



HAMILTON-WENHAM

REGIONAL SCHOOL DISTRICT

5 SCHOOL STREET, WENHAM, MA 01984 • TEL. 978-468-5310

SCHOOL COMMITTEE MEETING

AGENDA AMENDED 09.02.19 @ 9:29 AM

Buker Elementary School

Wednesday, September 4, 2019

7:00 p.m. - 9:00 p.m.

Multi-Purpose Room

Agenda

1. Call to order 7:00 PM
2. Pledge of Allegiance
3. Citizen's Comments
4. Consent Agenda
 - a. Warrants
 - Voucher 4: August 16, 2019 [Exhibit A](#)
 - Voucher 1007: August 16, 2019 [Exhibit B](#)
 - Voucher 2809: August 16, 2019 [Exhibit C](#)
 - Voucher 2810: August 16, 2019 [Exhibit D](#)
 - Voucher 5: August 30, 2019 [Exhibit E](#)
 - Voucher 1009: August 30, 2019 [Exhibit F](#)
 - Voucher 1010: August 30, 2019 [Exhibit G](#)
 - Voucher 2811: August 30, 2019 [Exhibit H](#)
 - Voucher 2812: August 30, 2019 [Exhibit I](#)
 - b. Vote to approve workshop minutes: August 21, 2019 [Exhibit J](#)
5. New Business
 - a. Vote to Renew Asst. Treasurer, Kevin Mahoney, Contract [Exhibit K](#)
 - b. Vote to approve Soccer Booster Fundraiser [Exhibit L](#)
 - c. Vote to appoint a member(s) to explore alternative legal support options
6. Superintendent's Report
 - a. Entry Plan Presentation [Exhibit M](#)
 - b. DRAFT Interim Superintendent Goals [Exhibit N](#)
7. Chair's Report
 - a. DRAFT School Committee Goals [Exhibit O](#)
8. Items for Future Meetings
9. Vote to Adjourn

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 4

Voucher Date: 08/16/2019

Prepared By:

Kevin Mahoney

Printed: 08/14/2019 01:54:44 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$6,538.46 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (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

Kevin Mahoney
Kevin Mahoney

Assistant District Treasurer

Michelle G. Hoya
Designee

School Committee Member

Vincent Leone
Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$6,538.46
100	PRIOR YEAR ENCUMBRANCES	\$0.00
202	REVOLVING FUNDS	\$0.00
302	94-142 IDEA 240	\$0.00
402	STATE GRANTS FY EVEN YEARS	\$0.00
701	CAFETERIA FUNDS	\$0.00
		\$6,538.46

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1007

Voucher Date: 08/16/2019

Prepared By:

Kevin Mahoney

Printed: 08/14/2019 01:47:48 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$572,189.65 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (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

Kevin Mahoney
Kevin Mahoney

Assistant District Treasurer

Mitchell G. Hoge
Designee

School Committee Member

Vincent Leone
Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$572,189.65
		\$572,189.65

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2809

Voucher Date: 08/16/2019

Prepared By:

Kevin Mahoney
 Printed: 08/14/2019 12:03:13 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$72,329.59 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (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

Kevin Mahoney
 Kevin Mahoney

Assistant District Treasurer

Michelle St. John
 Designee

School Committee Member

Vincent Leone
 Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$53,872.80
100	PRIOR YEAR ENCUMBRANCES	\$10,301.43
202	REVOLVING FUNDS	\$216.02
205	ATHLETIC/EXTRA CURR REVOLVING	\$2,740.00
301	TITLE I	\$593.58
402	STATE GRANTS FY EVEN YEARS	\$793.78
502	PRIVATE GRANTS & GIFTS	\$3,811.98
		\$72,329.59

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2810

Voucher Date: 08/16/2019

Prepared By:

Kevin Mahoney

Printed: 08/14/2019 12:10:34 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$343,233.99 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (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

Kevin Mahoney
Kevin Mahoney

Assistant District Treasurer

Michelle G. Forza
Designee

School Committee Member

Vincent Leone
Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$53,627.78
100	PRIOR YEAR ENCUMBRANCES	\$400.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$4,118.06
303	TITLE IIA	\$3,000.00
452	CAPITAL PROJECT FY19/FY20	\$282,088.15
		\$343,233.99

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 5

Voucher Date: 08/30/2019

Prepared By: 

Printed: 08/28/2019 01:31:42 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$25,292.48 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (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


Kevin Mahoney

Assistant District Treasurer


Designee

School Committee Member


Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$25,292.48
100	PRIOR YEAR ENCUMBRANCES	\$0.00
202	REVOLVING FUNDS	\$0.00
402	STATE GRANTS FY EVEN YEARS	\$0.00
701	CAFETERIA FUNDS	\$0.00
		\$25,292.48

five checks

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1009

Voucher Date: 08/30/2019

Prepared By: 

Printed: 08/28/2019 01:06:28 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$42,648.74 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (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


Kevin Mahoney

Assistant District Treasurer


Designee

School Committee Member


Vincent LeoneAssistant Super. of Fin. &
Admin.

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
001 GENERAL FUND	\$42,648.74
	<u>\$42,648.74</u>

4138 Payments

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1010

Voucher Date: 08/30/2019

Prepared By: 

Printed: 08/28/2019 01:23:07 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$767,862.86 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (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


 Kevin Mahoney

Assistant District Treasurer


 Designee

School Committee Member


 Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
001 GENERAL FUND	\$767,862.86
	\$767,862.86

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2811

Voucher Date: 08/30/2019

Prepared By: 

Printed: 08/28/2019 11:31:16 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$397,500.53 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (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


Kevin Mahoney

Assistant District Treasurer


Michelle D. Lopez

Designee School Committee Member


Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$377,623.88
100	PRIOR YEAR ENCUMBRANCES	\$10,885.25
303	TITLE IIA	\$5,500.00
402	STATE GRANTS FY EVEN YEARS	\$1,998.30
502	PRIVATE GRANTS & GIFTS	\$1,493.10
		\$397,500.53

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2812

Voucher Date: 08/30/2019

Prepared By: 

Printed: 08/28/2019 11:45:25 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$177,614.42 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (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


Kevin Mahoney

Assistant District Treasurer


Designee

School Committee Member


Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$41,703.54
100	PRIOR YEAR ENCUMBRANCES	\$594.00
202	REVOLVING FUNDS	\$386.82
402	STATE GRANTS FY EVEN YEARS	\$74.33
452	CAPITAL PROJECT FY19/FY20	\$134,800.25
701	CAFETERIA FUNDS	\$55.48
		\$177,614.42

Hamilton-Wenham Regional School Committee

August 21, 2019
HWRSD Administration Office
5 School Street
Wenham, MA 01984

Present: Committee - Michelle Bailey, Michelle Horgan, Stacey Metternick, Peter Wolzick, David Polito (arrived at 7:12pm)
Additional: Julie Kukenburger, Superintendent, Vincent Leone, Assistant Superintendent, and Dorothy Presser, Massachusetts Association of School Committees.

Meeting called to order at 7:05 pm.

In the absence of a chair or vice chair, the quorum decided to elect Stacey Metternick to open the meeting.

Michelle Horgan - Motion. Michelle Bailey - Second. Vote - Unanimous.

Dr. Kukenberger informed the Committee that the leadership team has been updated to include the Athletic Director, the Facilities Director and the Food Services Director. The new structure will address increase information flow and collaboration.

A team building activity that talked about personality types and discussed ways they can work together and build on each others strengths.

The Committee identified 3 goals for the year.

- Build a team - Hire Supt - Build skills
- Vision
- Budget - Capital Improvement

The Committee created rough drafts of SMART goals and authorized the Superintendent to use these rough drafts to create a proposal of goals.

Dorothy Presser presented information on the Department of Elementary and Secondary Education's revised Superintendent Evaluation Tool. The Committee felt this process was an improvement and agreed to use it to evaluate Superintendent Kukenberger.

There was a discussion about the timing of the Superintendent's evaluation. The Committee would like to have this done before the end of the school year and will target May for starting the process. The Committee considered that Dorothy Presser may come back in March to discuss the process.

Respectfully submitted,

Michelle Bailey

Documents Referenced : DESE Superintendent Evaluation Rubric



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

TERMS OF EMPLOYMENT KEVIN MAHONEY ASSISTANT DISTRICT TREASURER

EMPLOYMENT:	In accordance with MGL c.71s.16A, appointed by the HWRSD School Committee on July 31, 2019 as Assistant District Treasurer for FY20.
TERM OF EMPLOYMENT:	July 1, 2019 – June 30, 2020
SALARY:	\$4,000/year (Paid as ½ in December & ½ in June)
WORK WEEK:	On-Call, when needed by the District and/or District Treasurer
GENERAL BUSINESS HOURS:	To be determined in conjunction with the Assistant Superintendent of Finance & Administration and the District Treasurer. Weekly hours will include meetings with the HWRSD Warrant Subcommittee when requested
VACATION:	The Assistant District Treasurer is not eligible for paid vacation time
HOLIDAY:	The Assistant District Treasurer not eligible for paid District holidays
SICK LEAVE:	The Assistant District Treasurer not eligible for paid sick leave
PERSONAL LEAVE:	The Assistant District Treasurer not eligible for paid personal leave
EVALUATION:	The District Treasurer will conduct an annual evaluation based upon observations and specific job description requirements by June 30th. The School Committee can request to review the evaluation from the Superintendent as "Official Keeper of Records".
BACKGROUND CHECKS:	Please be informed that District employees are required to comply with MGL Chapter 459 of the Acts of 2012 to submit to national fingerprint-based criminal background checks. Employment is contingent upon satisfactory results from national fingerprint-based criminal background check, and criminal record inquiry (CORI).
RESIGNATION:	If the Assistant District Treasurer intends to leave the District, they agree to notify the Assistant Superintendent in writing at least thirty (30) days prior to their last day of work for the District.

Knowledge • Responsibility • Respect • Excellence

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



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

EMPLOYMENT-AT-WILL:

In accepting our offer of employment, you certify your understanding that your employment will be on an at-will basis, and that neither you nor any District representative has entered into a contract regarding the terms or the duration of your employment. As an at-will employee, you will be free to terminate your employment with the District at any time, with or without cause with 30 days advance notice. Likewise, the District will have the right to reassign you, to change your compensation, or to terminate your employment at any time, with or without cause or advance notice.

Vincent Leone
Assistant Superintendent of Finance & Administration

Kevin Mahoney
Assistant District Treasurer

David Polito
School Committee, Chair

Knowledge • Responsibility • Respect • Excellence

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

Hamilton Wenham School Committee
5 School Street
Wenham MA 01984

August 27, 2019

Dear School Committee Members,

The Hamilton Wenham HS Boys and Girls soccer teams are requesting permission to distribute programs which contains players names and sponsorships, during home games in the upcoming 2019 season.

The intent is to create a brochure similar to the one attached in this email, solicit sponsorships, and distribute during home games. This is a new fundraiser for the boys' team so details on who will be sponsoring the team are TBA. The girl's team will follow up with the sponsors from last year enclosed in the attached brochures.

Each team will be soliciting sponsors which are a local business in HW or businesses owned by HW residents /parents of players etc. Our goal would be to have around 10-15 sponsors per team.

I hope this information is helpful. Please let us know if you have any questions.

Best
Trisha O'Shea
(Booster Parent of Keegan O'Shea class of 2020)

15 Walnut
Agile North Physical Therapy
AMG Educational Consultants
Anthony & Dodge, P.C.
Beverly Bank
Big Game Outfitters
Bonne Bouche Caterers
Cellar Door
CM&B
Community Package Store
Connolly's Pharmacy
Crown Trophy
Deb Evans, J Barrett Realty
Denis Curran Electrical
Dunkin Donuts Hamilton
Essex Pizza
Feather's Med Spa
Foundation for Continuing Education
Goddard, Scuteri & Delaney
Guyer Group
Hamilton House Of Pizza
Hamilton Wenham Generals Youth Football
Heney & Associates, LLC
High-Tech Electrical Contractors, Inc.
Hogan Tire
Home-Aide Care Solutions, Inc.
HoneyComb
Institution for Savings
J Barrett Realty
Joe Maher Realty
Johnson O'Connor Feron & Carucci LLP
Knudsen, Burbridge & Manchur, P.C.
Kristin Kelly, J Barrett Realty
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Lisa J. Murray, DMD
Locksmyths
Mathnasium
Meadowbrook Farms
Mojo Cold Brewed Coffee, Inc
New England Flag Football
Nick's Roast Beef
North Shore Flag Football League, Inc.
Paul Gamber, DMD
People's United Bank
Singing Flower
Sports Stop

Stifel
The American BBQ
Timeless Interiors
Todds Sporting Goods
Tymann LLC - Law & Compliance
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GENERALS // 2017 GIRLS VARSITY SOCCER ROSTER

#	FIRST	LAST	YEAR OF GRAD.	POSITION
2	Maddy	Rivers	2020	DEF
3	Alli	Chapdelaine	2020	MID
4	Erin	O'Shea*	2018	MID
5	Lilly	Santomenna	2019	MID
6	Meg	Vien*	2018	FWD
7	Jordan	Story	2020	MID
8	Belle	Dolan	2020	DEF
9	Erica	Luo	2020	MID
10	Elizabeth	Gastrowski*	2019	MID
11	Megan	Peterson	2019	DEF
12	Nina	McCloy	2019	MID
14	Ailis	Heard-Burns	2018	MID
16	Abbey	Coughlin	2019	MID
17	Gabi	Cooper	2020	MID
18	Emma	Connors	2019	GK
19	Greta	Mastrocola	2019	DEF
20	Grace	Tymann	2018	FWD
22	Cate	Pasquarello	2018	DEF
23	Emily	Currier	2019	DEF
24	Addie	Condon	2020	GK
26	Eliza	Campbell	2019	FWD
27	Shae	Granese	2019	DEF
29	Karen	Caufield*	2018	GK

COACH: NANCY WADDELL ASSISTANT COACH: DANE JORGENSEN

GENERALS // 2017 GIRLS JUNIOR VARSITY SOCCER ROSTER

#	FIRST	LAST	YEAR OF GRAD.	POSITION
1	Daphne	Campbell	2020	FOR
2	Isabel	Schwartz*	2019	MID
3	Bridget	Marshall*	2019	DEF/MID
4	Maria	Meimeteas*	2019	DEF/MID
5	Katie	Everett	2019	FOR
6	Tess	Contois	2020	DEF/MID
7	Abby	Sturim	2021	MID
8	Emily	Caccivio	2020	DEF
10	Maddy	Rostad	2021	MID
11	Abby	Pasquarello	2020	DEF
12	Julia	Miller	2020	MID
13	Olivia	Currier	2021	MID
14	Kate	Riccio	2020	DEF
15	Emma	Bernhardt	2020	FOR
16	Hannah	Moroney	2020	FOR
17	Sophie	Piscitelli	2021	MID
22	Emma	Lanciani	2020	GK/DEF
23	Lauren	Verge*	2019	FOR

COACH: JOHANN KNILIS

*Captains

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www.AppletonEyeAssociates.com

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& DODGE, PC**
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devans@jbarrettrealty.com
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The Serpa Family - 15 Walnut Road, Hamilton
978-468-0555 **Go Generals!**

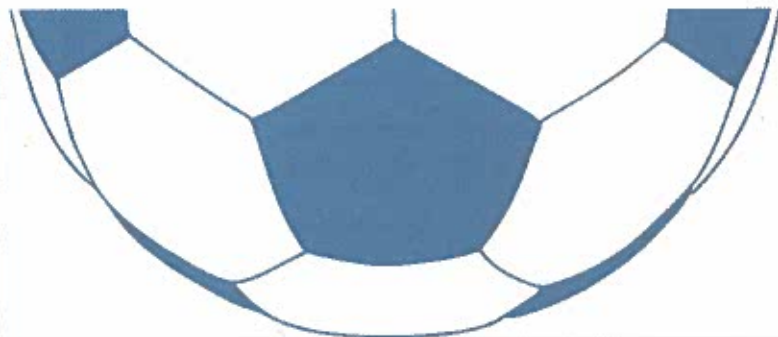
978-626-1957
Authentic Italian Pizza

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& AUTO SERVICE CENTERS
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Dough Made Fresh Everyday
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HAMILTON-WENHAM REGIONAL HIGH SCHOOL

★ GENERALS ★

2017 GIRLS SOCCER



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Individualized SAT/ACT HW Help

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978-468-0555 Go Generals!

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young adults with (Coastal Connections, Inc. wisabilities reach their
fall potential

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Nancy Peterson Barrett Realtor

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INVESTMENTS

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Hamilton-Wenham Regional School District
SC Committee Mtg.





Entry Plan and DRAFT Goals
 Presented by Julie R. Kukenberg, Ed. D., Interim Superintendent
 Wednesday, September 4, 2019



Objective

To maximize the opportunity transition in leadership can bring to district and community by listening, learning, and observing all aspects of the organization to identify key findings that include strengths and areas of improvement.





Entry Plan Vision




Entry Plan Phases

Interim Superintendent Entry Plan Phases			
Phase I: Transition	Phase II: Entry	Phase III: Data Analysis	Phase IV: Planning
<i>Pre-Entry</i>	<i>Listen, Learn, & Observe</i>	<i>Dissemination of Entry Report</i>	<i>Synthesize, Build, Strategic Planning</i>
May-June 2019	July-November 2019	December-January 2020	January-July 2020



General Focus Areas

➤ **Entry Plan Focus #1: Student Achievement**

- To focus organizational efforts and assess resource alignment to ensure all students have equitable access and opportunity to reach their full potential

➤ **Entry Plan Focus #2: Engage the Community**

- Build public trust and confidence through high-visibility, open communication, and development of positive relationships with community members and town officials to gather their perceptions and cooperatively build and sustain community support for important educational and community work.



General Focus Areas

➤ **Entry Plan Focus #3: Governance Team/Committee of Education**

- To establish and promote highly effective district governance by building a productive and collaborative trusting relationship with the School Committee.

➤ **Entry Plan Focus Goal #4: Examine the Budget Development Process**

- To identify and prioritize students needs in a collaborative, transparent PreK-12 process that is inclusive and fiscally responsible.



General Focus Areas

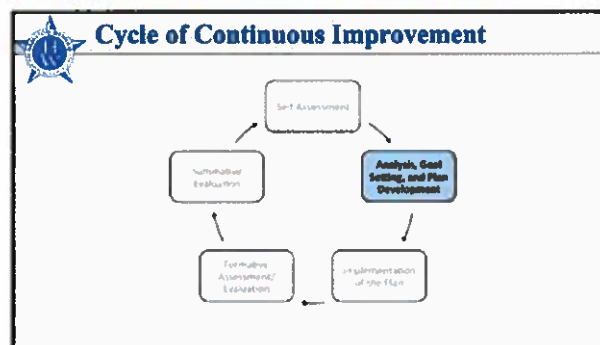
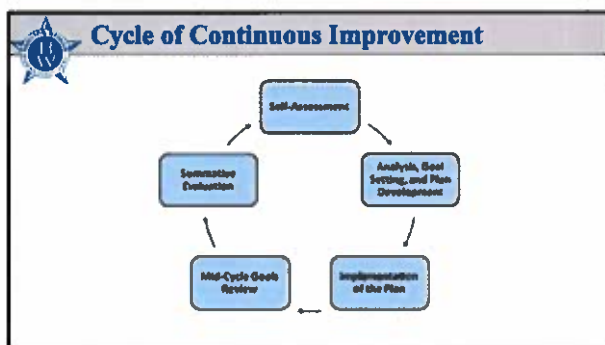
➤ **Entry Plan Focus Goal #5: Identify Educational Priorities and Next Steps**


- Assess strengths and needs of the district; include stakeholders, gather and examine data and begin to think about the next best steps.



Superintendent Entry and Search Survey








District Improvement Goal #1

Goal #1: Effective Entry and Direction Setting

By May 2020, the interim superintendent will have a broad recognition by key stakeholder groups about the district's most critical needs and will have a widely understood process underway to identify the strategies and goals designed to address those needs most effectively, and the measure that will be used to assess progress.



District Improvement Goal #2

Goal #2: Maintain Momentum During Transition

By December 2019, the interim superintendent will have demonstrated the ability to keep the district moving forward during this year's transition in leadership by working with the School Committee, principals, and other district leaders to ensure that meaningful progress is made on critical district and school goals.



Professional Practice Goal

Goal #3: Participate in the New Superintendent Induction Program

By June 2020, develop skills in strategy development, data analysis, and instructional leadership by actively engaging in the first year of the New Superintendent Induction Program (NSIP).



Student Improvement Goal

Goal #4: Analyze and Assess the Effectiveness of the District's Multi-tiered Support System

By June 2020, research and study the current structure of the HWRSD multi-tiered support system in order to understand how all student learning needs are being met and identify areas for improvement.



QUESTIONS
COMMENTS
SUGGESTIONS
IDEAS



Hamilton-Wenham Regional School District

2019-2020 Interim Superintendent DRAFT Goals

Julie R. Kukenberger, Ed. D.

Goal #1 - *District Improvement*: Effective Entry and Direction Setting

By May 2020, the interim superintendent will have a broad recognition by key stakeholder groups about the district's most critical needs and will have a widely understood process underway to identify the strategies and goals designed to address those needs most effectively, and the measure that will be used to assess progress.

Key Actions:

Benchmarks:

Goal #2 - *District Improvement*: Maintain Momentum During Transition

By December 2019, the interim superintendent will have demonstrated the ability to keep the district moving forward during this year's transition in leadership by working with the School Committee, principals, and other district leaders to ensure that meaningful progress is made on critical district and school goals.

Key Actions:

Benchmarks:

Goal #3 - *Professional Practice*: Participate in the New Superintendent Induction Program

By June 2020, develop skills in strategy development, data analysis, and instructional leadership by actively engaging in the first year of the New Superintendent Induction Program (NSIP).

Key Actions:

Benchmarks:

Goal #4 - *Student Learning*: Analyze and Assess the Effectiveness of the District's Multi-tiered Support System

By June 2020, research and study the current structure of the HWRSD multi-tiered support system in order to understand how all student learning needs are being met and identify areas for improvement.

Key Actions:

Benchmarks:



Hamilton-Wenham Regional School District

2019-2020 School Committee DRAFT Goals

SC SMART Goal #1: Create a TEAM

By June 2020, the HWRSD School Committee will improve a minimum of one scaled score in five areas; 1) goals, 2) operating protocol, 3) meetings, 4) monitoring, and 5) community engagement over September 2019 baseline line results as measured by the [Governance Rubric for Continuous Improvement](#)¹.

Key Actions:

Benchmarks:

SC SMART Goal #2: Clarify our VISION

By June 2020, the HWRSD School Committee will increase community engagement by 50% as measured by stakeholder attendance and/or participation in engagement events/activities (compared to Fall 2019 baseline participation) in order to develop a long-range, future ready, shared vision for the Hamilton-Wenham Regional School District.

Key Actions:

Benchmarks:

SC SMART Goal #3: Develop a BUDGET

By February 2020, the HWRSD develop a learner-centered budget that is fiscally responsible, addresses prioritized critical needs with input and recommendations from the HWRSD Leadership Team, and is conscientious - minding the impact on local taxpayers as measured by voter support.

Key Actions:

Benchmarks:

¹ "District Governance Program - Massachusetts Association of School"
<https://www.masc.org/field-services/district-governance-project>. Accessed 1 Sep. 2019.

Governance Rubric for Continuous Improvement

	1	2	3	4
Goals	The district has no overarching or annual goals for improving student outcomes.	The school committee has adopted overarching goals and the SUP and SC have agreed on annual goals for the district but they are not discussed that often. The goals may not have been voted on by the full board.	The SC and SUP have adopted overarching goals have agreed on annual goals and they are posted on the website. Once a year they are used by the SC to evaluate the SUP	The SC has adopted overarching goals and the SUP and SC have agreed on annual goals and the SUP has used these in creating an improvement strategy for the district. The goals are a frequent topic of discussion in the school community, and at SC meetings, where they often drive budget decisions and other policies.
Operating Protocols	Individual members and the SUP communicate separately based on personal relationships and prior traditions. Some members may feel left out; or speak negatively in public about each members and the board's decisions.	Because of some tension on the board, the superintendent and some members of the SC have talked about making some rules for working together, but they may not be written down and have not come to a vote.	The SUP and the SC Chair have developed some guidelines for how the SC and SUP will work and communicate with each other and with the public. Not all members follow them, however, and this sometimes causes problems.	The SC and the SUP have agreed to operating protocols for the board and they are followed most of the time. Periodically, the SC and SUP come together to talk about how they are working and to make adjustments. Problems are addressed in private conversations or in informal (public) workshops or retreats. The level of trust between members and the superintendent is high.
Meetings	Meetings are not well planned, are long and sometimes contentious. Very little time is spent talking about student achievement. Members feel free to bring up new proposals at meetings, surprising other members and the SUP. Some members dominate and meetings often get "stuck" due to personal agendas.	In general, the SUP and SC Chair set the agenda and surprises are kept to a minimum. However, when there is a major improvement initiative, meetings can be long and contentious. Engaging the community in the decision, while desired, is not typical. School Committee members are not always prepared to contribute with thoughtful questions.	The SUP and SC have an agreement on how the agenda will be set, and student outcomes are often discussed. The SUP will schedule a special meeting if he/she needs to discuss a major initiative in advance of a major decision.	Meeting agendas are set well in advance and often feature a presentation related to the school district's improvement agenda. SC members ask thoughtful questions to assist with the problem-solving. Difficult decisions are often discussed in informal public meetings (workshops, retreats, etc.) well before votes. The SC and SUP work together to include the community in major decisions, and make use of task forces and other joint committees to explore options.
Monitoring	The SC is only aware of the district's progress in student outcomes when the SUP informs them. The data that is presented is limited or random and there is no clarity about which data or measures should be a priority.	The SC and the SUP review state test scores once a year as well as data that individual members may be interested in, but there is little sense how these numbers connect to district improvement initiatives and the SC has few means for holding the SUP accountable for student outcomes.	The SC and SUP periodically review student outcome data when working on the budget or at evaluation time. There is general agreement on what data is important to track.	The SC and SUP have agreed on a set of measures to judge the success of the superintendent's strategy and other goals the community has for its students. These are made easily assessable in a "data dashboard" or similar means, and meeting agendas are planned to periodically review data and to discuss progress. When the time comes to evaluate the SUP, the SC has a clear sense on what has been accomplished and what has not; and why.
Community Engagement	Decisions are made in a vacuum. There is no public comment period, public engagement or other opportunity for the community members and stakeholders to engage the SC. There is little or no interest in feedback from others.	The SC has authorized strategies for feedback, including public forums, public comment periods and/or district surveys. Policies on public input are clear and accessible and the website is generally up-to-date with meeting dates, agendas and minutes. Communication, however, is primarily one-way.	The SC uses stakeholder feedback to inform budget, policy and planning. Regular avenues for communication are scheduled, promoted and conducted in a way to encourage public input and follow-up, especially around big decisions.	The community expects and appreciates that the SC will engage stakeholders and other citizens in discussion and in search of feedback prior to making important decisions. There is a communication plan or policy and the district enjoys a positive image in the community. Stakeholders may be asked to participate in focus groups or forums or on ad-hoc subcommittees from time to time.

Source: District Governance Support Project, Massachusetts Association of School Committee