

Approved 11.21.17

**The Hamilton Wenham Regional  
School Committee  
Meeting**

Wednesday, November 8, 2017 7:00pm  
Buker School Multi-Purpose Room

**Present:**

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

**Also Present:**

Michael Harvey, Superintendent  
Jeffrey Sand, Assistant Superintendent for Finance and Administration  
James Goudie, Student Government Representative

**1. Call to Order**

Joshua Liebow called the meeting to order at 7:05 pm.

**2. Pledge of Allegiance**

**3. Citizens' Comments**

None

**4. Chair's Report**

None

**5. Superintendent's Report**

- Reached 1st quarter of school year.
- Review of district school closure policies.
  - In case of emergencies, schools are either closed completely or operating on a 2 hour delay where bus routes will run exactly 2 hours after normal operating hours with regular school dismissal times. All preschool classes will be cancelled.
  - Once decision is made communication will entail:
    - Immediate communication via media including Dr. Michael Harvey's twitter feed.
    - Major television and radio outlets will provide information.
    - Direct communication through phone and email will be sent prior to 8:30 pm the night prior, or 5:45 am if decision is made morning of. Circumstances will dictate closure/late start schedules based on safety of community, and will therefore sometimes change after a decision has been made.
  - If no communication, schools are open.

- Most recent school cancellations resulted in parent teacher conferences (originally scheduled for 10/31/2017) being rescheduled to 11/08/17.
- Congratulations to fall athletic teams. Overview of team statuses and rankings. Good luck and congrats to all teams.
- FY19 School District budget process has begun. Process will move into public stage when the meeting with town finance committee takes place, which is currently being scheduled (with tentative meeting of 11/30).
  - School is closed 11/10 in observance of Veterans' Day 11/11/2017.
  - Next school committee meeting is Tuesday, 11/21/2017 to accommodate Thanksgiving holiday.
  - Wednesday 11/22 is early dismissal for schools (10:30 am for middle and high schools, 11:15 am for elementary), and schools will be closed on Thursday, 11/23 and Friday, 11/24.

## **6. Consent Agenda**

### **A. Minutes**

- **October 19th, 2017** (exhibit A)
- **October 30th 2017** (exhibit B)

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE MINUTES IN THE CONSENT AGENDA, AND THERE CAN BE NO FURTHER DISCUSSION ON THESE ITEMS.**

**Michelle Bailey asks to remove item C.**

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE ALL ITEMS IN THE CONSENT AGENDA (A, B) EXCLUDING ITEM C, AND THERE CAN BE NO FURTHER DISCUSSION ON THESE ITEMS.**

**MOTION by Kerry Gertz; SECONDED by David Polito.  
Unanimously approved by 5 members present.**

### **B. Field Trip to DECA International Conference, GA (exhibit C)**

### **C. MIAA Waivers (exhibit D)**

- Waiver to allow 8th grade girls to JV Basketball
- Waiver to allow 8th grade girls to play on Ice Hockey Co-op with Marblehead
- Waiver to allow 8th grade boys to play on JV Ice Hockey

Michelle Bailey inquires as to the need for waivers for these teams in particular. Dr. Michael Harvey explains that 8th graders are needed to have a full team. Michelle inquires if the 8th grade members have the same requirements as high school students. Dr. Michael Harvey explain that they are treated as full team members, and are bound by the same requirements as other team members.

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE CONSENT AGENDA ITEM C, MIAA WAIVER.**

**MOTION by Kerry Gertz; SECONDED by David Polito.**  
**Approved by 4 members, opposed by 1 member (Michelle Bailey).**

**7. New Business**

**a. DECA Students Presentation**

*Caroline Donellan, James Goudie, Amy Thissel, Lauren Verge*

- Overview of DECA - Distributive Education Clubs of America.
- Students learn transferable skills. Hamilton/Wenham has first competition in January.
- DECA works on financing and marketing, including school store. They sell General's apparel and anything that supports HW. Recently partnered with soccer team to sell Breast Cancer Awareness items. Spirit day tomorrow for Talia Young.
- January 11th at Merrimack College: DECA competition.
- DECA also focuses on networking, and not always focused on competitive activities. Fall State Leadership, Conference, ICDC Leadership Workshops where students are connected with leaders of tomorrow and business professionals.
- This past year, DECA has been a great success. 30 attended Fall State Leadership Conference, and 3 students placed top 20 in the world. This year HW DECA has grown to 113 members, which shows incredible growth and increasing interest in the student body.
- DECA helps individuals thrive, and cement DECA skills that are transferable to real world and business skills. Builds self esteem, community service, experience leadership. Develop skills for college and careers.

**b. Presentation of School Improvement Plans (exhibit E)**

**Winthrop presentation by Christopher Heath, principal:**

- Goal: During the 2017-2018 school year, elementary teachers will work collaboratively in district grade level teams, in order to develop a high quality curriculum aligned to 2016 MA Science and Technology-Engineering Curriculum Framework and 2017 MA Mathematics Curriculum Framework. Actions to achieve this:
  - Implement the *Understanding by Design* units developed by the science task force based on the STEMscopes science program to create unified science instruction;
  - Meet and collaborate grade level teams to review STEMscopes and *Understanding by Design*;
  - Utilize a specialized focus team of teachers to review mathematics resources aligned to 2017 MA Mathematics Curriculum Framework.

**Buker presentation by Brian O'Donoghue, principal:**

- Goal: All students will demonstrate growth, meeting or exceeding the grade level expectations in language arts and math. We will measure progress towards this growth using the following assessments: Fountas and Pinnell Benchmarks, Phonological Awareness Literacy Screening, and I-Ready. Actions to achieve this:

- Continue to strengthen collaborative practices across all three schools by prioritizing district-wide grade level meetings;
- Administer beginning and end of year common assessment in ELA (PALS, Fountas and Pinnell Benchmark Assessments, Words Their Way Spelling Inventory, Foundations probes) and in math K-5 (iReady in grades 2-5);
- Administer progress monitoring assessments for targeted students;
- Grade level data meetings held at least three times yearly;
- Participate in weekly ongoing professional development to identify best practices, shared resources, and materials in reading, mathematics, and social emotional learning.

**Cutler presentation by Jennifer Clifford, principal:**

**Actions, continued**

- Reviewing current Response to Intervention practices, analyze screening tools and develop an inventory of tiers 1-3 interventions in reading, mathematics, and social emotional learning;
- Develop consistent practices across three elementary schools for administering tiered interventions, progress monitoring and analyzing data to adjust instruction.

Michelle Bailey asks for clarity in assessment of measurements of success. Brian explains how growth is measured, and Christopher explains that each assessment has a numerical measurement, so each student has growth as well as meeting or exceeding grade level expectations. Christopher explains data meetings, where time is carved out to analyze the data collected. Schools meet regularly.

**Miles River Middle School, Craig Hovey, Principal:**

- Goal 1: Refine and enhance the use of feedback with staff. Action to include:
  - Develop shared understanding of best practices in conducting walkthroughs with leadership team and curriculum leaders;
  - Provide time, training, resources to curriculum leaders in effective coaching practices.
- Goal 2: Each 6-8 department will work to identify a student learning problem and develop a logic model to learn and apply the Using Data Process. Actions to include:
  - Work with curriculum departments to identify learning problem;
  - Gather student data;
  - Use data to learn the Using Data Process;
  - Make curricular and instructional adjustments based on student learning data analysis.
- Goal 3: Each 6-8 department will develop grade level formative assessments and capacity to analyze data to effect changes in teaching and learning
  - Work with departments to develop assessments relative to unit templates;
  - Give assessments and gather data;
  - Follow Using Data protocol previously taught to examine data;
  - Adjust instruction based on student learning data analysis.
- Goal 4: Implementation of new science curriculum resources in grade 6-8
  - K-8 training with STEMscopes;
  - Implement and evaluate STEMscopes;

- Revision of 6-8 curriculum maps in UBD format.
- Goal 5: Expand and enhance social, emotional learning, and good decision making skills at the middle school level.
  - Expand and refine use of middle school advisory;
  - Implement Safe Zone program;
  - SBIRIT screening;
  - Expansion of H2O mentors as role models.

Michelle Bailey asks for clarification of Safe Zones Program. This program helps to identify staff members and spaces at school where gender identity and other issues can be brought out

David Politio mentions the goals, amount and ambitiousness with regard to Miles River Middle School goals.

Michelle Bailey asks about social and emotional learning to expand after school programming (indicated last year. Craig mentions stipends and financial standpoints as preventative in creating as many afterschool programs. Still exploring how we can best provide what our middle school students while respecting financial restraints).

**Hamilton Wenham Regional High School presentation by Eric Tracy, Principal:**

- Goal 1: Each department will work to identify a student learning problem and develop a logic model to learn to apply the Using Data Process. Actions to include:
  - Work with departmental based PLCs to identify a learning problem;
  - Gather data;
  - Use data to learn the Using Data Process;
  - Make curricular and instructional adjustments based on student learning data analysis.
- Goal 2: Each department will develop course level formative assessments
  - Work with departments to develop assessments;
  - Give assessments, gather data;
  - Follow Using Data Protocol previously taught to examine data;
  - Make curricular and instructional adjustments based on student learning data analysis.
- Goal 3: Develop the RISE (Resilience, Independence, Support, Empowerment) program by creating a sort of procedure which will outline service delivery, clinical support to students, family engagement, academic coordination, and support and care communication with school staff and community providers
  - Identify location, staff, etc.;
  - Train staff;
  - Work with BRYT (Bridge for Resilient Youth in Transition) program to develop plans and protocols .
- Goal 4: Review and understand SEL best practices with all staff and faculty for integration in planning, curriculum, etc.
  - PD for staff and faculty;
  - Discussion at faculty meetings;
  - Improved interventions and understanding at all levels.

- (this discussion focused on ways to empower teachers and staff to continue the vital work they are already doing, and learning additional skills)
- Goal 5: To develop an integrated and consistent instruction coaching model by utilizing curriculum leaders to complete 15 hours of classroom Learning Walks and discussion with teachers
  - Professional Development related to classroom coaching for all Curriculum Leaders;
  - Daily Learning Walks for information gathering;
  - Meeting with teachers to discuss instructional/curriculum supports.

Michelle Bailey comments that the RISE program is a needed resource in our schools. Kerry Gertz asks about the RISE program creating preventive measures or accommodations before student is not able to attend a school. Google platform is very helpful in this regard, according to Eric, to help with supplementing learning, etc.

Conversation about possibility of expanding or cementing the mentorship program that could be developed further based on RISE program. Fine tuning may be necessary for the model currently used.

#### **d. Presentation of Superintendent's Goals (exhibit F)**

Michael Harvey presents 3 goals for 2017-2018, each is detailed (as outlined in exhibit F) with the key actions, indicators of success, and evaluation standards:

1. **Student Learning Goal:** Explore, communicate, and implement the shifts in curriculum, instruction, and assessment necessary in order to meet the District's Mission of preparing our students to be "Future Ready"
  - Michelle Bailey comments about implementation of Tier 2 in the elementary school.
2. **Professional Improvement Goal:** Continue to develop the skills of the District Leadership Team, Teaching Force, and my own personal leadership skills to move the District towards its goal of developing an integrated system of curriculum, instruction, and assessment.
  - Conversation around the importance of walkthroughs and the improvements in school because of these.
3. **District Improvement Goal:** Continue to develop the District's ability to create the structures, procedures, and processes that support high-quality instruction.

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE SCHOOL IMPROVEMENT PLAN (exhibit E).**

**MOTION by Kerry Gertz; SECONDED by David Polito.  
Unanimously approved by 5 members present.**

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE  
ENDORSE THE 2017-2018 SUPERINTENDENT’S GOALS.**

**MOTION by Kerry Gertz; SECONDED by David Polito.  
Unanimously approved by 5 members present.**

**e. Designer Services Recommendation: BAS Upgrade Project at HS/MS Complex (exhibit G)**

- Jeff Sands reads 11/01/2017 letter (attached as exhibit G) aloud for committee and general public.
- Michelle Bailey asks if the high school has a fire suppression system. Jeff Sands states that they do.
- Discussion regarding the energy savings that the energy usage this specific grant will promote. Jeff points out the significant savings (about 20% overall), and the time spent by administration and operations for a \$500,000 grant in this process.
- Michelle Bailey inquires about the automatic timers available in such equipment. Jeff Sands explains that the equipment is being upgraded and the option to buy new equipment with timers is not part of the grant proposal/opportunity.
- David Polito inquires about timeline, and Jeff explains extension process, funding cycles, etc.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE  
APPROVE THE DISTRICT CPO’S RECOMMENDATION TO ENTER INTO A  
CONTRACT WITH BLW ENGINEERS, INC. FOR DESIGNER SERVICES IN  
CONNECTION WITH THE GREEN COMMUNITIES GRANT FUNDED BAS  
UPGRADE PROJECT AT THE HIGH SCHOOL AND MIDDLE SCHOOL COMPLEX  
IN THE AMOUNT OF \$79,840.00 AS DETAILED IN BLW’S FEE PROPOSAL DATED  
OCTOBER 25, 2017. THE CONTRACT WITH BLW SHALL BE FULLY COMPLIANT  
WITH THE CONTRACT REQUIREMENTS OF THE DESIGNER SELECTION LAW  
(M.G.L. C. 7C) AND SHALL BE APPROVED, IN ADVANCE, BY DISTRICT  
COUNSEL. THE SCHOOL COMMITTEE CHAIR SHALL SIGN THE CONTRACT ON  
BEHALF OF THE SCHOOL COMMITTEE AND KENNETH BECK, PRINCIPAL,  
SHALL SIGN THE CONTRACT ON BEHALF OF BLW ENGINEERS, INC.**

**MOTION by Kerry Gertz; SECONDED by David Polito.  
Unanimously approved by 5 members present.**

**f. Donations (exhibit H)**

- EdFund- Ukeleles \$1,158.05
- Smith’s Detection HAZMAT Scanner

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE  
ACCEPT THE EDFUND GRANT IN THE AMOUNT \$1,158.05 FOR THE UKELES  
GRANT SUBMITTED BY MICHAEL FERREIRA.**

**MOTION by Kerry Gertz; SECONDED by David Polito.**  
**Unanimously approved by 5 members present.**

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE  
ACCEPT THE HAZMAT MATERIAL SCANNER GRANT FROM SMITH'S  
DETECTION.**

**MOTION by Kerry Gertz; SECONDED by David Polito.**  
**Unanimously approved by 5 members present.**

**g. Turf Field discussion (exhibit J)**

Review of 10/19/2017 Letter from Recreational Department (attached as exhibit J).

5 issues outlined in this letter include:

- 1) Define the scope (lights, playing field, etc) and budget for the project;
- 2) Fundraising goals and timeline; CPC requests and each town's contribution;
- 3) Communication with Hamilton & Wenham Town Officials to gain support;
- 4) Communication to the public to gain support in anticipation of Annual Town Meetings;
- 5) How the Joint Recreation Committee can help the School Committee.

Joshua Liebow opens the floor for committee members to discuss the items or the overarching thoughts. Discussion items include:

- Sports and athletic aspects available;
- Expected communication to the public at the Annual Town Meetings;
- Current permit allowing \$7 million for the project for track and game field, lights, and multi-purpose base field;
- What does fundraising goals mean as outlined in the letter, and what do fundraising goals mean for HWRSD;
- What statement or response is the school committee comfortable providing;
- Community support overall, and presentation to townspeople;
- Michelle Bailey states that the Longmeadow opportunity leaves her unsure of this turf field opportunity. The problem is the facility needs to be at the same location where the school is. Longmeadow needs more clarity before she makes a decision on whether it is needed;
- Discussion regarding costs and effect on overall operating budget;
- Committee reviews map of permitted projects and costs associated with each;
- Michelle Bailey states that she does not think this project is a priority and political capital stakes are too high;
- Recreation center cannot express support, or advocate support, as they are a public entity;
- Discussion regarding complexity of making a motion and what to vote on. Discuss if  $\frac{2}{3}$  vote is needed or simple majority (since this is arguably budgetary?)
- Michelle Bailey reads 71.14(d) that she found in her research about majority versus  $\frac{2}{3}$  vote.



**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE TAKE THE FIRST PHASE OF THE GALE STUDY, \$3,671,863.58 TO THE WARRANT FOR THE PEOPLE AT TOWN MEETING.**

**MOTION by David Polito; SECONDED by Kerry Gertz.  
Approved by 5 members, opposed by 1 member (Michelle Bailey).**

**h. Collective Bargaining Approach**

- Michael Harvey states the district has been contacted by the teacher's union.
- Michelle Bailey states that her hesitation is that the School Committee is the employer of record for the union, and the superintendent should be advising the school committee. Michelle asks about the appointment of Michael Harvey as an advisor, inquiries about minute takings, etc.

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPOINT MIKE HARVEY AND JEFF SANDS TO NEGOTIATE ON BEHALF OF THE SCHOOL COMMITTEE WITH THE TEACHER'S UNION.**

**MOTION by Kerry Gertz; SECONDED by David Polito.  
Unanimously approved by 5 members present.**

**i. Set Superintendent's Salary for FY18**

Jeff Sands says that other employees have had consideration for increase. He has asked that the committee discuss this.

Michelle Bailey points out that this contract says that an pay increase is an amendment to the contract. Because negotiations with a non-union employee in executive counsel, our legal counsel advised us something else.

Jeff Sands says that this is negotiation only that would be in executive meeting. Jeff says the intent would be to initiate the thoughts/conversation.

Josh Liebow says executive decision if strategy is only for x% increase, that should take place in open session.

Jeff Sands will schedule executive session.

**j. Policies (2nd Reading) (exhibit I)**

- D4002 Private Funding

David Polito states that the committee accidentally forgot to do a second reading of this policy last April.

Jeff Sands suggests the line on page 89 be changed to: “For donations in excess of \$50,000 the school Committee will enter into a written, non-binding memorandum of understanding with the benefactor(s).”

Discussion regarding language and operating policy that donors can generally designate for projects, but not specifically (they can designate for playground, but not that the playground needs to be red, white and blue). Further discussion regarding the use of this particular language and possibility of using a Memorandum of Understanding in place of a non-binding agreement. No motion, as the language will be sent back to the consultant, Naomi, who recommended.

#### **J. Winthrop Playground Response (exhibit K)**

- Jeff Sands reads responses from last meeting’s citizen’s concerns.
- Michelle Bailey asks if the thank you notes were sent to CFC, Jeff explains that the funds were sent to Friends, etc. and the district. Meetings occurred with most funders.

#### **8. Other**

- Topics for next meeting

Michelle asks that October Enrollment is included as an agenda item.

Next meeting:

- 1) Assessment results
- 2) 10/1 enrollment report
- 3) Testing report
- 4) Updates on MASC conference

FY18 forecast will be moved to December 6th

YRSB (Youth Risk Behavior Survey) moved to December 6th

School Choice moved to December 6th

#### **13. Vote to Adjourn**

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING ADJOURN AT 9:50 PM.**

**MOTION by Kerry Gertz; SECONDED by David Polito.**

**Unanimously approved by 5 members present.**

Respectfully submitted Mahala Lettvin