



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE MEETING

Buker Elementary School
Multi-Purpose Room

Wednesday, April 11, 2018

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. Warrants
 - March 28, 2018 Exhibit A
 - b. Minutes
 - March 14, 2018 Exhibit B
 - March 28, 2018 Exhibit C
7. New Business
 - a. Winter Sports Recognition Exhibit D
 - b. Policy Update
 - c. FY18 Financial Forecast Exhibit E
 - d. School Choice Update Exhibit F
 - e. 2018 Town Meeting Recap and next steps
 - f. Custodial Grievance Update
8. Other
 - a. Topics for next meeting
9. Vote to Adjourn 9:30

Secretary: Kerry Gertz, HWRSC

DMB

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 VOUCHER

Voucher No: 47

Voucher Date: 03/30/2018

Prepared By: Donna Gallant

Printed: 03/28/2018 04:03:59 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$14,691.72 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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
School Committee Member

2
School Committee Member

3
School Committee Member

Jeffrey Sands
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

| Fund | | Amount |
|------|-------------------------------|--------------------|
| 001 | GENERAL FUND | \$9,823.51 |
| 202 | REVOLVING FUNDS | \$0.00 |
| 205 | ATHLETIC/EXTRA CURR REVOLVING | \$3,091.14 |
| 301 | TITLE I | \$1,383.26 |
| 302 | 94-142 IDEA 240 | \$0.00 |
| 304 | EARLY CHILDHOOD | \$0.00 |
| 402 | STATE GRANTS FY EVEN YEARS | \$0.00 |
| 701 | CAFETERIA FUNDS | \$393.81 |
| | | \$14,691.72 |

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1086

Voucher Date: 03/30/2018

Prepared By: Donald Gallant

Printed: 03/28/2018 03:45:29 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$780,937.26 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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

Assistant Treasurer

1 Cornell
School Committee Member

2 WV
School Committee Member

3 Matthew Z. B...
School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

| Fund | Amount |
|------------------|---------------------|
| 001 GENERAL FUND | \$780,937.26 |
| | <u>\$780,937.26</u> |

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1087

Voucher Date: 03/30/2018

Prepared By:

Donall Gallant

Printed: 03/28/2018 03:51:13 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$94,689.79 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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.

Donall Gallant

Donall E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

Cathy

1

School Committee Member

2

School Committee Member

Michelle Z. B...

3

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

| Fund | Amount |
|------------------|--------------------|
| 001 GENERAL FUND | \$94,689.79 |
| | \$94,689.79 |

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1088

Voucher Date: 03/30/2018

Prepared By: *Danella B. Holt*

Printed: 03/28/2018 03:59:21 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$341,342.71 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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

Assistant Treasurer

Cooper L.
1

School Committee Member

W. J.
2

School Committee Member

Malcolm Z. Burt
3

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

| Fund | Amount |
|------------------|---------------------|
| 001 GENERAL FUND | \$341,342.71 |
| | \$341,342.71 |

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2475

Voucher Date: 02/15/2018

Prepared By:

D. Capozzi
Printed: 02/16/2018 11:20:19 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$1,117.50 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 Assistant Treasurer

Capozzi
1 School Committee Member

JH
2 School Committee Member

Michelle Z. B...
3 School Committee Member

Jeffrey Sands
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

| Fund | Amount |
|---------------------|-------------------|
| 202 REVOLVING FUNDS | \$1,117.50 |
| | \$1,117.50 |

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2476

Voucher Date: 02/16/2018

Prepared By:

W. Capozzi
Printed: 02/16/2018 11:23:17 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$10,890.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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

Assistant Treasurer

C. J. [Signature]
1

School Committee Member

2

School Committee Member

Jeffrey Sands
3

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

| Fund | Amount |
|---------------------|--------------------|
| 202 REVOLVING FUNDS | \$10,890.00 |
| | <u>\$10,890.00</u> |

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2477

Voucher Date: 02/16/2018

Prepared By:

D. Capozzi
Printed: 02/16/2018 01:39:19 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$364.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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.

[Signature]
Donald E. Ballant

Treasurer

Leslie Davidson

Assistant Treasurer

1

[Signature]
School Committee Member

2

[Signature]
School Committee Member

3

[Signature]
School Committee Member

[Signature]
Jeffrey Santos

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

| Fund | Amount |
|---------------------|-----------------|
| 202 REVOLVING FUNDS | \$364.00 |
| | \$364.00 |

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2483

Voucher Date: 03/12/2018

Prepared By:

capozzi
Printed: 03/15/2018 11:07:20 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$780.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 Assistant Treasurer

1 *Capozzi*
School Committee Member

2 *Capozzi*
School Committee Member

3 *Capozzi*
School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

| Fund | Amount |
|---------------------|-----------------|
| 202 REVOLVING FUNDS | \$780.00 |
| | \$780.00 |

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2484

Voucher Date: 03/12/2018

Prepared By:

D. Capozzi

Printed: 03/15/2018 11:08:22 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$3,678.37 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 Assistant Treasurer

Carol
1 School Committee Member

John
2 School Committee Member

William Ziegler
3 School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

| Fund | Amount |
|---------------------|-------------------|
| 202 REVOLVING FUNDS | \$3,678.37 |
| | \$3,678.37 |

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2485

Voucher Date: 03/19/2018

Prepared By:

W. Capozzi

Printed: 03/19/2018 10:08:00 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$54.14 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 Assistant Treasurer

1 *Carol*
School Committee Member

2 *JW*
School Committee Member

3 *Michael J. Bailey*
School Committee Member

Jeffrey Sanders Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT


| Fund | Amount |
|--------------------------|----------------|
| 202 REVOLVING FUNDS | \$54.14 |
| | \$54.14 |

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2490

Voucher Date: 03/30/2018


Prepared By:



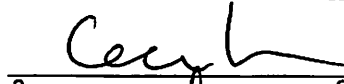
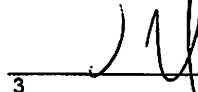
Printed: 03/28/2018 01:23:33 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$417,596.16 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 Mark Z. Bontis School Committee Member
2 Cecyl School Committee Member
3 Jeffrey Sands School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

| Fund | | Amount |
|------|-------------------------------|---------------------|
| 001 | GENERAL FUND | \$369,557.79 |
| 100 | PRIOR YEAR ENCUMBRANCES | \$16,665.00 |
| 202 | REVOLVING FUNDS | \$3,909.93 |
| 205 | ATHLETIC/EXTRA CURR REVOLVING | \$8,436.77 |
| 301 | TITLE I | \$24.99 |
| 303 | TITLE IIA | \$3,189.25 |
| 502 | PRIVATE GRANTS & GIFTS | \$15,812.43 |
| | | \$417,596.16 |

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2491

Voucher Date: 03/30/2018

Prepared By:

Donald E. Gallant

Printed: 03/28/2018 01:31:37 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$91,007.36 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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

Assistant Treasurer

Madeline Z. Burt
1

School Committee Member

Carol
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 | \$77,443.40 |
| 202 | REVOLVING FUNDS | \$913.66 |
| 205 | ATHLETIC/EXTRA CURR REVOLVING | \$12,597.00 |
| 402 | STATE GRANTS FY EVEN YEARS | \$53.30 |
| | | \$91,007.36 |

**The Hamilton Wenham Regional
School District
School Committee Meeting
Wednesday, March 14, 2018 7:00 pm
Buker School Multipurpose Room**

Present:

Stacey Metternick
David Polito
Kerry Gertz
Gene Lee
Michelle Bailey
Jeanise Bertrand

Also Present:

Michael Harvey, Superintendent
Jeff Sands, Assistant Superintendent
James Goudie, Student Government Representative

1. Call to Order

Gene Lee calls the meeting to order at 7:02 pm.

2. Pledge of Allegiance

3. Citizen's Comments

Gene Lee opens the floor to citizen comments.

Chris Lee, 165 Cherry St., Wenham: Last April she posed a question to the School Committee about safety, and would continue encouraging reconsideration of school safety protocols ultimately resulting in adoption of the ALICE program.

Jenn Flynn, Miles River Road: Encourages School Committee to adopt ALICE program. Also encourages School Committee to keep the last day of school as scheduled on June 23rd.

Heather Tripp, Postgate Rd: Asks Dr. Harvey to speak about the process and provide status update on implementation of ALICE program. Speaks about the dangers presented in lockdown situations.

Michael Harvey explains enhanced lockdown system, explicit training involved, and the complexities involved in undertaking a new program.

Discussion regarding police force collaboration, next steps, resources, etc. Jeff Sands will present long list of priorities to School Committee at the next meeting, and explains that the ALICE program involves infrastructure and training components.

Heather Tripp asks if other school districts who have implemented the program would agree with the amount of time taken to implement. Jeff Sands believes they would. Further discussion on frustrations, priorities, and implementation of safety programs.

Gene Lee reminds committee and community of the 3-minute time limit per citizen comment. Various community members express frustration with this rule, and encourage Heather to continue speaking.

Michelle Bailey points out that ALICE was on the agenda and was dropped, which is why so many community members are attending tonight's meeting.

Discussion regarding collaboration with local agencies, and support of the program. Heather voices concern regarding collaboration and movement forward.

Sharon Esker, 18 Alan Rd. Hamilton: Believes we should give teachers and students more tools and resources. She would like to see a gap analysis between what is currently being done and what could be done. Asks if there is something that could speed up implementation, or address certain pieces of the program to implement immediately.

David Polito points out that citizens' comments do not usually entail a back and forth conversation, and encourages community to come back in 2 weeks. Clarifies that there has been movement, and there may be something lost in semantics. The budget includes implementation for safety and security and we all share same concerns.

Sharon Esker reiterates the speed needed to implement the program.

Dave Lee, 165 Cherry St., Wenham: Dave, the community, and the police department clearly do not agree that the current safety protocols are sufficient, as suggested in Dr. Harvey's recent blog post. Dave states Dr. Harvey is being dishonest and repeatedly encourages Dr. Harvey to stop pulling a veil over the community. Dave does not appreciate misinformation being communicated. Points out police have identified 40 people in this community capable of carrying out a similar act of violence.

Leah Guenther, Day Ave, Hamilton: Asks how much ALICE costs and whether the costs is prohibitive. Dr. Harvey states that it is not.

Leah Guenther asks for clarification on actions between now and the next meeting to move the community and safety plan forward.

Jeff Sands explains the next meeting will entail conversation about a long list of items and prioritization. When questioned about whether ALICE will be discussed, Jeff further elaborates about the process and the committee's responsibility to direct administration's priorities.

Michelle Bailey and Stacey Metternick state that the committee has indeed asked for ALICE to be a priority in the past. Discussion regarding committee decisions, priorities, miscommunication, etc. Jeff Sands states that clarification is needed from School Committee for

direction moving forward. With comments from community members still seated about implementing the program immediately, Jeff Sands responds that the Superintendent never wants to make a decision of this magnitude without the committee's vote and direction. Many seated community members express their anger about this process and demand answers about the program and perceived lack of movement.

Lena Winston, Lake Drive, Hamilton: Acknowledges the tough job of School Committee and administration. Asks if there is anything that can be done more immediately and what community members can do to support this process and increase safety.

David Polito encourages town meeting attendance and a vote for the adoption of the school district budget. Gene Lee elaborates about items in the budget directly relating to school security. States that the committee is dedicated to protecting and preventing as well as responding and recovering. There are many aspects of school safety in the budget; the community's vote to approve are necessary to move forward.

Shawn Farrell, Hamilton Ave, Hamilton: Has been emailing Dr. Harvey for 3 years regarding ALICE and importance of implementing in schools. Recently spoke with Chief Stevens who stated that Dr. Harvey could enact this immediately. Shawn wants ALICE enacted immediately.

Michelle Bailey states that there are needs to be addressed in order to successfully implement the ALICE program. Many needs are addressed through the debt exclusions coming up at Town Meeting.

Sue Cooke, 4 Puritan Rd. Wenham: Suggests that the room is full of community members from private sector and thus accustomed to deadlines. Believes working together to help get this program implemented soon is best practice.

Gayle Bendoris, 219 Topsfield Rd: Frustrated about the security and drills as they have so many holes. The environment of fear is unhealthy and we as a community could do more.

Chris Lee, Cherry St.: Discussion regarding special needs children. Says she has heard teachers say they are not in agreement about the lockdown procedure. She has heard parents tell their children not to listen to teachers. It is time to adapt quickly, lockdown is outdated and harmful.

John Trujillo (phonetic spelling), 756 Bay Rd.: Transferred to Hamilton/Wenham schools from the inner-city. Understands the fear and concerns around school shootings. States his old high school had metal detectors as well as on-duty cop at all times, and suggests similar approach. He runs camera at many town and local government meetings and suggests that the community members show up if they want to be heard and see change.

4. Chair's Report

None

5. Superintendent's Report

- Recognizes students who participate in DECA competition. Six students qualified for the International Career Development Conference (ICDC) in Atlanta, GA. Forty-six Hamilton-Wenham students participated in all. List of awards can be found on Principal Tracy's blog: <https://hwgenerals.wordpress.com/author/etracy2013/>
- The League of Women Voters will again host their Civics Bee on Thursday, March 15th at 7:00 pm.
- Kindergarten orientation is rescheduled to Tuesday 3/20/2018 from 6:00pm-7:30pm. Kindergarten registration will be held from 9:00-noon from March 19-23 and from 2:00-6:00 PM on March 21. Registration to take place at Administration Building, 5 School St., Wenham. List of required documents and application found on the Hamilton/Wenham website.

6. Consent Agenda

A. Warrants

- February 28, 2018 Exhibit A

B. Minutes

- February 7, 2018 Exhibit B
- February 28, 2018 Exhibit C
- Field Trip Request - Peru Exhibit D

Michelle Bailey asks to pull 2/07 and 2/28 minutes; Stacey Metternick asks to pull 2/28 warrants.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA OF THE FIELD TRIP REQUEST TO PERU FOR 2019.

MOTION by Kerry Gertz, SECONDED by Michelle Bailey.

Unanimously approved by 5 members present.

MOTION PASSES

Stacey asks to add the first page of the warrants to the minutes and to continue for future warrants.

[Discussion with community regarding the process and what the current conversation entails].

Michelle Bailey states that according to Open Meeting Law, the minutes from February 7th must include a list of "exhibits" or documents (including report from Wenham, report from Hamilton, a letter from the Town of Hamilton, as well as the budget handout for Michael Harvey and Jeff Sands). List of documents to be added to minutes.

Stacey Metternick requests that the minutes on February 28th include correct spelling of School Committee candidates, Peter Wolczik and Stacey Metternick (page 12). Minutes to be amended.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA OF THE FEBRUARY 28 2018 MINUTES WITH THE CORRECT SPELLING OF STACEY METTERNICK AND PETER WOLCZIK.

**MOTION by Kerry Gertz, SECONDED by Stacey Metternick.
Unanimously approved by 5 members present.
MOTION PASSES**

7. New Business

A. Friends of Buker Playground Update Exhibit E
Lisa Bial, Monument Street, Wenham: Provides status update for funds and questions the naming policies in the playground honoring Jennifer Mayo's memory. States June 2016 request was granted, but **Rule B 2011** prohibits the naming of school property in memory or honor of a deceased.

Discussion regarding whether policy was changed, discretion of School Committee, and the policy's intentions.

Michelle Bailey reads the policy aloud to include definition of "a living memorial," to clarify the committee is not responsible for replacing the memorial in event of destruction.

Discussion regarding plaque, understanding of living memorial, potential complications in naming playground, etc. Lisa will propose plaque only (no naming of playground) to group of volunteers and report back.

B. Student Activities Subsidiary Account Review Exhibit F
Principal Tracy & Vinny are here to go through each subsidiary account.

Jeff Sands explains subsidiary accounts and the responsibility of the School Committee. There are 38 accounts, which should each include a specific funding source. If eliminated, the funds from the account are distributed proportionally throughout the other accounts.

Principal Tracy provides overview of subsidiary accounts listed on pages 52-53 of school committee packet.

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE
VOTE TO APPROVE THE FOLLOWING HIGH SCHOOL SUBSIDIARY ACCOUNTS:**

- **A CAPELLA**
- **ART DEPT FIELD TRIPS**
- **CLASS OF 2018**
- **CLASS OF 2019**
- **CLASS OF 2020**
- **CLASS OF 2021**
- **CONCESSION STAND EQUIPMENT, RESERVE**
- **DECA**
- **ENGLISH DEPT FIELD TRIPS**
- **ENVIRONMENTAL CLUB**
- **FINE ARTS (VOCAL) TO COMBINE WITH A CAPELLA**
- **FOREIGN LANGUAGE FIELD TRIPS**

- **FROSH**
- **INTERACT CLUB**
- **LGBTQSA**
- **MATH DEPARTMENT FIELD TRIPS**
- **MODEL UN**
- **MUSIC (MUSICAL)**
- **NATIONAL HONOR SOCIETY**
- **PE/WEELLNESS FIELD TRIPS**
- **RECYCLING CLUB**
- **SCIENCE CLUB**
- **SCIENCE DEPARTMENT FIELD TRIPS**
- **SIX FLAGS FIELD TRIP**
- **SKI CLUB**
- **STUDENT FUNDS INTEREST**
- **STUDENT GOVERNMENT**
- **THE GENERAL'S STORE**
- **THEATRE WORKSHOP**
- **TRIP TO PERU**
- **YEARBOOK**

MOTION by Kerry Gertz; SECONDED by Michelle Bailey.

Unanimously approved by 5 members present.

MOTION PASSES

Discussion regarding policy of School Committee and future approval of these accounts.

Eric Tracy expresses concern regarding the accounts from student groups wishing to donate to charity, with Jeff Sands stating that policy does not and will not prevent donations to charity.

Thank you!

C. Review of ATM 2019 Communication Plans

Exhibit J

Dr. Harvey provides an overview of responsible parties and required tasks to communicate issues presented at the Annual Town Meeting. Review of Exhibit J and Committee members' roles.

David Polito has submitted a list of talking points. Discussion regarding the flyer Jeff Sands has handed out. Discussion regarding graphic design, clear communication of numbers reflected as well as their implications, and the purpose of the mailer.

D. Donations

Exhibit G

I MOVE THAT THE HAMILTON WENHAM SCHOOL COMMITTEE ACCEPT THE DONATIONS FROM THE FRIENDS OF CUTLER IN THE AMOUNT OF \$396 FOR HELP WITH THE 4TH GRADE FIELD TRIP, AS WELL AS THE FRIENDS OF THE ARTS IN THE AMOUNT OF \$500 FOR BOSTON PLAYWRIGHT'S THEATRE WORKSHOP.

**MOTION BY Kerry Gertz, SECONDED by Michelle Bailey.
Unanimous by 4 present (David Polito momentarily absent).
MOTION PASSES**

E. Discussion of Last day of school Exhibit H

HWRSD has used 8 snow days so far this school year. School Committee discusses options for last day to include: reconsideration of holidays, reworking professional development days, options for half days, and vacation rescheduling/consolidation. Discussion regarding strategy for preventing similar situations in the future (implementation of Blizzard Bags, consolidate school vacations, etc.). Plan to attend school until 6/26/18.

F. Discussion of Ballot Questions in Hamilton Exhibit I

Town of Hamilton decided not to put district's debt exclusions on the ballot, as they will not exclude the debt. If debt exclusions passed, Hamilton would pay for 2 debt exclusion projects from their regular tax bills (information from Michael Lombardo). Discussion regarding timing of Town Meeting, decision of the Town actions, implications, and expectations.

8. Other

a) Topics for next meeting, Wednesday 03/28/18:

- Report from McKibbin on student enrollment
 - Dr. Harvey has invited Board of Selectmen and Fincom from Wenham (attending);
- Submit *Statement of Interest* on Winthrop and Cutler schools;
- Review administration's priority list;
- Financial forecast- (will provide to committee but not discuss in detail);
- Student government presentation.

Discussion regarding agendas for future meetings.

Discussion regarding whether Diane Bucco could attend meeting and and swear in new members on the 25th after committee hears results.

9. Vote to Adjourn

9:30 pm

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE
MEETING ADJOURN AT 9:33 PM.**

**MOTION by Kerry Gertz, SECONDED by Stacey Metternick.
Unanimously approved by 5 members present.
MOTION PASSES**

Respectfully submitted, March 28, 2018, Mahala Lettvin

**The Hamilton Wenham Regional
School District
School Committee Meeting
Wednesday, March 28, 2018 7:00 pm
Buker School Multipurpose Room**

Present:

Stacey Metternick
David Polito
Kerry Gertz
Gene Lee
Michelle Bailey
Joshua Liebow, Chair

Also Present:

Michael Harvey, Superintendent
Jeff Sands, Assistant Superintendent
James Goudie, Student Government Representative

1. Call to Order

Joshua Liebow calls the meeting to order at 7:07 pm.

2. Pledge of Allegiance

3. Citizen's Comments

Alex Begin calls the Wenham Financial Advisory Committee (FinCom) to order. Wenham FinCom is not participating, but quorum is met by members in attendance.

Joshua Liebow opens the floor to citizen comments. Suggests comments regarding A.L.I.C.E. are held until this evening's presentation. Reminds citizens of 3 minute time limit per comment.

Joe Maher, 256 Linden St Hamilton: Hamilton/Wenham alumni, resident, and Boys' Tennis coach. Details the shortcomings of current tennis courts and the dangers they pose, as well as the benefits provided by a new tennis court within the planned athletic complex at the High School. Amongst other benefits, new tennis courts would add to the physical education curriculum and the community at large. Now is an appropriate time for the School Committee and Recreation Department to reallocate funds from Pingree Park to the school tennis courts.

Elysa Grecco (phonetic spelling), 189 Woodbury St., Hamilton: Offers support of the comments regarding the tennis courts. Provides overview of facts including findings from Gale Study, and believes having a Tennis Court at the High School would benefit players as well as the community at large.

4. Chair's Report

- Town meeting 04/07/2018 - encourages community to attend.

5. Superintendent's Report

- Budget communications update:
 - Gene Lee and Dr. Harvey attended Hamilton Warrant Hearing;
 - Wenham Warrant Hearing scheduled for Monday, 4/2/18. Dr. Harvey and David Polito will attend;
 - Dr. Harvey met with board of EdFund on 03/20 and the Friends of Cutler on 03/28 to provide overview of budget and debt authorizations;
 - Met with half of secondary faculty today and will be meeting with elementary teachers next week;
 - First electronic communication went out today to all families in district, with several more planned in coming weeks.
- Students at High School and Middle School staged walk-out at 10:00 am on Wednesday, March 21, 2018 honoring those lost in recent school shootings.

6. Consent Agenda

A. Warrants

- February 28, 2018 Exhibit A
- March 14, 2018 Exhibit B

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA INCLUDING WARRANTS FROM FEBRUARY 28 2018 AND WARRANTS FROM MARCH 14 2018.

MOTION by Kerry Gertz, SECONDED by Gene Lee.

Unanimously approved by 6 members present.

MOTION PASSES

7. New Business

A. Student Enrollment Report Presentation Exhibit C

Dr. McKibben provides overview of his presentation and study findings regarding town demographics and enrollment forecast.

Dr. McKibben clarifies difference between forecasts versus projections, and details methodology utilized in current report. Provides overview of the assumptions relied upon in the study, as well as acknowledgement that although 2010 census data is outdated, provides a foundation for understanding demographic forecast.

Provides overview of the age bracket dynamics to explain migration flow, deficit, and family composure of those migrating in. Explains fundamental trends in both Hamilton and Wenham, with Hamilton showing a slightly older population.

Josh Liebow inquires about the census data being outdated. Dr. McKibbens talks about strategy and methodology, where data is derived from, and the overall housing markets and comparative tax rates in the towns.

Dr. McKibbens explains that the number of children does not indicate exact enrollment in the district (e.g. homeschool, charter schools, migration, etc). Explains “fertility mortality migration” model and “cohort effect”.

Discussion regarding drivers of 5% decline alongside data suggesting higher population. Dr. McKibbens notes that study shows more people staying longer in their houses. Further discussion regarding district data. Dr. McKibbens mentions national shortage of elder housing, and suggests access to appropriate elder housing in the towns to allow younger families to move in.

Michelle Bailey asks when more recent census data can be used, with Dr. McKibbens answering that we can expect this in 2021. Further discussion regarding enrollments numbers and demographic forecast.

Elysa Grecco (phonetic spelling), 189 Woodbury St., Hamilton: Asks about Gordon Conwell families skewing enrollment data. Dr. McKibbens clarifies that study relied on 5-year average.

Wenham Financial Advisory Committee meeting ends.

B. Review Administrative Priority List for 2017-2018 Exhibit D

Jeff Sands and Dr. Harvey have recommendations about priorities for the district. Jeff Sands highlights the small, but high performing, administrative team and the limitations on undertaking all identified items on a to-do list. Priorities presented this evening puts team at 100% capacity, and therefore no new projects can be added.

Current priorities include:

- FY19 Budget and Debt Authorizations;
- HS/MS BAS Construction Project - Green Communities Grant;
- Negotiate Districtwide Employee Healthcare Plans for FY19, including Plan Re-Design or RFP (must be done on a yearly basis);
- Collective bargaining with Teacher, Custodial, & Office Personnel unions;
- Buker Playground Construction Project (set to break ground day after school, and have functioning playground by first day of school);
- A.L.I.C.E. Implementation (upcoming detailed presentation to follow);
- FY18 Annual Audit;
- FY18 Year-end Financial Close & Annual School Staffing Reviews;
- Project Adventure Course Restoration Project (severe weather and wind storms caused a great deal of destruction on this course, which is an integral part of the school curriculum. Jeff has secured insurance claim, and the course will hopefully be up and running in April);
- Custodial Union Grievance and Arbitration Hearing;
- District Wide Grounds Maintenance Program (historically towns have provided this, but the town of Hamilton opted out. Jeff has been working with Peter Lombardi and Bill Tyack to determine what services can continue).

Dr. Harvey adds that these are special projects to support education, and are in addition to the day to day projects (e.g. IT, HR, accounts payable, etc.)

A.L.I.C.E Implementation:

Jeff Sands provides overview of the detailed implementation of A.L.I.C.E active shooter response program.

- District has engaged sergives of the A.L.I.C.E. Training Institute to provide training and Program Implementation.
- All HW District Staff (about 350) will be A.L.I.C.E trained on August 27-28 2018.
 - 50 selected staff will participate in 2 day ATI Instructor Led *Train the Trainer* Program.
- Monday April 2nd, 10:00 am: meeting scheduled with Hamilton and Wenham police departments to discuss current training and seek input on implementation, drills, as well as staff training.

Stacey Metternick asks if the training includes how program is implemented in each separate school. Discussion regarding training versus implementation, and further discussion regarding layout of schools.

Discussion regarding district priorities. Josh Liebow says committee has to give administration direction in priorities. Clarification: A.L.I.C.E. **is** moving forward, nothing from priority list will prevent that.

Discussion regarding the importance of Director of Guidance and School Counseling Kristen Lazzaro as well as the RISE Program, trauma informed care, etc.

Discussion regarding active shooter response training, enhancing program behind the scenes, two way radios, training for police, cost of another A.L.I.C.E instructor.

Dave Lee inquires about the cost.

Jeff Sands clarifies that the cost includes 3 year agreement for \$27,000, which includes 2 day *Train the Trainer* classes.

Community member: Inquires about the scheduled implementation compared to Andover.

Jeff Sands says this would be a faster model as we will train 50 of our own staff, dispersed across the district, and utilize the *Train the Trainers* program.

Stephanie Shepherd (phonetic) Hamilton: Asks about the necessary retraining.

Jeff Sands says the 3-year program includes refreshers and recertifications. Discussion regarding safety plan and details being discussed in executive session.

Chris Lee: Thank you!! [applause from community].

Discussion regarding professional days and how training will impact what is normally being provided on those days. No keynote speakers will be scheduled; further details to be determined.

Michelle Bailey asks about the other priorities, and a discussion follows regarding items including bus contracts, Longmeadow, etc.

Josh Liebow reiterates that committee would need to either add to the administrative team or add resources in order to complete all items on the list. Further discussion regarding wastewater treatment facility, management letter remediation project, tech plan (Stacey Metternick advocates for tech plan benefits).

C. Vote to Submit SOI for Cutler School
E

Exhibit

Discussion regarding Massachusetts School Building Authority Statement Of Interest. Dr. Harvey explains Exhibit E2, recommending SOI for Cutler but not Winthrop.

FOR THE VOTE OF THE CUTLER SCHOOL SOI: RESOLVED: HAVING CONVENED IN AN OPEN MEETING ON MARCH 28, 2018, PRIOR TO THE SOI SUBMISSION CLOSING DATE, THE SCHOOL COMMITTEE OF THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT, IN ACCORDANCE WITH ITS CHARTER, BY-LAWS, AND ORDINANCES, HAS VOTED TO AUTHORIZE THE SUPERINTENDENT TO SUBMIT TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY THE STATEMENT OF INTEREST FORM DATED APRIL 6, 2018 FOR THE CUTLER SCHOOL LOCATED AT 237 ASBURY ST., SOUTH HAMILTON, MA 01982 WHICH DESCRIBES AND EXPLAINS THE FOLLOWING DEFICIENCIES AND THE PRIORITY CATEGORY(S) FOR WHICH AN APPLICATION MAY BE SUBMITTED TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN THE FUTURE:

PRIORITY 7. REPLACEMENT OF OR ADDITION TO OBSOLETE BUILDINGS IN ORDER TO PROVIDE FOR A FULL RANGE OF PROGRAMS CONSISTENT WITH STATE AND APPROVED LOCAL REQUIREMENTS. THE PHYSICAL DEFICIENCIES OF THE CUTLER SCHOOL AS OUTLINED IN THE SOI DEMONSTRATE THAT THE BUILDING DOES NOT MEET THE HWRSD MINIMUM STANDARDS FOR ACCESSIBILITY, AND SECURITY. FURTHERMORE, THE PHYSICAL DESIGN OF THE CUTLER SCHOOL DOES NOT SUPPORT THE DISTRICT'S MISSION OF PROVIDING AN EDUCATION THAT PREPARES ALL STUDENTS FOR FUTURE SUCCESS; AND HEREBY FURTHER SPECIFICALLY ACKNOWLEDGES THAT BY SUBMITTING THIS STATEMENT OF INTEREST FORM, THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN NO WAY GUARANTEES THE ACCEPTANCE OR THE APPROVAL OF AN APPLICATION, THE AWARDING OF A GRANT OR ANY OTHER FUNDING COMMITMENT FROM THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY, OR COMMITS THE

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT TO FILING AN APPLICATION FOR FUNDING WITH THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY.

Discussion regarding bonds and reimbursement (bonds will remain: 12 or 13 years left for heating system and roofs).

Discussion regarding elementary school buildings, consolidation, bonds specific to Winthrop school, ownership and leasing of buildings, statement of interest process, Longmeadow Study group, and feasibility.

School Committee did vote to have administration submit SOI, the towns have been kept in the loop (Board of Selectmen, FinComs) as a courtesy, as well as obliging by all legal agreements outlined in lease.

APPROVED: 5 MEMBERS David Polito, Josh Liebow, Gene Lee, Kerry Gertz, Stacey Metternick.

ABSTAINING: 1 MEMBER Michelle Bailey.

MOTION PASSES.

D. Donations

Exhibit F

I MOVE THAT THE HAMILTON WENHAM SCHOOL COMMITTEE ACCEPT THE DONATIONS FROM THE FIREHOUSE CENTER FOR THE ARTS IN THE AMOUNT OF \$200 FOR TRANSPORTATION; THE DONATION FROM LACROSSE BOOSTERS IN THE AMOUNT OF \$2,703 FOR FUNDING FOR COACHING POSITIONS; AS WELL AS THE DONATION FROM EDFUND IN THE AMOUNT OF \$22,268.25 FOR CNC PLASMA CUTTING SYSTEM

MOTION BY Kerry Gertz, SECONDED by Michelle Bailey.

Unanimous by 6 members present.

MOTION PASSES

8. Other

a) Topics for next meeting, Wednesday 04/28/18:

- Custodial arbitration hearing update

Topics for future meetings:

Policy subcommittee update

Negotiations update

9. Vote to Adjourn

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE
MEETING ADJOURN AT 9:45PM.**

MOTION by Kerry Gertz, SECONDED by Stacey Metternick.

Unanimously approved by 6 members present.

MOTION PASSES

Respectfully submitted, April 2, 2018, Mahala Lettvin

WINTER SPORTS RECOGNITION 2018

Girl's Basketball - HC Jon Flanagan

Jacqueline Fibbe
Cecily Szady
Lauren Flynn

Boy's Basketball - HC Mike DiMarino

Jake Lanciani
James Lustig
Billy Whelan

Gymnastics - HC Chris Way

Tess Richard
Anika Dahlin
Rose Wospeka

Hockey - HC Rob Ryan

Kit Shaw
Jack Greenwald



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

FY18 Operating Expense Forecast As of March 30, 2018

For Presentation to the School Committee on April 11, 2018

Prepared by:

Jeffrey D. Sands, Assistant Superintendent for Finance & Administration

Vincent Leone, Director of Accounting & Payroll



FY18 Operating Expense Forecast (after Offsets) *Overview & Key Assumptions*

- **Salary Costs**
 - Incorporates Actual Costs through 03/30/18 plus all known encumbrances.
 - Includes forecasted values for all Costs not automatically encumbered through June 30, 2018 including; long term substitutes, daily substitutes, overtime, etc.
- **Operating Costs**
 - Incorporates Actual Costs through 03/30/18 plus all known encumbrances.
 - Includes forecasted values for all Costs not automatically encumbered through June 30, 2018 including; school discretionary spending; transportation, out-of-district tuition, maintenance, technology, etc.

With 3 months remaining in the Fiscal Year, we are currently Forecasting to end the year \$15,000 or 0.05% favorable to Budget.



FY18 Operating Expense Forecast (after Offsets)

Summary by DESE Budget Category

| Summary by DESE Category | | FY18 | FY18 | FY18 |
|----------------------------------|--|--------------|---------------|-------------|
| | | Budget | YE Projection | Over/Under |
| | | | | |
| Administration | | \$ 1,135,489 | \$ 1,125,489 | \$ 10,000 |
| Capital, Operations, Maintenance | | \$ 2,227,622 | \$ 2,247,622 | \$ (20,000) |
| Guidance, Counseling, Testing | | \$ 1,065,718 | \$ 1,065,718 | \$ - |
| Inst. Materials | | \$ 873,876 | \$ 873,876 | \$ - |
| Instructional Leadership | | \$ 2,931,318 | \$ 2,916,318 | \$ 15,000 |
| Insurance, Retirement, Other | | \$ 3,978,971 | \$ 3,963,971 | \$ 15,000 |
| Other Teaching Services | | \$ 2,408,619 | \$ 2,348,619 | \$ 60,000 |
| Prof. Dev. | | \$ 209,594 | \$ 189,594 | \$ 20,000 |
| Pupil Services | | \$ 2,079,027 | \$ 2,114,027 | \$ (35,000) |
| Teachers | | \$11,358,184 | \$ 11,408,184 | \$ (50,000) |
| * Tuitions | | \$ 1,931,399 | \$ 1,931,399 | \$ - |
| | | | | |
| District Totals | | \$30,199,816 | \$ 30,184,816 | \$ 15,000 |

SCHOOL CHOICE 2018-19

REGIONAL HIGH SCHOOL

| Grade | Applications Rec'd | Offers Sent | Registered to Date | Declined/No Responses | Deadline for Registration |
|-------|--------------------|-------------|--------------------|-----------------------|---------------------------|
| 9 | 44 | 32 | 16 | 12 | 4.6.18 / # 4 |
| 10 | 5 | 2 | 1 | 1 | |
| 11 | 7 | 6 | 4 | 2 | |
| 12 | 1 | 1 | 1 | 0 | |

MILES RIVER MIDDLE SCHOOL

| Grade | Applications Rec'd | Offers Sent | Registered to Date | Declined/No Responses | Deadline for Registration |
|-------|--------------------|-------------|--------------------|-----------------------|---------------------------|
| 6 | 5 | 5 | 4 | | 4.12.18 / # 1 |
| 7 | 9 | 9 | 7 | | 4.12.18 / #2 |
| 8 | 7 | 7 | 3 | | 4.12.18 / #4 |