitute comprehensive health insurance coverage (often referred to as "major medical coverage") and does not satisfy a person's individual obligation to secure the requirement of minimum essential coverage under the Affordable Care Act (ACA).

For more information about the ACA, please refer to www.HealthCare.gov.

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
Wenham, Massachusetts**

**Parents'/Guardians' Permission to Participate, Emergency Treatment and Medications
Consent, and Release Form for Overnight, Out-of-State, Domestic, and International
Voluntary School Sponsored Trips**

I. Permission to Participate in Voluntary Field Trip

I/We, the undersigned _____ (print name) of _____ (town of residence) parent/guardian of _____ (print student name), a minor who is a student at **Hamilton-Wenham Regional High School**, hereby grant permission to the Hamilton-Wenham Regional School District School Committee, the Towns of Hamilton and Wenham, and its employees and agents for our minor child to participate in a voluntary school-sponsored trip to **Japan from April 12 – April 21, 2018**. It is my/our understanding that **Kirsten Losee & William Melville** (faculty sponsor and head chaperone) as well as other faculty will accompany the group.

In consideration of the educational value of travel, and other privileges and advantages to be gained by my/our child's participation in said trip, I/we do hereby forever release, acquit, discharge, and covenant to hold harmless the Hamilton-Wenham Regional School District School Committee, the Town of Hamilton, the Town of Wenham, its employees and agents and their employees, who are accompanying the students on the aforementioned trip from all actions, claims, demands, damages, loss of services, expenses, and compensations on account of, or, in any way growing out of any and all personal injuries and property damage which may result at any time during the trip, and which I/we may hereafter have as parents and/or guardians of said minor child, as well as all claims or rights of action for damages which the said minor child may hereafter have either before or after he/she has reached majority. I/We further promise to bind myself/ourselves jointly and severally to reimburse to said releases any sum of money which it/they may be compelled to pay because of any injury or damage or for any other reason, on behalf of said student while on said trip.

I/We further agree that should said minor child _____ (name of child) behave in a manner which, in the judgment of the teacher in charge, may endanger the health, safety, or welfare of that student or others in the group (this of course includes any infraction of alcohol/drugs). I /we further understand that Hamilton-Wenham Regional School district policies on student behavior, student handbook rules and regulations, and MA Interscholastic Athletic Association (MIAA) rules and regulations will be in full force and effect and apply to all PK-12 field trips. The teacher/head chaperone in charge in his/her sole discretion has my/our permission and assent to the following:

1. Space will be reserved on the next available train/bus/plane flight returning to Boston, and my/our child will be placed on such train/bus/plane flight.
2. I/We shall be totally responsible for reimbursing any and all expenses for such transportation.
3. Upon notification of such decision, I/we agree to meet and be responsible for my/our

minor child upon his/her arrival.

I/We are aware that my/our minor child has been advised to travel in groups and it expected to maintain a buddy system during unscheduled time periods.

Name (Adult)

Parent A/Guardian A

Address

Parent B/Guardian B

If the student is 18 years of age or over, have him/her read the foregoing and sign below.)

I, _____ (print name), a student at
Hamilton-Wenham Regional High School, have read the foregoing and agree to its contents.

Name

Signature

Date

II. Emergency Treatment and Medication Consent

In the event of illness of or injury to that student in connection with the trip, the chaperones are granted full authority to take whatever action they may be willing to provide and may believe to be warranted with regard to related health, safety, and medical care, and/nor will have any liability whatsoever for any expenses, damage or injury of any kind resulting from or involving such an action whether incurred or caused by other participants and/or by any others.

I/We, _____ (parent/legal guardian – please print), give permission to the Hamilton-Wenham Regional School District staff or chaperones to act on my/our behalf for my/our minor child _____ (student's name – please print) in the event of a medical emergency.

The School District has your emergency card on file. Is there any a change in that information or is there new information we need?

Yes _____

No _____

Will mediation be required during the field trip?

Yes _____

No _____

If yes, please describe:

As per the Hamilton-Wenham Regional School District Policy on Medications (H 8010), students may not

carry any medication (prescription and non-prescription) on a field trip. If medication is necessary, school personnel must carry the medication and dispense it to the student. Written instruction signed by the student's physician must be on file with the school. These instructions must include the diagnosis, name of medication, dosage, and time of administration. Medication must be in the original labeled container.

III. Student Contract

1. I agree to follow all school rules and regulations as stated in Hamilton-Wenham Regional School District Policies, Hamilton-Wenham Regional High School Student Handbook, and the MA Interscholastic Athletic Association (MIAA) Blue Book rules and regulations during the entire trip to and from said destination and in said state/country.

2. I agree not to be in possession of or utilize drugs, tobacco, and/or alcohol while traveling with the Hamilton-Wenham Regional High School student group. I also agree not to be found in the presences of such substances or I will be found equally at fault.

3. I agree to abide by the curfew rules set. At the appointed time, I will go to my room and observe quiet. I understand that bed checks may occur after curfew to ensure that students are there they are supposed to be.

4. I agree to uphold all laws and regulations as dictated by local governments. I agree to respect the property of others and to pay for any losses and/or damages for which I am held responsible.

5. I agree never to leave the hotel/host family without the permission of my chaperone. Should I be granted permission to leave, I will be accompanied at those times by other members of my group.

6. I understand that I am under the direct responsibility and authority of _____ (name of faculty sponsor/head chaperone) and the assigned chaperones and will follow and abide by any rules and/or decisions made by these persons.

I am signing this contract, and hereby giving my word of honor that I will follow the above Code while traveling with the Hamilton-Wenham Regional School High School group from _____ to _____ (insert dates). As a representative of the Hamilton-Wenham Regional High School, I understand that my behavior is critical to the success of the trip and as a precedent for future tours. Any violation of these rules will result in disciplinary action.

Student's Signature

Date

I/We have read the above Contract signed by my/or minor child. I/We further agree that if my/our son/daughter does not conform to the above regulations and all other regulations set forth and enforced by the head chaperone, I/we will receive, at my /our own expense, a telephone call informing me/us of my/our son/daughter's behavior.

Parent A/Guardian A Signature

Date

Parent B/Guardian B Signature

Date

IV. Field Trip Cancellation Release and Agreement

1. The Hamilton-Wenham Regional School District will sponsor domestic/international field trips. All school-sponsored domestic/international trips must be approved by the principal, superintendent, and school committee in accordance with specifics set forth in the District policy H8015 - School-Sponsored Field Trips.
2. The Hamilton-Wenham Regional School District Committee reserves the right to cancel domestic and/or international trips up to departure and recall trips in progress, if they believe there is a potential danger to students or for any other reason deemed appropriate by the School Committee. In making this decision, the School Committee will take into consideration information from (a) U.S. Department of State Advisory; (b) Homeland Security Advisory (alert status); and (c) Declaration of War or armed conflict. Additionally, the critical judgment of the School Committee with input from the Superintendent, Principal, and Faculty Sponsor will be taken into consideration.
3. In the event that the Hamilton-Wenham Regional School District Committee cancels the trip, I/we understand that I/we may lose any and/or all of the funds that I/we have expended for the voluntary trip.
4. In the event that the Hamilton-Wenham Regional School District Committee cancels the trip, I/we understand that the Hamilton-Wenham Regional School District and the Towns of Hamilton and Wenham, shall be forever held harmless for remuneration of any and/or all costs associated with this voluntary trip.
5. The Hamilton-Wenham Regional School District will not be liable to anyone for personal injuries, property damage, or financial loss my/our child or I/we may suffer in the Hamilton-Wenham Regional School District sponsored, voluntary field trip programs.

I/we affirm that I/we have read the above Release and Agreement and understand that the Hamilton-Wenham Regional School District Committee reserves the right to cancel or recall a school-sponsored domestic/international trip. I/we acknowledge and affirm that I/we may lose any and/or all of the funds expended for the trip. I agree to release the Hamilton-Wenham Regional School District, the Towns of Hamilton and Wenham, its agents and employees from and not to hold such parties responsible for and instead to hold such parties harmless with respect to any loss of funds resulting from the recall or cancellation of any school-sponsored domestic/international trip. By signing this Release and Agreement, I/we grant permission for school personnel to administer medication to my/our child as prescribed by his/her physician. I/we also affirm that I/we have decided to allow my/our minor child to participate in the voluntary school-sponsored field trip with full knowledge and acceptance of the provisions of this consent and release form.

Signature of Parent A/Guardian A

Printed Name

Date

Signature of Parent B/Guardian B

Printed Name

Date

HWRSD - Permission to Participate

Page 4 of 4

If the student is 18 years of age or over, have him/her read the foregoing and sign below.)

I, _____ (print name), a student at Hamilton-Wenham Regional High School, have read the foregoing and agree to its contents.

Name

Signature

Note: It is strongly recommended that parents/guardians purchase trip cancellation insurance.

Alerts and Warnings

Travel Warnings

We issue a Travel Warning when we want you to consider very carefully whether you should go to a country at all. Examples of reasons for issuing a Travel Warning might include unstable government, civil war, ongoing intense crime or violence, or frequent terrorist attacks. We want you to know the risks of traveling to these places and to strongly consider not going to them at all. Travel Warnings remain in place until the situation changes; some have been in effect for years.

• Travel Alerts

We issue a Travel Alert for short-term events we think you should know about when planning travel to a country. Examples of reasons for issuing a Travel Alert might include an election season that is bound to have many strikes, demonstrations, or disturbances; a health alert like an outbreak of H1N1; or evidence of an elevated risk of terrorist attacks. When these short-term events are over, we cancel the Travel Alert.

Refine by Destination

Type	Date	Location
Warning	February 22, 2017	Eritrea Travel Warning
Warning	February 15, 2017	Lebanon Travel Warning
Warning	February 14, 2017	El Salvador Travel Warning
Warning	February 8, 2017	Nigeria Travel Warning
Warning	February 7, 2017	North Korea Travel Warning
Warning	January 31, 2017	Iraq Travel Warning
Warning	January 27, 2017	Libya Travel Warning
Warning	January 25, 2017	Turkey Travel Warning
Warning	January 23, 2017	Honduras Travel Warning
Warning	January 13, 2017	Kenya Travel Warning
Warning	January 11, 2017	Somalia Travel Warning
Warning	January 5, 2017	Bangladesh Travel Warning
Warning	January 4, 2017	Republic of South Sudan Travel Warning
Warning	December 23, 2016	Democratic Republic of the Congo Travel Warning

Type	Date	Location
Warning	December 23, 2016	Egypt Travel Warning
Warning	December 23, 2016	Jordan Travel Warning
Warning	December 23, 2016	Mali Travel Warning
Warning	December 20, 2016	Philippines Travel Warning
Warning	December 15, 2016	Venezuela Travel Warning
Warning	December 14, 2016	Ukraine Travel Warning
Warning	December 13, 2016	Algeria Travel Warning
Warning	December 8, 2016	Mexico Travel Warning
Warning	December 6, 2016	Ethiopia Travel Warning
Warning	November 15, 2016	Burundi Travel Warning
Warning	November 4, 2016	Haiti Travel Warning
Warning	November 4, 2016	Chad Travel Warning
Warning	October 19, 2016	Central African Republic Travel Warning
Warning	October 11, 2016	Syria Travel Warning
Warning	October 7, 2016	Pakistan Travel Warning
Warning	October 6, 2016	Yemen Travel Warning
Alert	October 6, 2016	South Pacific Tropical Cyclone Season - Travel Alert
Warning	October 5, 2016	Afghanistan Travel Warning
Warning	September 29, 2016	Tunisia Travel Warning
Warning	August 23, 2016	Israel, The West Bank and Gaza Travel Warning
Warning	August 22, 2016	Iran Travel Warning
Warning	August 19, 2016	Cameroon Travel Warning
Warning	July 27, 2016	Saudi Arabia Travel Warning
Alert	June 3, 2016	Hurricane and Typhoon Season 2016 Travel Alert
Warning	April 5, 2016	Colombia Travel Warning
Warning	February 23, 2016	Mauritania Travel Warning
Warning	January 21, 2016	Sudan Travel Warning
Warning	January 21, 2016	Niger Travel Warning
Warning	January 20, 2016	Burkina Faso Travel Warning

Learn About Your Destination

Enroll in STEP

Enrolling in this free service will allow us to better assist you in case of an emergency while you are abroad.

[About Us](#)

[Newsroom](#)

[Passport Statistics](#)

[Legal Considerations](#)

[Find a U.S. Embassy or Consulate](#)

[Contact Us](#)

[Careers](#)

[Consular Notification and Access](#)

STAY CONNECTED

[!\[\]\(ac473a3f8f06e0e984dace661335889c_img.jpg\) Dipnote Blog](#)[!\[\]\(2fc49c9f0aa68c2df80f2fd9e9e5704a_img.jpg\) @travelgov](#)[!\[\]\(3cb78c4f86e2a406aa45f7b11de8c83f_img.jpg\) Facebook](#)[!\[\]\(f09211f74dbf0a4511e922d61f627e71_img.jpg\) Youtube](#)[!\[\]\(b876700ac3feb981fedb600f6acbedb7_img.jpg\) Flickr](#)[!\[\]\(6eb73cbf7e6275840e1f105a506c4c00_img.jpg\) RSS](#)[travel.state.gov](#)[U.S. Passports &
International Travel](#)[Students Abroad](#)[U.S. Visa](#)[Intercountry Adoption](#)[International Parental
Child Abduction](#)

[Privacy](#) [Copyright & Disclaimer](#) [FOIA](#) [No FEAR Act Data](#) [Office of the Inspector General](#) [USA.gov](#) [GobiernoUSA.gov](#)

This site is managed by the Bureau of Consular Affairs, U.S. Department of State.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2291

Voucher Date: 03/16/2017

Prepared By:

Printed: 03/13/2017 03:50:36 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$201,788.96 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

Mark Zing

School Committee Member

2

Dee Hetherick

School Committee Member

3

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$195,507.71
202	REVOLVING FUNDS	\$185.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$5,401.25
302	94-142 IDEA 240	\$450.00
502	PRIVATE GRANTS & GIFTS	\$245.00
		\$201,788.96

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2292

Voucher Date: 03/16/2017

Prepared By:

Leslie Davis

Printed: 03/13/2017 04:03:51 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$92,504.80 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

1

School Committee Member

2

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$77,459.60
202	REVOLVING FUNDS	\$507.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$14,143.20
402	STATE GRANTS FY EVEN YEARS	\$270.00
601	TRUST FUNDS	\$125.00
		\$92,504.80

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 22

Voucher Date: 03/16/2017

Prepared By:

Leslie Davidson

Printed: 03/13/2017 04:25:29 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$10,870.01 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

1

School Committee Member

2

School Committee Member

3

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$10,526.77
202	REVOLVING FUNDS	\$0.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$241.19
301	TITLE I	\$0.00
302	94-142 IDEA 240	\$0.00
304	EARLY CHILDHOOD	\$0.00
402	STATE GRANTS FY EVEN YEARS	\$0.00
701	CAFETERIA FUNDS	\$102.05
		\$10,870.01

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1038

Voucher Date: 03/16/2017

Prepared By:

Leslie Davidson

Printed: 03/13/2017 04:37:55 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$704,584.39 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald E. Gallant

Treasurer

Leslie Davidson
Leslie Davidson

Assistant Treasurer

1

Jacey Hetherick
School Committee Member

2

Chloe
School Committee Member

3

Mrs. Zbarsky
School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
001 GENERAL FUND	\$704,584.39
	\$704,584.39

Hamilton Wenham Regional School District

5 Year Capital* Improvement Program Summary as of February 9, 2017

Department	Project	Location	Total Est Cost	FY18	FY19	FY20	FY21	FY22
Fac & Grds	New Roof	HS	3,000,000	-	-	-	-	3,000,000
Fac & Grds	Building Energy Management Systems	Elem Schools	210,000	-	-	-	-	210,000
Fac & Grds	Replace Recalled Sprinkler Heads	HS / MS	37,500	-	-	18,750	18,750	-
Fac & Grds	Replace Classroom Sinks, Countertops & Water bubblers	Elem Schools	61,000	-	21,000	20,000	20,000	-
Fac & Grds	Waste Water Treatment Plant	District	100,000	20,000	20,000	20,000	20,000	20,000
Fac & Grds	Repair, refinish & reline Gymnasium Floors	District	60,000	-	-	-	30,000	30,000
Fac & Grds	Building Fire Suppression System	Win	600,000	-	600,000	-	-	-
Fac & Grds	Install Keyless Entryway Swipecard Systems	District	35,000	-	-	35,000	-	-
Fac & Grds	Install Exterior Surveillance Cameras	District	30,000	-	-	30,000	-	-
Fac & Grds	Install Main Entry & Main Office Interior Surveillance Cameras	District	25,000	-	-	25,000	-	-
Fac & Grds	Interior Classroom & Hallway Painting	Cut	30,000	-	-	30,000	-	-
Fac & Grds	Replace Classroom Carpets with Tile (6)	Cut	30,000	15,000	15,000	-	-	-
Fac & Grds	Classroom Shades	Cut, Buk, HS & MS	135,000	-	-	40,000	60,000	35,000
Fac & Grds	Emergency Generator	Buk & Admin Bldg	40,000	-	-	-	-	40,000
Fac & Grds	Autoscrubbers (4) & Floor Burnishers (1)	District	70,000	-	15,000	25,000	15,000	15,000
Fac & Grds	Replace flooring in HS Fitness Center	HS	15,000	-	-	-	-	15,000
Fac & Grds	Equipment for HS Fitness Center	HS	20,000	-	20,000	-	-	-
Fac & Grds	Replace Rear Roof at Buker	Buk	50,000	20,000	30,000	-	-	-
Fac & Grds	Install ADA Accessible Concrete Exterior Wheelchair Ramp	Winthrop	10,000	10,000	-	-	-	-
Fac & Grds	Install ADA Accessible Handicap Lifts/Ramps for school stages	Win & Buk	30,000	-	30,000	-	-	-
Fac & Grds	Project Adventure Course Upgrades	HS / MS	15,000	-	-	15,000	-	-
Fac & Grds	Replace front sidewalks at Middle School	MRMS	60,000	-	-	-	-	60,000
Fac & Grds	Replace Ceiling Tiles in Primary Wing Classrooms & Hallway	Winthrop	10,000	-	-	10,000	-	-
Fac & Grds	Repair sidewalks and curbing at Admin Bldg	Admin	15,000	-	-	15,000	-	-
Fac & Grds	Upgrade, repair and install Intercom systems	Various	24,000	-	-	24,000	-	-
Fac & Grds	Kiln	HS	11,500	11,500	-	-	-	-
Fac & Grds	Replace Sound System in gymnasium	HS / MS	20,000	-	20,000	-	-	-
Fac & Grds	Classroom Furniture (1 Class)	HS	15,000	15,000	-	-	-	-
Fac & Grds	Buker Playground	Buker	10,000	10,000	-	-	-	-
Tech	iPads for Students on Scholarship and F&RL	District	87,500	17,500	17,500	17,500	17,500	17,500
Tech	Classroom Hardware Refresh 4 year cycle (iPads)	District	301,000	21,000	42,000	105,000	70,000	63,000
Tech	Classroom Hardware Refresh 7 year cycle (Laptops & Labs)	District	295,785	33,480	47,470	68,450	92,430	53,955
Tech	Classroom Chromebooks 4 year cycle	District	36,000	-	18,000	-	18,000	-
Tech	Classroom Chromebooks (MRMS New)	District	18,000	-	18,000	-	-	-
Tech	Upgrade Wireless Access Points including wiring	District	49,920	-	-	49,920	-	-
Tech	Replace Phone System with new VoIP System	HS / MS	47,000	-	-	-	-	47,000
Tech	Replace Backup Server / Services	District	52,000	-	52,000	-	-	-
Tech	Replace VMWare Server and Licenses	District	113,000	-	-	113,000	-	-
Tech	Replace Network Area Storage Arrays	District	207,000	-	-	-	207,000	-
Tech	Replace Network IDF	District	72,000	-	-	-	-	72,000
Tech	Replace Classroom SMARTBoards, Projectors, etc	District	260,512	37,216	74,432	74,432	74,432	-
Tech	Upgrade Auditorium Theatrical Electrical Systems	HS	75,000	-	75,000	-	-	-
Tech	Replace Auditorium Lighting Control Console	HS	17,000	-	17,000	-	-	-
Tech	Auditorium HD Projector, Projection Screen & Monitors	HS	50,000	-	50,000	-	-	-
Tech	Install redundant line for Internet Connectivity	District	32,000	-	32,000	-	-	-
Food Svc	Kitchen Equipment	District	373,575	-	43,628	149,597	115,107	65,243

Hamilton Wenham Regional School District

5 Year Capital* Improvement Program Summary as of February 9, 2017

Department	Project	Location	Total Est Cost	FY18	FY19	FY20	FY21	FY22
Total Recommended:			6,856,292	210,696	1,258,030	885,649	758,219	3,743,698
Master Plan	Architect & Design Fees (Master Plan)	District	25,000	-	25,000	-	-	-
Master Plan	Classroom Furniture (Master Plan)	District	800,000	-	800,000	-	-	-
Master Plan	HS/MS Library Media Center Renovation (Master Plan)	HS / MS	1,000,000	-	-	1,000,000	-	-
Master Plan	MS Maker Spaces Renovation (Master Plan)	MS	300,000	-	-	-	300,000	-
Master Plan	Elementary Library Media Center Renovations (Master Plan)	Elem Schools	300,000	-	-	-	300,000	-
Subtotal Master Plan:			2,425,000	-	825,000	1,000,000	600,000	-
Athletics	Turf Fields: Track & Field	District	3,939,067	-	-	-	-	3,939,067
Athletics	Turf Fields: Combination Baseball Field	District	3,505,499	-	-	-	-	3,505,499
Athletics	Turf Fields: Entrance Improvements & Amenities	District	2,024,928	-	-	-	-	2,024,928
Totals:			\$ 18,750,786	\$ 210,696	\$ 2,083,030	\$ 1,885,649	\$ 1,358,219	\$ 13,213,192

- A "green" shaded entry in FY18 denotes the expense has been incorporated into the FY18 Operating Budget Recommendation.

* - Tangible assets or projects that cost at least \$10,000 and have a useful life of at least 5 years.

Note - The final principal and interest payment for the HS/MS Project is due in May 2019. Net annual Debt Service Expense Costs associated with that Project are ~\$714,000 .



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

FY17 Operating Expense Forecast As of January 31, 2017

For Presentation to the School Committee on February 9, 2017

Prepared by:

Jeffrey D. Sands, Assistant Superintendent for Finance & Administration

Vincent Leone, Director of Accounting & Payroll



FY17 Operating Expense Forecast (after Offsets) Overview & *Key Assumptions*

- Salary Costs
 - Incorporates Actual Costs through 01/31/17 plus all known encumbrances.
 - Includes forecasted values for all Costs not automatically encumbered through June 30, 2017 including; long term substitutes, daily substitutes, overtime, etc.
- Operating Costs
 - Incorporates Actual Costs through 01/31/17 plus all known encumbrances.
 - Includes forecasted values for all Costs not automatically encumbered through June 30, 2017 including; school discretionary spending; transportation, out-of-district tuition, maintenance, technology, etc.

We are currently Forecasting to end the year \$10,000 or 0.05% favorable to Budget.

With nearly 50% of the school year still ahead of us, it is likely that the Forecast will change over the course of the next 5 months.



FY17 Operating Expense Forecast (after Offsets)

Summary by DESE Budget Category

Summary by DESE Category		FY17	FY17	FY17
		Budget	YE Projection	Over/Under
Administration		\$ 1,180,023	\$ 1,180,023	\$ -
Capital, Operations, Maintenance		\$ 2,242,431	\$ 2,182,431	\$ 60,000
Guidance, Counseling, Testing		\$ 1,075,072	\$ 1,075,072	\$ -
Inst. Materials		\$ 857,654	\$ 857,654	\$ -
Instructional Leadership		\$ 2,884,573	\$ 2,854,573	\$ 30,000
Insurance, Retirement, Other		\$ 3,752,986	\$ 3,552,986	\$ 200,000
Other Teaching Services		\$ 2,309,691	\$ 2,309,691	\$ -
Prof. Dev.		\$ 172,902	\$ 172,902	\$ -
Pupil Services		\$ 2,031,224	\$ 2,021,224	\$ 10,000
Teachers		\$ 11,148,860	\$ 11,028,860	\$ 120,000
Tuitions		\$ 1,494,617	\$ 1,904,617	\$ (410,000)
District Totals		\$ 29,150,032	\$ 29,140,032	\$ 10,000

NOTICE OF RATE INCREASE

On December 7, 2016, in a regular meeting of the Wenham Water Commission, the Commission voted unanimously to add a new billing tier specifically for water use over 75,000 gallons per quarter. Beginning with the billing cycle in May 2017 (water used in February, March, and April), a new rate of \$16.50 per 1,000 gallons will be applied to all water used above 75,000 gallons in that quarter.

As your water provider, our goal is to make sure there is an adequate supply of safe water to meet day-to-day needs, a sufficient supply in the event of a fire or other catastrophic event, and to foster and encourage water conservation. Our job is to ensure that your water keeps flowing not only today, but well into the future. It is all part of our commitment to serve you and everyone in our community. The structure of these rates was established considering the water use patterns of the residents and how best to maintain the system and continue to encourage water conservation.

OLD WATER RATE:

<u>Default</u>	<u>Multi-Unit</u>	
0 – 5,000 gallons	0 – 5,000 gallons	\$32.50 Base Rate
5,001 – 15,000 gallons	5,001 – 30,000 gallons	\$2.40/ 1,000 gallons
15,001 – 25,000 gallons	30,001 – 50,000 gallons	\$4.90/ 1,000 gallons
Over 25,000 gallons	Over 50,000 gallons	\$8.25/ 1,000 gallons

NEW WATER RATE:

<u>Default</u>	<u>Multi-Unit</u>	
0 – 5,000 gallons	0 – 5,000 gallons	\$32.50 Base Rate
5,001 – 15,000 gallons	5,001 – 30,000 gallons	\$2.40/ 1,000 gallons
15,001 – 25,000 gallons	30,001 – 50,000 gallons	\$4.90/ 1,000 gallons
25,001 – 75,000 gallons	50,001 – 150,000 gallons	\$8.25/ 1,000 gallons
Over 75,000 gallons	Over 150,000 gallons	\$16.50/ 1,000 gallons

EXHIBIT I

Hamilton-Wenham Curriculum Update

March 16, 2017

Entry Plan Questions

- What is working well in terms of curriculum, assessment, and instruction (in the district, your school, and/or your department)?
- What needs improvement in terms of curriculum, assessment, and instruction (in the district, your school, and/or your department)?
- From your perspective, what should be my most important priorities in my first year or two?
- What can I do to support you in your work?

Entry Plan Interviews

- Central Office Administrators
- Building Administrators
- Elementary Curriculum Coordinators
- Secondary Curriculum Leaders
- 35 Classroom Teachers

Overall Impressions of the District

- Strong leadership team and curriculum leaders who are committed to supporting student learning.
- Very dedicated and talented staff who work hard to provide meaningful learning experiences for students.
- Teachers embrace integrating innovative ideas (e.g., technology, makerspaces, STEM experiences).
- The culture of the district is collaborative.
- The district is committed to the whole child (e.g., Responsive Classroom, Collaborative Problem Solving).

Theme Categories

- Curriculum
- Instruction
- Assessment
- Data Use
- Professional Development
- Curriculum Resources

Curriculum Themes

- The work done last year to develop transfer goals, overarching understandings, and overarching essential questions was powerful.
- We need to make explicit connections between the transfer goals and our curriculum units.
- Teacher understanding of the Understanding by Design (UbD) approach to curriculum writing varies.
- Teachers need to spend more time unpacking standards and understanding the implied shifts in instruction.

Curriculum Themes

- Teachers want more opportunities for vertical and horizontal articulation discussions.
- Curriculum documentation is incomplete.
- More time and resources are needed for curriculum writing.

Instruction Themes

- Teachers are continually engaged in improving their practice.
- The district needs a more consistent vision of effective instruction.
- There needs to be more focus on instructional strategies that enable all students to meet high expectations.
- The evaluation system needs to promote more teacher ownership and reflection.

Assessment Themes

- While a range of assessment types exist, traditional assessment is dominant.
- The district needs to develop performance tasks to measure the transfer goals.
- Formative assessment use is widespread at the elementary level, but needs strengthening at the secondary level.
- Elementary has implemented a consistent system of benchmark assessments. We need to evaluate if we are using the best assessments and most appropriate frequency of assessment to inform interventions.

Data Use Themes

- Teachers have been trained in the Using Data process.
- Data Teams meet regularly at the elementary level.
- Data Teams do not exist at the secondary level.
- The district needs to use data more effectively to improve Response to Intervention (RTI).
- Teachers desire more opportunities to Look at Student Work (LASW) collaboratively.

Professional Development Themes

- Teachers appreciate opportunities for content-specific professional development (e.g., Primary Source, AP).
- The Martha Horn Writing Workshop training at the elementary level has been well-received and has been transformative.
- The elementary math coordinator has provided strong professional development in math that has changed classroom practice.
- There has been a history of “initiative overload” in the district. Teachers want the district to focus and sustain PD initiatives.

Professional Development Themes

- The district needed a more cohesive vision and plan for using job-embedded professional development time (Wednesday early release and full PD days).
- Teachers would like more PD offerings to support recertification (e.g., the 15 PDPs required in both Sheltered English Immersion and special education).
- My Learning Plan, our computer database for PD, is not being used effectively to offer and track PD.

Curriculum Resource Themes

- Technology resources and support are strong.
- The makerspaces have been great additions.
- Appropriate curriculum resources are not consistently available to teachers, particularly at the elementary level.
- Better science resources are needed to foster alignment to the new standards.

Steps Taken This Year

- We have restructured the Wednesday PD schedule to promote sustained discussions in collaborative grade level/course level groups.
- We have one main initiative this year: developing units using the Understanding by Design (UbD) approach. The initiative is designed to accomplish several objectives:
 - Develop professional learning communities;
 - Develop teachers' skill in backward design;
 - Make connections to last year's transfer goal work;
 - Develop common performance tasks that measure transfer;
 - Examine and align to the instructional shifts implied by the current standards;
 - Provide opportunities for Looking at Student Work.

Steps Taken This Year

- Reestablished Research for Better Teaching's *Studying Skillful Teaching* course in the district.
- Developed an online PD option to help teachers meet the 15 PDP requirement in Sheltered English Immersion. A online special education option is in development.
- Promoted distributed curriculum leadership by working closely with the curriculum leaders and the math cadre.
- Formed the Science Task Force to identify curriculum resources that support the new standards.
- Requested budget increases to support summer curriculum writing, professional development, and science resources.

Questions?

**APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP**

Board/Committee of Interest: **Essex Tech School Committee**

Would you consider another committee? **N/A**

For how long should we keep your application on file? **1 yr**

Full Name: **William C. Lannon III**

Nickname: **Bill**

Preferred Title: **Mr.**

Home Address: **56 Lincoln Ave., S. Hamilton MA 01982**

Length of Residence in Hamilton: **8 mos**

Occupation: **Carpentry Instructor – Shawsheen Valley Regional Technical High School**

Work Address: **100 Cook Street, Billerica MA 01821**

Phone: Home – **508-631-7425** Work- **978-667-2111 x676**

Cell: **508-631-7425**

E-mail: Work – **Wlannon@Shawtech.org** Home: **blannondb@gmail.com**

If you currently serve on a Board or Committee, please identify:

Massachusetts Vocational Teacher Testing Committee

Special Training, Interests, Qualifications:

Please see resume attached

Have you been asked by a Committee to become a member?

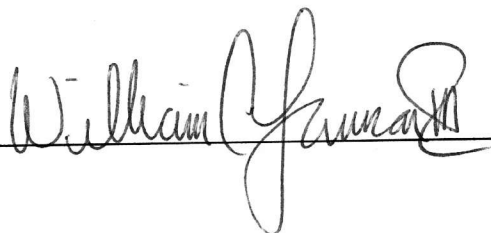
Yes

How did you hear about the Committee:

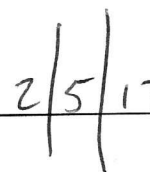
Referred by: **Scott Maddern (Selectman)**

Bruce Perkins (Essex Tech School Committee Member – Rockport)

Signature: _____



Date: _____



Resume
William C. Lannon
56 Lincoln Ave.
S. Hamilton, MA 01982

EXHIBIT J1

Highly-competent, enthusiastic and involved vocational education instructor. Strong ability to work collaboratively with both administration and teaching staff. Excellent interaction and relationships with students.

- *MA State Vocational Education Steering Committee Member (Carpentry) and Teacher Testing Program Examiner*
- *NEASC Visiting Team – Madison Park Voc Tech, Boston, MA; Randolph Technical Center, Randolph, VT; Blackstone Valley Regional Technical, Blackstone, MA; Putnam Vocational, Springfield, MA*
- *Past-President – Eastern MA Chapter, MVA*

Professional Experience

CARPENTRY INSTRUCTOR

2000-present

Shawsheen Valley Regional Technical High School

Billerica, MA

Pro-active carpentry instructor who employs multiple teaching strategies within a diverse student population, providing a classroom climate which combines both technical challenges and a safe environment for students to experiment with and expand their carpentry abilities. As a result, many graduating students have gone on to skilled positions in the trades, and several outstanding students have participated in the Skills USA National Competition.

Lead Teacher

2004-2009

Responsibilities (formal and informal) included:

- Planning, implementing and managing the capital budget process for the carpentry program
- Aligning shop curriculum with State COPS for Carpentry using Scope and Sequence
- Providing department representation on the Advisory Council
- Writing departmental self-study for NEASC 10-year accreditation
- Re-organizing shop processes for more effective administration
- Mentoring two new carpentry teachers

Industrial Arts Instructor

1999 - 2000

Bellingham Junior-Senior High School

- Wood 1 and 2
- Metals 1,2,3
- Industrial Arts Survey Course

Construction Supervisor

1998 - 2000

RJ III Corporation

Framingham, MA

- Supervised historic renovation of carriage house built in 1826

Owner

1987 - 1998

Anthony Michael Associates

Framingham, MA

- General contractor specializing in high-end renovations, additions, and custom homes in the MetroWest area

Lead Carpenter

1984 - 1986

DeJon Building Company

Framingham, MA

- Lead Carpenter for finish crew in luxury home construction

Frame Crew Supervisor

1980 - 1984

J. Andrews Construction

Leominster, MA

- Frame-to-finish carpentry for small residential building company in Central MA

Student-teacher

1984

Phillipston-Royalston Regional High School

- Wood shop, metals, small engine repair

Education

Bachelor of Arts in Science

Industrial Arts Education

Fitchburg State College

Continuing Education Courses at UMASS Boston leading to full professional vocational certification

ADDITIONAL PROFESSIONAL EXPERIENCE

- Test Examiner (carpentry) – MA Vocational Teacher Testing Program (12 years)
- Adult Education/Night School Teacher – SVRTHS (3 years)
- After-school Teacher (Pre-Explore) – SVRTHS (2 years)
- Evaluator – NEASC – Madison Park High School, Dorchester, MA 2007
- SKILLS USA Advisor– 2002 – present
- Carpentry and Teamworks 2004 - present
- Safety Committee (1 year)
- Coach – Shawsheen Tech Girls Turkey Bowl 2004 - 2016
- Coach – Tewksbury Extra Innings Fall League 2005 - 2006
- Coach – Framingham Little Big League Baseball 1992 – 2005
- Commissioner – 6 year old T-Ball 1999
- Asst. Coach, CYO Basketball 1998

Technical Skills and Abilities

- More than twenty-five years experience in all phases of home building, including supervision of all subcontracts and frame-to-finish carpentry
- Extensive knowledge of electrical, heating, air-conditioning and plumbing systems
- CAD systems
- Drafting
- Project management
- Computer skills including Word, PowerPoint, and Excel
- Patience and sense of humor in the classroom/shop environment

Professional Licenses/Certificates

- Massachusetts Vocational Technical Teacher Competency Program
- Massachusetts Teaching Certificate
- Massachusetts Construction Supervisor
- Massachusetts Home Improvement Contractor
- OSHA 40 hour training

***Side Bar Letter
Hamilton-Wenham Regional Education Association
Hamilton-Wenham Regional School Committee
January 28, 2017***

This side bar letter delineates the Agreement between the Hamilton-Wenham Regional Education Association and the Hamilton-Wenham Regional School Committee regarding the specific sections shown below as they pertain to the existing Agreement for the dates of September 1, 2015- August 31, 2018.

1. APPENDIX D: Non-Athletic Extracurricular Activities (pg. 56)

Current: Listed under High School,

Science Fair Coordinator: Stipend of \$1809 (pg. 56)

Change: Move stipend to MIDDLE SCHOOL (pg. 58)

2. Section 25.7: Time of Payment (pg. 44)

Current: Found at the end of the first sentence, first paragraph, it states that the salary payments are "... paid every other Thursday beginning with the first Thursday after the first day of school."

Change the end of the first sentence to: "... paid every other *Friday* beginning with the first *Friday* after the first day of school." This will start on the new fiscal year, beginning July 1st, 2017.

John Kotch
President
Hamilton-Wenham
Education Association

Stacey Matternick
Chairperson
Hamilton-Wenham
Regional School Committee

Date: _____

Date: _____

EXHIBIT M1

D4017

Purchasing Requirement: \$10,000 - \$49,999.

All purchases of materials and equipment and all contracts for construction or maintenance in amounts exceeding \$10,000 will follow the process outlined in the Massachusetts Procurement 30B Law.

Procedure

There are several laws that govern purchasing supplies, services, design services and construction. Chapter 30B governs the procurement of supplies and services. Chapter 30, 39M governs procurement of public building construction under \$10,000 and public works construction (horizontal construction). Chapter 7C, ~~§§44-57, 38~~ governs procurement of designer services. Chapter 149 governs public building construction over \$10,000.

Comment [ns1]: This section has been repealed.

The majority of purchases that are made in schools are governed by Chapter 30B. In essence, any procurement of supplies and services that will exceed \$10,000 in total but will be less than \$50,000 requires the solicitation of quotes based upon a written purchase description from at least three vendors who customarily provide the item or services ~~three documented quotes. Any procurement that will exceed \$25,000 requires a sealed bid process.~~ The awarding authority for all contracts entered into on behalf of the school district is the Chief Procurement Officer. The CPO executes formal written contracts with vendor(s) for procurements over \$25,000. Contracts for procurements under \$50,000 are executed via the submission of all information through the quote and purchase order process and signed by both parties. Procurements that will be processed at intervals throughout the year do not need to be re-bid each time as long as when the quotes are obtained the schedule of procurements is contained in the written purchase description and the schedule does not exceed three years ~~is clearly communicated to each vendor. The written contracts must be maintained for a period of six (6) years from the time of final payment.~~

Comment [ns2]: The manual says that you just need to solicit bids from three vendors. It is not necessary to have three vendors submitting the actual quotes.

Deleted: The Senior Finance Officer has been appointed by the School Committee as the Chief Procurement Officer(CPO).

Deleted: senior finance administrator (SFA)

Deleted: SFA

Sole Sources Procurements (MGL Chapter 30B. Section 7)

The Chief Procurement Officer may award a contract in an amount of not more than \$50,000 for any contract for the procurement of library books, textbooks, educational programs, educational courses, educational curricula in any media including educational software, newspapers, serials, periodicals, audiovisual materials or software maintenance without competition when, after reasonable investigation, the ~~senior finance administrator~~ Chief Procurement Officer determines, in writing that only one practical source for the required supply or service exists. The ~~Senior finance administrator~~ Chief Procurement Officer shall procure a proprietary item by competition if more than one potential bidder or offer for that item exists.

Deleted: senior finance administrator

Deleted: less than

Deleted: determines

The Chief Procurement Officer shall record all sole source procurements, specifying each contractor's

Deleted: senior finance administrator

name, the amount, and type of each contract, a listing of supplies and services procured under each contract, and the basis of the determination that the contractor was the only practical source for the required supply or service.

LEGAL REF: M.G.L. 7:22A&B; 30B

EXHIBIT M2

D4018

PURCHASING REQUIREMENTS
(OVER \$50,000)

An effort will be made to procure multiple bids for all purchases over \$50,000. When recommending acceptance of a bid, the Chief Procurement Officer will inform the School Committee whether the bid was a competitive sealed bid or a request for proposals.

When bidding procedures are used, bids will be advertised appropriately. Suppliers will be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the ~~Superintendent~~ Chief Procurement Officer and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The School Committee reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school district. The Committee reserves the right to waive any confusing bid line items, or reject, any or all bids or any part of any bid. Any bid maybe withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The bidder to whom an award is made ~~may~~ will be required to enter into a written contract with the School District.

Comment [ns1]: Contracts are required for all bids over \$50,000.

LEGAL REFS: M.G.L. 7:22A; 7:22B; 30B

EXHIBIT M3

Formatted: Right

D4001**STUDENT ACTIVITY ACCOUNTS**

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law Chapter 71, Section 47, the School Committee:

1. Authorizes the Principals or their written designees to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. A list of designees will be provided to the Treasurer. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the District's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior

Comment [ns1]: If the principals are designating individuals to maintain control of the process the designees should be in writing.

Deleted: his/her designee to accept

authorization of the Principal. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal, Assistant Principal, Superintendent, or Treasurer. Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.

4. Directs Principals or their designees to provide the Treasurer with a bond in an amount agreeable to the Treasurer.

Deleted: his/her designee

5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed \$25,000.00, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm every three years.

The School Committee will annually approve a list of student activities ~~that~~ and will deposit funds in the Student Activity Agency Account. The District Treasurer will include a report on Student Activity Account Balances in a ~~Semi-~~Annual Report to the School Committee and will report these balances to the Director of Accounting, Principal and Student Activity Advisors.

Deleted: the

Periodically, to the extent that funds are available in such Student Activity Agency Account, the regional school district treasurer shall reimburse such Student Activity Checking Account through the warrant process, to restore the limit set by the School Committee.

Comment [ns2]: Thu language is taken from the statute.

Graduating Class Funds

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation, such as Class of 1998, etc.

Once a class has graduated from High School, ~~their~~ its funds should be removed from the High School Student Activity Checking Account no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining

balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within two years of their graduating, the funds will be forfeited by the class and transferred into the General Sub-fund portion of the Student Activity Agency Account. These funds will then be allocated equally among the four class accounts in the high school at the time.

Deleted: by a vote of the School Committee

Class officers should be given a copy of this policy during their senior year to ensure their knowledge of their obligations to perform under this policy.

Deleted: during the course of

Inactive Accounts

Before a student activity club disbands a decision must be made regarding the disposition of assets purchased by the club. The assets may be donated to another club, donated to the school or sold. Cash or assets from a dissolved club that are left untouched for two years will be equally distributed among the clubs in the same school.

SOURCE: MASC March 2016

Ref: H8037 Student Fundraising Activities

EXHIBIT M4

Formatted: Right

H8037

STUDENT FUND-RAISING ACTIVITIES

While the School Committee recognizes that fundraising, activities have become a part of the school environment at all levels, the Committee wishes to ensure that students are not exploited by the process.

Deleted: fundraising

The Committee supports student involvement in the sale of tickets to scheduled athletic events, school dramatic and musical performances, and other school events where sales are required. Also, student publications which require the sale of advertising to sustain themselves and serve the student body and/or the community may involve students in such sales.

Charitable fundraising activities, especially those that are part of a community service event or program are encouraged provided such proposals are submitted to and approved by the building principal with written notice to,
the superintendent.

Deleted: and

Deleted: S

Other fundraising activities that wish to involve students in the fundraising process shall be submitted to the building principal for approval with written notice to the superintendent.

Deleted: and the Superintendent

Any monies paid to the school or to a student activity as commissions or revenue sharing belong to the students and shall be deposited into the student activity agency account.

No money collections from student fundraising of any kind may be held in the schools without the specific written consent of the principal. Processing of receipts from fund-raising activities must be in accordance with the approved procedure for student activity receipts.

SOURCE: MASC October 2016

CROSS REFS.: JP, Student Gifts and Solicitations

KHA, Public Solicitations in the Schools