



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## SCHOOL COMMITTEE MEETING

Buker Elementary School  
Multi-Purpose Room

Thursday, September 8, 2016

7:00 PM

1. Call to Order 7:00
2. Pledge of Allegiance
3. Citizens' Comments 7:10
4. Chair's Report 7:20
5. Superintendent's Report 7:30
6. Consent Agenda 7:35
  - a. Minutes of June 23, 2016 Exhibit A
  - b. Minutes of August 4, 2016 Exhibit B
  - c. Appoint Middle School Nurse, Marybeth Ting
  - d. Field Trip Request (Cross Country to RI) Exhibit C
7. New Business 8:15
  - a. Operation Playground @ Winthrop (acceptance of money from the Friends of Winthrop \$11,934.09) Exhibit D
  - b. Finalize SC Goals for 2016-17 Exhibit E
  - c. Review SC Meeting Calendar for 2016-2017 Exhibit F
  - d. Superintendent's Review
  - e. Re-Appoint Warrant Sub-Committee
  - f. Appoint Negotiations Sub Committee
  - g. Policy Review
    1. Pediculosis (Head Lice) Exhibit G
    2. Tobacco, Drugs & Alcohol Policy H8023 Exhibit H
    3. Administering Medicines Exhibit I
  - h. Wellness Grant Acceptance Exhibit J
  - i. Create School Committee Sub Committee on Regional Agreement
  - j. Appointment of Don Gallant to Position of District Treasurer
  - k. Resolution against lifting cap on Commonwealth Charter Schools Exhibit K
8. Vote to Adjourn 9:30

Secretary: Michelle Bailey, HWRSC

**Knowledge • Responsibility • Respect • Excellence**

The District does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, gender identity, sexual orientation, age or disability.

Hamilton-Wenham Regional School District  
Office of the Superintendent  
Wenham, Massachusetts 01984

HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING  
MINUTES  
JUNE 23, 2016

TRAINING FOR SCHOOL COMMITTEE MEMBERS 6:30-7:15 PM

- A. **CALL TO ORDER:** Stacey Metternick called the meeting to order at 6:39 pm in the Buker School Multi-Purpose Room.
- Present: Michelle Bailey, Jeanise Bertran (left at 9:10), Deborah Evans, Hannah Fraley, Dennis Hurley, Stacey Metternick, David Polito (arrived at 8:00.)
- Also present: Michael Harvey  
Jeff Sands  
Nancy Bergner

II. **TRAINING FOR SCHOOL COMMITTEE MEMBERS:** Attorney Naomi Stonberg of Brody, Har-  
doon, Perkins & Kesten, LLP.

A. Ethics

B. Open Meeting Law [see accompanying power point packet, in which this presentation is detailed]

C. Social Media: strong recommendation that SC members should exercise great care on using social media, email and/or blogs to comment on issues before the committee. This includes private mes-  
sage boards or private blog forums. Use of these media to discuss or comment on business con-  
cerning the board [deliberation] risks violation of the Open Meeting Law.

- Clarification: A School Committee member inquired about the appropriateness of using social media to announce meetings, for instance. This was affirmed, so long as School Committee members are not using the forum to advance *deliberations* which only belong in the open meet-ings of the School Committee.
- Emails to School Committee members from community members about issues that are or should be before the committee should not be forwarded to other committee members. Instead, such communications should be forwarded to the superintendent, and possibly cc'd to the chair. The priority is to ensure that there is not any appearance of deliberation outside of open meet-ings. The chair or superintendent may, however, forward an email to all School Committee members which supplies background information on an issue which is posted on an upcoming agenda.

D. Other: School Committee's and Superintendents' roles

III. **PLEDGE OF ALLEGIANCE**

#### **IV. CITIZENS' COMMENTS**

No citizen comments

#### **V. CHAIR'S REPORT**

- A.** Importance of remaining mindful of time, of communicating in a spirit of respect
- B.** Superintendent evaluation will be further discussed at retreat in August.
- C.** June 8: a request was sent to town managers requesting participation in the apportionment discussion.
- D.** Updates and revisions to the School Committee calendar are in process. School Committee members will find latest version in top of the School Committee Drop Box.
- E.** Recently passed Opioid Bill will require response by the School Committee so that policies are in line with current legislation.

#### **VI. SUPERINTENDENT'S REPORT**

##### **Thanks for a Successful 2015-2016 School Year!**

Tomorrow, June 24th, is the last day of school for students and faculty in all schools of the HWRSD. Students will be dismissed at 11:15 in our Elementary Schools and 12:05 in the Middle and High Schools.

**Schools will reopen for faculty on Monday August 29th.** Orientation for students in grades 6 and 9 will be on Tuesday, August 30 and all students will return to school on Wednesday, August 31st. I want to say "thanks" to our teachers, support staff and administrators for a great school year and wish everyone a restful and safe summer break.

##### **Staff Barbecue and Recognition Ceremony**

Last Wednesday, we held our Annual End of School Cookout for all faculty and staff of the HWRSD. We also added a great new tradition, a Faculty Recognition Ceremony. Staff members who have completed their first, fifth, tenth, fifteenth, twentieth, and twenty-fifth years of service were recognized. I have attached the list of all award recipients below. Congratulations to all for achieving these milestones. I especially want to recognize Linda Trefry from the Cutler School who has completed her thirtieth year as a Noon Monitor. Congratulations, Linda!

First Name	Last Name	Years of Service	School	Role
Eleni	Antonopoulos	1	HWRHS	Cafeteria Manager
Aurelia	Beane	1	Buker School	Teacher
Robert	Benea	1	HWRHS	Custodian
Jennifer	Bent	1	Buker School	Teacher
Carly	Brasier	1	HWRHS	Teacher
Doreen	Burliss	1	Winthrop School	TA
Nicole	Cole	1	Winthrop School	TA
Christopher	Coleman	1	MRMS	Custodian
Jacquelyn	Craig	1	MRMS	Teacher
Heidi	Dearborn	1	Buker School	TA
Alison	Dolan	1	HWRHS	Teacher
Lisa	Druskat	1	Buker School	School Nurse

Courtney	Duffy	1
Kerry	Eaton	1
Kimberlee	Egan	1
Michael	Ferreira	1
Kristin	Fichera	1
Edward	Grinovich	1
Katie	Kerrigan	1
Katherine	Lindsey	1
Savannah	Lodge-Scharff	1
Breanne	MacArthur	1
Heather	Maes	1
Nancy	McIntyre	1
Michael	Mullarkey	1
Susan	Neubaum	1
Dawn	O'Neil	1
Stephen	Peisch	1
Cassie	Penta	1
Katherine	Sadkowski	1
Maija	Scarpaci	1
Amy	Sheridan	1
Dai	Shi	1
Jullie	Snyder	1
Mallory	Stasio	1
Lea	Tabenkin	1
Brianna	Valenti	1
Grace	Valentine	1
Kasey	Vermeulen	1
Barbara	Voyer	1
Sandy	Williams	1
Karie	Williams	1
Peter	Wolczik	1
Laura	Bowman	5
Alendre	Brooks	5
Brett	Burnett	5
Donald	Gallant	5
Jillian	Gallant	5
Claire	Giffune Favreau	5
Katherine	Harris	5
Correna	Hopley	5
Matthew	Jones	5
Alex	Kobierski	5
Meghan	Kropilak	5
Paula	Lopes	5
Jessica	Merritt	5
Marcella	Muscatell	5

HWRHS	Teacher
Buker School	Teacher
Winthrop School	TA
Buker School	Teacher
Winthrop School	Teacher
Buker School	Crossing Guard
Buker School	TA
Winthrop School	Counselor
HWRHS	Teacher
HWRHS	Teacher
HWRHS	TA
MRMS	Cafeteria Staff
Cutler School	Head Custodian
Cutler School	TA
District Wide	Administrator
HWRHS	Music Teacher
Cutler School	TA
MRMS	TA
HWRHS	Teacher
MRMS	TA
Buker School	TA
MRMS	Teacher
Winthrop School	TA
HWRHS	School Nurse
HWRHS	Teacher
Cutler School	Teacher
MRMS	Teacher
Buker School	Teacher
HWRHS	Secretary
HWRHS	Teacher
MRMS Teacher	
Winthrop School	TA
District Wide	Business Office
HWRHS	Teacher
District Wide	Business Office
Winthrop School	TA
Winthrop School	TA
District Wide	Administrator
Winthrop School	Teacher
HWRHS	Teacher
MRMS	TA
Winthrop School	Teacher
HWRHS	Teacher
MRMS	Guidance Counselor
MRMS	Teacher

Regina	O'Neil	5	HWRHS	Teacher
Joshua	Wedge	5	MRMS	Teacher
Sally	Beote	10	Winthrop School	TA
Jennifer	Clifford	10	Cutler School	Principal
Sally	Clyse	10	Buker School	Occupational Therapy
Nancy	Duffy	10	Cutler School	Teacher
Erinn	Gilmore	10	District Wide	Teacher
Melissa	Graham	10	Cutler School	Teacher
Susan	Howland	10	HWRHS	Counselor
Thomas	Kerans	10	HWRHS	Teacher
Wendy	Mason	10	MRMS	TA
Andrew	Morency	10	MRMS	Teacher
Kimberly	Adsit	15	MRMS	Teacher
Ann	Burnham	15	Buker School	Cafeteria Staff
Christopher	Campbell	15	HWRHS	Teacher
Debra	Capozzi	15	District Wide	Business Office
Martha	Curran	15	MRMS	Secretary
Susan	Dagley	15	Winthrop School	Teacher
Catherine	Donovan	15	HWRHS	Food Service Director
Laura	Irwin	15	MRMS	Teacher
Kelly	Keegan	15	Winthrop School	TA
Paula	Kinney	15	MRMS	TA
Raymond	Pape	15	HWRHS	Teacher
Donna	Flint	20	Buker School	Lunch Monitor
Leslie	Grant	20	District Wide	Psychologist
Kathleen	Hughes	20	Buker School	Counselor
Angela	Reddy	20	MRMS	Teacher
Eleanor	Todd	20	MRMS	Teacher
Kevan	Sano-O'Brien	25	HWRHS	Coordinator
Mark	Williams	25	Winthrop School	Teacher
Linda	Trefry	30	Cutler School	Noon Monitor

**Transfer Goals, Essential Understandings and Essential Question Documents are posted on the HWRSD Website**

One of the District Improvement Goals for 2015-2016 was to define for all stakeholders what students needed to know and be able to do in order to be successful in the future. This information took the form of a set of Transfer Goals, Overarching Understandings and Overarching Essential Questions for each academic discipline. I am pleased to report that this work has been completed and the Transfer Goal, Overarching Understandings and Overarching Essential Question Documents have been published to the Curriculum Page of the HWSchools.net Website.

**DESE Announces Phase-In Plan for Computer-based Testing**

Today, the DESE announced a phase-in plan for the implementation of annual computer-based proficiency testing for students. In order to meet the State Board of Elementary and Secondary Education mandate that all testing be computer-based by spring of 2019, DESE expects that all

students statewide in grades 4 and 8 will be given a computer-based MCAS 2.0 test in the spring of 2017. The phase-in plan will continue by adding computer-based testing for grades 5 and 7 in 2018 and grades 3 and 6 in 2019. Although paper versions of the tests will also be available, DESE strongly encourages Districts to administer the computer-based test for students in grades 3, 5, 6 and 7 in spring of 2017 as well. I will be working with Assistant Superintendent Jeff Sands, Director Technology Alan Taupier and the Elementary and Middle School Principals to discuss our readiness to implement the computer-based MCAS 2.0 tests.

#### **HW Library Community Read**

Hamilton-Wenham Regional Library Director, Jan Dempsey, has announced the title of the Eighth Community Read. This year's book is Lizzie Bright and the Buckminster Boy by Gary D. Schmidt. For more information about the book and the events associated with the HW Public Library's Community Read, please visit <http://hwlibrary.org/lizzie-bright-and-the-buckminster-boy/>

#### **Congratulations to National History Day Winners**

Two HWRHS students received national recognition at the National History Day Competition at the University of Maryland. Mary Brao received the "Best Project in Irish or Irish-American History" award for her Individual Performance entitled Mary Mallon: Science Bends to the Anti-Irish Prejudice. Jacqueline Fibbe and Maggie Perrotta received the "Outstanding Entry by State" Award for their Group Documentary entitled Sidney Farber's War on Cancer. Congratulations to our winners and all of our students who participated in the NHD Competition. Thanks also to HWRHS Social Studies Teacher Rob Emmett for accompanying our competitors to the National Contest.

#### **HW Baseball Team Wins Sportsmanship Awards**

The Hamilton-Wenham Baseball program was selected for two Sportsmanship Awards. On this past Saturday, prior to the Division III Baseball State Championship at Holy Cross in Worcester, the Generals were presented with the MIAA Division III Baseball Sportsmanship Award. This award is given to the team nominated by a fellow, member school in recognition of a significant act or acts of good sportsmanship.

Yesterday, during a special on-field presentation before the Boston Red Sox played the Chicago White Sox, the Generals Baseball Program was honored with the 2016 Sportsmanship Alliance of Massachusetts Baseball Award at Fenway Park.

Congratulations to Head Coach Reggie Maidment and the entire team on these incredible achievements.

#### ***VII. Consent Agenda***

**BOTH ITEMS WERE REMOVED FROM THE CONSENT AGENDA BY MICHELLE BAILEY**

**May 19, 2016 minutes should read that Dorothy Presser is the Massachusetts Association of School Committees.**

**MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES OF MAY 19, 2016 AS AMENDED IN EXHIBIT A.**

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand  
Unanimously approved.**

Prior to the meeting, Michelle Bailey had edited the minutes of June 2, 2016. She highlighted the changes made including the vote on the Pediculois Policy was changed from passed to not passing due to the need for a majority of the School Committee members to vote in the affirmative to approve policies.

**MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES OF JUNE 2, 2016 AS PRESENTED IN EXHIBIT B.**

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand  
Unanimously approved.**

#### **VIII. COMMITTEE REPORTS**

- A.** Communications: New issue of *Spotlight* has been written and is ready to be published on the last day of school. (Michelle Bailey)
- B.** Planning: Met to discuss the charge. Next meeting is scheduled for September (Deb Evans)
- C.** Policy: there will be a first meeting in July to discuss the Opioid Policy in preparation for policy review by the School Committee (Dennis Hurley)
- D.** Warrant: no warrants
- E.** Student Rep.: no student representative was present
- F.** Other School Liaisons updates: no new developments

#### **IX. NEW BUSINESS**

- A.** SEPAC Annual Report by co-chairs Laurie Erhard and Mary DeLorenzo
  - 1. Mary DeLorenzo presented Stefanie Rogal with an Educator of the Year Award. Ms. Rogal is a teacher with the Stride program at the high school.
- B.** Brad Hill Budget Update:
  - 1. Hill is alerting all constituent towns about the urgency of education funding during the current session. There is a gap between proposed changes with special ed and healthcare and the necessary funding which would accompany phasing in additional elements in these areas.
  - 2. Updates on the status of legislation process regarding current and future charter schools: A ballot initiative has been certified, allowing up to 12 additional charter schools or expansion of existing schools each year.
    - a) *Funding concern*: if this passes, local school districts must provide funding on the basis of the amount of funding assigned to each child. If a Hamilton-Wenham student attends a charter school in Ipswich, Hamilton-Wenham would provide the per-pupil cost determined by Ipswich for the Hamilton-Wenham student attending the charter school. It is important that the public be educated on this issue prior to the November ballot.

3. Hill does not foresee any legislation on a moratorium on high stakes testing. There is an issue with DDMs which is being deliberated in the Senate. Citizens will possibly be voting on PARCC Test and Common Core in November.

4. SC Protocols - discussion: See exhibit C generated during May 19 workshop. Exhibit C

- Exemplars from Lynnfield and Tewksbury are included to help the School Committee in determining how to move forward, including additions, deletions and changes. Further discussion will be pursued on retreat in August and deliberated during the September School Committee meeting.
- Question was raised about the kinds of documentation which needs to be provided by presenters, especially frequent presenters. The protocol about information presenters must provide ahead of committee meetings must be clear so that School Committee members have adequate time to prepare for meetings. Concern was expressed about balancing the need School Committee members have for prep material with presenters' time constraints on generating extensive and possibly redundant prep material. This issue may fall into the realm of procedure (aegis of administration) rather than protocol (charge of School Committee). Question raised of whether this should be addressed in protocol discussion tonight, or goals discussions later.
- Importance of cultivating respect and trust, even in seasons of disagreement was emphasized. Lynnfield's protocols on this issue are a helpful example, particularly in the area of holding one another accountable to the agreed upon protocols. Member felt that this should be its own bullet point/number on our protocols so that its primacy is maintained without being buried in other points.
- H-WRSC Protocols will be edited and brought before the Committee for approval in August.

C. End of Year financial forecast by Jeff Sands Exhibit D

After presenting Exhibit D, Jeff explained the ongoing budget process, including the various points at which the School Committee is provided content for deliberation, review and approval.

D. Report on High School Improvement Plan Progress for 2016-2017 [M. Harvey] Exhibit E4

- Goals 1, 2 and 4 were completed during the 2015/2016 school year. Significant progress was made on Goal # 4
- Eric Tracy conducted a survey about the schedule. Ms. Bailey asked for clarification regarding the survey results and the results from a prior year survey for the Middle School.
- The High School is using and expanding their 1-to-1 iPad program. District wide the Google drive platform is used.
- The High School Library has been updated to be used as a presentation space.

E. Report on Middle School Improvement Plan Progress for 2016-2017 [M. Harvey] Exhibit E2

**This year the team schedule and WIN block were instituted. Dr. Harvey felt the uses of the WIN block is becoming better understood and are seeing the value of that time.**

F. Report on Elementary School Improvement Plan Progress for 2016-2017 [M. Harvey] Exhibit E1

**Ms. Fraley asked that the Principals attend meetings to provide updates on goals. Dr. Harvey is planning to have the Principals present in the fall.**

G. Review SC Goals 2015/2016 Exhibit E3

H. Policy - 2nd Reading CORI Policy: no changes are recommended



**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE CORI POLICY FOR OWNERS OF CHALLENGE COURSES FOR CONDUCTING CRIMINAL HISTORY INQUIRIES NUMBERED A1017 AS PRESENTED IN EXHIBIT G.**

**MOTION by Michelle Bailey; SECONDED by Deborah Evans  
Unanimously approved. 6-0-0**

***I. Donation to Purchase Sub-woofer & Carrying Case - FOTA***

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT, WITH GRATITUDE, THE FUNDS DONATED BY THE FOTA IN THE AMOUNT OF \$1204.95 FOR THE PURCHASE OF A SUB-WOOFER AND CARRYING CASE.**

**MOTION by Deborah Evans; SECONDED by Hannah Fraley  
Unanimously approved.**

***J. Vote to accept gift of \$20,000 from the Friends of Cutler***

**MOTION: I MOVE THAT with gratitude THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT WITH GRATITUDE THE FUNDS DONATED BY THE FRIENDS OF CUTLER SCHOOL IN THE AMOUNT OF \$20,000. FOR THE PURPOSE OF BUILDING A GAZEBO, BENCHES AND ACCOMPANYING SITE WORK.**

**MOTION by Michelle Bailey; SECONDED by Hannah Fraley  
Unanimously approved.**

**X. VOTE TO ADJOURN**

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN at 9:50 PM.**

**MOTION by Michelle Bailey; SECONDED by Hannah  
Unanimously approved at 9:50 PM.**

Respectfully Submitted,

Nancy R. Bergner  
Secretary, H-WRSC Meeting

**HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING**  
**MINUTES**  
**AUGUST 4, 2016**

**SCHOOL COMMITTEE RETREAT**

**I. CALL TO ORDER:** Stacey Metternick called the meeting to order at 6:37 pm in the Administrative Offices at 5 School Street, Wenham.

Present: Michelle Bailey, Jeanise Bertrand, Deborah Evans, Hannah Fraley,  
Stacey Metternick, David Polito.

Also present: Michael Harvey  
Jeff Sands  
Dorothy Presser, Massachusetts Association of School Committees

The chair informed all present that the meeting was being recorded. Ms. Bertrand and Mr. Polito joined the meeting at 6:40pm.

**DOCUMENTS:**

- FY16 YEAR END CLOSING RESULTS FINAL 072816
- HWRSD SC PROTOCOLS REVISED
- 5 YEAR CAPITAL PLAN
- 2015-2015 SCHOOL COMMITTEE GOALS
- MASTER PLAN EXECUTIVE SUMMARY 9.2014
- ASSISTANT SUPERINTENDENT FOR FINANCIAL & ADMINISTRATION GOALS FOR FY17 (8/4/16)

**II. END OF YEAR FINANCIAL REPORT**

**Recommended line item transfers:**

**1.) Transfer \$287,000 from "Teachers" to "Tuition"**

**2.) Transfer \$61,000 from "Teachers" to "Pupil Services"\***

**3.) Transfer \$178,000 from "Insurance, Retirement, & Other" to "Capital, Operations, Maintenance"**

**4.) Transfer \$56,000 from "Administration" to "Capital, Operations, Maintenance"**

- Overages in Tuitions is due to increases in tuition costs to out of district schools and 4 or 5 additional students being outplaced during the school year.
- Overages in Pupil Services is due to additional cost for transportation.
- Overages in Capital Operations, Maintenance is due to the emergency replacement for the hot water system at the High School and unanticipated leaves of absences and overtime by staff.
- The sum of \$50,347 was transferred to the year-end deficit in Food Services Department.

**MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVES THE FY16 OPERATIONG EXPENSE BUDGET TRANSFERS AS RECOMMENDED HERE IN BY THE ASSISTANT SUPERINTEND OF FINANCE & ADMINISTRATION AND AS PRESENTED ON THE PERVIOUS SLIDE ENTITLED "PROPOSED BUDGET TRANSFERS BY DESE CATEGO-  
RY."**

**MOTION by Michelle Bailey; SECONDED by Deb Evans  
Unanimously approved, 7-0-0**

Jeff Sands recommended the transfer of \$60,581 be transferred from the Transportation Chapter 71 Revenue Account to the Regional Transportation Reimbursement Fund.

The School Committee created the Regional Transportation Reimbursement Fund at its meeting on May 7, 2015. The \$60,581 represents a savings in FY16. By transferring them, the HWRSC could vote to use them in FY17, if there was a deficient and the use was approved by a town meeting. If unspent in FY 17, the funds will become part of E&D.

**MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVES THE FY16 REGIONAL TRASNPORATION TRANSFER IN THE AMOUNT OF \$60,581 AS RECOMMENDED HEREIN BY THE ASSISTANT SUPERINTENDED OF FINANCE 7 ADMINISTRATION AND AS PRESENTED ON THE PREVIOUS SLIDE ENTITLED "PROPOSED REGIONAL TRANSPORTATION TRANSFER."**

**MOTION by Michelle Bailey, SECONDED by Deb Evans  
Unanimously approved, 6-0-0**

### **III. SCHOOL COMMITTEE PROTOCOLS**

Stacey Metternick distributed a copy of the protocols. It was requested that "For 2016-2017 School Year" be added to the title of the document.

**MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADOPT THE SCHOOL COMMITTEE/SUPERINTENDENT OPERIONG PROTOCOLS FOR THE HAMILTON WENHAM REGIONAL SCHOOL DISTRICT FOR THE 2016-2017 SCHOOL YEAR AS PRESENTED.**

**MOTION by Michelle Bailey, SECONDED by Deb Evans  
Unanimously approved, 6-0-0**

Ms. Fraley left the meeting at 7:35pm.

### **IV. TRAINING ON GOALS AND SUPERINTENDENT EVALUATION**

Dorothy Presser of the MASC provided training on goal setting for School Committees. The School Committee discussed 4 goals and action plans to achieve and monitor the goals.

1. Advocate for a budget that calls for educational excellence while being mindful of financial constraints.

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*Action plan:* Process is already in place to achieve this goal.

2. Approve a documented process for regular review and update of the district policy manual.

*Action Plan:* By January 2017, the Policy Working Group draft a policy and present to the School Committee for first reading in February 2017.

3. Develop revised regional agreement to address apportionment formula to present for approval at the two 2017 annual town meetings.

*Action Plan:* Form a subcommittee at the September meeting to research and draft new agreement. This committee will gather data from prior working work. The subcommittee will present a recommendation to the School Committee at the November meeting. Engage the two towns to seek support for recommendation.

4. Develop implementation strategies for capital plan with involvement of major stakeholders to include the District Master Plan, Turf Field, and Operational Maintenance.

*Action Plan:* To be discussed at the September 8, 2016 meeting.

Dorothy Presser provided a brief discussion on the Superintendent's Evaluation process.

All members of the School Committee have received documents to begin the annual evaluation in the District DropBox. These should be completed by members and return to the chair in two weeks (August 18.)

**V. VOTE TO ADJOURN**

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN at 10:01 PM.**

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand  
Unanimously approved at 10:01 PM., 5-0-0**

Respectfully Submitted,

Michelle Bailey  
Hamilton Wenham Regional School Committee Secretary

## Hamilton-Wenham Regional School District

## FIELD TRIP REQUEST

School: Hamilton-Wenham Regional Date Submitted: 8, 26, 16  
 Faculty Sponsor: Coach Steve Sawyer Position: Head Cross Country Coach

## 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: Boys & Girls Cross Country  
☐ Overnight Trip - In-state ☐ Academic ☐ Extracurricular - Destination: \_\_\_\_\_  
☒ Out-of-State/Domestic Day Trip - ☐ Academic ☒ Extracurricular - Destination: Warwick, RI  
☐ Out-of-State/Domestic Overnight Trip - ☐ Academic ☐ Extracurricular - Destination: \_\_\_\_\_  
☐ International Trip (extracurricular only) - Destination: \_\_\_\_\_

Departure Date: Sat Sept 24 Time: 6:00 A.M. Return Date: Sat Sept 24, 16 Time: 4:00 P.M.  
 Number of Students Eligible: 43 Class/Group: Boys & Girls Cross Country  
 Faculty Sponsor: Coach Steve Sawyer  
 Other Faculty/Staff chaperones: Coach John Kotch & Coach Karen Giroux  
 Other chaperones: Michelle Horgan  
 Mode of Transportation: School Buses Number: 978-462-6433  
 Airlines/Flight/Ground Transportation: \_\_\_\_\_

## II. Estimated Expenses

1. Transportation Cost:	<u>\$0.00</u>	6. Financial Assistance Available?	Yes _____ No _____
2. Admission Charges: <u>\$2.00 - Cross Country Budget</u>		7. Other Sources of Funding?	Yes _____ No _____
3. Lodging & meals cost:	<u>\$10.00</u>	8. Amount Available: \$	
4. Other (specify):	<u>\$0.00</u>	9. Are Student Activity Funds being used?	Yes _____ No <input checked="" type="checkbox"/>
5. Total student cost:	<u>\$0.00</u>	10. If yes, amount bring used: \$	

## III. Attachments

1. Copy of Parent Letter with meeting date: <u>✓</u>	5. Travel Costs & Refund Policy:
2. Itinerary: <u>✓</u>	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: \_\_\_\_\_ Date: 8/30/16  
 (High School only)

Principal: \_\_\_\_\_ Date: 9/1/16

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: 1<sup>st</sup> reading: \_\_\_\_\_ Date: \_\_\_\_\_

HWRSD Committee Action: 2<sup>nd</sup> reading: Vote - Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Date: \_\_\_\_\_

To: Michael M. Harvey Ed.D  
From: Coach Steve Sawyer  
Re: Cross Country Trip Request

I am requesting permission once again from the School Committee to attend the New Balance Ocean State Cross Country Invitational in Warwick, Rhode Island on Saturday, September 24. We have been traveling to Rhode Island for many years to the Ocean State Invitational. All H-W athletes, coaches and parents have enjoyed the many positive experiences from this meet over the years. This meet is sanctioned by the States of Maine Connecticut, Massachusetts, New Jersey, Rhode Island, North Carolina, Virginia, New York, Pa. and New Hampshire. In 2015 there were 90 Boys teams and 93 Girls teams consisting of over 3000 runners competing in frosh races, JV races, Varsity races and championship races. Both of our Varsity teams will be racing in the Championship races once again this year.

The competition at this meet is very challenging and allows our athletes to compete against some of the top teams and runners from these states. We have many athletes once again who will be very competitive and will be looking to compete against other quality runners. This will give those runners the opportunity to compete and race at that level and be watched by college coaches from many schools. Their performances will also be posted on line for many college coaches to evaluate and possibly end up on their recruiting lists. We have been fortunate to be able to compete at these meets for many years and this year should be another positive experience for our athletes and parents.

This is a one day a trip for that Saturday and I have attached additional information. All three coaches will ride the bus to and from the meet and remain with the runners during the day. The parents and runners will provide their own food and drink although there will be food and drinks available at the site. I have provided a copy of the events of the day which includes directions to the park, times for the races and directions for spectator parking.

Sincerely,

*Coach Steve Sawyer*

Coach Steve Sawyer  
Cross Country, Indoor/Outdoor Track Head Coach

**To: Parents of Cross Country Runners**

**From: Coach Steve Sawyer**

**Re: Information for the Ocean State Cross Country Festival**

**Members of the cross country team will be traveling to Warwick R. I. on Sat. September 24<sup>th</sup> to compete in the Ocean State Cross Country Festival. We have been competing in this meet for several years and it is a great experience for all competing runners and their families. The bus will leave the Regional High School at 6:00 AM on Sat. morning and return the same day at approximately 4:00PM. All three coaches and parent chaperones who are approved District volunteers will ride the bus to and from the meet and remain with the runners during the day. The parents and runners are expected to provide their own food and drink although there will be food and drinks available at the meet. I have provided a copy of the events of the day which include directions to the park, times for the Hamilton-Wenham races and directions for spectator parking. Enjoy the day especially the Hamilton-Wenham runners competing in the different races. Registration fees for the meet will be paid for by the cross country budget for this season.**

**Coach Steve Sawyer**

**6:00AM -Bus departure from the Regional**

**8:00 AM -Arrive at Goddard State Park, Warwick R.I.**

**9:00AM- Races begin -Runners will eat lunch before and after their races**

**1:00 PM -Races end followed by awards ceremony**

**4:00PM- Bus returns to the Regional**

# HIGH SCHOOL RACES

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**REGISTER HIGH SCHOOL TEAM**

**MANAGE HIGH SCHOOL TEAM**

## Date:

Saturday, September 24, 2016 (rain or shine) 9:00 a.m. – 3:30 p.m.

## Sanction:

Sanction requested for the following areas: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York (city and state), North Carolina, Rhode Island, Vermont, and Pennsylvania. Students who are official members of their respective high school teams are eligible. All schools must be members of their state associations. Schools from additional states should contact Bob Rothenberg as soon as possible for sanction requests.

## Host Institution:

North Kingstown High School – North Kingstown, Rhode Island

## Directors:

Charlie Breagy, Anne Rothenberg, Bob Rothenberg – Meet Management by Downtown 5K, Inc.

## Contact:

Bob Rothenberg – 401-294-9946 or [help@oceanstatexc.com](mailto:help@oceanstatexc.com)

## Course:

Goddard Park, 1095 Ives Road, Warwick, Rhode Island 02818. 5,000 meters (3.1 miles), 4,000 meters for freshmen; grass and dirt paths, moderate hills, mostly flat.

## Directions:

From the North: Rte. 95 S to exit 9 (left-hand exit) onto Rte. 4 S. Immediately exit at Rte. 401/East Greenwich. Right at light onto 401/Division St. One mile curve right onto First Ave. Turn right at light onto Main St. One-half mile at light, turn left onto Old Forge Rd. Old Forge becomes Ives Rd. One mile to park entrance on left. From the South: Rte. 95 N to exit 8A/Rte. 2 S. At first light, turn left onto Rte. 401 E/Division St. Follow directions above.

## Entry Info:

All entries will be submitted on-line. Entries will close on Sunday, September 18, 2016 at 5:00 PM. A list of schools competing in each race will be posted by Wednesday, September 21 at 9:00 PM.



## Entry Fee:

**\$90.00 Boys** - This fee includes a maximum of 7 in the varsity, 7 in the jv, and 7 in the freshmen. Additional runners in the jv and freshmen will be accepted at \$3.00 per runner.

**\$90.00 Girls** - This fee includes a maximum of 7 in the varsity, 7 in the jv, and 7 in the freshmen. Additional runners in the jv and freshmen will be accepted at \$3.00 per runner or \$10.00 per individual runner (when entering 9 or fewer total runners)

For the larger squads, the maximum fee will be \$200.00 (boys and girls separate).

Once your entries have been registered on line and the entries close, your high school is responsible for the entire entry fee. Adjustments will not be made for no-shows.

Entry fees should be made payable to: "Downtown 5K, Inc." Entry fees may be mailed to: Bob Rothenberg, 229 Seabreeze Drive, North Kingstown, RI 02852.

## Meet Rules:

Guidelines provided by the National Federation of State High School Associations rule book. Please note in particular the articles dealing with uniforms and unsportsmanlike conduct. Coaches and other non-competitors are urged to stay off the runners' path in the woods. No bikes or other vehicles are permitted.

## Parking:

Park rangers will direct cars to ample parking available within the park. Buses will be allowed to drop off passengers and then follow directions to park in designated areas.

## Facilities:

Bathrooms and food concession available. T-shirts will be sold at the meet. No lockers or showers available at race site. Team tents/canopies permitted.

## Schedule:

All races will start on time. Please limit entries to those athletes who can finish within the allotted time for each race.

9:00 Race 1 Freshman - 1 Boys

9:25 Race 2 Freshman - 1 Girls

9:50\* Race 3 Junior Varsity – 1 Boys

10:20\* Race 4 Junior Varsity – 1 Girls

10:55\*\* Race 5 Varsity – 1 Boys

11:20\*\* Race 6 Varsity – 1 Girls

11:50 Opening Ceremony

12:00\*\* Race 7 Championship Boys

12:30\*\* Race 8 Championship Girls

12:50 Awards Ceremony for Races #1 - 8

1:10\*\* Race 9 Varsity – 2 Boys

1:35\*\* Race 10 Varsity – 2 Girls

2:05\* Race 11 Junior Varsity – 2 Boys

2:35\* Race 12 Junior Varsity – 2 Girls

3:10 Race 13 Freshman - 2 Boys

3:35 Race 14 Freshman – 2 Girls

3:45 Awards Ceremony for Races # 9 - 14

\* A school may enter an unlimited number in the Junior Varsity race only after it has entered a team in either the Varsity or Championship race.

\*\* A school may elect to enter its top 5-7 runners in either the Championship or the Varsity race. The Championship race should include the top teams in the meet from either Division. Special awards will be offered in the Championship race. A school may enter one or two individuals in the Championship race while running 5-7 other athletes in the regular Varsity race. For the Freshman, Junior Varsity and Varsity races, there will be two divisions based on the school's enrollment.

Division 1: Smaller Schools include all schools whose enrollment for grades 9-12 for one gender (boys or girls) is 470 or less.

Division 2: Larger Schools include all schools whose enrollment for grades 9-12 for one gender (boys or girls) is 601 or more. Schools with an enrollment between 471 and 600 for one gender will be assigned a Division. They will be notified no later than Wednesday, September 21 of their assigned Division.

## Awards:

### Championship Races

Awards to the top 15 individuals

Medals to the top 30 individuals

Plaques to the top 3 teams

Awards to the coach of the top 3 teams

### Varsity Races

Awards to the top 10 individuals

Medals to the top 30 individuals

Plaques to the top 3 teams

### Junior Varsity Races

Medals to the top 30 individuals

Plaques to the top 3 teams

### Freshmen Races

Medals to the top 30 individuals

Plaques to the top 3 teams

PLUS

Awards to the All-Star Teams (The top 5 runners from the Championship plus any Varsity runner with an equal or faster time)

ALSO

Special awards to the top male and female finishers, individually and team, from RI

ALSO

Special awards to the team with the best total time of the top 5 boys and top 5 girls from the same school (from championship races)

Individual medals for the Freshmen and Junior Varsity will be distributed in the chute. In the Varsity races, medals after the top 5 will be distributed in the chute. In the Championship races, medals after the top 10 will be distributed in the chute.

## Reminders:

A final Coach's Instruction Sheet will posted on-line Wednesday evening, September 21. The time schedule is reversed from 2015 with the small schools in the morning and the large schools in the afternoon. Freshman races are for 9th graders only.

EXHIBIT D

Thank you Donna for allowing us to be on the agenda for the next school committee meeting on September 8th.

At the meeting the Friends of Winthrop would like to present the gift of additional funds for Operation Playground at Winthrop School in the amount of \$11,934.09.

Thank you so much and let me know if you need any additional information

Jen Daniels.

Sent from my iPhone

Draft SC Goals 2016-2017

1. Budget
  - a. Advocate for a budget that calls for Educational Excellence while being mindful of the fiscal constraints of the communities.
    - i. Budget Calendar/Process
2. Capital Plan
  - a. Develop an implementation and financing strategy for the Capital plan, including the Master Plan, Operational Items and Turf Field Plan with the involvement of major stakeholders.
    - i. Actions TBD
3. Update the Regional Agreement
  - a. Develop an updated version of the Regional Agreement that addresses apportionment and other minor items to present to approval at Town Meeting for spring of 2017.
    - i. Create a Subcommittee of the SC to develop a draft of revisions and scenario analysis to bring to the formed working group by 10/1.
    - ii. Subcommittee will make recommendations to the SC by 11/1
    - iii. SC will finalize recommendations in time for ATM Warrant in February.
4. Policy Review Process
  - a. Develop a documented and approved process for regular review and update of the District Policy Manual.
    - i. Assign the task to the policy committee
    - ii. Create a draft policy review policy and procedure by January of 2017
    - iii. Policy approval by SC February 2017



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

EXHIBIT F

## 2016-2017 School Committee Meeting Calendar

Buker Multipurpose Room, 7:00 PM unless otherwise noted

This document is tentative and is subject to change. All Official SC Agendas will be posted at least 48 hours prior to the meeting at <http://www.hwschools.net/page.cfm?p=2179> and at the District Offices, 5 School St., Wenham.

Date	Agenda Items	Documents	Notes
<b>August 4</b>	<ul style="list-style-type: none"><li>• Summer Retreat</li><li>• SC Protocols—Review and Sign</li><li>• Review 2015-2016 Goals</li><li>• Draft 2016-2017 Goals</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>	
<b>September 8</b>	<ul style="list-style-type: none"><li>• Appoint MS Nurse (Consent Item)</li><li>• Finalize SC Goals for 2016-2017</li><li>• Review SC Meeting Calendar for 2016-2017</li><li>• Superintendent's Review</li><li>• Re-Appoint Warrant Sub-Committee</li><li>• Appoint a Negotiations Sub-Committee</li><li>• Policy Review—Opioid Policies, Head Lice Policy</li><li>• Create SC Subcommittee on Regional Agreement</li><li>• Appointment of District Treasurer</li></ul>		
<b>September 22</b>	<ul style="list-style-type: none"><li>• Professional Teacher Status Recognition @ 6:30</li><li>• Report on summer</li></ul>		Principals will present SIPs

programs

- Report on Facilities, Technology and Finance summer work
- Presentation of District Improvement Plan
- Presentation of School and Program Improvement Plans
- Final Review of SC Calendar
- Subcommittee Reports

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**October 6**

- Presentation of Superintendent's Goals for 2016-2017
- Presentation of SEPAC Goals for 2016-2017
- Select Delegate and Alternate for MASC Conference
- Review of 2017-2018 and 2018-2019 Academic Calendar
- Policy Review

K. Harris will attend.

**October 20**

- Student Government Presentation
- Presentation from Powers and Sullivan on FY2016 Audit
- YTD Financial Report
- Vote on MASC Resolutions
- Subcommittee Reports

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**November 2, 3, 4 & 5**

**MASC Conference**

**November 3**

- SC Budget Goals Discussion
- Public Hearing Regarding School Choice

September 7, 2016

	<ul style="list-style-type: none"> <li>October 1 Enrollment Report</li> </ul>	
<b>November TBD</b>	<ul style="list-style-type: none"> <li><i>Joint Meeting with Hamilton and Wenham Finance Committees</i></li> </ul>	
<b>November 17</b>	<ul style="list-style-type: none"> <li>District Assessment Results Presentation</li> <li>Sub-Committee Reports</li> <li>SC Vote on School Choice for FY18</li> <li>Vote Academic Calendar for 17-18</li> </ul>	<p>School Choice Vote needs to be taken prior to June 1<sup>st</sup>. Need to advertise public hearing seven days prior.</p> <p>Peggy McElhinney will give Enrollment and Assessment Reports</p>
<b>December 1</b>	<ul style="list-style-type: none"> <li>Policy Review</li> </ul>	
<b>December 15</b>	<ul style="list-style-type: none"> <li>Superintendent's Recommended FY18 Budget Presentation</li> <li>FY18 Budget Review</li> <li>Adopt Tentative FY18 Budget</li> <li>Warrant for SC Elections</li> <li>Committee Reports</li> </ul>	<p>Tentative Budget must be adopted at least 30 days prior to final budget adoption</p>
<b>January 5</b>	<ul style="list-style-type: none"> <li>FY18 Budget Review</li> <li>Policy Review</li> </ul>	
<b>January 9</b>	<ul style="list-style-type: none"> <li><i>Mail Tentative Budget to Towns</i></li> <li><i>Advertise Budget Hearing</i></li> </ul>	<p><i>Ad for hearing must be posted in newspaper at least 7 days in advance.</i></p>
<b>January 19</b>	<ul style="list-style-type: none"> <li>FY18 Budget Public Hearing</li> <li>FY18 Budget Review</li> <li>Committee Reports</li> </ul>	<p>Must be within 15 days of mailing Tentative Budget</p>



**January TBD**

- *Joint Meeting with Hamilton and Wenham Finance Committees*

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**February 2**

- Student Government Presentation
- Policy Review
- FY18 Budget Review
- Adopt FY18 Budget

Must be no later than 45 days prior to ATM (Feb 15 at the latest)

**February 16**

- Committee Reports
- Report on District, SC and Superintendent Goal Progress for 2016-2017
- Mid-Year Financial Progress Report

**Principals present SIP Progress**

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**March 2**

- Policy Review
- Mid-Year Update from Student Services

**March 16**

- Committee Reports
- Update from Curriculum, Assessment and Instruction

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**April 1 (Tent.)**

- **Annual Town Meetings**

**April 6  
(Per Town Bylaws)**

- **Annual Town Elections**
- Student Government Presentation
- Policy Review

**Last Meeting for current SC**

**No meeting on April 20 due to School Vacation Week.**

May 4	<ul style="list-style-type: none"> <li>• SC Reorganization – Election of Officers</li> <li>• Review SC Sub Committee Appointments</li> <li>• Vote to Set Last Day of School</li> </ul>	•
May 18	<ul style="list-style-type: none"> <li>• Set Subcommittees</li> </ul>	•
June 8	<ul style="list-style-type: none"> <li>• Retiree Reception 6:30 PM</li> <li>• Recognition of Retirees</li> <li>• Develop School Committee Goals for 2017-2018</li> <li>• Set SC Goals for 2017-2018</li> <li>• Policy Review</li> </ul>	
June 22	<ul style="list-style-type: none"> <li>• Committee Reports</li> <li>• SEPAC Annual Report</li> <li>• EOY Financial Forecast</li> <li>• Report on District, SC and Superintendent Goal Progress for 2016-2017</li> </ul>	Principals present Final SIP Reports

#### School Committee Events

Monday, August 29, 2016	8:00 AM	Teacher and Staff First Day	HS Auditorium
Wednesday, December 21, 2016	1:00 PM	Holiday Gathering	HS Cafeteria
Thursday, June 1, 2017 (Tent.)	8:00 PM	Candlelight	HWRHS
Saturday, June 3, 2017 (Tent.)	10:00 AM	Graduation	HWRHS

## Annual Town Meeting Dates

Event	Hamilton	Wenham
Fall Town Meeting	TBD	TBD
Fall Election	TBD	TBD
Spring Town Meeting	Saturday, April 1, 2017 (TENT)	Saturday, April 1, 2017 (TENT)
Spring Town Election	Thursday, April 13, 2017 (TENT)	Thursday, April 13, 2017 (TENT)

Parking Lot

Fall 2016

Budget Drivers

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

EXHIBIT G  
E5012

PEDICULOSIS

Pediculosis (Head Lice) is a public health nuisance. Due to the changing environment, head lice has adapted, survived and continues to affect school aged children everywhere. Head lice are not considered a sign of unclean individuals or homes. Education and treatment should remain the forefront of our approach to controlling pediculosis in the schools. With the cooperation of parents and resources from primary care providers, pharmacists, school nurses and public health authorities, infestations can be minimized.

According to the National Association of School Nurses, the American Academy of Pediatrics and CDC. The management of pediculosis should not disrupt the educational process. No disease is associated with head lice and in-school transmissions are rare. Lice are the result of head to head contact.

**Treatment:** It is recommended by the CDC, upon initial infestation, an over-the-counter (OTC) or prescription medication be used. It is important that when using a pediculicide, the parent or guardian reads the specific directions provided as each treatment could differ. **In addition, a conditioner and shampoo with conditioner should not be used as it reduces the effectiveness of the treatment.**

**Hamilton Wenham School Nurses will approach the problem in two ways:**

1. Education
2. Monitoring

**Policy Guidelines:**

- When a student is suspected to have pediculosis, the school nurse will be notified.
- The school nurse will examine the student. If a student has a positive infestation or live lice, he or she will be dismissed from school.
- The school nurse will notify the parent/guardian who will be provided with educational handouts and instruction on treatment and care options.
- A **No LIVE LICE Policy** will be enforced. Student may come to school with nits (eggs). Nits cannot jump or crawl and therefore do not cause infestations. Parents are encouraged to nit-pick until the nits are removed from the hair as viable nits could cause re-infestations.
- Students may return to school the next day after recommended treatment. **The school nurse will inspect the student upon return to school and 7-10 days later until the student is free of lice.** Parents are responsible for routine examination of their child's hair for at least two weeks.

Policy Review: 1<sup>st</sup> Reading: March 17, 2016  
2<sup>nd</sup> Reading: June 2, 2016

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: Stacey Metternick

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

- Research has shown that classroom-wide or school-wide screening is not warranted; however it may be appropriate to monitor those children who have had close head-to-head contact with a student who has an active infestation. Each reported case of head lice will be recorded and head lice infestations will be monitored by the school nurse.
- At the discretion of the school nurse, and considering the privacy of the students, notices will be sent home notifying parents if there are several cases of lice in a classroom or grade level.

Resources:

Massachusetts Department of Public Health

<http://www.mass.gov/eohhs/docs/dph/cdc/factsheets/head-lice.pdf>

American Academy of Pediatrics

<Http://pediatrics.aappublications.org/content/110/3/638.full.pdf>

National Association of School Nurses

[www.nasn.org](http://www.nasn.org)

Policy Review: 1<sup>st</sup> Reading: March 17, 2016

2<sup>nd</sup> Reading: June 2, 2016

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: Stacey Metternick

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

EXHIBIT H

Formatted: Right

H8023

TOBACCO, DRUGS & ALCOHOL

The District prohibits the use, possession, or distribution of tobacco, tobacco products, electronic, or e-cigarettes, illegal drugs, alcoholic beverages and intoxicants, prescription drugs not prescribed for the individual, or drug paraphernalia on school property, in connection with any school-sponsored activity regardless of the physical location of the property, on school buses or in cars going to or from any place where students are present at an activity sponsored by the District. Use and/or possession of all other medication is governed by the District Nursing Protocols and Procedures.

Individuals violating this policy may face disciplinary action, and those who violate state law may be reported to local police.

Deleted: will

Deleted: will

The Superintendent shall insure that this policy is promulgated to all staff and students in appropriate handbooks and publications.

The Superintendent shall develop procedures to implement this policy.

LEGAL REFERENCES: MGL c.71, s. 2A & s. 37H

MGL c.270, s.22

MGL c.272, s.40A

Originally Adopted: April 4, 2013

Policy Review: March 21, 2013

Approved: April 4, 2013

Vote: 9-0-0-0

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

## ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician (see below for exceptions). When the school nurse is not present, a student who needs medication during the school day may be called to the office at the scheduled hour and reminded by the secretary to take the medicine. This provision only applies when the correct dosage of the medication has been placed in an individual container clearly marked with the student's name, the dosage to be administered, and the time and/or conditions under which the medicine is to be taken. In addition, the student must be able to recognize the medicine that he/she or she is taking. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

### Exceptions:

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of epinephrine auto-injectors.

The school district may, in conjunction with the School Physician and the School Nurse Leader, stock nasal naloxone (Narcan) and trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life threatening opiate overdose in a school setting.

If the school district wishes medical personnel to train non-medical staff in the administration of nasal naloxone, the School Committee shall vote to approve such training and the Superintendent shall ensure that medical personnel have a written protocol which complies with medical directives and regulations from the Dept. of Public Health.

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.
4. Other situations where a student may self-administer medications will be outlined in the student's medical administration plan, as approved by the school nurse.

SOURCE: MASC March 2016

LEGAL REF.: M.G.L. 71:54B

Dept. of Public Health Regulations: 105 CMR 210.00; 244 CMR 3.00

Foundation for Alcohol Education Grant

June 8, 2016

The 6-12 Wellness Department was recently approved to receive grant funding from the Foundation for Alcohol Education. The Foundation for Alcohol Education has agreed to fund 100% (\$1,600) for the *improbable Players* to perform in the Miles River Middle School in January or February 2017.

This performance will connect with the Middle School alcohol and substance abuse units as well as the transfer goal for students to independently use their learning to take personal responsibility for making healthy choices which are physically, socially, emotionally and intellectually balanced. Danielle Petrucci, Middle School Health teacher will be working with Craig Hovey to schedule this event for January or February 2017. The confirmation email for this grant is attached to this document.

I am submitting this grant to you for approval.

Could you please sign on the line below and return this form to me?

Prudy Pilkanis  
6-12 Wellness Department Curriculum Coordinator



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Craig Hovey, Miles River Middle School Principal

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Dr. Michael Harvey, Superintendent of Schools

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Representative of the HWRSD School Committee



Confirmation email from the Foundation for Alcohol Education

Prudy,

The Foundation for Alcohol Education has agreed to fund 100% (\$1,600) for the improbable Players to perform in the Miles River Middle School in January or February 2017.

This funding can be provided in several ways. What works best for you? You or Danielle Petrucci can contact Lynn Bratley directly at (617) 926-8124 and set up a time and the Foundation can just send the money directly to them.....if that works best for you.

Steve Walsh

In a message dated 5/9/2016 10:19:04 A.M. Eastern Daylight Time, P.Pilkanis@hwschools.net writes:

Good morning Steve,

I wanted to let you know we are interested in grant funding from the Foundation for Alcohol Education.

I have spoken with the Middle School Health Teacher, Danielle Petrucci and she is interested in the possibly of having the improbable Players come to the Miles River Middle School in January or February 2017. This performance will connect with the Middle School alcohol and substance abuse units as well as the transfer goal for students to independently use their learning to take personal responsibility for making healthy choices which are physically, socially, emotionally and intellectually balanced.

The amount we need to fund this program is \$1,600.00. Any portion of this which your foundation can grant to us will be greatly appreciated.

Please let me know if you need any other additional information.

Thank you for reaching out to the HWRSD and I look forward to hearing from you.

Prudy

From: Steve Walsh <sawalsh@aol.com>

Date: Tuesday, March 22, 2016 at 1:57 PM

To: "Pilkanis, Prudence" <p.pilkanis@hwschools.net>

Subject: Re: Foundation for Alcohol Education

## **EXHIBIT K**

### **Resolution Against Lifting the Cap on Commonwealth Charter Schools**

**WHEREAS**, free public schools available to all students regardless of income, ability, need or English language proficiency are foundational to our democracy; and

**WHEREAS**, all of our students deserve high-quality public schools that teach the whole child, providing enrichment and addressing social and emotional needs in addition to core academic subjects; and

**WHEREAS**, local accountability for our public schools is necessary to ensure that schools are responsive to the needs of their communities; and

**WHEREAS**, public school districts across the state are losing more than \$450 million this year alone — a loss of funds that is undermining the ability of districts to provide all students with the educational services to which they are entitled; and

**WHEREAS**, Commonwealth charter schools are often approved over the objections of a majority of community residents and their elected officials and are not accountable to local elected officials once they are approved; and

**WHEREAS**, Commonwealth charter schools often fail to serve the same proportion of special needs students, low-income students and English language learners as the districts from which they receive students and often use high suspension rates to drive out students they don't want to serve; and

**WHEREAS**, the Commonwealth charter school system is creating separate and unequal opportunities for success; and

**WHEREAS**, lifting the cap on charter schools would greatly worsen the problems listed above and lead to a costly and divisive two-track school system;

**THEREFORE**, be it resolved that the Hamilton Wenham Regional School Committee opposes lifting the cap on Commonwealth charter schools.