



SCHOOL COMMITTEE MEETING

Buker Elementary School
Multi-Purpose Room

Wednesday, June 5, 2019

6:30 PM

RETIREE RECEPTION 6:30 pm – 7:00 pm

1. Call to Order 7:00
2. Pledge of Allegiance
3. Citizens' Comments
4. Chair's Report
5. Superintendent's Report
6. Consent Agenda
 - a. Minutes
 - May 10, 2019 Exhibit A
 - b. Warrants
 - May 24, 2019 Exhibit B
7. New Business
 - a. Recognition of Retirees
 - b. 8th Grade Field Trip to Spain Exhibit C
 - c. Treasurer's Report Exhibit D
 - d. Food Service Presentation Exhibit E
 - e. Approve Sub Committee Charges
 - f. Policy: First Reading of Wellness Policy Exhibit F
 - g. Transition Planning Exhibit G
 - h. School Committee 2019-2020 Meeting Schedule Exhibit H
 - i. Donations Exhibit I
 - Mass Cultural Council \$1,000
 - Friends of Cutler \$400 Exhibit II
 - HWRHS/MRMS Friends \$300
8. Other
 - a. Topics for next meeting
9. Vote to Adjourn 9:30

David Polito, Chairperson 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.

HWRSD Retirees
6/5/19

Name	School	Position	Presented By
Joe Bourgeois (not attending)	Buker	Custodian	B. Schersten
Kathleen Hughes (not attending)	Buker	Adjustment Counselor	B. Schersten
Donna Bunk	Central	Asst. to the Superintendent	M. Harvey
Betty Minton	Central	Special Education Secretary	S. Bucyk
Suzanne Clerkin	Cutler	Special Education	J. Clifford
Heidi Hebert	Cutler	Integrated Media	J. Clifford
Vincent Bucci	HWRHS	Social Studies Teacher	E. Tracy
Bonnie McGarrell	MRMS	Special Education Teacher	C. Hovey
Eleanor Todd	MRMS	Mathematics Teacher	C. Hovey
Jennifer Drake	MRMS/Winthrop	SLPA	C. Hovey

**The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Tuesday, May 10, 2019 6:00 PM**

Present:

Michelle Horgan, Assistant Secretary
Gene Lee (telephonic 6:00pm; present 7:00pm)
David Polito, Chairperson
Michelle Bailey
Stacey Metternick, Secretary
Peter Wolczik

Also Present:

Mahala Lettvin, Recording Secretary
Glenn Koocher, MASC representative

1. Call to Order

David Polito calls the meeting to order at 6:07 pm.

1A. Pledge of Allegiance

All in attendance rise for the pledge of allegiance.

2. Discussion on next steps regarding Interim Superintendent position (before amending agenda, this item was *Select Interim Superintendent*)

David Polito provides a brief overview of tonight's meeting: determine School Committee's next steps in this process. Glenn Koocher, MASC, is present this evening to help guide this discussion and advise as necessary.

Stacey Metternick asks David Polito to provide a brief explanation regarding last meeting's events (05/08/2019).

David Polito explains that on Wednesday, May 8th, at about 9:30am, he received an email from Stacey Metternick stating that finalist William McAlduff withdrew. Jeff Sands, about 1 hour after, withdrew as well, due to the fact that he only felt comfortable proceeding if 100% of the School Committee backed him (this is not the case). Between 2:00pm - 3:00pm, David Polito was made aware of an article in the Marblehead Patch regarding finalist Herbert Levine. The article informed readers that Mr. Levine was no longer being considered for Marblehead's interim superintendent search due to statements Mr. Levine made during his interview. At this point, David reached out to Dr. Michael Harvey, spoke to Glenn Koocher, and attempted contact with School Committee counsel regarding the events and the scheduled meeting later that same evening. At the meeting, he suggested not interviewing Dr. Levine. He left the meeting as he was uncomfortable with the interview moving forward.

Michelle Bailey asks how David Polito became aware of the article. David explains that a few people brought this to his attention, elaborating that he was on a phone call when the speaker informed him of the news article.

Michelle Bailey clarifies that this was the article David texted to the School Committee. David confirms this, adding that he wished he had reached out to the Marblehead School Committee as well, to receive further information.

Discussion regarding contact with School Committee counsel. Discussion regarding amended agenda, compliance with time requirements, $\frac{2}{3}$ vote needed to amend tonight's agenda due to failure to comply with 48 hour notice.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE AMEND THE 5/10/2019 AGENDA TO *DISCUSS NEXT STEPS FOR INTERIM SUPERINTENDENT SEARCH*.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

I MOVE THAT WE AMEND THE CURRENT MOTION ON THE FLOOR TO: *AMEND THE 5/10/2019 AGENDA TO DISCUSS NEXT STEPS FOR INTERIM SUPERINTENDENT SEARCH, DUE TO CIRCUMSTANCES NOT KNOWABLE TO CHAIR 48 HOURS IN ADVANCE*.

MOTION by Michelle Bailey; SECONDED by Michelle Horgan.

Those in favor of amending the motion:

Michelle Horgan: Yes

David Polito: Yes

Gene Lee (telephonic): Yes

Michelle Bailey: Yes

Stacey Metternick: Yes

Peter Wolczik: Yes

Motion to amend motion PASSES via unanimous roll call vote.

Those in favor of original motion to amend agenda:

Michelle Horgan: Yes

David Polito: Yes

Gene Lee (telephonic): Yes

Michelle Bailey: Yes

Stacey Metternick: Yes

Peter Wolczik: Yes

Motion to amend agenda PASSES via unanimous roll call vote.

Glenn Koocher explains the School Committee must now consider Plan B:

- 1) School Committee may reconsider candidates interviewed but who were ruled out for not-discrediting factor(s).
- 2) Glenn can reach out to qualified candidates who did *not* apply, and determine whether they have interest in the position.
- 3) School Committee can make a motion to repost the position and work with responses received.

Discussion regarding school administrators suffering backlash, and the associated consequences leaving a district before locating another job. Discussion regarding whether interim position will be considered for the permanent superintendent role, possibility of losing more leaders than anticipated.

School Committee members discuss the possibility of revisiting the original list of applicants, with Michelle Bailey pointing out there were applicants she was interested in speaking with that did not make the semi-finalist list.

Peter Wolczik mentions Anthony Colannino, stating he has received positive feedback. Glenn states that he is certain Mr. Colannino would attend an interview, but points to the fact that he is looking permanent position.

Michelle Horgan points out that Jeff Sands is a known entity, and remarks on the impressive feat of a budget level funded for the last 5 years despite the very tough environment. Michelle Horgan asks if there

is a strategy to reconsider Jeff Sands for this role. David Polito agrees, adding that he has thought about the possibility of making an offer to see if he would be willing to accept it. Michelle Horgan points out that in order to do so, the committee would have to be unanimous in their support.

Glenn Koocher recommends that internal candidate conflicts/disagreements resolve quickly, as it places an unfair burden and risk to non internal applicants.

Discussion regarding interviews, considerations, etc. Glenn agrees to set up interviews with 3 additional applicants, and further suggests that a *Motion to Invite Further Candidates* is written into the agenda for the night of the interviews.

Discussion - applicants reconsidered

Names in bold were discussed with interest in pursuing. Names in strikethrough font cannot be considered, with the reason indicated parenthetically.

Colannino, Anthony

Dias, Sally

Gallivan, Lori

Joseph Matthew

Kukenberger, Julie

Kustka Susan

~~Levine, Herbert (controversy)~~

~~McAlduff, William (Marblehead)~~

~~**McGee, Eric 'Chip' (position accepted elsewhere)**~~

Ruggere, Timothy

~~**Sands, Jeffrey (withdrew, not 100% support)**~~

Stellar, Arthur

Zaleski, Karen

Joseph Matthew: Michelle Bailey expressed initial interest, Michelle Horgan reiterates concern that he has no classroom experience.

Jeff Sands: Gene Lee is fully supportive of Jeff Sands; David Polito agrees but points out unfortunately there is not support from the full committee.

Discussion regarding applicants who possess regional experience, instruction experience, director experience, superintendent experience.

Julie Kukenberger is the only applicant with superintendent experience.

Glenn recommends inviting candidates to interview as soon as possible.

Gene Lee enters the meeting at 7:00pm.

Anthony Colannino: Peter Wolczik reiterates that he has received feedback from many community members about this applicant.

Discussion regarding procedure, timeline, process, etc. School Committee will intend to pick a finalist following the interviews, with the understanding that a decision may not be reached.

Susan Kustka will not be re-interviewed, however, she will be re-considered.

Michelle Bailey: Lori Gallivan and Julie Kukenberger.

Stacey Metternick: Lori Gallivan and Julie Kukenberger.

Michelle Horgan: Lori Gallivan, Julie Kukenberger, and Anthony Colannino.

Peter Wolczik: Anthony Colannino and Julie Kukenberger.

Gene Lee: Susan Kuska is his choice; but will not object to interviews suggested.

David Polito: Lori Gallivan and Julie Kukenberger.

Discussion regarding Wednesday interviews, quorum (4 people needed in room), scheduling conflicts, time availability, etc. School Committee will allot 1 hour for the interviews, using interview questions determined for second round interviews.

Michelle Horgan suggests subcommittees ask questions relating to their charges.

Interviews with Julie Kukenberger, Lori Gallivan, and Anthony Colannino to be scheduled beginning at 6:00pm on Wednesday 05/15/19 in 1 hour increments. Mahala Lettvin, Recording Secretary, will coordinate with Glenn Koocher and fill in to meet and wait with candidates if needed.

I MOVE THAT HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE MOVE FORWARD THREE (3) CANDIDATES TO INTERVIEW ON MAY 15TH AT 6:00PM: ANTHONY COLANNINO, LORI GALLIVAN, AND JULIE KUKENBERGER.

**MOTION by Stacey Metternick; SECONDED by Michelle Bailey.
Unanimously approved by 6 members present.**

Discussion regarding structure of interview, 05/22/2019 agenda.

3. Vote to Adjourn

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 7:17 PM.

**MOTION by Stacey Metternick; SECONDED by Michelle Bailey.
Unanimously approved by 6 members present.**


Respectfully submitted May 11, 2019 by Mahala Lettvin, Recording Secretary.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1047

Voucher Date: 05/24/2019


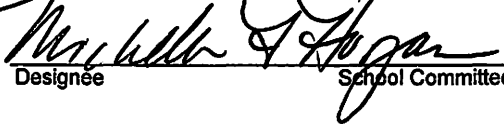
Prepared By:


Printed: 05/22/2019 12:36:50 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$53,560.87 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 Gallant District Treasurer

 Assistant District Treasurer

Designee School Committee Member

Jeffrey Sands Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
001 GENERAL FUND	\$53,560.87
	\$53,560.87

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 24

Voucher Date: 05/24/2019

Prepared By:

Donald Gallant

Printed: 05/22/2019 12:41:09 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$5,974.46 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 Gallant
Donald Gallant District Treasurer

Kevin Mahoney Assistant District Treasurer
Michelle F. Lopez
Designee School Committee Member

Jeffrey Sands Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$5,474.27
202	REVOLVING FUNDS	\$0.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$46.17
301	TITLE I	\$343.20
302	94-142 IDEA 240	\$0.00
304	EARLY CHILDHOOD	\$0.00
402	STATE GRANTS FY EVEN YEARS	\$0.00
701	CAFETERIA FUNDS	\$110.82
		\$5,974.46

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1046

Voucher Date: 05/24/2019

Prepared By:

Donna Gallant

Printed: 05/22/2019 12:29:11 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$779,100.72 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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.

Donna E. Gallant
Donna Gallant

District Treasurer

Kevin Mahoney

Assistant District Treasurer

Michael W. Sands
Designee

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
001 GENERAL FUND	\$779,100.72
	\$779,100.72

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2722

Voucher Date: 05/24/2019

Prepared By:

Donald Gallant

Printed: 05/22/2019 11:03:02 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$85,651.49 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 Gallant
Donald Gallant

District Treasurer

Kevin Mahoney
Kevin Mahoney

Assistant District Treasurer

Michael A. G. Ryan
Designee

School Committee Member

Jeffrey Sands
Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$56,421.59
202	REVOLVING FUNDS	\$1,018.50
205	ATHLETIC/EXTRA CURR REVOLVING	\$28,106.00
402	STATE GRANTS FY EVEN YEARS	\$52.70
701	CAFETERIA FUNDS	\$52.70
		\$85,651.49

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2721

Voucher Date: 05/24/2019

Prepared By:

Donald Gallant
Printed: 05/22/2019 10:56:15 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$291,801.02 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 Gallant
Donald Gallant

District Treasurer

Kevin Mahoney

Assistant District Treasurer

Michelle St. John
Designee

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$289,303.02
100	PRIOR YEAR ENCUMBRANCES	\$2,400.00
202	REVOLVING FUNDS	\$98.00
		\$291,801.02

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2717

Voucher Date: 05/09/2019

Prepared By:

H. Capozzi

Printed: 05/09/2019 11:19:05 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$450.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 Gallant
Donald Gallant

District Treasurer

Kevin Mahoney
Kevin Mahoney

Assistant District Treasurer

Designee
Designee

School Committee Member

Jeffrey Seeds
Jeffrey Seeds

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$450.00
	\$450.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2718

Voucher Date: 05/14/2019

Prepared By:

W. Capozzi
Printed: 05/14/2019 11:07:37 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$142.45 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 Gallant
Donald Gallant District Treasurer

Kevin Mahoney

Assistant District Treasurer

Michelle F. Hogan
Designee

School Committee Member

Jeffrey Sanders

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$142.45
	\$142.45

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2719

Voucher Date: 05/14/2019

Prepared By:

H. Capozzi
Printed: 05/15/2019 09:25:54 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$89.09 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 Gallant
Donald Gallant

District Treasurer

Kevin Mahoney
Kevin Mahoney

Assistant District Treasurer

Designee
Designee

School Committee Member

Jeffrey Sands
Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$89.09
	\$89.09

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2720

Voucher Date: 05/16/2019

Prepared By:

H. Capozzi

Printed: 05/16/2019 11:29:54 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$1,729.67 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 Gallant
Donald Gallant

District Treasurer

Kevin Mahoney
Kevin Mahoney

Assistant District Treasurer

Michelle St. John
Designee

School Committee Member

Jeffrey Sando
Jeffrey Sando

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$1,729.67
	\$1,729.67

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Mile River Middle Date Submitted: April 25, 19
 Faculty Sponsor: Kevan Smed Position: 6-12 World Language Spanish Teacher

I. Trip Information:

Check (✓) one:

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

Departure Date: 4/16/2020 Time: TBD Return Date: 4/27/2020 Time: TBD
 Number of Students Eligible: 18 Class/Group: 8th grade
 Faculty Sponsor: Kevan Smed
 Other Faculty/Staff chaperones: Catherine Frost
 Other chaperones: Stephen Sprague
 Mode of Transportation: airbus / bus / train Number: TBD
 Airlines/Flight/Ground Transportation: TBD

II. Estimated Expenses

1. Transportation Cost:	6. Financial Assistance Available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. Admission Charges:	7. Other Sources of Funding? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3. Lodging & meals cost:	8. Amount Available: \$
4. Other (specify):	9. Are Student Activity Funds being used? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5. Total student cost: <u>\$3200</u>	10. If yes, amount bring used: \$

* price will be adjusted down once group size is determined.

III. Attachments

1. Copy of Parent Letter with meeting date: <u>possible date 5/9/19 5/16/19</u>	5. Travel Costs & Refund Policy:
2. Itinerary: <u>attached</u>	6. Travel Insurance Policy (if applicable): <u>included</u> Cost:
3. Security features for transportation & accommodations:	7. Pre and Post Trip Activities: <u>weekly meetings</u>
4. Arrangements for meals and lodging: <u>homestay hotel / Madrid</u>	8. Other Descriptive Information: <u>google classroom</u>

IV. Approvals

Department Chairperson or Field Trip Requestor: [Signature] Date: 4/25/19
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: [Signature] Date: 4/24/19
I have read the School Committee Policy H8015 on School Sponsored Field Trips and find they meet all requirements

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

Superintendent: _____ Date: _____

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

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

APPROVAL DOCUMENTATION – Domestic and International

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

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

- Additional information may be requested from the appropriate authority prior to making a decision.

- Should external circumstances change after the initial trip approval detailed modifications to the relevant approval documentation (see above) will be required.

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

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

2020 Trip to Spain 8th graders

Proposed by Kevan Sano for MRMS

Educational Goals

After an amazing experience this past February I would like to propose this become an annual event for our 8th graders. The field trip to Spain in April of 2020 is designed to provide the students with a reciprocal homestay and the opportunity to experience the history and culture of Spain. This trip will be the capstone for our 8th graders as they complete their middle school foreign language experience. Every site visited and activity enhances the curriculum taught at the middle school in our 6th, 7th and 8th grade foreign language class. Students interested in this trip would need to complete an application process, be in good standing academically and have a verbal recommendation from their foreign language teacher. The trip would be limited to 18 students with a student teacher ratio of 1:6.

We expect the student participants of the spring trip to Spain to achieve the following educational benefits:

1. Concentrated exposure to native speakers
2. Opportunity to speak Spanish over an extended time period
3. Direct observation of Spanish culture and everyday life
4. First-hand experience of some of the sites important to Spain and Spanish history, literature and art.

In addition to skills that are directly applicable to their foreign language classroom, students who participate in this field trip will also gain considerable collateral benefits. Some of these include:

1. Learning to make group decisions and adapt to others
2. Examining and learning to overcome language/ cultural barriers
3. Developing a sense of personal independence and ability—dealing with officials, exchanging money, making decisions.
4. Interdisciplinary connections in other areas

For some students this will be a unique experience, for others it will be only the beginning of a lifetime of cross-cultural encounters. As language teachers, we are committed to making the experience the best possible for each student.

Proposed Dates – April 16 – 27, 2020.

Student Eligibility – Every site visited and activity planned directly relates to the curriculum taught at the middle school. Therefore I propose the following requirements:

Successful Completion of 7th grade Spanish and a recommendation from his/her language teacher

Students must be willing to host a student from Spain for 2 weeks from August 29th – September 15, 2019

Space will be limited to no more than 18 student participants with 1 adult chaperone for every 6 students. Beyond the eligibility requirements, **student participation** is based on ability to pay and is voluntary. Cost to student is approximately: \$3200* (* price will be adjusted down once group size is determined)

Upon approval we will hold an informational meeting for interested students and their parents. We will then begin to enroll students. All students must meet eligibility requirements before enrolling.

Additionally, we will have meetings beginning in June and again in August to prepare students for hosting and their reciprocal experience.

Chaperones:

Kevan Sano, Stephenie Sprouse and Catherine Frost



Sample Program

Day 1:

- Transfer to the airport for your overnight flight to Spain

Day 2:

- Arrive and transfer to your host community in Burgos

Days 3 - 4:

- Spend the weekend with your host family

Day 5:

- Spend the day in school shadowing your host student
- After school, take a walking tour of Burgos

Day 6:

- Spend the day visiting Salamanca
- Visit the Old Cathedral and the New Cathedral, Cathedral Tower, Casa de las Conchas and the Old University
- Return to Burgos in the evening

Day 7:

- Travel to Bilbao
- See the Universidad de Deusto, visit the Guggenheim Museum and Casco Antiguo y Comida
- Continue on to San Sebastian
- See Tabacalera, the Old Town, Maria Eugenia Theater, Kursal Auditorium, Moneo Cubes, Town Hall, Paseo de la Concha and San Pastor Cathedral
- Enjoy some time to walk along the coast before returning to Burgos

Day 8:

- Spend the day visiting Santillana del Mar and the village of Frias
- In Santillana del Mar see Calle de Juan Infante, Plaza Mayor de Ramon y Pelayo and Colegiata
- Travel to Frias and visit the Castle

Day 9:

- Take a day trip to the city of Leon
- Visit the Cathedral and Museum

Day 10:

- Depart for Madrid
- Arrive and check into your hotel
- Meet your guide and begin your tour of Madrid
- Walk through Retiro Park and enjoy the row boats
- Visit the Reina Sofia Museum
- Explore Plaza Mayor
- Enjoy a typical Spanish dinner as a group before returning to your hotel

Day 11:

- Have breakfast in the hotel
- Visit the El Prado Museum
- Enjoy some churros at the famous Chocolateria San Gines
- In the afternoon see the Royal Palace
- Enjoy a fun evening of dinner and a Flamenco show

Day 12:

- Transfer to the airport for your flight home





Name of School:	Miles River Middle School Hamilton, MA	Paying Students	Free Chaperones	Price Per Student
Destination:	Spain	20	3	\$2,755.00
Travel Dates:	April 16 - 27, 2020	18	3	\$2,860.00
Travel Days:	12	15	2	\$2,920.00
Travel Nights:	11	12	2	\$3,165.00

Price Includes:

- Transportation:**
 - Round-trip airfare between the USA and Spain
 - Round-trip airport transfers in the USA and Spain
 - All ground transportation in Spain
- Meals:**
 - All meals
- Accommodations:**
 - Homestay with families
 - Two nights in a Madrid hostel
- Personnel:**
 - Guide in Madrid for two days
 - On-call support
- Insurance:**
 - Traveler's Health Insurance
- Admissions:**
 - All admissions as specified on final itinerary
- Other:**
 - All taxes, fees, and tips
 - Processing of all student payments and applications

Not Included:

- Insurance:**
 - Trip Cancellation Insurance is recommended

Payment Schedule:

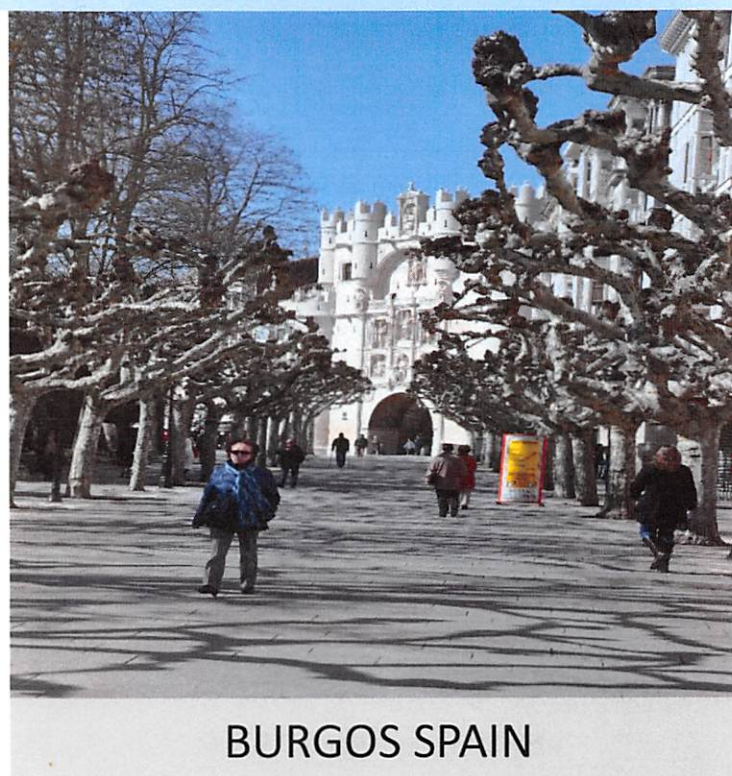
Due Date	9/15/2019	11/15/2019	1/15/2020	3/15/2020
Amount	\$250.00	\$900.00	\$900.00	Balance

Please note: The price of the trip will change if any of the parameters above are modified.
Price does not include any fuel surcharges or excess baggage if applicable. If this price agreement meets your approval, we will send a contract with our terms and conditions. All venues are subject to availability. All payments are non-refundable – trip cancellation is recommended.

Host Families Needed: August 29 - September 14

HOST A SPANISH TEEN FROM BURGOS SPAIN

Sample Itinerary	
Aug 29	Arrival
Aug 30	Day with Host Family
Aug 31-Sep 1	Weekend with Host Family
Sept 2	Labor Day with Host Family
Sept 3	Apple Picking
Sept 4	Boston
Sept 5	Cambridge
Sept 6	Day in School
Sept 7-8	Weekend with Host Family
Sept 9	School
Sept 10	Outlets
Sept 11	Ogunquit Maine
Sept 12	Boston
Sept 13	School
Sept 14	Departure Day



BURGOS SPAIN

Call/Text/Email Sue Boswell • 978-835-0133 sboswell@carousel-tours.com

Program Basics:

- Any family w/similar school-age children
- Students speak English, you do not need to be fluent in Spanish.
- Students busy every day, Monday-Friday
- Share your home, provide a bed; ok to share a room (student do not need their own room).
- Provide 3 meals/day
- Ok to host 1 or 2 students
- Evenings & weekends with hosts
- Transportation for all day trips provided to/from school
- Travel to Spain with Mrs. Sano – April 2020
- If you host you will be hosted by your same student on your trip to Spain

Apply as a Host: <https://www.carousel-tours.com/enrollment>



Miles River Middle School
787 Bay Road
S. Hamilton, MA 01982

Dear Parents:

Your son or daughter has expressed an interest in traveling to Spain with the Spanish teachers from Miles River Middle School in April of 2020. The trip itinerary has been designed specifically for Miles River students. Each site has been chosen for its educational value as well as to meet the interests of the students. The proposed dates for the trip are April 16-27, 2020. This trip is different in that it will be a reciprocal homestay in Burgos, Spain with a 2 day trip to Madrid. Our students will have the opportunity to host in August/September and go in April. The projected cost will be \$3200*; payable in three installments:\$250 due May 15th, 2019, \$900 due November 10, 2019, \$900 due January 10, 2020 and the balance due March 15, 2020. * price will be adjusted down once group size is determined.

The program fee includes:

- Round trip airfare
- overnight accommodations including 9 night homestay with families and 2 nights in Madrid
- All meals
- sightseeing excursions
- transfers and inter-city transportation
- guide services
- Comprehensive Traveler's Health Insurance

Not included:

Spending money for souvenirs and gifts (suggested \$250)

We are planning an educational trip for a group of students who will be serious about wanting to experience the history and culture of Spain. The tour will be an "on site" enhancement of the Spanish curriculum taught at the middle school.

The purpose of this letter is to differentiate between the students who are merely interested in going and those who are most likely going to be able to go. Pending school committee approval we will begin to accept applications. Our group size will be limited to 18 participants with priority given to those students willing to host a student from August 29th to September 14, 2019.

Please indicate your response by tearing off the bottom portion of this letter and return it to your 7th grade Spanish teacher no later than Monday, May 13th, 2019. Please don't hesitate to send an email if you have any questions. k.sano@hwschools.net

Muchas gracias.

My son / daughter _____
_____ is planning to complete the application process for travel to Spain in April of 2020.
_____ is very interested but cannot make a definite commitment until _____.
_____ cannot be a part of this trip.

Signed _____

My student has a valid passport with an expiration date later than December of 2020 yes no

Security Plan for travel to Spain

- A 6 to 1 ratio of chaperones/teachers to student as per rules of international travel
- All chaperones are CORI'd and fingerprinted
- Head chaperone will have an international cell phone
- Spanish-speaking chaperones
- A strict itinerary/timeline/ schedule of events
- Daily check-ins during the day and at homes as needed
- References provided by Carousel Tours
- Students and chaperones receive the detailed itinerary, names of hosting families and important contact information including the US. Embassy in the country
- Monthly meetings to prepare students and chaperones for travel and what to expect
- Preparation meetings with chaperones to review expectations and procedures while on tour
- In case of an international emergency, we will contact our US Embassy

Student questions

Thank you for your interest in our trip to Spain. We are excited about taking a group of students to Spain and we are looking for the best candidates to be ambassadors for Miles River, our state and our country.

Please take some time and answer the following questions. Your responses should be typed and no longer than one paragraph per question. Turn this into your teacher in class on Friday. We will review your answers and the feedback from your teachers. Next week will announce the candidates.

Why do you want to participate in this program?

What strategies do you use when faced with a difficult situation? I.e. lost luggage, speaking a different language, living with a strange family, following another Families' rules and customs

What qualities do you have that will make this experience enjoyable for all involved?

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
Wenham, Massachusetts

Reciprocal Homestay in Burgos Spain

I. Permission to Participate in Voluntary Field Trip

I/We, the undersigned _____ (print name) of _____ (town of residence) parent/guardian of _____ (print student name), a minor who is a student at **Miles River Middle School**, hereby grant permission to the Hamilton-Wenham Regional School District School Committee, the Towns of Hamilton and Wenham, and its employees and agents for our minor child to participate in a voluntary school-sponsored trip to **Madrid and Burgos** from **April 16 to April 27, 2020**. It is my/our understanding that **Kevan Sano** (faculty sponsor and head chaperone) and Catherine Frost as well as other faculty will accompany the group.

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

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

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

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

Name (Adult)

Parent A/Guardian A

Address

Parent B/Guardian B

I, _____ (print name), a student at

Miles River Middle School, have read the foregoing and agree to its contents.

Name

Signature

Date

II. Emergency Treatment and Medication Consent

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

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

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

Yes _____

No _____

Will mediation be required during the field trip? Yes _____

No _____

If yes, please describe:

As per the Hamilton-Wenham Regional School District Policy on Medications (H 8010), students may not carry any medication (prescription and non-prescription) on a field trip. If medication is necessary, school personnel must carry the medication and dispense it to the student. Written instruction signed by the student's physician must be on file with the school. These instructions must include the diagnosis, name of medication, dosage, and time of administration. Medication must be in the original labeled container.

III. Student Contract

1. I agree to follow all Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section C.13 regarding student conduct. All rules will apply and be in effect at all times for academic and extracurricular field trips.

2. I agree not to be in possession of or utilize drugs, tobacco, and/or alcohol while traveling with the Miles River Middle School student group. I also agree not to be found in the presences of such

substances or I will be found equally at fault.

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

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

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

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

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

Student's Signature

Date

Discipline of Students Section F of Policy H8015

1. All Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section C.13 regarding student conduct will apply and be in effect at all times for academic and extracurricular field trips.

2. If a student violates any Miles River student conduct policies, student handbook HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT rules or regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, trip rules as specified in Section D-11, or otherwise misbehaves while on a field trip, the student will be immediately suspended from the field trip and sent back to school or home, as appropriate, by the faculty sponsor at the parent's/guardian's expense. In addition to being sent home, the individual will be subject to the consequences for the action/infraction upon his/her return to school as defined by the aforementioned student conduct policies, student handbook rules and regulations, and MA Interscholastic Athletic Association (MIAA) rules and regulations.

3. Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section D-11 regarding student conduct will be given to chaperones. Chaperones shall agree to implement and enforce them; failure to do so will result in not being able to chaperone future school sponsored trips. I/We have read the above Contract signed by my/or minor child. I/We further agree that if my/our son/daughter does not conform to the above regulations and all other regulations set forth and enforced by the head chaperone, I/we will receive, at my /our own expense, a telephone call informing me/us of my/our son/daughter's behavior.

Parent A/Guardian A Signature Date

Parent B/Guardian B Signature Date

IV. Field Trip Cancellation Release and Agreement

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

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

Signature of Parent A/Guardian A Printed Name Date

Signature of Parent B/Guardian B Printed Name Date

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

Travel Insurance

INCLUDED: Traveler's Health Insurance

Carousel Student Tours, Inc. purchases Traveler's Health Insurance for international travelers. The plan includes medical and emergency medical evacuation coverage. The insurance is activated once the group arrives at their destination.

Benefits per person (in U.S. Dollars)	Maximum Amount of Coverage
Trip Interruption	\$500 Return Air Only
Missed Connection	\$500 (3 or more hours)
Trip Delay - 6 hours	\$750 (\$150/day)
Baggage Loss	\$1,500
Baggage Delay	\$300
Emergency Accident/Sickness Medical Expense	\$25,000
Evacuation/Repatriation	\$100,000
Worldwide Emergency Assistance Services	Included

NOT INCLUDED: Trip Cancellation Insurance

The Deluxe Plan includes trip cancellation insurance and provides the best protection for the investment you have made. Trip cancellation insurance must be purchased individually and directly with the insurance company.

We highly recommend that you purchase this type of insurance with a "cancel for any reason" clause. The Cancel For Any Reason (CFAR) option offers protection from trip cancellations due to anxiety or uncertainty of travel which is not a covered reason for trip cancellation within the standard policy. Please note that CFAR is only available at the time of the original plan purchase.

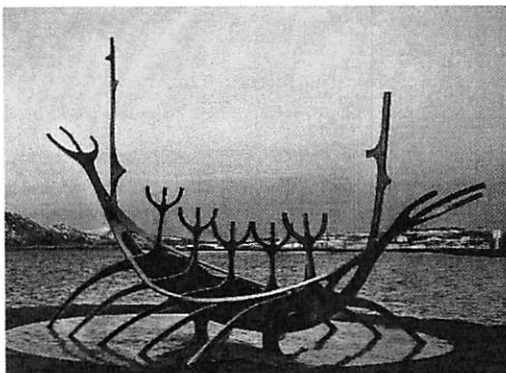
Additionally included in the Deluxe Plan:

Benefits per person (in U.S. Dollars)	Maximum Amount of Coverage
Trip Cancellation	Tour Cost
Trip Interruption	150% of Tour Cost
Cancel For Any Reason (CFAR)	Optional

For a complete description of the policy visit:

https://www.travelinsurancecenter.com/eng/information/cm_certs.cfm?line=ti_stu_grp

If you have questions or would like to purchase, please contact the Travel Insurance Center: 402-343-3636





January 4, 2018

BINDER

Fax: 5085644878

Carousel Student Tours Inc.
674 County Road, Box 1404
Pocasset, MA 02559

Re: Insured: Carousel Student Tours Inc.

We are pleased to advise that coverage has been secured through our program as follows:

Insurer: **Steadfast Insurance Company**
Type: **Form No. U-TAP-120-B-CW (03/06) Occurrence Form
Travel Agents and Tour Operators Professional Liability**
New Policy Number: **EOL5331551-13**
Policy Period: **December 31, 2017 to December 31, 2018**
Limit of Liability: **\$5,000,000 per occurrence / \$5,000,000 policy aggregate
Fire Legal Liability Limit \$50,000 Occurrence Form**
Deductible: **\$10,000 (Defense and Indemnity)**

Annual Premium:
Excess and Surplus Lines
Taxes and Fees:
State Fees:
Terms and Conditions: **See Below**

Coverage A: **Bodily Injury and Property Damage (except automobile)**
Coverage B: **Bodily Injury and Property Damage for hired and non-owned
automobile**
Coverage C: **Professional Errors and Omissions**
Coverage D: **Personal Injury**

kwhitman

Aon Affinity is the brand name for the brokerage and program administration operations of Affinity Insurance Services, Inc. (TX 13695); (AR 100108022); in CA & MN, AIS Affinity Insurance Agency, Inc. (CA 0795465); in OK, AIS Affinity Insurance Services Inc.; in CA, Aon Affinity Insurance Services, Inc., (CA 0694493), Aon Direct Insurance Administrators and Berkely Insurance Agency and in NY, AIS Affinity Insurance Agency. Affinity Insurance Services is acting as a Managing General Agent as that term is defined in section 626.015(14) of the Florida Insurance Code. As an MGA we are acting on behalf of our carrier partner.

Aon Affinity Travel Practice | 900 Stewart Avenue, P. O. Box 9386 | Garden City, NY 11530
toll-free: (800) 803-1213 | fax: (516) 294-1821 | AonTravPro.com



Exercise increased caution in Spain due to **terrorism**.

Terrorist groups continue plotting possible attacks in Spain. Terrorists may attack with little or no warning, targeting tourist locations, transportation hubs, markets/shopping malls, local government facilities, hotels, clubs, restaurants, places of worship, parks, major sporting and cultural events, educational institutions, airports, and other public areas.

Read the Safety and Security section on the [country information page](#).

If you decide to travel to Spain:

- Be aware of your surroundings when traveling to tourist locations and crowded public venues.
- Follow the instructions of local authorities.
- Monitor local media for breaking events and adjust your plans based on new information.
- Enroll in the [Smart Traveler Enrollment Program \(STEP\)](#) to receive Alerts and make it easier to locate you in an emergency.
- Follow the Department of State on [Facebook](#) and [Twitter](#).
- Review the [Crime and Safety Report](#) for Spain.
- U.S. citizens who travel abroad should always have a contingency plan for emergency situations. Review the [Traveler's Checklist](#).

Last Update: Reissued after periodic review without changes.

Embassy Alerts Messages

[Easter Holidays Increased Security Awareness](#) Wed, 17 Apr 2019

[Spain Travel Advisory Annual Update March 26, 2019](#) Wed, 27 Mar 2019

[Security Alert – U.S. Mission Spain](#) Tue, 12 Mar 2019

[Message for U.S. Citizens: Save the Date – Town Hall Meeting in Málaga with the Consul](#)

[General](#) Tue, 12 Mar 2019

Quick Facts

PASSPORT VALIDITY:

6 months recommended, 3 months beyond your date of departure is required

VACCINATIONS:

None

BLANK PASSPORT PAGES:

1 page per stamp

CURRENCY RESTRICTIONS FOR ENTRY:

None

TOURIST VISA REQUIRED:

Not required for stays less than 90 days

CURRENCY RESTRICTIONS FOR EXIT:

None

ALL 

Embassies and Consulates





Information for Traveling Students



Baggage and Packing

Here are a few things to consider when choosing your luggage. Remember to pack lightly, you should be able to carry your suitcase for some distance when in a hurry!

- If your bag is black, it is helpful to affix some type of identifier to it
- You should have a suitcase with wheels, unless you are using a traveling backpack
- Most airlines are now enforcing a strict weight limit per bag. Students have recently been asked to unpack at the check-in counter.
- Keep in mind that there are extra charges for additional luggage

You and your carry-on:

- You are allowed one small carry-on. The carry-on cannot be another suitcase, but should be a backpack you can use on day trips or overnight trips. Pack medicines, a change of clothes, fragile items, valuable and personal items in your carry-on.
- Fragile: camera, electronic devices (switched off), paintings, bottles, china, etc.
- Valuable: jewelry, keys, mobile phone (turned off), ID papers, passport, important documents, etc.
- Personal items for your comfort during the flight: snacks, empty water bottle, loose shoes, medicine, etc.

Items that CANNOT be packed in a carry-on:

- Scissors
- Knives (including Swiss Army knives)
- All sharp, pointed objects
- Over 3 ounces of any liquid substance

Size Restrictions:

- Check with your airline for the most up to date baggage allotments

Labeling your baggage

Remove old labels on your baggage from previous flights, as they could delay delivery. On both the inside and outside of all your baggage items, write your name, permanent home address and your destination address legibly. Labels for this purpose are available at airport check-in counters.

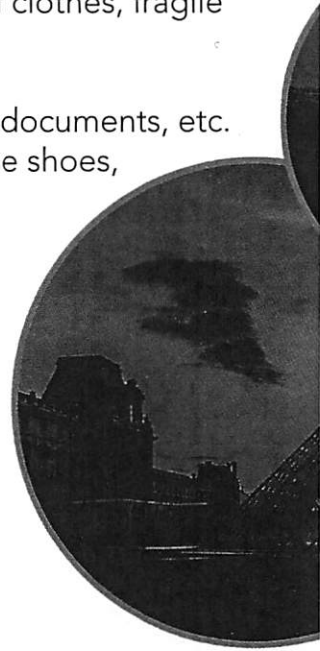
At the Airport

Make sure that:

- A destination label is affixed to each baggage item. Receipts for these labels are then given to you. The label indicates the correct destination and the correct flight number.
- Your baggage is checked in to your final destination if you have connecting flights
- Keep your baggage label receipts safe. By doing this, lost baggage items can be found more easily.
- All baggage items look alike! Take time to check that you are reclaiming your own baggage items.
- Check your name
- Compare the label number affixed to your baggage with the number on the receipt

Security

- Airport security will check your carry-on and hand baggage with X-ray equipment. This process does not put the contents of your hand baggage at risk.
- Do not accept any baggage item given to you by a third party



Money

We recommend bringing some foreign currency as part of your spending money - simply so that your first order of business is NOT changing money. International currency can be ordered from your local bank. You can bring credit cards, ATM cards, or cash.

Don't forget:

- ATM Debit Cards - Make sure to contact your bank before you travel and let them know the country you will be visiting and dates you will be there. It is also a good idea to ask about fees for international withdrawals. Make sure you have an international PIN number without letters. European ATM keyboards do not have letters or the number Zero.
- Credit Cards - call the 800 # on the back of your card and let the card company know where you will be going and for how long.

Phones

We recommend that you "unplug" while you travel. Please keep in mind that American cell phones will not work in Europe unless the phone has global access and a global phone plan. However, there are some options for communicating while your group is traveling.

- You may be able to make calls over WIFI with your phone service
- You may be able to use an app such as WhatsApp or Facetime
- Remember to calculate the time difference from your location to home before making your calls

Check with your service provider for more information or to inquire about international calling plans during your trip.

Travel Tips

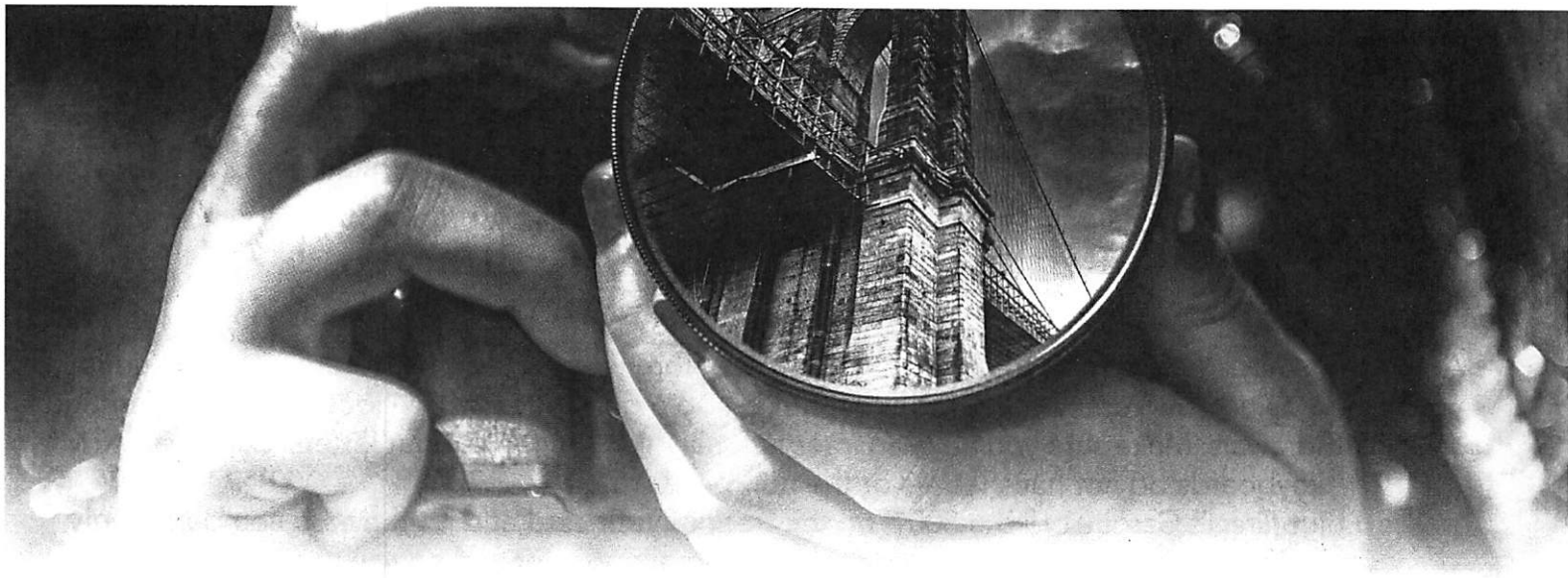
Preventing theft/loss of items

- Carry your money in a money belt under your clothing (except for small pocket money)
- Be aware that pickpockets are most common in the tourist areas such as crowded shopping centers and local buses and trains. Tourists are a favorite target.
- Pickpockets often work in teams, one to distract, the other to steal
- Don't become paranoid about this issue, just use common sense, and don't carry a lot of money or valuables
- Your passport may be held by your teacher while you are in Europe; you should have a photocopy to carry for identification

Returning home

When returning to the U.S., you will have to go through customs and immigration. The following items are prohibited:

- No meat or meat products
- No fruit, or other agricultural products
- People under 21 are not allowed to transport any alcoholic beverages
- Other food items are OK (chocolate, cookies, etc)

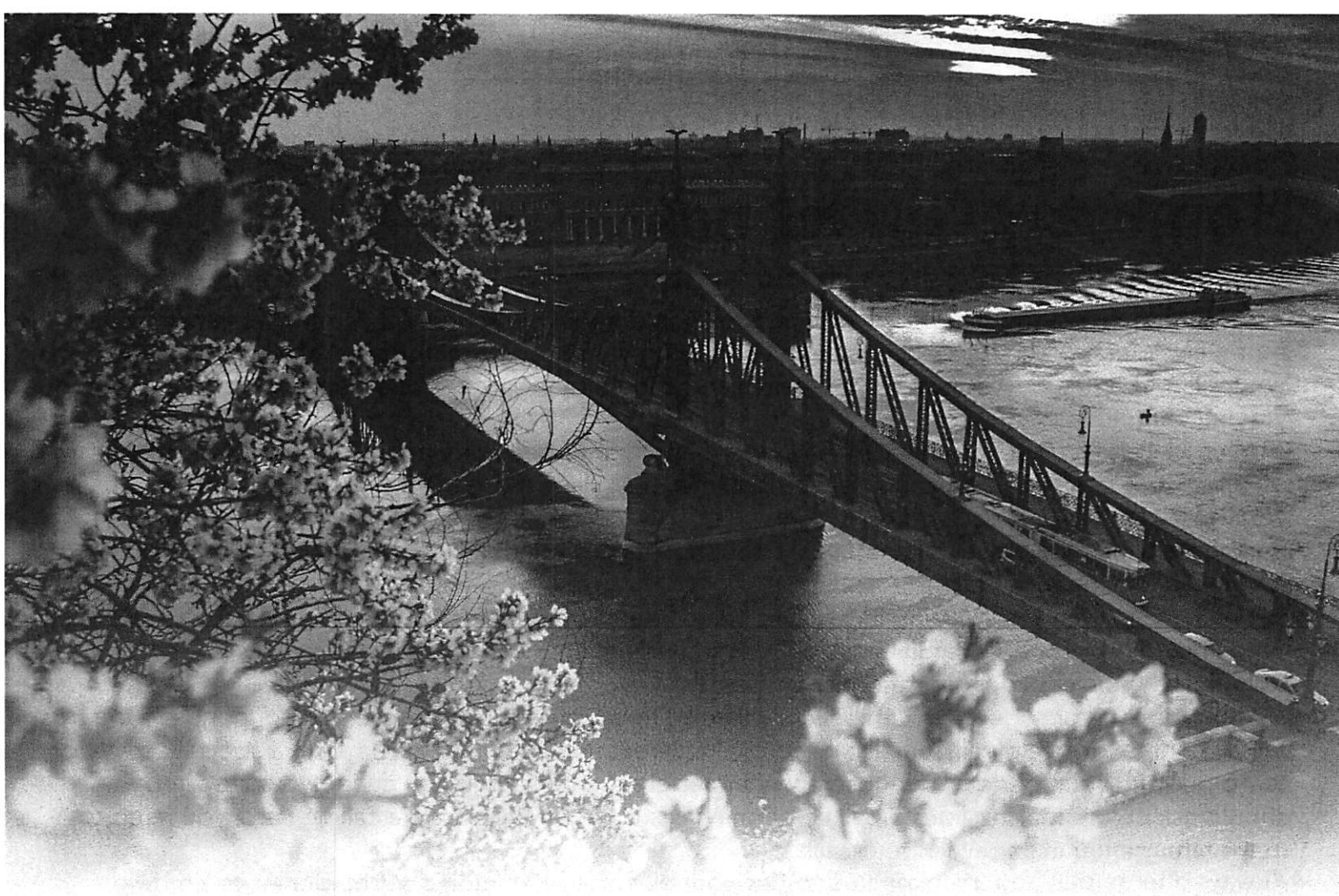


Student Guidelines

- Always be polite and project a positive image. Be aware of your role as a representative of your country. The impression you leave will depend on your behavior.
- Listen and follow directions. Your teacher, tour guide or coordinator will explain the rules and guidelines of the program. Follow instructions and abide by all rules and curfews set up by your chaperones. Ask questions if you do not understand.
- Follow the itinerary with your group. You are required to attend all scheduled group activities unless previously excused by your chaperones.
- Do not drive any motor vehicle, including motorcycles and mopeds. This is not permitted under any circumstances. No exceptions.
- Alcohol and drug use is prohibited at all times.

Remember that Carousel Student Tours, Inc.
provides 24-hour on-call support.

We hope you have a safe and memorable trip!



Staying with your host family

Staying with a family is a great way to develop an understanding of cultural diversity. Remember that your host family invited you to stay with them because they want to share their culture and learn about yours. Do not spend all your energy trying to get together with the other Americans.

Here are a few tips to consider while staying with your host family:

- You will be eating with the family. Try everything; if you don't like something, be polite. Don't make a face, or otherwise embarrass yourself. Remember, your host family wants you to enjoy your experience – so be honest about your food preferences when asked.
- Say "Thank you" a lot. Americans are much more casual than Europeans, and this is often mistaken as rudeness. When you come in, go out, or go to bed, greet the people in the room or say good-bye.
- Try to observe the actions of the family and follow their lead.
- If you have questions about everyday things (for example, the way the shower works) just ask.
- Use your common sense and be courteous.



Homestay Guidelines

- Respect property and the rights of others. You should treat your school site, your host family's home and possessions, and any sites you visit during your program with care. You should be aware that you will not be the only visitors to these sites and should be respectful of other individuals and groups you encounter.
- Attend all classes. Your attendance is important and mandatory. You are to shadow your host sibling on all school days noted on your itinerary. You may miss class if you are ill and with permission of your host parents.
- Respect and obey the rules of your family. Your host family will explain guidelines for living in their home. Follow these guidelines.
- Be neat and tidy in your host family's home. Keep your room neat, or your part of the room; make your bed, and follow your host family's instructions regarding laundry. If you are unsure, just ask. Always offer to help with household chores and family errands.
- Ask permission from your host family. You will need to ask permission before inviting friends to the host family's home, or to a meal. You also need to ask permission, **FIRST**, to take part in a special activity or to go out with your friends. Your host family's rules are the rules to follow during your stay. You should ask before making long distance phone calls. If you are not using a calling card, you need to make arrangements to pay for your calls.
- Always offer to pay. You are expected to pay your own way when going out to dinner, to a movie, or on a family outing. Sometimes your family may not want you to pay, but you should always offer, and be prepared to pay.
- Remember that your host family receives no money for hosting you. They offer their home to you because they are generous people interested in learning about you and your culture. They also want to teach you about their culture.
- Participate in all aspects of family life. The host family wants to learn from you as much as you want to learn from them.
- It is very appropriate to bring a small gift for your family. It is not necessary to spend a lot of money, perhaps something that is unique to your town or state.





TRAVEL ENROLLMENT



PACK YOUR BAGS!

The countdown to your tour is underway. You may be thinking, "Now What?"
The following steps will help walk you through the enrollment process.



Enrollment Checklist

1. Enrollment Application

- ☐ Please fill out our online enrollment application. Visit www.carousel-tours.com and click on the "Enrollment" tab on the top of the homepage.

Once you are on the Enrollment Page, choose from one of the following options under "Apply"

- Click "Apply for a Tour" if you are touring and not staying with a host family
- Click "Apply for a Homestay" If you are traveling abroad and staying with a host family

Once you submit your application, it will be sent to your primary parent's email address for approval. If your parent does not approve the application, it is incomplete.

- ☐ Follow up with your primary parent to make sure they approved your online application.

2. Initial Deposit

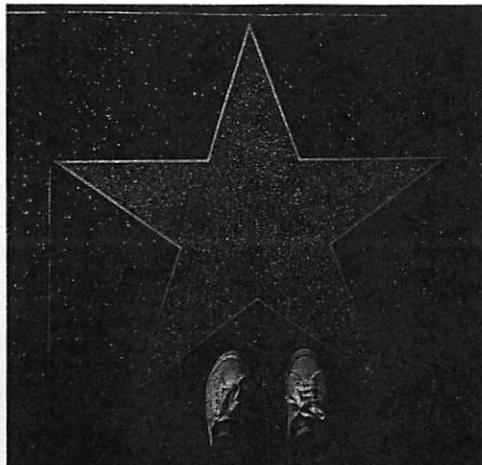
- ☐ Make your first scheduled payment as specified on the "Travel Enrollment Agreement". If you need a copy of this document, email: payment@carousel-tours.com. Payments can be made three ways: check, credit card or bank deposit. See below for details.

3. Passport

- ☐ For travel outside of the United States, you will need a passport. If you don't already have a passport, visit <http://travel.state.gov> to apply.
- ☐ If you do have a passport, make sure that it is valid for six months after your return date. If not, you will have to renew your passport.

Did You Know?

Carousel Student Tours, Inc. will be in contact with you during the entire enrollment process. From sending out a notification email letting you know your application is complete to friendly reminders regarding travel documentation, we are here to assist you even before your plane leaves the ground.



Payments

- To pay online, go to:
www.carousel-tours.com/onlinepayment
- To pay by check, please include the student's name, school and destination and mail to:
Carousel Student Tours, Inc.
PO Box 1404 • Pocasset, MA 02559
- To make a bank deposit, please contact us at payment@carousel-tours.com

4. Required Documentation

- ☐ Please submit photos or photocopies of the picture page of your passport. We accept both color and black and white copies.
- To submit online, go to www.carousel-tours.com/enrollment and under "Travel Documentation" click "Passport Information".
- To submit by email, send to: application@carousel-tours.com.
- To submit by mail, send to:
Carousel Student Tours, Inc.
PO Box 1404 • Pocasset, MA 02559

5. Scheduled Payments

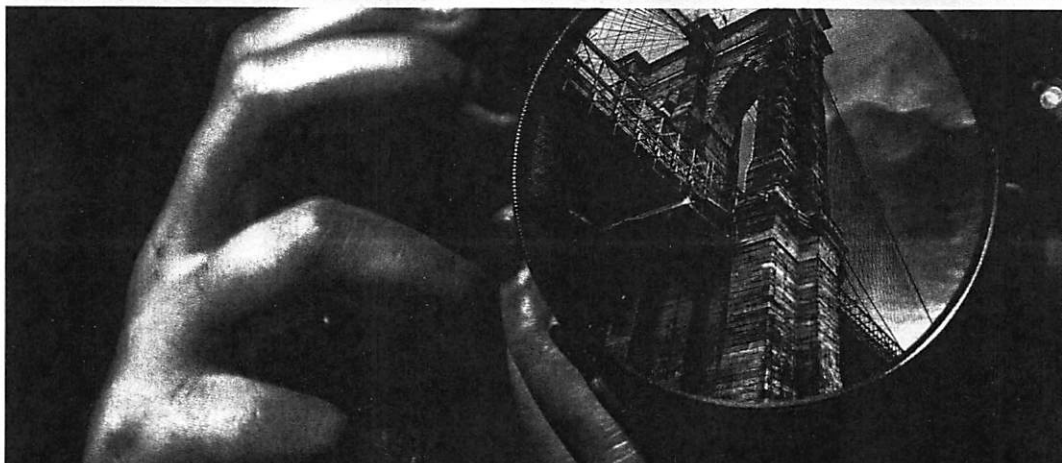
- ☐ Make all your scheduled payments as specified on the "Travel Enrollment Agreement". Contact us at: payment@carousel-tours.com if you have questions or would like to setup a customized payment plan.

6. Attend Traveler's Meeting

- ☐ We will be in touch regarding the final traveler's meeting, including date, time and location.

7. Enjoy a Trip of a Lifetime!

- ☐ Enjoy your trip and don't forget to submit a photo to our \$50 photo contest. Submit photos to photo@carousel-tours.com.



Passport Details

Providing us with your passport copy is easy!

Just snap a clear picture with your smartphone and upload it to our website:

www.carousel-tours.com/enrollment

Travel Insurance

INCLUDED: Traveler's Health Insurance

Carousel Student Tours, Inc. purchases Traveler's Health Insurance for international travelers. The plan includes medical and emergency medical evacuation coverage. The insurance is activated once the group arrives at their destination.

Benefits per person (in U.S. Dollars)	Maximum Amount of Coverage
Trip Interruption	\$500 Return Air Only
Missed Connection	\$500 (3 or more hours)
Trip Delay - 6 hours	\$750 (\$150/day)
Baggage Loss	\$1,500
Baggage Delay	\$300
Emergency Accident/Sickness Medical Expense	\$25,000
Evacuation/Repatriation	\$100,000
Worldwide Emergency Assistance Services	Included

NOT INCLUDED: Trip Cancellation Insurance

The Deluxe Plan includes trip cancellation insurance and provides the best protection for the investment you have made. Trip cancellation insurance must be purchased individually and directly with the insurance company.

We highly recommend that you purchase this type of insurance with a "cancel for any reason" clause. The Cancel For Any Reason (CFAR) option offers protection from trip cancellations due to anxiety or uncertainty of travel which is not a covered reason for trip cancellation within the standard policy. Please note that CFAR is only available at the time of the original plan purchase.

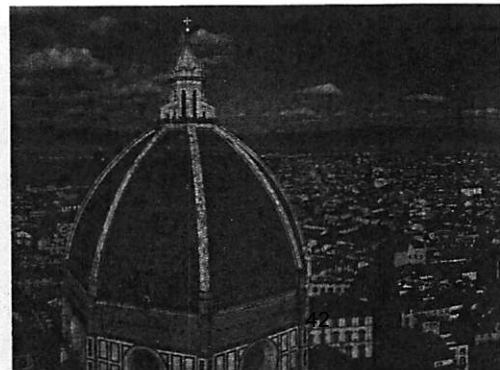
Additionally included in the Deluxe Plan:

Benefits per person (in U.S. Dollars)	Maximum Amount of Coverage
Trip Cancellation	Tour Cost
Trip Interruption	150% of Tour Cost
Cancel For Any Reason (CFAR)	Optional

For a complete description of the policy visit:

https://www.travelinsurancecenter.com/eng/information/cm_certs.cfm?line=ti_stu_grp

If you have questions or would like to purchase, please contact the Travel Insurance Center: 402-343-3636





HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

District Treasurer's Report as of 04/30/19
School Committee Presentation
June 5, 2019

Prepared by:

Don Gallant, District Treasurer
Vinny Leone, Director of Accounting & Payroll



District Treasurer

Primary Roles & Responsibilities

- Process all cash receipts and deposits
- Process all cash disbursements and verify validity of all checks written
- Process all transfers between District accounts, including student activity accounts
- Process all money wire transfers to outside vendors, as required
- Maintain banking relationships for all accounts
- Responsible for all investments of District funds in accordance with state and federal laws as well as School Committee policies
- Maintain and reconcile all District bank accounts on a monthly basis
- Responsible for monitoring cash flow projections
- Annually certify assessment amounts to member towns in accordance with Regional Agreement
- Support annual audit process
- Maintain and submit financial data to Massachusetts School Building Authority as required
- Coordinate all District borrowing and related work with bond advisors, bond counsel and bond rating agencies as required
- Process ACH data and tax liabilities related to bi-weekly payroll
- Train Assistant Treasurer who will perform the duties of the Treasurer as required during any absence of the Treasurer
- Provide semi-annual reports to the School Committee, including but not limited to reporting regarding cash and Investments of the District in accordance with District policy
- Give bond annually for the faithful performance of his/her duties in a form approved by Massachusetts Department of Revenue and District policy
- Shall be present at Warrant Committee meetings to answer questions on warrants and put report together needed for the School Committee meetings
- Shall be responsible for any other duties as assigned by the Assistant Superintendent needed to perform the treasury function of the District
- Process ACH (Automated Clearing House) file to bank for proper distribution of payroll
- Process payments for federal and state payroll taxes
- Sign Student Activity checks in absence of designated signee
- Process payment of sales taxes to the state on iPad transactions
- Process all Positive Pay transaction with the bank



General Fund Update

YTD as of April 30,2019

			Beginning	Ending	Interest
		Investment	<u>Balance</u>	<u>Balance</u>	<u>Earned</u>
<u>Account Name</u>		<u>Type</u>	<u>7/1/2018</u>	<u>4/30/2019</u>	<u>thru 4/30/19</u>
Depository		Operating	\$ 5,117,068.91	\$4,637,838.81	\$ 17,050.13
Payroll		Checking	\$ 50,000.00	\$ 50,313.99	\$ 1,436.94
Vendor		Checking	\$ (613,185.96)	\$ -	\$ 1,162.36
New Vendor		Checking	\$ -	\$ 49,999.90	\$ 21.72
Money Market		Money Market	\$ 3,923.45	\$ 6,303.09	\$ 31.83
Cafeteria		Money Market	\$ 43,743.72	\$ 503,138.50	\$ 1,569.69
User Fees		General	\$ 22.13	\$ 219,046.07	\$ 302.08
iPads		General	\$ 44,831.06	\$ 114,634.83	\$ 311.79
Supt Debit Card		Debit Card	\$ 5,016.79	\$ 5,032.43	\$ 15.64
Asst Supt Debit Card		Debit Card	\$ 5,009.67	\$ 5,023.53	\$ 13.86
Scholarship Holding		Holding	\$ 100.38	\$ 100.72	\$ 0.34
Total			\$ 4,656,530.15	\$5,591,431.87	\$ 21,916.38



Student Activities Update

YTD as of April 30, 2019

			Beginning	Ending	Interest
		Investment	Balance	Balance	Earned
<u>Account Name</u>		<u>Type</u>	<u>7/1/2018</u>	<u>4/30/2019</u>	<u>thru 4/30/19</u>
Buker Savings		Money Market	\$ 1,233.84	\$ 528.61	\$ 6.52
Buker Checking		Checking	\$ 507.27	\$ 509.42	\$ 2.15
Cutler Savings		Money Market	\$ 1,452.43	\$ 857.87	\$ 10.15
Cutler Checking		Checking	\$ 1,049.95	\$ 1,553.55	\$ 3.60
Winthrop Savings		Money Market	\$ 2,340.27	\$ 2,639.82	\$ 14.09
Winthrop Checking		Checking	\$ 41.54	\$ 42.12	\$ 0.58
Miles River Savings		Money Market	\$ 9,979.68	\$ 12,200.45	\$ 67.57
Miles River Checking		Checking	\$ 4,876.03	\$ 4,891.23	\$ 15.20
High School Savings		Money Market	\$ 43,284.75	\$ 59,994.31	\$ 369.44
High School Checking		Checking	\$ 25,006.95	\$ 25,005.74	\$ 80.95
Total			\$ 89,772.71	\$ 108,223.12	\$ 570.25



Student Activities Update: HS Subsidiary Accounts

YTD as of April 30, 2019

	Balance			Balance
<u>Activity</u>	<u>7/1/2018</u>	<u>Deposits</u>	<u>Spending</u>	<u>4/30/2019</u>
Art Dept Field Trips	\$ 1,837.81	\$ 681.00	\$ (692.00)	\$ 1,826.81
Class of 2018	\$ 2,648.36	\$ -	\$ (2,648.36)	\$ -
Class of 2019	\$ 14,655.36	\$ 16,409.00	\$ (20,219.18)	\$ 10,845.18
Class of 2020	\$ 4,097.79	\$ 16,144.65	\$ (11,684.97)	\$ 8,557.47
Class of 2021	\$ 1,820.86	\$ 6,534.80	\$ (2,205.00)	\$ 6,150.66
Class of 2022	\$ -	\$ 1,823.62	\$ (600.00)	\$ 1,223.62
Concession Stand Equip Reserve	\$ 1,032.40	\$ -	\$ -	\$ 1,032.40
DECA	\$ 6,168.35	\$ 99,570.77	\$ (86,818.22)	\$ 18,920.90
English Dept Field Trips	\$ 1,505.77	\$ 640.00	\$ -	\$ 2,145.77
Environmental Club	\$ 502.64	\$ -	\$ -	\$ 502.64
Fine Arts-Vocal	\$ 6,977.60	\$ 7,344.00	\$ (5,493.90)	\$ 8,827.70
Foreign Lang Field Trips	\$ 462.27	\$ -	\$ -	\$ 462.27
FROSH	\$ 594.77	\$ -	\$ -	\$ 594.77
High School Band	\$ -	\$ 500.00	\$ (443.00)	\$ 57.00
Interact Club	\$ 1,202.75	\$ -	\$ -	\$ 1,202.75
LGBTQSA	\$ 452.71	\$ -	\$ -	\$ 452.71
Life Skills	\$ -	\$ 139.86	\$ (120.95)	\$ 18.91
Math Dept Field Trips	\$ 727.42	\$ 1,142.00	\$ (1,133.00)	\$ 736.42
Model UN	\$ 1,241.37	\$ 3,457.38	\$ (4,412.50)	\$ 286.25
Musical	\$ 554.87	\$ -	\$ (497.71)	\$ 57.16
National Honor Society	\$ 382.07	\$ 148.50	\$ 238.00	\$ 768.57



Student Activities Update: HS Subsidiary Accounts

YTD as of April 30, 2019

	Balance			Balance
<u>Activity</u>	<u>7/1/2018</u>	<u>Deposits</u>	<u>Spending</u>	<u>4/30/2019</u>
PE/Wellness Field Trips	\$ 388.77	\$ -	\$ -	\$ 388.77
Recycling Club	\$ 676.26	\$ -	\$ -	\$ 676.26
Robotics Club	\$ -	\$ 350.00	\$ -	\$ 350.00
RHS Gives Back	\$ -	\$ 2,664.57	\$ (2,329.75)	\$ 334.82
Science Club	\$ 660.36	\$ -	\$ -	\$ 660.36
Science Dept Field Trips	\$ 458.88	\$ 1,364.00	\$ (1,714.00)	\$ 108.88
Six Flags Field trip	\$ 1,092.77	\$ -	\$ -	\$ 1,092.77
Ski Club	\$ 3,099.07	\$ 6,856.00	\$ (6,921.40)	\$ 3,033.67
Social Studies Dept Field Trips	\$ -	\$ -	\$ -	\$ -
Student Funds Interest	\$ -	\$ 396.27		\$ 396.27
Student Government	\$ 1,671.95	\$ -	\$ (192.00)	\$ 1,479.95
The General's Store	\$ 1,555.77	\$ 2,547.91	\$ -	\$ 4,103.68
Theater Workshop	\$ 5,090.25	\$ 61.25	\$ (1,563.84)	\$ 3,587.66
Trip to Peru	\$ 817.53	\$ 1,835.00	\$ (1,950.83)	\$ 701.70
Unclassified	\$ -		\$ 1,411.76	\$ 1,411.76
Yearbook	\$ 5,753.81	\$ 805.00	\$ (4,675.00)	\$ 1,883.81
Total	\$ 68,130.59	\$ 171,415.58	\$ (154,665.85)	\$ 84,880.32



Scholarships Update

YTD as of April 30, 2019

	Balance	Scholarships		Interest	Realized/Unrealized	Balance
<u>Scholarship</u>	<u>7/1/2018</u>	<u>Paid Out</u>	<u>Expenses</u>	<u>Income</u>	<u>Gain or Loss</u>	<u>4/30/2019</u>
Patricia Alger	\$ 3,985.33	\$ (1,000.00)	\$ (37.38)	\$ 71.07	\$ 99.87	\$ 3,118.89
Francis Bettencort	\$ 17,582.58	\$ (1,000.00)	\$ (149.01)	\$ 275.55	\$ 392.31	\$ 17,101.43
Katherine Bradford	\$ (44.72)		\$ (48.88)	\$ 99.48	\$ 135.63	\$ 141.51
Benjamin Brettler	\$ 15,133.68	\$ (1,000.00)	\$ (134.91)	\$ 250.94	\$ 356.32	\$ 14,606.03
Anita Bruyere	\$ 207,912.05	\$ (4,000.00)	\$ (1,822.48)	\$ 3,368.15	\$ 4,796.63	\$ 210,254.35
Capt John Chouinard	\$ 13,544.68	\$ (500.00)	\$ (121.58)	\$ 225.64	\$ 320.74	\$ 13,469.48
Thomas Henderson	\$ 5,624.62	\$ (125.00)	\$ (48.05)	\$ 88.38	\$ 126.14	\$ 5,666.09
Sherm Kinney	\$ 8,605.45	\$ (1,500.00)	\$ (73.80)	\$ 138.31	\$ 195.73	\$ 7,365.69
Jayson Kmiec	\$ 3,526.52		\$ (35.44)	\$ 69.55	\$ 96.37	\$ 3,657.00
Jennie Mears	\$ 7,409.91	\$ (500.00)	\$ (66.08)	\$ 122.93	\$ 174.54	\$ 7,141.30
Paul Moscovitch	\$ 41,220.08	\$ (1,500.00)	\$ (369.58)	\$ 685.73	\$ 974.79	\$ 41,011.02
Louis Polsonetti	\$ 28,215.84	\$ (1,000.00)	\$ (246.92)	\$ 457.03	\$ 650.40	\$ 28,076.35
Helen Pruszyński	\$ 16,746.67	\$ (1,800.00)	\$ (144.04)	\$ 268.14	\$ 380.60	\$ 15,451.37
Adam Snavely MD	\$ -	\$ 153,000.00	\$ (455.77)	\$ 939.96	\$ 4,193.67	\$ 157,677.86
Soterros Apostolakos	\$ 12,929.85	\$ (1,000.00)	\$ (115.62)	\$ 215.37	\$ 305.60	\$ 12,335.20
Alfred and Sara Weis	\$ 4,450.71	\$ -	\$ (38.00)	\$ 69.89	\$ 99.76	\$ 4,582.36
Total	\$ 386,843.25	\$ 138,075.00	\$ (3,907.54)	\$ 7,346.12	\$ 13,299.10	\$ 541,655.93



General Receipts Summary

YTD as of April 30, 2019

Receipts <u>Source</u>	Received Thru <u>4/30/2019</u>
Wenham Assessment	\$ 8,090,590.84
Hamilton Assessment	\$ 14,788,678.34
Chapter 70	\$ 3,049,780.00
Chapter 71	\$ 183,929.00
Circuit Breaker	\$ 701,890.00
School Choice Tuition	\$ 332,653.00
SPED Tuition In	\$ -
PreK Tuition 2018-2019	\$ 84,407.00
Medicaid	\$ 64,497.67
MSBA-Debt Reimbursement	\$ 1,132,065.00
Debt Cost Assessments-Wenham	\$ 335,315.94
Debt Cost Assessment-Hamilton	\$ 622,894.06
Charter School Reimbursement	\$ 9,982.00
E-Rate	\$ -
Facilities Rentals	\$ 18,216.00
Grants	\$ 506,007.00
Total	\$ 29,920,905.85



Grants Receipts Summary

YTD as of April 30, 2019

<u>Receipts thru 4/30/19</u>				
<u>Grant Name</u>	<u>For FY17</u>	<u>For FY18</u>	<u>For FY19</u>	<u>Total</u>
Title I	\$ 2,526.00	\$ 52,036.00	\$ 28,877.00	\$ 83,439.00
IDEA	\$ -	\$ 94,203.00	\$ 212,266.00	\$ 306,469.00
Title 4	\$ -	\$ -	\$ 957.00	\$ 957.00
SPED EC	\$ -		\$ 10,037.00	\$ 10,037.00
Title IIA	\$ -	\$ 24,678.00	\$ 22,288.00	\$ 46,966.00
CFCE	\$ -	\$ -	\$ 54,789.00	\$ 54,789.00
Big Yellow School Bus	\$ -	\$ -	\$ 750.00	\$ 750.00
STARS Residency	\$ -	\$ -	\$ 2,600.00	\$ 2,600.00
SPED Secondary Transition	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	\$ 2,526.00	\$170,917.00	\$ 332,564.00	\$ 506,007.00



Debt Service Update

YTD as of April 30, 2019

					Cutler Roof and Summer 2013 Projects		Buker/Winthrop 2016
			<u>MS/HS</u>		<u>Projects</u>		<u>2016</u>
Original Bond			\$15,540,000		\$1,582,000		\$1,531,000
Interest			<u>\$2,871,489</u>		<u>\$456,992</u>		<u>\$266,668</u>
Total			\$18,411,489		\$2,038,992		\$1,797,668
Payments to Date-thru 4/30/19							
Principal			\$15,540,000		\$402,000		\$181,000
Interest			<u>\$2,871,489</u>		<u>\$233,979</u>		<u>\$75,193</u>
Total			\$18,411,489		\$635,979		\$256,193
Payments Due in FY19							
Principal			\$0		\$0		\$0
Interest			<u>\$0</u>		<u>\$0</u>		<u>\$0</u>
Total			\$0		\$0		\$0
Term Remaining							
			0		11 years		13 years
Payoff Date							
			paid		10/15/2029		10/15/2031
Payments Remaining after FY19							
Principal			\$0		\$1,180,000		\$1,350,000
Interest			<u>\$0</u>		<u>\$223,013</u>		<u>\$191,475</u>
Total			\$0		\$1,403,013		\$1,541,475



Assistant Treasurer Training

The Assistant Treasurer has been trained to:

- Process payroll checks
- Process vendor checks
- Process required cash transfers for student activities accounts as well as general accounts
- Process cash receipts as required
- Process ACH file to bank for proper distribution of payroll
- Process payment of federal and state payroll taxes
- Process all Positive Pay transactions with the bank

**DEPARTMENT OF
NUTRITION
SERVICES
REPORT TO THE
SCHOOL
COMMITTEE**



JUNE 5, 2019

DEPARTMENT OVERVIEW - WHO WE ARE

Food Service Personnel

Director of Nutrition Services - Catherine A. Donovan, MEd, SNS

HWRHS - 4 staff (5.86 FTE based on 20 hours/week)

Manager - Eleni Burns

MRMS - 3 staff (4.53 FTE)

Manager – Laura Wallick

Winthrop - 2 staff (2.75 FTE)

Manager - Susan Newth

Cutler - 2 staff (2.62 FTE)

Manager - Donna Stephens

Buker - 2 staff (2.89 FTE)

Manager - Kim Allen

Administrative Assistant - Jeanette Bybee (25 hours/week)



DEPARTMENT OVERVIEW - WHAT WE DO

The Food Service Department is made up of 5 on site, full preparation kitchens. Serving approximately 550 reimbursable meals/day in addition to adult and ala carte sales.

In addition to daily meal service responsibilities include:

- Administration of the Federal NSLP
 - Free/Reduced application management
 - Procurement of both commercial and commodity products
- Management of Practices/Procedures
 - Unpaid meal charges
 - Sanitation and safety
 - Equipment repair and maintenance
- Personnel Management -
 - Training
 - Hiring
 - Reviews
- Classroom/Cafeteria Collaboration
- Participation on district Wellness Advisory Committee
- Catering of special events



Reimbursable Meals Served (as of April 30)

2018/2019 – 82867 – 34% - Participation Rate

2017/2018 - 76382 – 33%

2016/2017 - 75978 - 31%

Free and Reduced Lunch Program

Students Participating	171	(2017/2018 170)
Percent participation	9.8%	(2017/2018 9.8%) ⁶

TRAINING/ PROFESSIONAL STANDARDS HHFKA

Why did USDA develop Professional Standards for school nutrition personnel?

USDA developed professional standards for a number of reasons, including:

- Training requirements will help build skills
- To help school nutrition professionals stay current with complex school nutrition programs
- To enhance the image of school nutrition employees
- Food handling training for school nutrition staff is crucial for the health of our students

How many hours of continuing education/training do I need each year?

Continuing education/ training requirements for all districts sizes are the same and to facilitate implementation, the rule phases in the training hour requirements for directors, managers, and staff (we have all met or exceeded)

- Directors - 12 hours
- Managers - 10 hours
- Other Staff - 6 hours

How do we accomplish this?

- SNA webinars
- SNA of MA local chapter meetings
- JSI workshops to go
- Online classes
- In-house training - Sanitation/Safety procedures, district specific information, epi-pen/heimlich

MENUS/FOOD

Food Components and Vegetable Subgroups Using USDA Foods for Massachusetts

USDA Foods include a variety of convenient products that school districts may select to match their needs and meet the current meal pattern for the National School Lunch Program (NSLP) and School Breakfast Program (SBP). The foods listed below are commonly used in menu planning. USDA Foods that are currently available in Massachusetts are represented in bold italics with an asterisk.

MEAT/ MEAT ALTERNATE	GRAINS	FRUITS
<ul style="list-style-type: none"> Beef (ground, patty, taco filling-lower sodium)* Cheese (reduced fat cheddar, American skim, light or part skim mozzarella)* Chicken (oven roasted, diced, cut up, fajita strips)* Egg products-liquid eggs, bulk eggs* Lean meat, pork, poultry and fish products* Pork (roast leg, pork ham-lower sodium)* Tuna(light) Turkey (roast, breast deli-lower sodium, taco filling)* 	<ul style="list-style-type: none"> Breads (slice whole wheat, french, Italian) Buns (hamburger, hot dog) Crackers (graham, saltines) Flour (all purpose, whole wheat)* Pita bread(whole wheat, whole grain) Pizza crust (whole wheat, whole grain) Pretzels Macaroni (regular, plain elbow) Rice (enriched white or brown long grain rice)* Rolls oats Rice (whole wheat, whole grain) Stuffing Taco shells(whole wheat or whole corn) Tortillas (whole wheat*, whole corn) Whole grain pancakes* Whole grain pastas (spaghetti, rotini, macaroni)* 	<ul style="list-style-type: none"> Applesauce unsweetened* - (Canned*and Shelf Stable Cups*) Canned fruits (apple slices unsweetened, cranberry sauce sweetened)* Canned fruits in extra light sucrose (mixed fruit, pears, peaches)* Dried fruits (raisins*, cherries, plums, apricots and fig pieces in fruit nut mix, Fruit Mix No Nuts*) Frozen fruit cups (strawberry, peaches)* Frozen fruits (unsweetened blueberries, whole strawberries, apple slices)* (sweetened strawberry slices)* 100 % juice (orange*, grape, apple)

VEGETABLE SUBGROUPS

DARK GREEN	RED/ORANGE	STARCHY	BEANS AND PEAS (LEGUMES)	OTHER
<ul style="list-style-type: none"> arugula beet greens bok choy broccoli* broccoli rabe broccoli collard greens dark green leafy lettuce kale mesclun mustard greens romaine lettuce spinach* swiss chard turkey greens wintercress 	<ul style="list-style-type: none"> acorn squash butternut squash carrots* hubbard squash pumpkin red peppers sweet potatoes* tomato juice tomatoes (diced, spaghetti sauce, paste, salsa)* winter squash 	<ul style="list-style-type: none"> black-eyed peas, fresh (not dry) cassava cowpeas, fresh (not dry) green banana green lima beans green peas* jacama plantains taro water chestnuts white potatoes (wedge, round, oven fries)* yams 	<ul style="list-style-type: none"> black beans* cannozzo beans (chickpeas)* Great Northern beans* kidney beans* navy beans* pinto beans* soy beans split peas white beans 	<ul style="list-style-type: none"> artichokes asparagus avocado bean sprouts beets brussels sprouts cabbage cauliflower celery cucumbers eggplant green beans* green peppers iceberg lettuce leeks mushrooms okra olives onions radishes turnips wax beans zucchini

Adapted from the Connecticut State Department of Education by the Massachusetts Department of Elementary and Secondary Education Office of Nutrition, Health and Safety Programs, August 2013.



THE SCHOOL NUTRITION ASSOCIATION



- The **SNA of Massachusetts** is a state affiliate of the National School Nutrition Association. We bring information, services and continuing education to over 1000 school food service professionals in Massachusetts.
- SNA membership is vital to stay informed about all of the many changes happening in school meals today and provides tools to help improve programs.
- I currently serve as President of SNA of Mass. until July 31.
- **My accomplishments as president include:**
 - working with allied organizations (MASBO, MASC, MASS) to reach shared goals
 - supporting programs that fight childhood hunger when students are not in school
 - developing future leaders for our programs and our association
- Serving on the board of directors offers me the benefit of attending national conferences; bringing back vital information to HWRSD and provides transferable skills that I take back and use right away



YEAR IN REVIEW - HIGHLIGHTS AND SPECIAL ACCOMPLISHMENTS



THANK YOU



- Catherine A. Donovan, MEd, SNS
- c.donovan@hwschools.net



WELLNESS

A. Introduction

The Hamilton-Wenham Regional School District (HWRSD) is committed to providing a school environment that enhances learning and development of lifelong wellness practices. Driven by the District's Core Value to develop the whole child, including academic abilities and physical and emotional well-being guided by the district's strategic plan, the Alliance for a Healthier Generation Program and in accordance with the Healthy, Hunger Free Kids Act of 2010 a local Wellness Policy has been developed by the District Wellness Committee. In addition to the policy a [Wellness Guideline](#) document has been created by the District Wellness Committee providing further detail about each section of the policy.

B. Wellness Committee

The mission of the Hamilton-Wenham Regional School District Wellness Committee is to provide a Whole School, Whole Community, Whole Child approach to physical, mental, social and emotional health promoting innovative learning and skill development as the foundation for academic success and personal achievement, thereby instilling a supportive and health literate climate for all students, teachers, staff, and community. For more information read page 4 of the HWRSD Wellness Guideline.

C. Health Education

HWRSD will implement a planned, sequential; pre K-12 curriculum that addresses the physical, mental, emotional and social dimensions of health and that is aligned with the Mass Health Frameworks, the National Health Education Standards and existing district policy H8047. Standards to reduce student participation in risk behaviors such as nutrition, sexuality, tobacco, alcohol & other drugs, social & emotional, and violence prevention education will be included within the preK-12 health education curriculum. For more information read page 13 of the HWRSD Wellness Guideline.

D. Physical Activity

HWRSD will implement a planned, sequential, pre K-12 physical education curriculum that addresses the physical, social, emotional and cognitive development of all students following the Mass Physical Education Frameworks and the National Physical Education Standards. This program will provide a variety of developmentally appropriate activities that are interwoven with sound standards, benchmarks, and assessments to focus on student learning. Opportunities for learning experiences in a variety of activity areas, including physical education, teams and sports clubs, recess in K-8, and co-curricular activities will be provided. Daily directed physical movement will be promoted at all levels. For more information read page 10 of the HWRSD Wellness Guideline.

E. Nutrition

HWRSD will:

- Provide reimbursable student meals that meet state and federal guidelines;
- Offer a variety of nutritious, affordable and appealing foods that accommodate the health and nutrition needs of all students;
- Develop nutrition guidelines for all foods available on each school campus during the school day, with the objective of promoting student health and reducing childhood obesity;
- Monitor foods available on all school campuses to assure adherence to these guidelines;
- Make nutritional recommendations for foods served in school-related activities beyond the school day.

For more information read page 8 of the HWRSD Wellness Guideline.

Adopted: June 15, 2006

Reviewed: December 18, 2014

F. Guidance and Counseling

HWRSD will create a planned, sequential preK-12 guidance workshops and counseling services following the Massachusetts Model for Comprehensive School Counseling Programs of 2017. In the high school, school counselors co-teach with wellness teachers promoting social and emotional competencies defined by CASEL (2017) promoting lifelong wellness practices for students and the larger school community. For more information read page 13 of the HWRSD Wellness Guideline.

G. Health Services

HWRSD will provide preventative care and intervention strategies aligned with the Massachusetts School Health Services and MA Department of Public Health policy and guidelines and existing district policy H8045. For more information read page 15 of the HWRSD Wellness Guideline.

H. Health Promotion and Professional Learning for Staff

HWRSD will identify and recommend informal opportunities and resources that support school staff as they model healthy wellness practices within the district. For more information read page 15 of the HWRSD Wellness Guideline.

I. Healthy School Environment

HWRSD will promote safe, healthy, well-maintained surroundings that support a culture of caring, respect and responsibility. For more information read page 15 of the HWRSD Wellness Guideline.

J. Family/Community Involvement

HWRSD will make efforts to gather resources, define services, provide programs and respond to the health needs of HWRSD students and families. In addition, the district may also support other broad-based groups that promote wellness as they are created within our communities. For more information read page 15 of the HWRSD Wellness Guideline.

II. Policy Review and Revision

This policy and its procedures will be reviewed every two years for compliance with state and federal law. Review and revision of these policies and procedures shall occur as needed by the District Wellness Committee, but at least every two years. For more information read page 6 of the HWRSD Wellness Guideline.

III. Legal References

Healthy, Hunger Free Kids Act of 2010 Section 204

7 CRF Parts 210 and 220

National School Lunch and School Breakfast Program

Richard B. Russell National School Lunch Act

Child Nutrition Act of 1996

Massachusetts General Laws:

c.71 s.3 (physical education)

c.69 s.1c (nutritional standards and food services in public school)

c 71 s. 2a (tobacco, student use)

c.71, 337h (tobacco, use on school grounds)

Adopted: June 15, 2006

Reviewed: December 18, 2014

Adopted: June 15, 2006
Reviewed: December 18, 2014

Sands, Jeffrey

From: Sands, Jeffrey
Sent: Tuesday, May 28, 2019 8:32 AM
To: Polito, David; Gertz, Kerry; Lee, Gene; Horgan, Michelle; Wolczik, Peter; Michelle, Bailey; Stacey Metternick; Harvey, Michael
Subject: Follow-up

Contracts with Recruiting or Executive Search Firms are not exempt from MGL 30b Procurement Laws.

- 1) A Contract under \$10,000 must be procured utilizing sound business practices. The law defines sound business practices as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes".
- 2) Contracts between \$10,000 and \$50,000 must be procured by using a written purchase description to solicit quotations from no fewer than 3 Firms that customarily provide the service.

I suspect you'll need to follow #2 above where the Contract would be awarded to the responsible Firm offering the needed service at the lowest price quote. A written Contract between the District and the Firm is required.

Regards
Jeff

Assistant Superintendent of Finance & Administration
Hamilton Wenham Regional School District
5 School Street
Wenham, MA 01984
978-626-0827

2019-2020 School Committee Meeting Schedule (Tentative)

July ??	
August ??	
September 4	
September 18	
October 2	
October 16	
November 6	
November 20	
December 4	
December 18	
January 8	SC Adopts Tentative Budget
January 22	
February 5	
February 12	SC Adopts a Budget
March 4	
March 18	
April 1	
April 4	Annual Town Meeting (Tent.)
April 9	Annual Town Election (Tent.)
April 15	Reorganization Meeting
May 6	
May 20	
June 3	
June 17	

DONATIONS

SC Meeting
June 5, 2019

Mass Cultural Council	\$1,000
<ul style="list-style-type: none">• Help in defraying cost of elementary students trip to the Boston Symphony Orchestra Youth Concert	
Friends of Cutler Elementary School	\$400
<ul style="list-style-type: none">• Purchase of mini grant fine motor tub materials for kindergarten classrooms	
Friends of HWRHS/MRMS	\$300
<ul style="list-style-type: none">• Contributed to the 8th grade field trip to DC	

May 20, 2019

Please consider the attached gift proposal from the Friends of Cutler to Cutler School. I recommend accepting this for the following reasons:

Our youngest learners, kindergarten students, would benefit from access to the materials in the requested activity tubs as they build their fine motor muscles. Access to the materials for pre-writing activities will benefit them throughout their early learning years as they transition to school work that requires written output.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Jennifer Clifford", with a long, sweeping horizontal line extending to the right.

Jennifer Clifford

May 20, 2019

The Friends of Cutler would like to present the following gifts to Cutler School and request School Committee approval.

The Friends would like to purchase mini grant fine motor tub materials totalling \$400 for both kindergarten classrooms. Allison Goodchild and Joanne Leary have requested materials that will allow students to practice fine motor activities in rotating centers within the classroom in order to build their fine motor muscles. The materials would be used in literacy centers or for hands on morning work and are supported by the classroom teachers as well as occupational therapist.

Respectfully Submitted,

Val McCormack, vmccormack76@gmail.com

Leslie Potter, leslie_donlon@yahoo.com

Friends of Cutler Co-Presidents 2018-19