



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE MEETING

Buker Elementary School
Multi-Purpose Room

Thursday, September 7, 2017

7:00 PM

1. **Call to Order** 7:00
2. **Pledge of Allegiance**
3. **Citizens' Comments**
4. **Chair's Report**
5. **Superintendent's Report**
6. **Consent Agenda**
 - a. Warrants 8.16.17 Exhibit A
 - b. Warrants 8.30.17 Exhibit B
 - c. Minutes of August 3, 2017 Exhibit C
7. **New Business**
 - a. Donations Exhibit D
 - b. Finalize SC Goals for 2017-2018 Exhibit E
 - c. Discuss SC meeting Dates for 2017-2018 Exhibit F
 - d. Warrant Sub-Committee and Related Issues Exhibit G
 - e. Superintendent's Review Process
 - f. Capital Plan Recommendation Exhibit H
 - g. Longmeadow Property
8. **Committee Reports**
 - a. Communications
 - b. Policy-Legislative
 - c. Warrant
 - d. Capital-Finance & Regional Agreement
 - e. Student Rep.
 - f. Other-School Liaisons Updates
9. **Other**
 - a. Topics for next meeting
10. **Vote to Adjourn** 9:30

Secretary: Kerry Gertz, HWRSC

dmb

Knowledge • Responsibility • Respect • Excellence

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

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 31

Voucher Date: 08/18/2017


Prepared By:



Printed: 08/16/2017 03:04:44 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$11,535.12 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

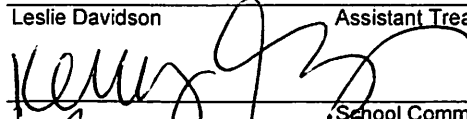
I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.


Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer


Kenney

School Committee Member


Joanne Boston

School Committee Member

3

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$11,535.12
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
		\$11,535.12

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1054

Voucher Date: 08/18/2017

Prepared By:

Donald E. Gallant

Printed: 08/16/2017 02:54:51 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$526,122.98 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

Kenya J. [Signature]
1 School Committee Member

Jenise [Signature]
2 School Committee Member

[Signature]
3 School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
001 GENERAL FUND	\$526,122.98
	\$526,122.98

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1055

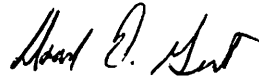
Voucher Date: 08/18/2017

Prepared By: *Donald E. Gallant*

Printed: 08/16/2017 03:00:19 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$44,560.93 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

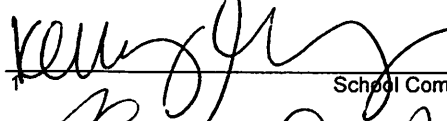


Donald E. Gallant

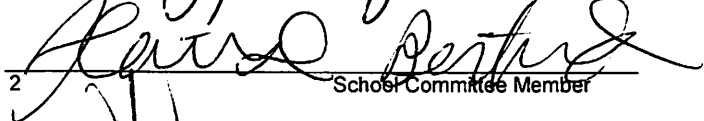
Treasurer

Leslie Davidson

Assistant Treasurer

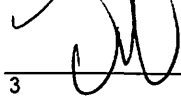


School Committee Member



2

School Committee Member



3

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
001 GENERAL FUND	\$44,560.93
	\$44,560.93

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2405

Voucher Date: 08/18/2017

Prepared By:

Donald E. Gallant

Printed: 08/16/2017 01:00:12 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$66,924.75 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant

Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

Leslie Davidson

School Committee Member

2

School Committee Member

Vincent Leone

School Committee Member

Vincent Leone

~~Jeffrey Sando~~

Vincent Leone

Assistant Superintendent for

Admin. and Finance

Dir. of Acc & Payroll

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$43,131.47
100	PRIOR YEAR ENCUMBRANCES	\$15,471.55
202	REVOLVING FUNDS	\$157.18
205	ATHLETIC/EXTRA CURR REVOLVING	\$434.55
701	CAFETERIA FUNDS	\$7,730.00
		\$66,924.75

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2406

Voucher Date: 08/18/2017

Prepared By: *James G. ...*

Printed: 08/16/2017 03:20:14 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$60,027.44 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

1 *[Signature]* School Committee Member

2 *[Signature]* School Committee Member

3 *[Signature]* School Committee Member

Vincent Leone
~~Jeffrey Sands~~ Assistant Superintendent for
Vincent Leone Admin. and Finance
Dir. of Acc. & Payroll

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$50,433.67
205	ATHLETIC/EXTRA CURR REVOLVING	\$7,754.71
402	STATE GRANTS FY EVEN YEARS	\$206.16
502	PRIVATE GRANTS & GIFTS	\$1,132.90
601	TRUST FUNDS	\$500.00
		\$60,027.44

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2408

Voucher Date: 09/01/2017

Prepared By: *David Gallant*

Printed: 08/30/2017 02:45:06 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$347,007.71 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

Mark Z. B...
1 School Committee Member

...
2 School Committee Member

...
3 School Committee Member

Jeffrey Sands
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$279,552.67
100	PRIOR YEAR ENCUMBRANCES	\$62,011.05
202	REVOLVING FUNDS	\$269.00
310	FC 243 SPED 94-142 Transition	\$1,174.99
502	PRIVATE GRANTS & GIFTS	\$4,000.00
		\$347,007.71

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2409

Voucher Date: 09/01/2017

Prepared By:

D. J. H. H.

Printed: 08/30/2017 02:50:16 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$120,511.83 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant

Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

Mark Z. B...

School Committee Member

2

School Committee Member

3

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$82,207.44
202	REVOLVING FUNDS	\$35,612.95
205	ATHLETIC/EXTRA CURR REVOLVING	\$2,139.40
302	94-142 IDEA 240	\$350.00
310	FC 243 SPED 94-142 Transition	\$145.00
402	STATE GRANTS FY EVEN YEARS	\$57.04
		\$120,511.83

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 32

Voucher Date: 09/01/2017

Prepared By:

Donald Gallant

Printed: 08/30/2017 04:32:55 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$18,664.63 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

Cecilia

1

School Committee Member

Michael J. Brady

2

School Committee Member

Jeffrey Sands

3

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$18,664.63
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
		\$18,664.63

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1057

Voucher Date: 08/29/2017

Prepared By: *Donna Grant*

Printed: 08/30/2017 04:18:50 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$335,056.37 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

Leslie Davidson

1

School Committee Member

Michael Z. Burt

2

School Committee Member

Michael Z. Burt

3

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
001 GENERAL FUND	\$335,056.37
	\$335,056.37

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1058

Voucher Date: 09/01/2017

Prepared By:

Donald Gallant

Printed: 08/30/2017 04:28:01 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$641,411.34 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

Leslie Davidson

1

School Committee Member

Michelle Z. B...

2

School Committee Member

3

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
001 GENERAL FUND	\$641,411.34
	\$641,411.34

**THE HAMILTON-WENHAM REGIONAL
SCHOOL COMMITTEE
MEETING**

Thursday, August 3, 2017 7:00 PM
Buker School Multi-Purpose Room

Present:

Michelle Bailey
Jeanise Bertrand
Gene Lee, Acting Chair
David Polito

Also present:

Michael Harvey, Superintendent
Jeff Sands, Assistant Superintendent

I. Call to Order

Gene Lee called the meeting to order at 7:04

II. Pledge of Allegiance

III. Citizen's Comments [there were no citizen's comments]

IV. Chair's Report

- A. School Committee Retreat: please respond to the *Doodle* survey if you have not done so already. Dates are still being worked out with various respondents. Next steps will be to poll possible dates in the last two weeks of August. It might be necessary to push the decision on dates out into the first meeting in September. Michelle Bailey will follow up with Steve Hennman regarding his availability for those Thursdays.
- B. School Committee Goals: Finalized goals should be reviewed at the first meeting in September.
- C. Superintendent Review date: One month from today (September 7th) is target for submitting paperwork related to this. Josh will communicate this to absent members. After documents are submitted, Josh will determine the date for the public review.

V. Superintendent's Report

Water Flow Test at HWRHS

We will be conducting our required annual flow test of the sprinkler system at Hamilton-Wenham Regional High School and Miles River Middle on August 8, 2017 at 9:00 PM. This test may cause discolored water throughout the Town of Hamilton. Residents are asked to run their cold water until the lines are clear.

Turf Field Permitting Update

On Tuesday, August 1st, the Hamilton Planning Board received an initial presentation from Gale Associates on the School Committee's request for permits to install turf fields and lights at Hamilton-Wenham Regional High School. The Planning Board has requested more detail regarding the planned hours of use for the facility. I met with HWRHS Athletic Director Craig Genualdo this afternoon to discuss our response to this request. We plan to be ready with the requested information in time for the Planning Board's next meeting on August 15th.

Athletics End of Year Report

I have included a copy of the Athletics Department's End of Year Report for the 2016-2017 school year for the School Committee's information. I wanted to congratulate Athletic Director Craig Genualdo and the entire HS Athletic Department for some truly impressive achievements this year. Nearly 75% (427/574) of all students at HWRHS participated in at least one sport during the past school year. Additionally, 12 of 15 varsity teams qualified for their respective MIAA Tournaments. Most importantly, 22 out of 24 of our varsity teams qualified for MIAA Academic Awards, and 44 out of 47 teams qualified for MIAA Sportsmanship Honors. The full report can be found on the HWRSD Website.

School Re-opens beginning the Week of August 28th

We're rapidly closing in on the opening of the 2017-2018 School Year. All teaching staff will return on Monday August 28th. Students in Grades 6 and 9 will have orientation to their respective schools on Tuesday, August 29th. School will be in session for all students in grades 1-12 on Wednesday, August 30th and Thursday August 31st. School will be closed on Friday September 1st and Monday September 4th in observance of the Labor Day Holiday.

Kindergarten students will be notified of their school placements during the week of August 14th. All families will be invited to visit their assigned schools on the morning of Tuesday, August 29. Students will receive their teacher assignments via email on Wednesday, August 30. Students and families will be invited to meet their teachers and visit the classrooms on the morning of Thursday, August 31. Regular school days will begin for kindergarten students on Tuesday, September 5th.

VI. Consent Agenda

A. Warrants

1. June 20, 2017
2. July 5, 2017
3. July 19, 2017
4. August 2, 2017

Exhibit A
Exhibit B
Exhibit C
Exhibit J
Exhibit D

B. Minutes of June 15, 2017

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA AS PRESENTED WITH 5 ITEMS. THERE CAN BE NO FURTHER CHANGES TO THE AGENDA.

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand
Unanimously approved by 4 members present**

VII. New Business

- A. Treasurer's Contract** [Jeff Sands presented] Exhibit E
After discussion between Jeff and Don, Don's hours have been returned to the original 16 hours/week. There is no recommended change in salary. Flexibility for increased bond work in the spring has been preserved in this contract.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE TERMS OF EMPLOYMENT FOR THE DISTRICT TREASURER, DON GALLANT, FOR THE FY 2018 AS PRESENTED IN OUR PACKET.

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand
Unanimously approved by 4 members present**

Jeff will accept the changes as approved and forward the Terms of Employment to Josh for his signature and then bring it to Don for his signature.

- B. Appointment of Assistant Treasurer** [Jeff Sands presented] Exhibit K

Last year Leslie Davidson, Wenham's Town Finance Director and Treasurer was identified for this position. An IMA was negotiated with the Town of Wenham. See the exhibit for details on roles of Treasurer and Assistant Treasurer. Jeff recommends that we re-appoint Leslie for Assistant Treasurer for 2018.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPOINT LESLIE DAVIDSON AS THE ASSISTANT TREASURER FOR THE FY 2018 IN ACCORDANCE WITH THE IMA.

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand
Unanimously approved by 4 members present**

- C. End of Year Financial Line-Item Transfers** [Jeff Sands presented] Exhibit F
Jeff thanked his entire team for their hard work over the course of June, July and August. This Exhibit shows information for FY 2017 closing as of July 28, 2017. The process of working with transfers in the categories in order to finish the year in good order was detailed. Explanations of the factors influencing favorable and unfavorable variances from budget projections were presented in each category. Teacher cat-

egory drivers of staff replacement and degree changes which move staff members on the salary schedule yielded discussion of the budgeting process in this area. Impact of out of district placements as well as School Choice out was emphasized in the tuition category, as well as Special Ed associated with out of district placements and one Charter School tuition. Jeff's forecasts tended to range from \$10,000 to \$40,000 favorable. Recommended line transfers to balance the accounts are noted in Exhibit F. A request to track data related to public out of district tuitions was made.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVES THE FY17 OPERATING EXPENSE BUDGET TRANSFERS AS RECOMMENDED HEREIN BY THE ASSISTANT SUPERINTENDENT OF FINANCE & ADMINISTRATION AND AS PRESENTED ON THE SLIDE ENTITLED "PROPOSED BUDGET TRANSFERS BY DESE CATEGORY."

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand
Unanimously approved by 4 members present**

Transporation Reimbursement [discussion facilitated by Jeff Sands] also Exhibit F
Jeff recommends a transfer of funds currently associated with Ch. 71 excesses (\$25,983) to "Regional Transportation Reimbursement Fund" on a temporary basis (1 year). After 1 year, if it is untouched, it is transferred, without further discussion, into E & D. Question: why do this rather than roll the excess into E & D immediately? This practice was adopted before Jeff had put our financial house in order so that funds could become available without recourse to Town Meeting. Jeff does not generally support this practice. There is no harm in it, but perhaps not significant advantages. If desired, Jeff will generate a paper detailing advantages and disadvantages. For tonight, a motion to transfer the money "parks it" for the time being, allowing FY2017 to be closed.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE TRANSFERS THE SUM OF \$25,983 FROM "TRANSPORTATION CHAPTER 71" REVENUE ACCOUNT TO "REGIONAL TRANSPORTATION REIMBURSEMENT FUND."

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand
Unanimously approved by 4 members present**

Discussion: This topic should be brought forward at a future date (during the retreat, perhaps) for further deliberation. The laws governing this is somewhat poorly written. Jeff will study the issue and put it in laymen's terms to support further discussion.

Annual Audit Update: Our audit is well underway with PMS. They began week of June 5. Field work will be completed by Aug 4. An audit presentation will be made to the

Committee in October, and the District will submit necessary paper work by the end of October. You will be updated when a presentation date is determined.

D. Remote Participation Discussion

Exhibit G

Policy Committee needs to meet and make a recommendation concerning this. The presenting question involved remote signing of warrants as well as remote participation in general. According to the Attorney General, it is considered allowable and documents generated at meetings which include remote participants would be admissible, provided that a quorum is in the room. So long as remote participants possess the same data and participate in the entire discussion, actual signing can be executed the following day. Jeff's first concern is participation notice and availability of all materials to remote participants. Current policy is written in a way which is not consistent with the law, and in fact makes requirements beyond current law. Policy Working Group should define "when feasible" in order to clarify this committee's position on remote participation, particularly in regard to warrants.

E. EdFund Grant:Heart Tech Plus/Platform Monitoring Students' Exercise Levels Exhibit H

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO GRACIOUSLY ACCEPT THE EDFUND GRANT FOR THE WELLNESS DEPARTMENT IN THE AMOUNT OF \$28,455 FOR A HEART TECH PLUS/PLATFORM .

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand
Unanimously approved by 4 members present**

F. Donations

Exhibit I

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE DONATION OF \$100 FROM DAVID AND BRENDA BUTLER FOR NATIONAL HISTORY DAY AND THE DONATION OF \$500 FROM THE INSTITUTE OF NATIONAL EDUCATION FOR GE STAR.

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand
Unanimously approved by 4 members present**

G. 2017-2018 School Calendar: move March 29 Workshop Day to April 2

Exhibit L

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO AMEND THE 2017-2018 CALENDAR, MAKING THURSDAY MARCH 29TH A REGULAR SCHOOL DAY AND MAKING MONDAY APRIL 2 A STAFF DEVELOPMENT DAY.

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand
Unanimously approved by 4 members present**

VIII. Committee Reports

A. Communications (David Polito)

Committee has not met since the last School Committee Meeting

B. Policy-Legislative (David Polito)

Jeanise discussed warrant bill with Brad Hill, but his committee hasn't met on this.

C. Warrant (David Polito)

There are two more warrants to be handled in August, but necessary meetings have not yet been scheduled. Michelle Bailey, Jeanise, and David Polito are available on the 16th. Gene, Stacy and Carrie will be scheduled for the 30th. Both meetings will be at 6 PM. There should be some movement from the legislature which will be helpful.

D. Capital-Finance & Regional Agreement (Michelle Bailey)

Michelle met with Peter and talked about prioritization of the capital plan, to be presented at the first September meeting. A capital expenditure will be recommended for the next Town Meeting. Attempt to kick off an enrollment discussion has not yet yielded significant progress. The current goal is simply to conduct an enrollment study. Scott Mattern, Katherine Harrison are available to meet with administration and SC members.

E. Student Rep [absent]

F. Other-School Liaisons Updates [none]

IX. Other

A. Topics for next meeting:

- 1. Finalize School Committee Goals and Capital Plan for Sept. 7**

Note: bus schedules will be published in the Chronicle the week of the 17th.

[note: Video stopped before item X on the Agenda—vote to move into executive session.]

Respectfully submitted,

Nancy R. Bergner
Clerk, H-WRSC Meeting

Donations**SC Meeting 9/07/2017**

Volleyball Boosters	\$1,800.	Help to reduce user fee
Friends of HWRHS/MS	\$750.	Middle School Field Trips

School Committee Goals 2017-2018

- Budget is a goal for every year
- Keep the Capital Plan Goal on for 2017-2018. Will be a multi-year goal. What are the action steps?
 - Look at new facilities for the HWRSD. What are the next steps? Assess evaluate and develop a strategy to review previous master planning studies.
- Regional Agreement--Keep goal for 2017-2018.
- Negotiate and complete contracts w/ HWREA, Office Personnel and Custodians for 2017-2018

2016-2017 Goals

1. Budget
 - a. Advocate for a budget that calls for Educational Excellence while being mindful of the fiscal constraints of the communities.
 - i. Budget Calendar/Process
2. Capital Plan
 - a. Develop an implementation and financing strategy for the Capital plan, including the Master Plan, Operational Items and Turf Field Plan with the involvement of major stakeholders.
 - i. Capital Plan—read just calendarization of items based on FY18 Budget Process
 - ii. Turf Field
 1. Complete Gale Study
 2. Determine SC's level of involvement in next steps of project
 3. Hold meetings with involved stakeholders
 - iii. Master Plan
 1. Complete Design Study
 2. Identify funding target for projects through FY18 Budget Process
 3. Identify timing for other MP Items
 4. Begin conversation around future of school buildings
3. Update the Regional Agreement
 - a. Develop an updated version of the Regional Agreement that addresses apportionment and other minor items to present to approval at Town Meeting for spring of 2017.
 - i. Create a Subcommittee of the SC to develop a draft of revisions and scenario analysis to bring to the formed working group by 10/1.
 - ii. Subcommittee will make recommendations to the SC by 11/1
 - iii. SC will finalize recommendations in time for ATM Warrant in February.
4. Policy Review Process
 - a. Develop a documented and approved process for regular review and update of the District Policy Manual.
 - i. Assign the task to the policy committee
 - ii. Create a draft policy review policy and procedure by January of 2017
 - iii. Policy approval by SC February 2017

SC Goals—Notes from June 15, 2017

School Committee Goals 2017-2018

-Budget is a goal for every year

-Develop and prioritize an implementation strategy for the Capital Plan

-Keep the Capital Plan Goal on for 2017-2018. Will be a multi-year goal. What are the action steps?

- Look at new facilities for the HWRSD. What are the next steps?
 - What are the action steps that need to happen to accomplish a school building
- Assess evaluate and develop a strategy to review previous master planning studies.
- Interview the team that led the Middle School Project and the Buker Renovation Project
- Add above as a sub-bullet #4 in Master Plan Goal

Keep the Turf Field Items the same

Longmeadow Study Group

- Represent the SC's interests in the study of the Longmeadow Property as voted as the 2017 Annual Town Meetings

-Regional Agreement--Keep goal for 2017-2018.

-Meeting with three entities to appoint a WG for Regional Agreement

-Work with the towns to develop a plan regarding RA changes-- due 10/1 with timely updates

-SC will finalize recommendations in time for ATM Presentation by February

-Negotiate and complete contracts w/ HWREA, Office Personnel and Custodians for 2017-2018



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

2017-2018 School Committee Meeting Calendar

Buker Multipurpose Room, 7:00 PM unless otherwise noted

This document is tentative and is subject to change. All Official SC Agendas will be posted at least 48 hours prior to the meeting at <http://www.hwschools.net/page.cfm?p=2179> and at the District Offices, 5 School St., Wenham.

Original Dates hold with First and Third Thursday SC Meeting Schedule

(Alt Dates line up with Warrant Signing Dates and are on Wednesday evenings unless otherwise noted.)

Date (Alt Date)	Agenda Items	Notes
August 3	<ul style="list-style-type: none"> EOY Close 	
September 7 (September 13)	<ul style="list-style-type: none"> Finalize SC Goals for 2017-2018 Discuss SC meeting Dates for 2017-2018 Superintendent's Review 	
September 14 (September 27)	<ul style="list-style-type: none"> SC Retreat Meeting—Presentation from Stephen Hemman, MARS 	
October 5 (October 11)	<ul style="list-style-type: none"> Professional Teacher Status Recognition @ 6:30 Review SC Protocols Summer Projects Overview (Operations, IT, Facilities) Select Delegate and Alternate for MASC Conference Presentation of District Improvement Goals Presentation of School Improvement Plans 	
October 19 (October 25)	<ul style="list-style-type: none"> Presentation from Powers and Sullivan on FY2017 Audit. Student Government Presentation Vote on MASC Resolutions 	
November 1, 2, 3 & 4	<ul style="list-style-type: none"> MASC Conference 	

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November 2 (November 8)	<ul style="list-style-type: none"> • District Assessment Results Presentation • October 1 Enrollment Report • Discuss Superintendent's Salary for FY18 	
November 16 (November 21 Tuesday)	<ul style="list-style-type: none"> • Public Hearing Regarding School Choice • SC Vote on School Choice for FY18 • FY18 Financial Forecast 	School Choice Vote needs to be taken prior to June 1 st . Need to advertise public hearing seven days prior.
November TBD	<ul style="list-style-type: none"> • Joint Meeting with Finance Committees 	
December 7 (December 6)	<ul style="list-style-type: none"> • Warrant for SC Elections • Treasurer's Report 	
December 21 (December 20)	<ul style="list-style-type: none"> • Superintendent's Recommended FY19 Budget Presentation • Student Government Presentation 	
January 4 (January 3)	<ul style="list-style-type: none"> • FY19 Budget Review • SC Prepares Tentative FY19 Budget 	Tentative Budget must be adopted at least 30 days prior to final budget adoption as per HWRSD Regional Agreement.
January 18 (January 17)	<ul style="list-style-type: none"> • FY19 Budget Review • FY18 Financial Forecast • Report on District, SC and Superintendent Goal Progress 	
January TBD	<ul style="list-style-type: none"> • Joint Meeting with Finance Committees 	
February 1 (January 31)	<ul style="list-style-type: none"> • Mail Tentative Budget to Towns (See Feb 15 note) • FY 19 Budget Review 	Advertise Regional Budget Hearing on 2/15.
February 15 (February 14)	<ul style="list-style-type: none"> • FY19 Budget Review • FY19 Budget Public Hearing • Adopt FY19 Budget 	As per HWRSD Regional Agreement , "Section X": "Not later than fifteen days following the date on which copies of the tentative operating and maintenance budget are mailed to the chairman of the finance and advisory committee and the chairman of the board of selectmen of each member town as aforesaid, the Committee shall hold a public hearing with in the District" "At such hearing, the Committee shall adopt an annual operating and maintenance budget on or before the latest date therefore permitted by law, but in no event later than March 31."

		As per DESE Regs , SC must adopt a budget at least 45 days prior to earliest ATM (April 7). Feb 21 is latest date. A 2/3 vote is required to adopt the budget.
March 1 (February 28)	<ul style="list-style-type: none"> Student Government Presentation 	
March 15 (March 14)	<ul style="list-style-type: none"> FY18 Financial Forecast Student Services Program Report 	
April 5 (March 28)	<ul style="list-style-type: none"> Curriculum, Instruction and Assessment Program Report 	
April 7	<ul style="list-style-type: none"> Hamilton Town Meeting 	Wenham TBD
(April 11)	<ul style="list-style-type: none"> Warrant Meeting 	
April 12	<ul style="list-style-type: none"> Hamilton Town Elections 	Wenham TBD
April 26 (April 25)	<ul style="list-style-type: none"> Meeting to hear results of town elections 	Only if Wenham's ATM and elections coincide with Hamilton's
May 3 (May 9)	<ul style="list-style-type: none"> SC Reorganization Meeting Vote to Set Last Day of School 	
May 17 (May 23)	<ul style="list-style-type: none"> FY18 Financial Forecast Food Service Presentation 	
June 7 (June 6)	<ul style="list-style-type: none"> Retiree Reception @ 6:30 Recognition of Retirees Student Government Presentation SEPAC Annual Report Treasurer's Report 	
June 21 (June 20)	<ul style="list-style-type: none"> EOY Financial Forecast Report on District, SC and Superintendent Goal Progress Treasurer and Asst. Treasurer Appointment Discussion 	

School Committee Events

Monday, August 28, 2017	8:30 AM	Teacher and Staff First Day	HS Auditorium
Wednesday, December 20, 2017	1:00 PM	Holiday Gathering	HS Cafeteria
Thursday, May 31, 2018 (Tent.)	8:00 PM	Candlelight	HWRHS
Saturday, June 2, 2018 (Tent.)	10:00 AM	Graduation	HWRHS

Annual Town Meeting Dates

Event	Hamilton	Wenham
Fall Town Meeting	TBD	TBD
Fall Election	TBD	TBD
Spring Town Meeting	Saturday, April 7, 2018 (TENT)	TBD
Spring Town Election	Thursday, April 12, 2018 (TENT)	TBD



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

Jeffrey Sands
Assistant Superintendent of Finance and Administration

5 School Street
Wenham, MA 01984

May 11, 2017

To: Josh Liebow, SC Chairperson

From: Jeff Sands, Assistant Superintendent 

Subject: FY18 Warrant Sub-Committee Schedule

Hi Josh:

As follow-up to our discussion during the April 27th SC Meeting, I have prepared a draft Sub-Committee meeting schedule for FY18. As you will see, the draft schedule includes two (2) possible meeting dates for each warrant cycle in FY18 with "Option 1" representing District Administration's "Recommended" Option.

As discussed, Tuesday Sub-Committee meetings only allow one day for the business office to finalize a warrant cycle, including payroll; one day is insufficient and allows for absolutely no margin of error which greatly concerns me. In an effort to alleviate this issue (and to a lesser extent an issue with respect to Monday holidays), we proposed an amendment to the Teacher's Contract that would shift the District's official payday from Thursday's to Friday's beginning in July 2017 and would allow for these Sub-Committee meetings to be moved to Wednesday's. The amendment was accepted by both the Union and School Committee through a Side Bar Letter dated March 22, 2017.

We are currently scheduled to discuss this matter with the entire Committee during the meeting on May 18th with a goal of establishing a final schedule for FY18 at that time. In the interim, please let me know if you have any questions.

cc:

Mike Harvey, Superintendent

Enclosures

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Hamilton-Wenham Regional School District
FY18 Warrant SubCommittee Schedule
as of May 11, 2017

<u>Payroll #</u>	<u>Payroll Date</u>	<u>Option 1 (Recommended)</u>	<u>Option 2</u>	<u>Group</u>
1	Friday, July 7, 2017	Wednesday, July 5, 2017	N/A (Tuesday Holiday)	Gene, Stacey, & Michelle
2	Friday, July 21, 2017	Wednesday, July 19, 2017	Tuesday, July 18, 2017	David, Jeanise, & Kerry
3	Friday, August 4, 2017	Wednesday, August 2, 2017	Tuesday, August 1, 2017	Gene, Stacey, & Michelle
4	Friday, August 18, 2017	Wednesday, August 16, 2017	Tuesday, August 15, 2017	David, Jeanise, & Kerry
5	Friday, September 1, 2017	Wednesday, August 30, 2017	Tuesday, August 29, 2017	Gene, Stacey, & Michelle
6	Friday, September 15, 2017	Wednesday, September 13, 2017	Tuesday, September 12, 2017	David, Jeanise, & Kerry
7	Friday, September 29, 2017	Wednesday, September 27, 2017	Tuesday, September 26, 2017	Gene, Stacey, & Michelle
8	Friday, October 13, 2017	Wednesday, October 11, 2017	N/A (Monday Holiday)	David, Jeanise, & Kerry
9	Friday, October 27, 2017	Wednesday, October 25, 2017	Tuesday, October 24, 2017	Gene, Stacey, & Michelle
10	Friday, November 10, 2017	Wednesday, November 8, 2017	Tuesday, November 7, 2017	David, Jeanise, & Kerry
11	Friday, November 24, 2017	Tuesday, November 21, 2017	N/A (Thursday Holiday)	Gene, Stacey, & Michelle
12	Friday, December 8, 2017	Wednesday, December 6, 2017	Tuesday, December 5, 2017	David, Jeanise, & Kerry
13	Friday, December 22, 2017	Wednesday, December 20, 2017	Tuesday, December 19, 2017	Gene, Stacey, & Michelle
14	Friday, January 5, 2018	Wednesday, January 3, 2018	N/A (Monday Holiday)	David, Jeanise, & Kerry
15	Friday, January 19, 2018	Wednesday, January 17, 2018	N/A (Monday Holiday)	Gene, Stacey, & Michelle
16	Friday, February 2, 2018	Wednesday, January 31, 2018	Tuesday, January 30, 2018	David, Jeanise, & Kerry
17	Friday, February 16, 2018	Wednesday, February 14, 2018	Tuesday, February 13, 2018	Gene, Stacey, & Michelle
18	Friday, March 2, 2018	Wednesday, February 28, 2018	Tuesday, February 27, 2018	David, Jeanise, & Kerry
19	Friday, March 16, 2018	Wednesday, March 14, 2018	Tuesday, March 13, 2018	Gene, Stacey, & Michelle
20	Friday, March 30, 2018	Wednesday, March 28, 2018	Tuesday, March 27, 2018	David, Jeanise, & Kerry
21	Friday, April 13, 2018	Wednesday, April 11, 2018	Tuesday, April 10, 2018	TBD
22	Friday, April 27, 2018	Wednesday, April 25, 2018	Tuesday, April 24, 2018	TBD
23	Friday, May 11, 2018	Wednesday, May 9, 2018	Tuesday, May 8, 2018	TBD
24	Friday, May 25, 2018	Wednesday, May 23, 2018	Tuesday, May 22, 2018	TBD
25	Friday, June 8, 2018	Wednesday, June 6, 2018	Tuesday, June 5, 2018	TBD
26	Friday, June 22, 2018	Wednesday, June 20, 2018	Tuesday, June 19, 2018	TBD

Sands, Jeffrey

From: Sands, Jeffrey
Sent: Wednesday, June 28, 2017 8:52 AM
To: Liebow, Josh
Cc: Harvey, Michael; Lee, Gene; Polito, David; Gertz, Kerry; Jeanise Bertrand; Michelle, Bailey; Stacey Metternick
Subject: Remote Participation and Signatures Follow-up
Attachments: B2004_-_Remote_Participation_4.27.17 JDS.pdf; oml-guide 031815.pdf

Hi Josh,

This email is being sent in response to the questions you asked me to research during the June 8th SC meeting regarding remote participation.

I spoke with Hanna Rush, Assistant Attorney General in the Division of Open Government yesterday regarding your questions related to remote participation and the specific requirements around physically signing AP and Payroll Warrants as a member of the Warrant Subcommittee of the SC.

Attorney Rush confirmed that the Attorney General's regulations (940 CMR 29.10) enable members of our SC to participate remotely given the fact that the practice of remote participation had been properly adopted by the District (see SC Policy B2004). Attorney Rush emphasized the importance of ensuring that the minimum requirements for remote participation were always met and that all established procedures were followed when remote participation was used at a subcommittee meeting (or any SC meeting).

Regarding the signature requirement, Attorney Rush said that so long as the full subcommittee concluded its business and made its decisions while in open session, that the "Administrative Task" of physically signing the actual Warrant document(s) could be done "after the fact" by the member that was participating remotely; however, members of the subcommittee that were physically present at the meeting were required to sign the Warrant documents before the session was adjourned. No digital signature or any equivalent was required of the member who was participating remotely.

This is favorable news regarding the signature requirement, however I have a couple of concerns with our Policy requirements that I believe should be discussed before we put remote participation into practice with respect to the Warrant subcommittee; the first concern is "participation notice" and the second is the availability/distribution of "copies of any documents to be used during the meeting". The latter being my biggest concern as it would not be possible to provide copies of all of the materials that accompany our Warrants to remote participants under any circumstance given our limited resources and the very short period of time we have to prepare for these meetings as discussed. I have highlighted these areas of concern and attached a copy of our Policy on Remote Participation for your reference. I have also provided a copy of the AG's Open Meeting Law Guide in the event you got really bored and wanted something interesting to read on vacation.

Please let me know if you have any questions or comments.

Regards,
Jeff

Assistant Superintendent of Finance & Administration
Hamilton Wenham Regional School District

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

B2004

REMOTE PARTICIPATION

I. Policy

(1) Policy

It is the policy of the Hamilton-Wenham Regional School District to allow remote participation of members of the School Committee and any of its subcommittees or working groups (public body) at any of its meetings subject to the requirements of this policy.

The regulations of the Office of the Attorney General of Massachusetts on Remote Participation; 940 CMR 29.10 et seq., are adopted as modified to serve as the policy of the Hamilton-Wenham Regional School District.

(2) Minimum Requirements for Remote Participation.

(a) Members of a public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other;

(b) A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by [M.G.L. c. 30A, sec 20\(d\)](#);

(c) Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of [M.G.L. c. 39, sec. 23D](#).

(3) Permissible Reasons for Remote Participation. A member of a public body shall be permitted to participate remotely in a meeting, in accordance with the procedures described in section (5), if the chair or, in the chair's absence, the person chairing the meeting, determines that one or more of the following factors makes the member's physical attendance unreasonably difficult:

- (a) Personal illness;
- (b) Personal disability;
- (c) Emergency;
- (d) Military service; or
- (e) Geographic distance.

(4) Technology.

(a) The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. Accommodations shall be made for any public body member who requires TTY service, video relay service, or other form of adaptive telecommunications.

- (i) telephone, internet, or satellite enabled audio or video conferencing;

Adopted: May 3, 2012

Reviewed: April 27, 2017

Vote: 8-0-0

Chairperson, HWRSD School Committee: Alexa McCloughan

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

(ii) any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.

(b) When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.

(c) The public body shall determine which of the acceptable methods may be used by its members.

(d) The chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

(e) The amount and source of payment for any costs associated with remote participation shall be determined by the School Committee.

(5) Procedures for Remote Participation.

Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, and at least forty eight hours before the meeting whenever possible, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request. If the person chairing the meeting determines that the member has previously remotely participated in two meetings within the current fiscal year, then the request shall be brought to the full public body for a participation determination as the first agenda item at the meeting. If the person chairing the meeting determines that technology necessary to enable remote participation at the meeting will not be available, then all requests for remote participation at that meeting shall be denied.

(b) At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under section (3) for his or her remote participation. This information shall also be recorded in the meeting minutes.

(c) All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

When feasible, the chair or, in the chair's absence, the person chairing the meeting, shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with M.G.L. c. 30A, sec. 22.

Adopted: May 3, 2012

Reviewed: April 27, 2017

Vote: 8-0-0

Chairperson, HWRSD School Committee: Alexa McCloughan

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

II. Policy Review and Revision

This policy shall be reviewed one year after its adoption to determine the future suitability of its provisions.

III. Legal References

MGL Chapter 30A, Sections 20(d) & 22

MGL Chapter 39, Section 23D

940 CMR 29.10 et seq.

Adopted: May 3, 2012
Reviewed: April 27, 2017
Vote: 8-0-0
Chairperson, HWRSD School Committee: Alexa McCloughan

Hamilton Wenham Regional School District

5 Year Capital* Improvement Program Summary as of February 9, 2017

Department		Project	Location	Total Est Cost	FY18	FY19	FY20	FY21	FY22
Fac & Grds	New Roof	HS	3,000,000	-	-	-	-	3,000,000	
Fac & Grds	Building Energy Management Systems	Elem Schools	210,000	-	-	-	-	210,000	
Fac & Grds	Replace Recalled Sprinkler Heads	HS / MS	37,500	-	-	18,750	18,750	-	
Fac & Grds	Replace Classroom Sinks, Countertops & Water bubblers	Elem Schools	61,000	-	21,000	20,000	20,000	-	
Fac & Grds	Waste Water Treatment Plant	District	100,000	20,000	20,000	20,000	20,000	20,000	
Fac & Grds	Repair, refinish & reline Gymnasium Floors	District	60,000	-	-	-	30,000	30,000	
Fac & Grds	Building Fire Suppression System	Win	600,000	-	600,000	-	-	-	
Fac & Grds	Install Keyless Entryway Swipecard Systems	District	35,000	-	-	35,000	-	-	
Fac & Grds	Install Exterior Surveillance Cameras	District	30,000	-	-	30,000	-	-	
Fac & Grds	Install Main Entry & Main Office Interior Surveillance Cameras	District	25,000	-	-	25,000	-	-	
Fac & Grds	Interior Classroom & Hallway Painting	Cut	30,000	-	-	30,000	-	-	
Fac & Grds	Replace Classroom Carpets with Tile (6)	Cut	30,000	15,000	15,000	-	-	-	
Fac & Grds	Classroom Shades	Cut, Buk, HS & MS	135,000	-	-	40,000	60,000	35,000	
Fac & Grds	Emergency Generator	Buk & Admin Bldg	40,000	-	-	-	-	40,000	
Fac & Grds	Autoscrubbers (4) & Floor Burnishers (1)	District	70,000	-	15,000	25,000	15,000	15,000	
Fac & Grds	Replace flooring in HS Fitness Center	HS	15,000	-	-	-	-	15,000	
Fac & Grds	Equipment for HS Fitness Center	HS	20,000	-	20,000	-	-	-	
Fac & Grds	Replace Rear Roof at Buker	Buk	50,000	20,000	30,000	-	-	-	
Fac & Grds	Install ADA Accessible Concrete Exterior Wheelchair Ramp	Winthrop	10,000	10,000	-	-	-	-	
Fac & Grds	Install ADA Accessible Handicap Lifts/Ramps for school stages	Win & Buk	30,000	-	30,000	-	-	-	
Fac & Grds	Project Adventure Course Upgrades	HS / MS	15,000	-	-	15,000	-	-	
Fac & Grds	Replace front sidewalks at Middle School	MRMS	60,000	-	-	-	-	60,000	
Fac & Grds	Replace Ceiling Tiles in Primary Wing Classrooms & Hallway	Winthrop	10,000	-	-	10,000	-	-	
Fac & Grds	Repair sidewalks and curbing at Admin Bldg	Admin	15,000	-	-	15,000	-	-	
Fac & Grds	Upgrade, repair and install Intercom systems	Various	24,000	-	-	24,000	-	-	
Fac & Grds	Kiln	HS	11,500	11,500	-	-	-	-	
Fac & Grds	Replace Sound System in gymnasium	HS / MS	20,000	-	20,000	-	-	-	
Fac & Grds	Classroom Furniture (1 Class)	HS	15,000	15,000	-	-	-	-	
Fac & Grds	Buker Playground	Buker	10,000	10,000	-	-	-	-	
Tech	iPads for Students on Scholarship and F&RL	District	87,500	17,500	17,500	17,500	17,500	17,500	
Tech	Classroom Hardware Refresh 4 year cycle (iPads)	District	301,000	21,000	42,000	105,000	70,000	63,000	
Tech	Classroom Hardware Refresh 7 year cycle (Laptops & Labs)	District	295,785	33,480	47,470	68,450	92,430	53,955	
Tech	Classroom Chromebooks 4 year cycle	District	36,000	-	18,000	-	18,000	-	
Tech	Classroom Chromebooks (MRMS New)	District	18,000	-	18,000	-	-	-	
Tech	Upgrade Wireless Access Points including wiring	District	49,920	-	-	49,920	-	-	
Tech	Replace Phone System with new VoIP System	HS / MS	47,000	-	-	-	-	47,000	
Tech	Replace Backup Server / Services	District	52,000	-	52,000	-	-	-	
Tech	Replace VMWare Server and Licenses	District	113,000	-	-	113,000	-	-	
Tech	Replace Network Area Storage Arrays	District	207,000	-	-	-	207,000	-	
Tech	Replace Network IDF	District	72,000	-	-	-	-	72,000	
Tech	Replace Classroom SMARTBoards, Projectors, etc	District	260,512	37,216	74,432	74,432	74,432	-	
Tech	Upgrade Auditorium Theatrical Electrical Systems	HS	75,000	-	75,000	-	-	-	
Tech	Replace Auditorium Lighting Control Console	HS	17,000	-	17,000	-	-	-	
Tech	Auditorium HD Projector, Projection Screen & Monitors	HS	50,000	-	50,000	-	-	-	
Tech	Install redundant line for Internet Connectivity	District	32,000	-	32,000	-	-	-	
Food Svc	Kitchen Equipment	District	373,575	-	43,628	149,597	115,107	65,243	

Hamilton Wenham Regional School District

5 Year Capital* Improvement Program Summary as of February 9, 2017

Department	Project	Location	Total Est Cost	FY18	FY19	FY20	FY21	FY22
Total Recommended:			6,856,292	210,696	1,258,030	885,649	758,219	3,743,698
Master Plan	Architect & Design Fees (Master Plan)	District	25,000	-	25,000	-	-	-
Master Plan	Classroom Furniture (Master Plan)	District	800,000	-	800,000	-	-	-
Master Plan	HS/MS Library Media Center Renovation (Master Plan)	HS / MS	1,000,000	-	-	1,000,000	-	-
Master Plan	MS Maker Spaces Renovation (Master Plan)	MS	300,000	-	-	-	300,000	-
Master Plan	Elementary Library Media Center Renovations (Master Plan)	Elem Schools	300,000	-	-	-	300,000	-
Subtotal Master Plan:			2,425,000	-	825,000	1,000,000	600,000	-
Athletics	Turf Fields: Track & Field	District	3,939,067	-	-	-	-	3,939,067
Athletics	Turf Fields: Combination Baseball Field	District	3,505,499	-	-	-	-	3,505,499
Athletics	Turf Fields: Entrance Improvements & Amenities	District	2,024,928	-	-	-	-	2,024,928
Totals:			\$ 18,750,786	\$ 210,696	\$ 2,083,030	\$ 1,885,649	\$ 1,358,219	\$ 13,213,192

- A "green" shaded entry in FY18 denotes the expense has been incorporated into the FY18 Operating Budget Recommendation.

* - Tangible assets or projects that cost at least \$10,000 and have a useful life of at least 5 years.

Note - The final principal and interest payment for the HS/MS Project is due in May 2019. Net annual Debt Service Expense Costs associated with that Project are ~\$714,000 .

DRAFT--Proposed 5 Year Capital Plan Financing

Debt Exclusions

Category	FY18	FY19	FY20	FY21	FY22	
Safety		\$ 1,266,500				All Safety Items
Accessibility		\$ 30,000				All Acc Items
Critical Infrastructure		\$ 1,231,495				All Crit Inf Items
Critical Infrastructure					\$ 3,000,000	HS Roof
Educational Program					\$ 3,000,000	MP Renovations
Wellness					\$ 4,000,000	Turf 1
Totals		\$ 2,527,995			\$ 10,000,000	\$ 12,527,995

Operating Budget

Category	FY18	FY19	FY20	FY21	FY22	Total	
Critical Infrastructure	\$ 55,000					\$ 55,000	
Educational Program	\$ 120,696	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,120,696	All Ed Program
Cosmetic Infrastructure	\$ 15,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 415,000	All Cosmetic Infrastructure
Wellness	\$ 10,000					\$ 10,000	Buker Plygrd
Accesibility	\$ 10,000					\$ 10,000	Winthrop Ramp
Totals	\$ 210,696	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,610,696	

Missing

Turf 2&3 \$ 5,600,000

In FY18 Budget
Winthrop Sprinklers need to be approved by 4/18

FY18 Debt Exclusion Items--Proposed

Department	Project	Location	Total Est Cost	Comments - Need Some Updating as of 2/9/17	Category
Fac & Grds	Install ADA Accessible Handicap Lifts/Ramps for school stages	Win & Buk	30,000	Get estimate. Lifts or Ramps to provide accessibility for students	Accessibility
		Sub-Total	30,000		

Department	Project	Location	Total Est Cost	Comments - Need Some Updating as of 2/9/17	Category
Fac & Grds	Replace Recalled Sprinkler Heads	HS / MS	37,500	500 heads at \$75 per head; No longer covered by Manufacturers Recall	Safety
Fac & Grds	Building Fire Suppression System	Win	1,000,000	Required by HFD pursuant to MGL c. 148 s. 26G. Project to be completed by August 2019	Safety
Fac & Grds	Install Keyless Entryway Swipecard Systems	District	35,000	25 units to be installed throughout District	Safety
Fac & Grds	Install Exterior Surveillance Cameras	District	30,000	24 units to be installed throughout District	Safety
Fac & Grds	Install Main Entry & Main Office Interior Surveillance Cameras	District	25,000	Get estimate. Placeholder \$5K per school	Safety
Fac & Grds	Emergency Generator	Buk & Admin B	40,000	Buker is Emergency Shelter for Wenham	Safety
Fac & Grds	Replace front sidewalks at Middle School	MRMS	60,000	Get estimate	Safety
Fac & Grds	Repair sidewalks and curbing at Admin Bldg	Admin	15,000	See quote	Safety
Fac & Grds	Upgrade, repair and install Intercom systems	Various	24,000	See quote	Safety
		Sub-Total	1,266,500		

Department	Project	Location	Total Est Cost	Comments - Need Some Updating as of 2/9/17	Category
Fac & Grds	Building Energy Management Systems	Elem Schools	210,000	Estimate; Consider submitting this as part of our next Green Communities Grant Application	Critical Infrastructure
Tech	Upgrade Wireless Access Points including wiring	District	49,920	96 replacement upgrades @ \$520.00 per unit	Critical Infrastructure
Tech	Replace Phone System with new VoIP System	HS / MS	47,000	Circa 2002. Will need to be replaced at some point in the next 5 years.	Critical Infrastructure
Tech	Replace Backup Server / Services	District	52,000	Phase 2: Datto 10TB with cloud 4 year contract including offloading mail server to cloud	Critical Infrastructure
Tech	Replace VMWare Server and Licenses	District	113,000	Phase 3: Server Replacement and Vmware Licensing	Critical Infrastructure
Tech	Replace Network Area Storage Arrays	District	207,000	Phase 4: Installation of New Storage Arrays	Critical Infrastructure
Tech	Replace Network IDF	District	72,000	Phase 5: Installation of New Network Intermediate Distribution Frame (IDF) Switches	Critical Infrastructure
Tech	Upgrade Auditorium Theatrical Electrical Systems	HS	75,000	Upgrade includes electrical and lighting controls, wiring, installation, etc	Critical Infrastructure
Tech	Install redundant line for Internet Connectivity	District	32,000	Operational Cost per year is \$32K once installed	Critical Infrastructure
Food Svc	Kitchen Equipment	District	373,575	See Food Service Capital Worksheet	Critical Infrastructure
		Sub-Total	1,231,495		
		Grand Total	2,527,995		

Accessibility Items as of 9.1.17

Department	Project	Location	Total Est Cost	FY18	Priority	Comments - Need Some Updating as of 2/9/17	Category				
Fac & Grds	Install ADA Accessible Concrete Exterior Wheelchair Ramp	Winthrop	10,000	10,000		Get estimate. Ramp and railings to playground area off Primary Wing	Accessibility				
Fac & Grds	Install ADA Accessible Handicap Lifts/Ramps for school stages	Win & Buk	30,000	-		Get estimate. Lifts or Ramps to provide accessibility for students	Accessibility				
Total			40,000								

Cosmetic Infrastructure Items as of 9.1.17

Department	Project	Location	Total Est Cost	FY18	FY19	FY20	FY21	FY22	Priority	Comments - Need Some Updating as of 2/9/17	Category	Funding Source
Fac & Grds	Replace Classroom Sinks, Countertops & Water bubblers	Elem Schools	61,000	-						61 units at \$1,000 per unit; staring with Winthrop	Cosmetic Infrastructure	
Fac & Grds	Repair, refinish & reline Gymnasium Floors	District	60,000	-						HS/MS first and then Elementary Schools	Cosmetic Infrastructure	
Fac & Grds	Interior Classroom & Hallway Painting	Cut	30,000	-						Get estimate	Cosmetic Infrastructure	
Fac & Grds	Replace Classroom Carpets with Tile (6)	Cut	30,000	15,000						6 Classrooms at \$5000/class	Cosmetic Infrastructure	
Fac & Grds	Classroom Shades	Cut, Buk, HS & MS	135,000	-						Quoted at \$200/unit installed (675 units total)	Cosmetic Infrastructure	
Fac & Grds	Autoscrubbers (4) & Floor Burnishers (1)	District	70,000	-						Scrubbers @ \$15K and Burnishers @ \$10K	Cosmetic Infrastructure	
Fac & Grds	Replace flooring in HS Fitness Center	HS	15,000	-						Estimate. Replace flooring in HS Fitness Room requested by ET	Cosmetic Infrastructure	
Fac & Grds	Replace Ceiling Tiles in Primary Wing Classrooms & Hallway	Winthrop	10,000	-						See quote	Cosmetic Infrastructure	
Total			411,000		100000	100000	100000	100000				

Critical Infrastructure Items as of 9.1.17

Department	Project	Location	Total Est Cos	FY18	FY19	FY20	FY21	FY22	Priority	Comments - Need Some Updating as of 2/9/17	Category	Funding Source
Fac & Grds	Building Energy Management Systems	Elem Schools	210,000	-						Estimate; Consider submitting this as part of our next Green Communities Grant Application	Critical Infrastructure	
Fac & Grds	Waste Water Treatment Plant	District	100,000	20,000						Updating: Weston & Sampson currently performing study; system approx. 15/10/5 years old	Critical Infrastructure	
Fac & Grds	Replace Rear Roof at Buker	Buk	50,000	20,000						2 Phases: See quote	Critical Infrastructure	
Fac & Grds	Classroom Furniture (1 Class)	HS	15,000	15,000						Purchase one (1) set of new Classroom Furniture and redeploy existing old as replacement pool for rest of school	Critical Infrastructure	
Tech	Upgrade Wireless Access Points including wiring	District	49,920	-						96 replacement upgrades @ \$520.00 per unit	Critical Infrastructure	
Tech	Replace Phone System with new VoIP System	HS / MS	47,000	-						Circa 2002. Will need to be replaced at some point in the next 5 years.	Critical Infrastructure	
Tech	Replace Backup Server / Services	District	52,000	-						Phase 2: Datto 10TB with cloud 4 year contract including offloading mail server to cloud	Critical Infrastructure	
Tech	Replace VMWare Server and Licenses	District	113,000	-						Phase 3: Server Replacement and Vmware Licensing	Critical Infrastructure	
Tech	Replace Network Area Storage Arrays	District	207,000	-						Phase 4: Installation of New Storage Arrays	Critical Infrastructure	
Tech	Replace Network IDF	District	72,000	-						Phase 5: Installation of New Network Intermediate Distribution Frame (IDF) Switches	Critical Infrastructure	
Tech	Upgrade Auditorium Theatrical Electrical Systems	HS	75,000	-						Upgrade includes electrical and lighting controls, wiring, installation, etc	Critical Infrastructure	
Tech	Install redundant line for Internet Connectivity	District	32,000	-						Operational Cost per year is \$32K once installed	Critical Infrastructure	
Food Svc	Kitchen Equipment	District	373,575	-						See Food Service Capital Worksheet	Critical Infrastructure	
			1,341,495	55,000	335,374	335,374	335,374	335,374				
Fac & Grds	New Roof	HS	3,000,000					3,000,000		Roof approx 25 years old	Critical Infrastructure	Debt Exclusion
		Total										

Educational Program Items as of 9.1.17

Department	Project	Location	Total Est Cost	FY18	FY19	FY20	FY21	FY22	Priority	Comments - Need Some Updating as of 2/9/17	Category	Funding Source
Fac & Grds	Project Adventure Course Upgrades	HS / MS	15,000	-						See detailed proposal from Project Adventure	Educational Program	
Fac & Grds	Kiln	HS	11,500	11,500						See quote requested by ET	Educational Program	
Fac & Grds	Replace Sound System in gymnasium	HS / MS	20,000	-						Get estimate. Current system in dire need of replacement requested by ET	Educational Program	
Tech	iPads for Students on Scholarship and F&RL	District	87,500	17,500						25 units per year @ \$700 per unit	Educational Program	
Tech	Classroom Hardware Refresh 4 year cycle (iPads)	District	301,000	21,000						430 units @ \$700 per unit	Educational Program	
Tech	Classroom Hardware Refresh 7 year cycle (Laptops & Labs)	District	295,785	33,480						265 units @ average cost of \$1,116	Educational Program	
Tech	Classroom Chromebooks 4 year cycle	District	36,000	-						120 units @ \$300 per unit	Educational Program	
Tech	Classroom Chromebooks (MRMS New)	District	18,000	-						60 units @ \$300 per unit. Additional requested by CH	Educational Program	
Tech	Replace Classroom SMARTBoards, Projectors, etc	District	260,512	37,216						56 units @ \$4,652 per unit	Educational Program	
Tech	Replace Auditorium Lighting Control Console	HS	17,000	-						Replace failing system	Educational Program	
Tech	Auditorium HD Projector, Projection Screen & Monitors	HS	50,000	-						HD Projector, Ceiling Mounted Projection Screen, various lg monitors, and includes wiring, installation, etc	Educational Program	
			1,112,297	120,696	250,000	250,000	250,000	250,000				
Master Plan	Architect & Design Fees (Master Plan)	District	25,000							Phase 2: Final Design, Architectural and Consulting Fees associated with Master Plan related work	Educational Program	
Master Plan	Classroom Furniture (Master Plan)	District	800,000							2,000 units at \$400 per unit	Educational Program	
Master Plan	HS/MS Library Media Center Renovation (Master Plan)	HS / MS	1,000,000							1 major renovation; \$1,000,000 placeholder	Educational Program	Debt Exclusion
Master Plan	MS Maker Spaces Renovation (Master Plan)	MS	300,000							3 spaces in total; \$100,000 per renovation	Educational Program	Debt Exclusion
Master Plan	Elementary Library Media Center Renovations (Master Plan)	Elem Schools	300,000							3 spaces in total; \$100,000 per renovation	Educational Program	Debt Exclusion
Fac & Grds	Equipment for HS Fitness Center	HS	20,000	-						Replace Spin Bikes, Rowers, etc in Fitness Room requested by ET	Educational Program	
			2,445,000									
			3,557,297									

Safety Items as of 9.1.17

Department	Project	Location	Total Est Cost	FY18	Priority	Comments - Need Some Updating as of 2/9/17	Category	Funding Source				
Fac & Grds	Replace Recalled Sprinkler Heads	HS / MS	37,500	-		500 heads at \$75 per head; No longer covered by Manufacturers Recall	Safety					
Fac & Grds	Building Fire Suppression System	Win	1,000,000	-		Required by HFD pursuant to MGL c. 148 s. 26G. Project to be completed by August 2019	Safety					
Fac & Grds	Install Keyless Entryway Swipe Card Systems	District	35,000	-		25 units to be installed throughout District	Safety					
Fac & Grds	Install Exterior Surveillance Cameras	District	30,000	-		24 units to be installed throughout District	Safety					
Fac & Grds	Install Main Entry & Main Office Interior Surveillance Cameras	District	25,000	-		Get estimate. Placeholder \$5K per school	Safety					
Fac & Grds	Emergency Generator	Buk & Admin Bldg	40,000	-		Buker is Emergency Shelter for Wenham	Safety					
Fac & Grds	Replace front sidewalks at Middle School	MRMS	60,000	-		Get estimate	Safety					
Fac & Grds	Repair sidewalks and curbing at Admin Bldg	Admin	15,000	-		See quote	Safety					
Fac & Grds	Upgrade, repair and install Intercom systems	Various	24,000	-		See quote	Safety					
			1,266,500									

Wellness Items as of 9.1.17

Department	Project	Location	Total Est Cost	FY18	Priority	Comments - Need Some Updating as of 2/9/17	Category	Funding Source	FY19	FY20	FY21	FY22
Fac & Grds	Buker Playground	Buker	10,000	10,000		CPC Matching Funds per 2/2/17 SC Discussion	Wellness	General Fund				
Athletics	Turf Fields: Track & Field	District	3,939,067	-		See Gale Associates presentation on 1/17/17	Wellness	Debt Exclusion				
Athletics	Turf Fields: Combination Baseball Field	District	3,505,499	-		See Gale Associates presentation on 1/17/17	Wellness	Debt Exclusion				
Athletics	Turf Fields: Entrance Improvements & Amenities	District	2,024,928	-		See Gale Associates presentation on 1/17/17	Wellness	Debt Exclusion				
			9,479,494									