

**The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Wednesday, June 20, 2018 7:00 PM**

Present:

Peter Wolczik
Jeanise Bertrand
Kerry Gertz
David Polito, Chair
Stacey Metternick
Gene Lee (late arrival 7:04 pm)

Also Present:

Michael Harvey, Superintendent

1. Call to Order

7:00pm

David Polito calls the meeting to order at 7:06 pm.

2. Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

3. Citizens' Comments

None.

4. Chair's Report

- Phil Stearns, Hamilton FinCom Chair, reached out to David Polito with intentions of building a better relationship and increasing communications between District and Town entities. David Polito believe this will prevent miscommunications during next year's budget process.

5. Superintendent's Report

- Dr. Michael Harvey recognizes the winners of the National History Day competition, offering congratulations to both the winners and all Hamilton-Wenham students who competed;
- Varsity Baseball team had an exciting and successful season;
- Buker School Principal: search has been narrowed down to two finalists, with the final interviews for candidates occurring 6/19/18 and 6/21/18;
- Last day of school is Tuesday, 06/26/2018, with elementary dismissal at 11:15 am and middle/high school dismissal at 10:30 am. Have a wonderful summer!

6. Consent Agenda

- A. Warrants
- June 6, 2018

Exhibit A

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE
APPROVE THE CONSENT AGENDA WITH WARRANTS FROM 06/06/2018;
THERE WILL BE NO FURTHER DISCUSSION ON THESE ITEMS.**

**MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand.
Unanimously approved by 6 members present.**

7. New Business

A. EOY Financial Forecast

Exhibit C¹

Due to an emergency, Jeffrey Sands is unable to attend the School Committee meeting this evening. Dr. Michael Harvey presents Exhibit C - *Updated FY18 Operating Expense Forecast*, recounting the numbers previously presented to the School Committee. District is currently .05% favorable to budget.

B. Treasurer's Report

Exhibit D

Donald Gallant presents *District Treasurer's Report as of 04/30/18* as detailed in Exhibit D:

- Reviews roles and responsibilities required for the position of District Treasurer;
- Details current standing of general fund;
- Summarizes student activities accounts update/consolidation. These account closures were previously authorized via unanimous approval during 03/14/18 School Committee meeting. Accounts were closed as instructed, with the exception of keeping the *Fine Vocal Arts* account and closing the *A Capella* account (opposed to vice versa) in order to distribute funds to all the High School singing groups;
- Explains subsidiary accounts;
- Summary of scholarship updates;
- Details general receipt summary;
- Reviews grants receipt summary;
- Provides debt service update;
- Overview of the training Assistant Treasurer role has received.

Discussion regarding strategies for July 4th payroll, as three committee members will need to be present to approve warrants. David Polito will be present; Jeanise Bertrand will participate remotely via phone; Stacey Metternick is unable to participate; Gene Lee is unable to participate.

David Polito notes the benefit of Mr. Gallant's follow up and attention to detail with regards to the student activity account closures. Thank you for reviewing, and for detailed presentation.

C. Treasurer and Assistant Treasurer Appointment

Exhibit E

Discussion regarding Jeffrey Sands' 06/13/2018 recommendation to appoint Don Gallant as District Treasurer for Fiscal Year 19. No significant changes in the *Terms of Employment* have been made, with the exception of the updated Chairperson signature and the dates of appointment (indicated in red font).

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE
APPOINT DON GALLANT AS DISTRICT TREASURER FOR FISCAL YEAR 19,
WHICH BEGINS ON JULY 1, 2018 AND ENDS ON JUNE 30, 2019.**

**MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand.
Approved by 5 members; Peter Wolczik abstaining.**

¹ Note: Omission of Exhibit B is clerical error, no 06/20/2018 Exhibit B exists.

Discussion regarding Wenham's District Assistant Treasurer position, Ms. Davidson's resignation, and strategic approach in appointing Ms. Davidson for the month of July.

I MOVE THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPOINT LESLIE DAVIDSON AS THE DISTRICT ASSISTANT TREASURER FOR THE TIME PERIOD BEGINNING ON JULY 1, 2018 AND ENDING ON JULY 31, 2018 UNDER THE TERMS OF THE PREVIOUS 02/02/2017 IMA BETWEEN THE DISTRICT AND THE TOWN OF WENHAM.

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.
Unanimously approved by 6 members present.**

D. Report on District and Superintendent Goal Progress

Exhibit F

Dr. Michael Harvey reviews *Superintendent's Goals 2017-2018*, outlined on page 27 of the [School Committee Packet](#). Dr. Harvey reviews each goal and actions taken, expanding on the indicators of success, methodology of achieving success, strategy implemented, staff involved, steps taken, areas identified for growth, and the importance of continuing to strive towards excellence:

1. Student Learning Goal
 - a. Strengthen the Response to Intervention (RTI) Process at the Elementary Level and develop inventory of Tier 1-3 Interventions;
 - b. Improve curriculum, instruction and assessment practices in grades 6-12 through training teachers in method for analyzing student learning data
2. Professional Improvement Goal
 - a. Train Curriculum Leaders in Effective Coaching Practices;
 - b. Develop a shared understanding of best practices in conducting walkthroughs among members of the Leadership Team;
 - c. Undertake a review of best practices in Social-Emotional Learning (SEL) with Leadership Team.
3. District Improvement Goal
 - a. Operationalize the School Committee's Plans around Capital Improvements for the HWRSD;
 - b. Present plans for the re-imagining of the HWRSD School Library Spaces;
 - c. Revise District Strategic Blueprint to set a direction for the next five years.

Discussion regarding district goals including infrastructure, priorities and adjusting goals accordingly; budget communication and outreach strategies ensuring necessary funds to meet goals; persons involved in developing the *HWRSD Strategic Blueprint 2018-2023*.

Thank you to Dr. Harvey for this report as well as the impressive progress made this year!

E. Foundation Budget Review Recommendations

Exhibit G

Review *Resolution Calling for Full Funding of the Foundation Budget Review Commission's Recommendations* (page 34 of [School Committee Packet](#)). Discussion regarding School Committee vote, future strategies, language used, and additional actions to take.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE RESOLUTION CALLING FOR FULL FUNDING OF THE FOUNDATION BUDGET REVIEW COMMISSION'S RECOMMENDATIONS, AND FURTHERMORE, THAT THE HAMILTON WENHAM REGIONAL SCHOOL

COMMITTEE HAVE DR. MICHAEL HARVEY ACT ON BEHALF OF THE SCHOOL COMMITTEE TO URGE STATE LEGISLATURE TO MOVE BILL S2525 OUT OF COMMITTEE TO FORMAL SESSION.

**MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand.
Unanimously approved by 6 members present.**

F. Superintendent's Review Timeline and Process Exhibit H
David Polito summarizes the process of evaluating Superintendent Dr. Michael Harvey, and tentative timeline developed in Exhibit H (page 37 of the [School Committee Packet](#)).

Discussion regarding time and expectations during the review process, including completing the evaluation and condensing these responses into a composite document. Stacey Metternick points out that the August 10th deadline in submitting individual evaluations is difficult and unreasonable. A lengthy discussion regarding commitments, scheduling conflicts, and School Committee members' responsibilities ensues. David Polito states that the deadline allows for ample time to complete the task while also allowing flexibility with granting extensions as needed. The schedule remains as written as to avoid pushing the deadline out entirely.

G. Vote on School Committee Calendar for 2018-2019 Exhibit I
School Committee's 2018-2019 Calendar (Exhibit I) reflects the changes based on decisions made during 06/06/18 School Committee meeting. Dr Harvey and members of the School Committee address the confusion surrounding whether or not a meeting will be held on Wednesday, 08/29/18. Stacey Metternick had asked to add that meeting and reiterates her case as to why she believes this meeting needs to occur. Discussion regarding the need for a meeting before school year begins, issues that would need to be addressed, availability, and scheduling conflicts. Majority of School Committee members do not feel 08/29/18 meeting is justified.

Discussion regarding strategic scheduling of School Committee meetings considering holiday breaks, the month of November, Annual Town Meetings, election results, and other external influences. Review of policies directing School Committee meetings.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE 2018-2019 SCHOOL COMMITTEE MEETING CALENDAR AS OUTLINED IN EXHIBIT I WITH NO FURTHER CHANGES.

**MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand.
Unanimously approved by 6 members present.**

H. Liaison and Working Group Updates
Policy Subcommittee *Gene Lee, Michelle Bailey, Kerry Gertz:*

- Met Monday to review policy D regarding advertising in schools. Will bring policy draft for first reading in September, 2018.

Capital Planning and Turf Field *Stacey Metternick, Jeanise Bertrand, Peter Wolczik:*

- Met last week and discussed 5-year capital improvement plan, priorities, vision;
- Gene Lee speaks about the grouping of capital projects from his involvement last year, emphasizing that issues that could disrupt the schools' operations or jeopardize the safety of students and staff were prioritized. Groupings consisted of those required by law, those ensuring continuity of services, and finally cosmetic projects (deemed not

critical). Gene speaks about the issue arising when projects are considered on an individual basis rather than as part of group per administration's recommendations;

- Discussion regarding participation in open meetings; budget conversations and transparency; capital versus operating expenditure; and debt exclusion. David Polito points out that the ongoing conversation surrounding the debt exclusion is concerning, as David believes the School Committee needs to ensure both members and citizens have full scope of information about what is being put forward for approval;
- The Turf Field group will draft a fundraising agreement (including large donor requests) and present to the School Committee at a future meeting;
- Summary of other issues addressed at subcommittee meeting including Turf Field, land conservation, reparations, tennis courts, Town of Wenham, citizens' participation in meetings, etc.

Friends of High School/ Middle School Liaison Stacey Metternick:

- Volunteers are needed for STEM night on October 4th 2018. Interested parties can visit the Facebook page;
- Miles River Challenge Day- parent volunteers are needed for this event as well;
- Chinese Program: Eric Tracy, High School Principal, has asked if District is able to sponsor Visas for students. Discussion regarding the HWRHS Chinese program and associated contract restrictions.

Friends of Buker Liaison Peter Wolczik:

- Initial contact made. Peter Wolczik plans to follow up in near future.

Wellness Committee Liaison Peter Wolczik:

- Danielle Petrucci, HWRSD Wellness Committee emailed (email read aloud) confirming a stipend of \$4,000.00 for the *Wellness Initiative for Student Success*.

Friends of Winthrop: Liaison Kerry Gertz:

- Kerry Gertz spoke with Karen Evans regarding liability insurance, and after further investigation, the Friends of Winthrop decided it would be in the best interest of elementary Friends groups (Buker, Cutler, Winthrop) to purchase liability insurance to cover external events and board members. David Polito suggests adding Middle and High School Friends group to coverage. Kerry will follow up.

I. Donations

Exhibit J

Friends of Cutler Elementary \$3,625.92
Includes (2) Floor Display Cases & (1) Sandwich Board Sign

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE
ACCEPT THE DONATION FROM THE FRIENDS OF CUTLER IN THE AMOUNT
OF \$3,625.92.**

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.
Unanimously approved by 6 members present.**

Thank you to the Friends of Cutler Elementary for your generous support!

National History Day & Mass Humanities \$500.00
For Kristen Borges to purchase books

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE NATIONAL HISTORY DAY & MASS HUMANITIES IN THE AMOUNT OF \$500.00 TO PURCHASE BOOKS.

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.
Unanimously approved by 6 members present.**

Thank you to the National History Day & Nass Humanities for your generous support!

Friends of Buker	\$4,000.00
Purchase a shed for Buker Gardens	

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF BUKER IN THE AMOUNT OF \$4,000 FOR THE PURCHASE OF A SHED FOR BUKER GARDENS.

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.
Unanimously approved by 6 members present.**

Thank you to the Friends of Buker Elementary for your generous support!

Friends of HWRHS/MS	\$626.00
For MS Trips to Wingmasters/Birds of Prey	

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF HWRHS/MS IN THE AMOUNT OF \$626.00 FOR THE MIDDLE SCHOOL TRIPS TO WINGMASTERS/ BIRDS OF PREY.

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.
Unanimously approved by 6 members present.**

Thank you to the Friends of HWRHS/MS for your generous support!

Winthrop 5 th Grade Students	\$200-\$300
Purchase of a Tree for the Winthrop School	

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE WINTHROP 5TH GRADE STUDENTS IN THE AMOUNT OF \$200-300 FOR THE PURCHASE OF A TREE FOR THE WINTHROP SCHOOL.

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.
Unanimously approved by 6 members present.**

Thank you to the 5th grade class at Winthrop Elementary for your generous support!

EdFund Grant	\$17,211.65
MRMS Fitness Room Spin Bikes & Heart Tech Monitoring	

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM EDFUND IN THE AMOUNT OF \$17,211.65 FOR THE MRMS FITNESS ROOM SPIN BIKES AND HEART TECH MONITORING.

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.
Unanimously approved by 6 members present.**

EdFund Grant	\$24,637.00
Cutler Elementary School-Creating Sensory Supportive Classrooms for All Learners	

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM EDFUND IN THE AMOUNT OF \$24,637.00 TO SUPPORT CUTLER SCHOOL SENSORY SUPPORTIVE CLASSROOMS FOR ALL LEARNERS.

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.
Unanimously approved by 6 members present.**

Thank you to EdFund for both contributions to Cutler Elementary school. Your continuous and generous support is appreciated!

8. Other

- Topics for Next Meeting
 - School Committee will meet Wednesday, 06/27/2018 at 6:30 pm in administrative offices for retreat; food & beverages will be provided.

9. Vote to Adjourn

9:30pm

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE
ADJOURN AT 9:04 PM.**

**MOTION by Kerry Gertz; SECONDED by Gene Lee.
Unanimously approved by 6 members present.**