



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE MEETING

Buker Elementary School
Multi-Purpose Room

Thursday, February 2, 2017

7:00 PM

1. Call to Order 7:00
2. Pledge of Allegiance
3. Citizens' Comments 7:05
4. Chair's Report 7:15
5. Superintendent's Report 7:30
6. Consent Agenda 7:45
 - a. Minutes of January 19, 2017 Exhibit A
 - b. Minutes of January 26, 2017 Exhibit B
 - c. Accept donation from Winthrop Friends \$510 to defray cost of 5th grade field trip Exhibit C
 - d. Field Trip – Conference & Competition for DECA Exhibit D
 - e. Field Trip – Spanish Class to NYC Exhibit E
7. New Business 8:00
 - a. Student Government Presentation
 - b. EdFund Grant – Makerspace Materials Exhibit F
 - c. Policy Review
 - d. FY18 Budget Review Exhibit G
 - a. Funds for Buker Playground
 - b. Master Plan Review
 - c. LT Educational Improvement Items not Funded in FY18 Request
 - d. LT Capital Requests Added to Updated Capital Plan
 - e. Warrant Committee Report and Record Exhibit J
 - f. IMA with Town of Wenham for Assistant Treasurer Exhibit H
 - g. Proposed Regional Agreement Amendment—Next Steps
 - h. Reports on Chronology of Treasurer's Contract
 - i. Proposed Amendments to Treasurer's Contract Exhibit I
 - j. Wenham CPC Meeting and Grants
 - k. Add a member to the Negotiations Committee
 - l. OPEB—Requested by M. Bailey on 1.30.17
 - m. Discussion of SD 1905—Requested by M. Bailey on 1.30.17
8. Other 9:15
 - a. Topics for next meetings
9. Vote to Adjourn 9:30

Secretary: Joshua Liebow, HWRSC

HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE
PUBLIC HEARING FY18 BUDGET
Buker Elementary School Thursday, January 19, 2017 6:30 PM – 7:00 PM
Buker Multi-Purpose Room

Present:

Michelle Bailey
Deb Evans
Gene Lee
Josh Liebow
Stacey Metternick, Chair
David Polito

Also present:

Michael Harvey, Superintendent
Jeff Sands, Assistant Superintendent
Nancy Bergner, H-WRSC Clerk

I. Call To Order: Stacey Metternick called the meeting to order at 6:37 pm in the Buker School Multi-Purpose Room.

FY 2018 Budget: Presented by Mike Harvey and Jeff Sands
See *FY18 Superintendent's Budget Recommendation Presentation* in SC Meeting Packet

Discussion/Questions from the Community

Lisa Bial, representative of the Buker Playground Committee: Hamilton CPC will contribute \$20,000 to the project on the conditions that the Town of Wenham contribute \$20,000 and the School Committee contribute \$10,000 toward the same. The Buker Playground Committee would appreciate a response to this request before their next meeting with the Hamilton CPC on Feb. 8.

The SC appreciates the request. Further discussion on this issue can continue after it is posted.

Meeting went into recess for 2 minutes.

**HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING
MINUTES
January 19, 2017
7:00 PM**

Present:

Michelle Bailey
Deb Evans
Stacey Metternick, Chair
David Polito
Josh Liebow
Gene Lee

Also present:

Michael Harvey, Superintendent
Jeff Sands, Assistant Superintendent
Nancy Bergner, H-WRSC Clerk

I. Call To Order: Stacey Metternick called the meeting to order at 7:08 pm in the Buker School Multi-Purpose Room.

II. Pledge of Allegiance

III. Citizens' Comments

Brief Discussion of Open Meeting Law and bearing on changes to the Agenda

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE ADD A DISCUSSION OF TOPICS SURROUNDING THE
REQUEST FOR MATCHING FUNDS FOR THE BUKER PLAYGROUND
PROJECT TO THIS EVENING'S AGENDA.**

MOTION by Josh Liebow; SECONDED by Michelle Bailey

Discussion: the capacity to add items to the agenda on an emergency basis is obviously valuable. Is this item truly urgent? If so, it should be added. The SC has policies about when responses are made to citizen concerns such as this. The policies for response ensure that agenda items are properly prepared and reviewed in order to promote thoughtful and informed deliberation and decision making. Adding this to the agenda for a subsequent meeting would allow the SC to give it the full consideration and preparation for discussion.

The motion was called to a vote: 2 members for, 4 opposed, no abstentions. The motion does not pass.

This item will be added to Feb. 2 Agenda

A Citizen Concern which was sent to a SC member via email has been forwarded to the Superintendent for consideration.

IV. Chair's Report

- Former SC member Robert P. Whittier died Jan. 11 at the age of 92. He served as a Hamilton representative on the SC from 1986-1998 and was instrumental in developing the facility ofr

the Miles River Middle School. The family wishes to open a fund to benefit STEM development in the district. The School Committee will need to authorize donations.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE AUTHORIZE THE TREASURER TO ACCEPT FUNDS IN THE MEMORY OF ROBERT P. WHITTER TO SUPPORT STEM DEVELOPMENT.

MOTION by Deb Evans; SECONDED by Michelle Bailey

discussion on the most effective way to honor the family's desire to establish a fund and the point in the process at which a SC motion is necessary to facilitate it.

The motion was rescinded by Deb Evans, Seconded by Josh Liebow

- At the last meeting, the SC authorized a change to the Treasurer's vacation. The matter was reviewed by legal council, which provided recommendations for altering the Treasurer's contract via amendment approved by SC vote.
- Update on Assistant Treasurer search: Dr. Harvey has agreed to work on a shared services plan with the Town of Wenham for Assistant Treasurer services.
- Warrant Committee: A shared document has been circulated to ensure that there is a quorum of Warrant Committee members present for each meeting of the committee. Three signatures are necessary to release checks. Be sure to check your calendars and sign up for the meetings so that there will be no disruption in release of checks.
- Regional Agreement Working Group will present later during this meeting.
- CPC application was submitted on time. The SC must present the application in Wenham on Wed. Feb 8 at 7 PM.
- There was a Turf Field meeting on Tuesday. Susequent SC meetings should schedule time to discuss developments. Options include scheduling segments of the discussion over several meetings, or calling a special meeting on a Saturday morning to address all concerns in one meeting, or scheduling this discussion after budget discussions are completed.

V. Superintendent's Report

Prospective Kindergarten registration is open.

School Committee Nomination Papers for April Town Elections are now available. Nomination papers will be available effective Monday, January 9, 2017 for (4) open positions, (2) three-year terms and (2) one-year terms as members of the Hamilton-Wenham Regional School District Committee.

The nomination papers are available at the Superintendent's Office, 5 School Street, Wenham. The papers must be returned with at least 40 registered voter signatures from the Towns of Hamilton and/or Wenham on or before 5:00 PM on Thursday, February 16, 2017. Signatures will be verified from the voters' list of the Towns of Hamilton & Wenham by Wednesday, February 22, 2017.

If you have any questions, please call Donna Bunk @ 978-626-0821.

Open House for Integrated Preschool:

Feb 1 and 8 from 9-10 at Winthrop Elementary School. See Pre-school web page at <http://hamiltonwenhampreschool.weebly.com> . For more information, call 978-468-5489 or direct email inquiries to preschool@hwschool.net .

Accepting applications for School Choice

We are now accepting School Choice Applications for September 2017 for Grades 9-12. The acceptance of students will be conditional upon availability of space within each of the classes. Applications will be accepted through February 1, 2017. Selection is by lottery. Application form is found on the High School webpage.

Turf Project: updated slides are posted on the district website.

Two groups from China are visiting the MS and the HS.

VI. Consent Agenda

A. Minutes of January 5, 2017

Exhibit A

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE REMOVE THE MINUTES OF THE JANUARY 5, 2017 SCHOOL COMMITTEE MEETING. FROM THE CONSENT AGENDA PENDING AMENDMENTS.

MOTION by Michelle Bailey

discussion: amending spelling of names—Josh Liebow; Lisa Bial.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE MINUTES OF THE JANUARY 5, 2017 SCHOOL COMMITTEE MEETING, WITH AMENDMENTS TO CORRECT SPELLINGS OF NAMES PER SC DISCUSSION. THERE CAN BE NO FURTHER CHANGES TO THE AGENDA.

MOTION by Josh Liebow; SECONDED by Deb Evans

Unanimously approved by 6 members present; none opposed, no abstentions

VII. New Business

A. FY18 Budget Review facilitated by Jeff Sands

Exhibit B

- 1. Middle School Programs:** presented by Principal Craig Hovey
- 2. High School Programs:** Principal Eric Tracey and Asst. Principal Brian Menegoni
discussion: prospect of diminished enrollment; course offerings; class size considerations; students considering private schools; upcoming capital needs
- 3. Athletic Budget:** presented by Craig Genualdo
discussion: athletic costs are funded by the combined contributions of the district (covering all administrative costs), by user fees (70%) and by donations; scholarships to assist with user fees; discontinued sports; facility restrictions

More topics for budget discussions will be presented at subsequent SC meetings. There are 2 more regular SC meetings before voting on the budget. Concern was expressed about receiving a final installment of information at the same meeting at which the final vote is called. The sequence of preparatory meetings the SC uses has been in place for the last four years, and was laid out at the beginning of the process this year. Standard operating procedures are in place to have all budget materials available to SC members via Drop Box the Friday prior to a regular meeting. Interest was expressed in discussing District Food Service after budget season is over in order to look ahead to the following year.

B. Amend Treasurer's Contract: an administrative piece following up on the vote to roll over the 9 days.

Discussion: concern is expressed about the insertion of this item into the Agenda for tonight. Strong objection to pursuing this

I MOVE THAT THE ADDITION OF THE AMENDED ADDITION TO THE TREASURER'S CONTRACT BE REMOVED FROM THIS AGENDA AND MOVED TO THE FEBRUARY 2 MEETING.

MOTION by Deb Evans; SECONDED by Josh Liebow

*Discussion: Chair explained how the item came to be inserted into the Agenda. Discussion was recalled to the motion on the table. Issues involved in the timing include time sensitivity of the request, the need for the SC to be working from a fully informed perspective, including the recommendations of legal counsel as reviewed by the entire SC. **The motion was called.***

The motion to remove this item from the Agenda passed with 4 members for, 2 members opposed, no abstentions.

VIII. Committee Reports

- A. Communications (Michelle Bailey)
- B. Planning (Stacey Metternick): No further developments at this time
- C. Policy (Michelle Bailey) First readings of policies will be presented tonight.
 - 1. Policy Review
 - a) Memorials for Deceased Students or Staff—1st Reading Exhibit C
 - b) Policy Revision and Review—1st Reading (not yet enacted) Exhibit D
- D. Warrant (Stacey Metternick). First meeting is on Jan 31, so a report to the SC will be made on Feb. 2.
- E. Regional Agreement (Stacey Metternick). Decision should be made about who will present to the Selectmen of each town. Should the presentation be made by the SC in its entirety or by the Regional Agreement Working Group? The complexity of obtaining consensus between the three stake-holding bodies was raised.
- F. Student Rep (not in attendance)
- G. Other Schools Liaisons Updates

IX. Vote To Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN AT 19:49 PM.

MOTION by Josh Liebow; SECONDED by Gene Lee

Unanimously approved by 6 members present; none opposed, no abstentions

Respectfully Submitted,

Nancy R. Bergner
Clerk, H-WRSC Meeting

EXHIBIT B
Hamilton-Wenham Regional School District
Office of the Superintendent
Wenham, Massachusetts 01984

**MEETING MINUTES FROM A JOINT MEETING OF
THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE AND THE
HAMILTON WENHAM FINANCE COMMITTEES & HAMILTON and WENHAM
BOARDS OF SELECTMEN**

Date: January 26, 2017
To: School Committee Members
From: Michael Harvey, Superintendent of Schools
Re: Joint meeting of the FinComs of Hamilton and Wenham, along with the
Hamilton-Wenham Regional School Committee

CALL TO ORDER: Stacey Metternick, Mike Lucy, Wenham David Wanger, Scott Miller
Hamilton called the joint meeting of the Financial Committees of the
Towns of Hamilton and Wenham, The Selectmen of the Towns of Hamil-
ton and Wenham, along with the Hamilton-Wenham Regional School
Committee to order at 6:08 pm at the Buker School.

Present from the Hamilton-Wenham Regional School Committee

Michelle Bailey
Jeanise Bertrand
Deborah Evans
Gene Lee
Josh Liebow
Stacey Metternick, School Committee Chair
David Polito

Also Present:

Mike Harvey, Superintendent
Jeff Sands
Nancy Bergner, SC Clerk

Present from the Hamilton Fin Com:

Darcy Dale
John Pruellage
Phillip Stearns
Nicholas Tensen
E. David Wanger, Chairman

Present from the Financial Advisory Committee of Wenham

Michael Lucy, Chair

Alexander Begin

Richard Quinn

Mike Therrien

Present from the Wenham Board of Selectmen

Catherine Harrison, Clerk

Also present, Peter Lombardi, Wenham Town Administrator

Present from the Hamilton Board of Selectmen

Scott Maddern

Shaun Farrell

Allison Jenkins

Bill Wilson

Welcome and Introductions:

I. H-WRSC Chair Stacey Metternick, welcomed members of both FinComs and Selectmen and stated the purpose of the meeting: Presentation of Hamilton-Wenham Regional School District's FY2018 School Budget, with opportunity for questions from the Hamilton and Wenham Financial Advisory Committees of the Town of Hamilton and the Town of Wenham, representatives of the School Committee answering.

II. Pledge of Allegiance

III. Discussion of Regional Agreement Apportionment Proposal

From the Regional Agreement:

(D) APPORTIONMENT OF OPERATING COSTS

Operating Costs apportioned to each of the Member Towns for fiscal years commencing on and after July 1, 2000 shall be determined as follows:

(1) The District shall determine its net allocation of Operating Costs, which shall be the District's total operating budget, net of any estimated state assistance for Operating Costs of the District and any other funds applied thereto. Operating Costs shall then be allocated to each of the Member Towns on the basis of each such Member Town's average enrollment in the District determined as of October 1 of each of the last three years immediately preceding the fiscal year for which such allocation is to be determined.

A. Deborah Evans provided history of the Apportionment Proposal Development

Discussion: Census housing data vs. School District enrollment data; review of who was involved in data collection and clean-up; concern expressed about time constraints of this meeting and the timeline for the School District Regional Agreement; Relative investment of the two communities in terms of land provided for schools was raised; Concerns about process and collaboration; Impact of Affordable Housing issues; Timeframes each town would prefer to work with in regard to the Regional Agreement.

Stacey Metternick closed the joint meeting, with members of each other body adjourning their gatherings.

**JOINT MEETING OF
HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE
&
HAMILTON & WENHAM FINANCE COMMITTEES**

Present from the Hamilton-Wenham School Committee:

Michelle Bailey
Jeanise Bertrand
Deborah Evans
Gene Lee
Josh Liebow
Stacey Metternick, School Committee Chair
David Polito

Also present

Michael Harvey, Superintendent
Jeff Sands, Assistant Superintendent
Nancy Bergner, SC Clerk

Present from the Financial Advisory Committee of Hamilton:

Darcy Dale
John Pruellage
Phillip Stearns
Nicholas Tensen
David Wanger, Chairman

Present from the Financial Advisory Committee of Wenham

Michael Lucy, Chair
Alexander Begin
Richard Quinn
Mike Therrien

Also present

Peter Lombardi, Wenham Town Administrator
Catherine Harrison, Wenham Board of Selectmen

- I. H-WRSC Chair Stacey Metternick, called the meeting to order at 7:15 pm. The Hamilton and Wenham Financial Committees also convened their meetings
- II. Presentation & Discussion of FY18 Budget presented by Mike Harvey
See School Committee packet for the FY18 Budget, which was calculated on the basis of Leveled Services, out of respect for the financial concerns of the Towns.
Jeff Sands presented details of the budget and related key assumptions
Questions from the Boards and Committees were entertained and answered, with reference to the information in the packet and background narratives.

Gross operating budget drivers were explained; concern expressed about facilities/maintenance budget items being delayed at ultimately a greater cost to the communities; genesis of the 5 Year Capital Plan explained.

Trends over the past 5 years [Deb Evans has additional older data which she is happy to share with any of the Towns' officials]

Review of Budget Timeline

Discussion: Clarification on locating budget information on the District website; question regarding what might be done for the uncontrolled variables such as out-of-district tuition; "Circuit breaker" reimbursements to help schools which have incurred costs above a certain amount; Potential of needing overrides to support future budgets; Questions regarding enrollment levels related to students at Gordon-Conwell Theological Seminary and Gordon College. This data is not gathered.

III. Vote to Adjourn

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE VOTE TO ADJOURN AT 8:19 PM.**

MOTION by Josh Liebow; SECONDED by Gene Lee

Unanimously approved by 7 members present; none opposed, no abstentions

Other committees and boards from the Towns also adjourned.

Respectfully Submitted,

Nancy R. Bergner

Secretary, H-WRSC Meeting

EXHIBIT C

The Friends of Winthrop have donated \$510.00 to help defray the cost of the 5th grade trip to the North Shore Music Theater to see A Christmas Carol.

The Student Activity account originally paid the amount due and the Friends donated the check this week to help subsidize the field trip.

Don Gallant

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Hamilton Wenham High School Date Submitted: 1/26/17
 Faculty Sponsor: Laura Wheeler Position: DECA Advisor
DECA state Career Development Conference + Competition

I. Trip Information:

Check (✓) one:

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

Departure Date: 3/9/17 Time: 3 pm Return Date: 3/11/17 Time: 2 pm
 Number of Students Eligible: 35 Class/Group: DECA
 Faculty Sponsor: Laura Wheeler
 Other Faculty/Staff chaperones: J. TBD 1/10
 Other chaperones: _____
 Mode of Transportation: Bus to conference, parent pickup Number: _____
 Airlines/Flight/Ground Transportation: _____

II. Estimated Expenses

1. Transportation Cost:	6. Financial Assistance Available? Yes No
2. Admission Charges:	7. Other Sources of Funding? Yes No
3. Lodging & meals cost:	8. Amount Available: \$
4. Other (specify):	9. Are Student Activity Funds being used? Yes No
5. Total student cost: <u>\$500</u>	10. If yes, amount bring used: \$

III. Attachments

1. Copy of Parent Letter with meeting date:	5. Travel Costs & Refund Policy:
2. Itinerary:	6. Travel Insurance Policy (if applicable): Cost:
3. Security features for transportation & accommodations:	7. Pre and Post Trip Activities:
4. Arrangements for meals and lodging:	8. Other Descriptive Information:

IV. Approvals

Department Chairperson or Field Trip Requestor: Laura B Wheeler Date: 1/26/17
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: [Signature] Date: 1/26/17
I have read the School Committee Policy H8015 on School Sponsored Field Trips and find they meet all requirements

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

Superintendent: _____ Date: _____

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

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

APPROVAL DOCUMENTATION – Domestic and International

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

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

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

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

DECA STATES 2017

CONGRATULATIONS!!!

I am so proud of you! You have qualified to attend the 2017 Career Development Conference to be held at the Copley Marriott in Boston, Massachusetts.

This conference is not required. It is your choice whether to attend. The cost of this conference per student is \$500 including conference fees, two nights housing, five meals, transportation to the conference (you will need a ride home on Saturday from awards), spirit items, conference t-shirt, workshops and entertainment.

A \$250 non-refundable deposit is due by Wednesday, February 1st to secure a spot. Otherwise, the next person in your category will be bumped up to your position. If you are under financial hardship, please return the signed forms by the deadline and speak with me privately.

The first step is to return your forms and deposit on time. I am not interested in traveling with anyone who cannot meet deadlines.

This is NOT a vacation. We leave after school Thursday and will be at the conference until 2 pm on Saturday. Experience is about the attitude you attach to it, so I expect you to make this experience great by having a positive, fun attitude. Every part of this conference is a learning experience from waiting in line for a role play to hearing a keynote speaker.

I will not be with you 24 hours a day. You will be supervised, but you need to be responsible for your own schedule. There are over 40 categories of competition and you need to make sure you follow the schedule for your category. If you miss any scheduled events, you will be disqualified and sent home immediately.

All rules stated in the HWRHS Student Handbook and the DECA Comprehensive Consent Form apply. Please note the following highlighted points:

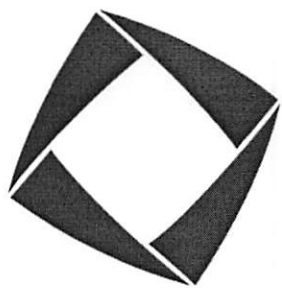
- Students attending this trip are subject to random searches and will be breathalyzed.
- The use of drugs and/or alcohol will not be tolerated. If a problem does occur, the student will be disqualified, sent home, and face the appropriate repercussions.

- Proper attire is expected for this conference. Jeans are not acceptable for meals or official DECA events. Please see the DECA dress code for further information.
- You are not to leave the approved conference areas at any time.
- After students have been “tucked in” at curfew, they agree not to leave their assigned room. “Sleepwalking” stories have all been heard before...
- Students are financially responsible for any damages that may occur in the hotel room. This cost will be split between all room residents regardless of culpability.
- When checking into the hotel, each room must fill out a damage report to assure that prior damage is not charged to the room. This document must be signed by all room members.
- Students will not incur any charges to the room.
- Cell phones are allowed at the conference but **prohibited at all scheduled events** including opening/closing sessions, awards sessions, meals, workshops and competition.

If you place first, second, third, or fourth **overall** at the final awards session on Saturday morning **and** meet the eligibility requirements, you are entitled to compete at the International Conference to be held in Anaheim, CA from April 26 to May 1. There will be a mandatory meeting for qualifiers with their parents on March 15 at 5:30 pm.

We are a team. Part of the experience is getting to know other team members. I will give you a room request form, but final housing decisions are made by me. Although rooming with people you don't know well may seem scary, it is a great opportunity to get to know people you may have otherwise never spent time with. It was at DECA that I found my best friend!!!! And we'd been in school together for three years...

I am excited to share this experience with you!



DECA

An Association of Marketing Students

STATE CONFERENCE 2017

March 9th—11th

A \$250 non-refundable deposit is due by Wednesday, February 1st to secure a spot. Otherwise, the next person in your category will be bumped up to your position. If you are under financial hardship, please return the signed forms by the deadline and speak with me privately.

READ CAREFULLY and check the appropriate box:

☐

\$500 I am paying the full amount now and realize that \$250 of this payment is non-refundable should my child withdraw from competition.

☐

\$250 I am paying the deposit of \$250 now to secure my spot and realize that this payment is non-refundable. I understand that I am responsible for the balance of \$250 by March 1, 2017.

☐

I like to make an added donation to help cover chaperoning fees and support students who have a financial hardship.

I have read the States Handout, MASS-DECA Comprehensive Consent Form, and School Handbook and agree to the rules and regulations stated therein.

STUDENT NAME (PRINT): _____

STUDENT SIGNATURE: _____

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

PLEASE MAKE CHECKS PAYABLE TO **HWRSD**.

MASSACHUSETTS DECA COMPREHENSIVE CONSENT FORM

INFORMATION:

This form, completed with all information and signatures required; must be submitted to the Chapter Advisor by each DECA member attending a DECA activity. It is recommended that a copy of this form be on file in each local school and that it be maintained on file for one calendar year. Additionally, the DECA advisor must bring this form to each area, district, state and national conference. Completion & signing of this document indicates that the student, parent/guardian, and school administrator have read this form and approved its contents. Completion and signing of this document provides consent for:

1. Student attendance at & travel to and from all conference activities.
2. Emergency medical treatment.
3. Student abiding by the Code of Conduct.
4. Student abiding by the Dress Code.

PHILOSOPHY:

It is a privilege and honor for a student to attend area, district, state and international DECA conferences. As such, each student has the unique opportunity to represent his/her high school, community and family as a young business professional. Students are expected to follow all Rules and Regulations stated herein. In cases of uncertainty, the student should confer with his/her advisor or chaperone prior to acting, since ignorance of Rules and Regulations will not be considered an acceptable excuse. Teachers, alumni, chaperones and state staff assume the responsibility of enforcing Rules and Regulations to insure the safety and well-being of the student.

CONFERENCES:

Consent and approval indicated by the signing parties and applicable to the following DECA activities:

1. Fall State Leadership Conference
2. Power Trip (Washington, DC), NY Experience, Sports & Entertainment Conference
3. District Conference
4. MASS-DECA State Career Development Conference
5. International DECA Career Development Conference
6. All workshops, seminars and activities financially sponsored by MASS-DECA

Student Name (please print): _____

DECA Chapter: _____

MASSACHUSETTS DECA COMPREHENSIVE CONSENT FORM (continued)

DRESS CODE:

DECA is first and foremost a business organization for students enrolled in Marketing Education. As in business where company policies related to dress and grooming are maintained, DECA has developed its own policies. At any time during the conference while on-site, you must be in casual or business attire. Essentially, proper dress is a matter of exercising good judgment; thus, should a question concerning the Dress Code arise, contact your chapter advisor or refer to this form, prior to making a decision. Help us to build and maintain a positive image of DECA!

ACCEPTABLE BUSINESS ATTIRE:

Competitive events, including tests, general and special sessions, all meals and banquets, state officer testing & interviews, and all workshops.

Males: Dress slacks, dress collared shirt, tie, dress shoes and socks, sweater and/or sports coat. Shirts must be tucked in. DECA Blazers may NOT be worn in front of judges at the State Conference; however, they MUST be worn in front of judges at ICDC. It is strongly advised that facial piercings be removed when in a judge's presence.

Females: Professional business dress (including knit dress), dress slacks, skirt, blazer, dress blouse, collared shirt, coordinating shirt/blouse, dress shoes (pumps, heels or flats). Dresses or skirts must be fingertip length. Nylons are recommended if dresses or skirts are being worn. DECA Blazers may NOT be worn in front of judges at the State Conference; however, they MUST be worn in front of judges at ICDC. It is advised that facial piercings be removed when in a judge's presence.

Dress code violations at the final session will result in not being allowed to go onstage to accept an award.

UNACCEPTABLE BUSINESS ATTIRE:

Low cut fronts, skirts shorter than fingertip length, open sides, see through blouses, open back, sleeveless tops, crop tops, hats, sneakers, hiking, work, army, "Uggs" type boots, spandex, sandals and denim material.

ACCEPTABLE CASUAL ATTIRE:

Travel to/from conferences, dances, and non-conference activities.

Males: Slacks, cords, khakis, golf shirts, tasteful denim (no rips, holes, bagginess), walking shorts, DECA T-shirts and DECA sweatshirts. Clothing must be in good shape and proper size.

Females: Slacks, khakis, cords, skirts, blouses, golf shirts, walking shorts, DECA T-shirts and DECA sweatshirts. Tasteful denim is acceptable (no hole, stains, rips) Clothing must be in good shape and proper size.

*Activities such as swimming or exercising warrant appropriate recreational attire for that activity. Cover-ups and footwear must be worn over swimsuits when en route to and from the pool. A towel is not an appropriate cover-up to walk through a hotel lobby.

UNACCEPTABLE CASUAL ATTIRE:

Sweatpants, pajamas, low cut shirts/blouses, open sides, see through blouses, tube tops, strapless tops, crop tops, clothing containing pictures or statements relating to alcohol, drugs, sex or other items which would be considered inappropriate, shorts, sweatshirts, halter tops, one strap shirts, straps less than 1" wide, hats, sneakers and all spandex, flip-flop sandals, sunglasses.

MASSACHUSETTS DECA COMPREHENSIVE CONSENT FORM (continued)

CONDUCT CODE:

Participation in DECA activities provides an opportunity for students to interact with business professionals, DECA supporters, other DECA members and the general public. As a result of establishing a positive professional image many businesses, civic organizations and other individuals provide financial and human resources to DECA and its student members. Once again, should you have a question concerning what constitutes acceptable behavior, ask your advisor or chaperone prior to making a decision. DECA values its reputation and asks that you help maintain it.

The following Conduct Code has been established and is enforced at all area, district, state, and national DECA conferences and activities.

LEVEL ONE VIOLATIONS:

The following have been identified as extremely serious violations of the MASS-DECA Conduct Code.

1. Violation of any city, state or federal law.
2. Possession, consumption, transporting or purchasing of any alcoholic beverage or illegal drug. Possessing, using, selling, or transmitting paraphernalia associated with drugs, alcohol, or chemical substances in any form at any time or under any circumstances in public or private properties. If alcoholic beverages and/or illegal drugs or evidence of their use are found in a hotel room, offenders in that room shall be subjected to the penalties prescribed below in Level One Penalties.
3. Defacing, damaging, or stealing public or private property (for which responsibility will rest solely with offending individuals and/or their chapters.
4. Throwing or dropping any object from a hotel window or vehicle.
5. Inviting or having non-DECA or unregistered individuals in your hotel room.
6. Repeated violations of a Level Two Code.
7. Violations not mentioned herein, but identified by the advisor or school official.
8. Leaving the conference hotel without the permission of your advisor and/or chaperone.
9. Committing serious violations of curfew regulations.
10. Being in the willful companionship of someone who violates any portion of the conduct code or failing to report direct knowledge, other than hearsay, of conduct code violations.
11. Flashing or indecent exposure.
12. Using your own automobile to attend a conference or riding in an automobile with anyone other than your advisor or adult chaperone. Occasionally, a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to submit the "Permission to use Private Transportation" form to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the student named on the form, only to and from the conference site. Once a driving/riding delegate has arrived at the conference site s/he will not be in a private automobile again until leaving the site at the end of the conference. Delegates must be housed at the conference site.

LEVEL ONE PENALTIES:

1. Expulsion from the conference.
2. Notification of parent or guardian and school official.
3. Student and parent/guardian must assume responsibility for & immediately arrange and pay for alternative travel plan to return home.
4. Forfeiture of all awards, scholarships, travel grants and future opportunities to participate in all DECA activities.
5. Other penalties at the discretion of the advisor, chaperone, school official or state staff.

MASSACHUSETTS DECA COMPREHENSIVE CONSENT FORM (continued)

LEVEL TWO VIOLATIONS:

Less serious violations, but if repeated violations occur the student may be subjected to penalties similar to those prescribed for Level 1.

1. Failure to follow the MASS-DECA Dress Code.
2. Failure to wear identification badges during the conference.
3. Being late for curfew and by not being in your assigned room with the door closed until 6:00 a.m..
4. Disturbing other hotel guests by excessive noise, such as door slamming, music, shouting, loud talking or singing, or causing any noise or disturbance audible by anyone in the hallway after curfew time.
Making prank phone calls to hotel guests.
5. Other violations not mentioned above but identified by the advisor, chaperone, state staff or school official.
6. Rudeness or insubordination.
7. Failure to attend conference activities, including competitive events, general sessions, and special meetings and leaving sessions prior to the official close.
8. Having or being a member of the opposite sex in a room without the permission of a chapter advisor or chaperone.
9. Failing to meet the professional standards of housing facilities, accruing incidental charges without settling the account prior to check-out, moving furniture from rooms, failing to follow or respect hotel rules and regulations.
10. Smoking cigarettes during any portion of a DECA conference.
11. Being in possession of or using a vapor.

LEVEL TWO PENALTIES:

1. Notification of chapter advisor and state DECA advisor.
2. Verbal and/ or written warning and immediate compliance with conference rules.
3. Repeat violation or another violation of a Level Two Code may result in Level One penalty.

I have read and fully understand the MASS-DECA Comprehensive Consent Form, which includes the Code of Conduct and the Dress Code and agree to comply with these conduct guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines.

Signature of delegate: _____ **Date:** _____

Signature of parent: _____ **Date:** _____

Signature of Chapter Advisor: _____ **Date:** _____

MASSACHUSETTS DECA COMPREHENSIVE CONSENT FORM (continued)
REGISTRATION, PERSONAL AND LIABILITY RELEASE FORM

Complete the entire form. Type or print clearly.

DECA Chapter: _____

Participant's name: _____ Date of Birth: _____

Participant's home address: _____

Parents/guardians' names: _____

Parents or guardians' telephone numbers: _____

Name of teacher/adult accompanying participant to conference: _____

This is to certify that _____ has my permission to attend all DECA conferences and events during the 2016/2017 school year. On behalf of the above-named student member, we hereby absolve and release the school officials, the DECA chapter/state advisors, the host state or district, from any claims for any personal injuries which might be sustained while s/he is on the way to and from or during such DECA sponsored activities providing that this agreement shall not apply to any injury arising out of sole negligence of the participating parties.

I also understand that the state advisor or district co-chair determines the criteria at the local site for individual students to attend and participate.

I authorize the above named advisor/adult, the MASS-DECA Board of Directors to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of illness or accident, and I will provide payment for these costs.

Should a conduct code violation occur, law enforcement personnel and/or security may be called to assist, and the Conduct Committee may be called with the ultimate punishment being disqualified and sent home at the delegate's expense and/or being removed from office if in an officer status. Reasonable care shall be exercised to insure a safe, expedient and financially feasible mode of transportation back to the home community of the delegate involved. I have read and agree to abide by the supplied MASS-DECA Conduct Code and am aware of the consequences that will result from violation of any guidelines.

Signature of delegate: _____ Date: _____

Signature of parent: _____ Date: _____

Signature of Chapter Advisor: _____ Date: _____

MASSACHUSETTS DECA COMPREHENSIVE CONSENT FORM (continued)
MASSACHUSETTS DECA EMERGENCY INFORMATION

Name of Person to Contact in event of emergency: _____

Contact Person's telephone number: _____

Family Physician: _____ Phone number: _____

Do you have any known allergies? If yes, please name:

Do you have a history of allergies, heart condition, diabetes, asthma, epilepsy, rheumatic fever or other existing medical conditions? If yes, please explain:

Are you taking medication? If yes, please list medication and dosage:

Date of last tetanus shot: _____

Do you have any physical restrictions? If yes, please explain:

Name of person responsible for your medical bills (Guarantor): _____

Insurance Company: _____

Insurance plan number: _____

Insurance Group number: _____

I have read and completely understand the Personal Liability and Medical Release Form, the Code of Conduct, and, by signing below, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release DECA's national and state associations.

Signature of participant

Date

Signature of Parent or Guardian (mandatory if under age 18)

Date

This completed form must be turned in to the Chapter Advisor or participant will not be allowed to attend. For legal protection, this form must be in the chapter advisor's possession at each conference or activity.

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Hamilton-Wenham Regional High School Date Submitted: 1/25/17
 Faculty Sponsor: Matthew Jones Position: Spanish Teacher

I. Trip Information:

Check (✓) one:

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

Departure Date: 3/3/17 Time: 5:00 am Return Date: 3/3/17 Time: 10:30 pm
 Number of Students Eligible: 50 Class/Group: Spanish 4/5 students - Juniors & Seniors, students of
 Faculty Sponsor: Matthew Jones (same level from Ipswich HS)
 Other Faculty/Staff chaperones: TBD - 2 faculty chaperones (1:10 ratio)
 Other chaperones: 2 teachers from Ipswich HS (possibly)
 Mode of Transportation: Charter bus (McGinn) Number: NA
 Airlines/Flight/Ground Transportation: NA

II. Estimated Expenses

1. Transportation Cost: <u>\$2,200.00</u>	6. Financial Assistance Available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. Admission Charges: <u>\$1,250.00</u>	7. Other Sources of Funding? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3. Lodging & meals cost: <u>\$1,210.00</u>	8. Amount Available: \$
4. Other (specify):	9. Are Student Activity Funds being used? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5. Total student cost: <u>\$100.00</u>	10. If yes, amount bring used: \$

III. Attachments

1. Copy of Parent Letter with meeting date: <input checked="" type="checkbox"/>	5. Travel Costs & Refund Policy: <input checked="" type="checkbox"/>
2. Itinerary: <input checked="" type="checkbox"/>	6. Travel Insurance Policy (if applicable): <input checked="" type="checkbox"/> Cost:
3. Security features for transportation & accommodations: <input checked="" type="checkbox"/>	7. Pre and Post Trip Activities: <input checked="" type="checkbox"/>
4. Arrangements for meals and lodging: <input checked="" type="checkbox"/>	8. Other Descriptive Information: <input checked="" type="checkbox"/>

IV. Approvals

Department Chairperson or Field Trip Requestor: [Signature] Date: 1/25/17
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements
 Principal: [Signature] Date: 1/26/17
I have read the School Committee Policy H8015 on School Sponsored Field Trips and find they meet all requirements

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

Superintendent: _____ Date: _____

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

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

APPROVAL DOCUMENTATION – Domestic and International

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

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

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

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



February 1, 2017

Dear Parents,

I am excited to tell you about a unique opportunity that your student has to participate on a field trip this March with their Spanish class. This trip is open to advanced level classes only (juniors and seniors in Spanish IV and V). Students are invited to see a Broadway production in the Spanish and English languages in New York City. After viewing the production, they will have an authentic meal in the nearby Mexican restaurant “México Lindo” (2 blocks from the theater).

The production is entitled “La zapatera prodigiosa” written by Federico García Lorca. The production is a humorous, but thoughtful look at the antagonistic relationship between a young wife and her 53 year-old shoemaker husband. You may learn more about the production by visiting www.Repertorio.com and following the links for “productions” and the name of the show. By visiting an authentic Spanish language playhouse, students will be encouraged to make connections with the style of literature that we read in their courses, as well as develop an appreciation for dramatic productions in the target language and culture.

The date for this trip is scheduled for Friday, March 3, 2017. It is an all-day field trip. Students will meet at the high school NO LATER THAN 4:45 am and ride a chartered bus to Manhattan (the bus will depart promptly at 5:00!). The bus has its own bathroom, and students will be able to view Spanish language films during the ride. They may bring snacks with them to eat on the bus. After viewing the show at the Repertorio playhouse, students will walk to the nearby celebrated authentic Mexican restaurant “México Lindo” for dinner. There will also be a bit of time for sightseeing in Time Square. Students will then ride the bus back to the high school, with a scheduled arrival time of approximately 10:30 pm. A detailed itinerary and security plan will be attached to the official permission slip.

There are 50 available student slots for this trip. The first 50 students who submit their payments will have a space on the trip. The date for submission of paperwork and checks is MONDAY, FEBRUARY 6 starting at 7:30 am. **The cost of this trip is \$100.00**, which covers the transportation, dinner, and admission to the show. Checks should be made payable to **HWRSD**. A menu for México Lindo will be provided in advance. Once a student has submitted their payment, no refunds can be made; if a student wishes to withdraw from the trip after making their payment, he/she will be responsible to find a replacement for their seat and obtain reimbursement from that person.

Having brought classes to productions in NYC for the last several years, I have seen firsthand the impact that an authentic cultural experience of this nature can have on students. They are left talking about their day in New York for weeks afterwards.

If you have any questions about this field trip, please do not hesitate to contact me.

Atentamente,

Profe. Matthew Jones
Hamilton-Wenham Regional High School
Spanish Teacher
m.jones@hwschools.net



WHAT IS “LA ZAPATERA PRODIGIOSA” ABOUT?

A small village is scandalized by the marriage of an old shoemaker and a beautiful, flirtatious young woman.

LA ZAPATERA PRODIGIOSA

is a poetic comedy by **Federico García Lorca** where true love triumphs. Filled with music and performed by a talented cast, this play will leave audiences in awe of one of García Lorca’s most captivating stories.



**Spanish IV and V classes trip to NYC -
“La zapatera prodigiosa”
in Manhattan, New York City**

Website for theater: <http://repertorio.nyc/#/>

Website for restaurant: <https://www.mexicolindonyc.com/>

Itinerary:

4:45 am SHARP – students meet at high school, 775 Bay Rd. and depart for NYC at 5 am

11:00 am – Repertorio Español, 138 East 27th Street New York, NY 10016.

(Between Lexington and Third Avenues)

Phone: 212-225-9999

View “La zapatera prodigiosa” at Repertorio (11:00-12:30 pm)

12:40 pm – walk to México Lindo restaurant, two blocks from the playhouse

459 Second Avenue, Corner of 26th Street

New York, NY 10010

1:00-2:30 pm – Dinner

2:30-4:30 pm – Free time to explore Time Square in approved groups

4:30 pm – board bus near Time Square and depart for MA

10:30 pm (approx.) – arrive at HWRHS. Students will call their rides when we get to Boston.

Matt’s cell phone number – 978-394-3300

Sara’s cell phone number – 857-888-6420

Security Plan for travel to New York City

- A 1 to 10 ratio of teacher chaperones to students
- All chaperones are CORI'd
- All teachers are bilingual (English/Spanish)
- Teachers will have cell phones at all times
- Students are divided into families and assigned a teacher/chaperone
 - Students check in with their assigned teacher/chaperone every time we move, transition or need to disperse information.
- A strict itinerary/timeline/ schedule of events
- Various check-ins during the day, before departing any location, upon arriving at any new location, or anytime on/off bus
- Students and chaperones receive the detailed itinerary, including name and address of the theater, restaurant, and school contact information
- Detailed documentation to prepare students and parents for travel and what to expect
- Preparation meeting with chaperones to review expectations and procedures while on field trip
- In case of any emergency in the destination city, we will contact the school immediately.

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
Wenham, Massachusetts**

**Parents'/Guardians' Permission to Participate, Emergency Treatment and Medications
Consent, and Release Form for Overnight, Out-of-State, Domestic, and International
Voluntary School Sponsored Trips**

I. Permission to Participate in Voluntary Field Trip

I/We, the undersigned _____ (print name) of _____
(town of residence) parent/guardian of _____ (print student name), a minor
who is a student at **Hamilton-Wenham Regional High School** (name of school), hereby grant
permission to the Hamilton-Wenham Regional School District School Committee, the Towns of
Hamilton and Wenham, and its employees and agents for our minor child to participate in a
voluntary school-sponsored trip to **New York City, New York on March 3, 2017**. It is my/our
understanding that **Matthew Jones** (faculty sponsor and head chaperone), as well as other
HWRHS teacher chaperones, will accompany the group.

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

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

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

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

Name (Adult)

Parent A/Guardian A

Address

Parent B/Guardian B

If the student is 18 years of age or over, have him/her read the foregoing and sign below.)

I, _____ (print name), a student at
Hamilton-Wenham Regional High School, have read the foregoing and agree to its contents.

Name

Signature

Date

II. DISCIPLINE OF STUDENTS AND FIELD TRIPS – Domestic and International

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

III. Emergency Treatment and Medication Consent

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

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

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

Yes _____

No _____

Will mediation be required during the field trip?

Yes _____

No _____

If yes, please describe:

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

IV. Student Contract

1. I agree to follow all school rules and regulations as stated in Hamilton-Wenham Regional School District Policies, Hamilton-Wenham Regional High School Student Handbook, and the MA Interscholastic Athletic Association (MIAA) Blue Book rules and regulations during the entire trip to and from said destination and in said state/country.

2. I agree not to be in possession of or utilize drugs, tobacco, and/or alcohol while traveling with the Hamilton-Wenham Regional High School student group. I also agree not to be found in the presences of such substances or I will be found equally at fault.

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

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

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

I am signing this contract, and hereby giving my word of honor that I will follow the above Code while traveling with the Hamilton-Wenham Regional School High School group on May 2, 2013. As a representative of the Hamilton-Wenham Regional High School, I understand that my behavior is critical to the success of the trip and as a precedent for future tours. Any violation of these rules will result in disciplinary action.

Student's Signature

Date

I/We have read the above Contract signed by my/or minor child. I/We further agree that if my/our son/daughter does not conform to the above regulations and all other regulations set forth and enforced by the head chaperone, I/we will receive, at my /our own expense, a telephone call informing me/us of my/our son/daughter's behavior.

Parent A/Guardian A Signature

Date

Parent B/Guardian B Signature

Date

V. Field Trip Cancellation Release and Agreement

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

I/we affirm that I/we have read the above Release and Agreement and understand that the Hamilton-Wenham Regional School District Committee reserves the right to cancel or recall a school-sponsored domestic/international trip. I/we acknowledge and affirm that I/we may lose any and/or all of the funds expended for the trip. I agree to release the Hamilton-Wenham Regional School District, the Towns of Hamilton and Wenham, its agents and employees from and not to hold such parties responsible for and instead to hold such parties harmless with respect to any loss of funds resulting from the recall or cancellation of any school-sponsored

domestic/international trip. By signing this Release and Agreement, I/we grant permission for school personnel to administer medication to my/our child as prescribed by his/her physician. I/we also affirm that I/we have decided to allow my/our minor child to participate in the voluntary school-sponsored field trip with full knowledge and acceptance of the provisions of this consent and release form.

Signature of Parent A/Guardian A

Printed Name

Date

Signature of Parent B/Guardian B

Printed Name

Date

If the student is 18 years of age or over, have him/her read the foregoing and sign below.)

I, _____ (print name), a student at Hamilton-Wenham Regional High School, have read the foregoing and agree to its contents.

Name

Signature

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

LA ZAPATERA PRODIGIOSA

The Shoemaker's Prodigious Wife
By Federico García Lorca
Directed by Andrés Zambrano

STUDY GUIDE

by Alberto S. Galindo

Additional support from public funds provided by



repertorio.nyc

138 East 27th Street New York, NY 10016

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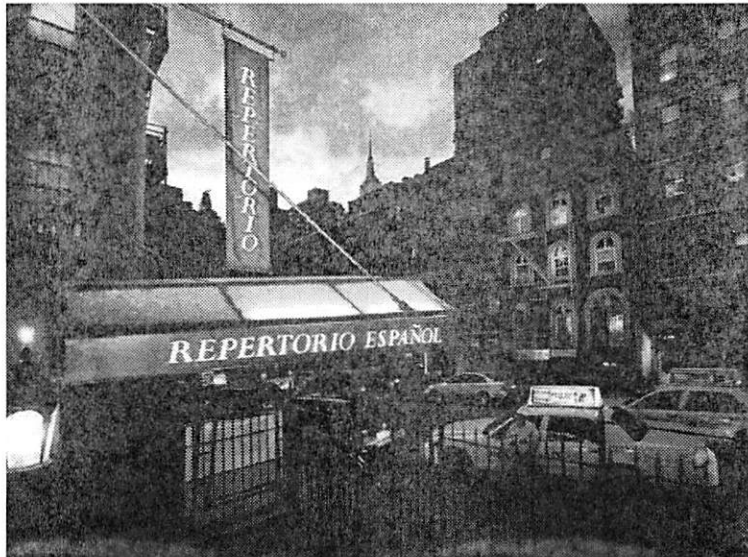
- I. ABOUT THIS STUDY GUIDE
- II. ABOUT REPERTORIO
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- IV. THE WRITER
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ABOUT THIS STUDY GUIDE

Repertorio Español is proud to provide this study guide as a tool for teachers to prepare their students before a performance. With the goal of integrating the theater experience into the classroom, the guide provides you with a synopsis and study questions, as well as a brief historical context of the writer and his play.



ABOUT REPERTORIO



Repertorio Español is a theatre company founded in 1968. It brings the best of Latin American, Spanish and Hispanic-American theatre to its home stage in New York and across the country. The Gramercy Arts Theatre has been home to Repertorio since 1972.

THE SHOEMAKER'S PRODIGIOUS WIFE



Federico García Lorca wrote the play *La zapatera prodigiosa* (*The Shoemaker's Prodigious Wife*) in 1926, but it wasn't seen onstage until December 1930. He was living in Granada at the time and recalled receiving letters from friends in Paris who described to him their interest and questioning of abstract art. Lorca explained that it was this tension between reality and abstraction that led him to write this play.

The play is described as a farce about fantasy, based on the relationship between a flirtatious, petulant wife and a hen-pecked shoemaker. It is subtitled "a violent farce." A farce is a short comedy that relies on exaggeration for the purpose of entertaining, moralizing or questioning social conventions. The violence in the subtitle refers to the struggle of the shoemaker's wife against the reality and the society in which she lives. Lorca described the wife as an archetype, a figure that he deemed had always existed in history: someone who is unhappy with the reality of life and fights against it. It is by using the conventions of the farce that Lorca incisively questioned the social rules of his time. But when the play had its debut in 1930, it was described as "experimental" and therefore many critics of the time ignored it.





THE WRITER

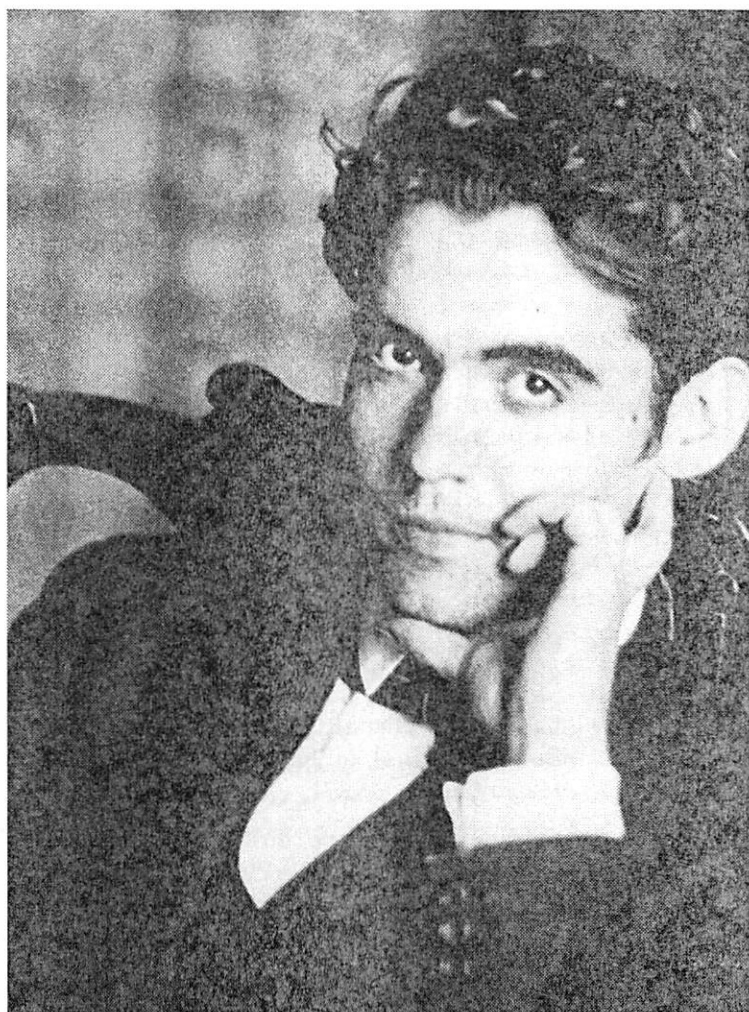
Federico García Lorca was born on June 5, 1898, in Fuente Vaqueros, a small town a few miles west of Granada, in southern Spain. He staged his first play at the age of 21. A year later, he published his first book of poems.

He came to the United States in 1929 and his experiences away from home became part of *Poeta en Nueva York* (*A Poet in New York*), a collection of poems. The following year, he returned to Spain.

García Lorca is best known for a collection of plays unofficially called the Rural Trilogy. It consists of: *Bodas de sangre* (*Blood Wedding*, 1932), *Yerma* (1934) and his last play, *La Casa de Bernarda Alba* (*The House of Bernarda Alba*, 1936).

He was executed in 1936, after the government in power was overthrown by Francisco Franco and the military. This sudden and forced seizure of the government was the beginning of the Spanish Civil War.

During his lifetime, many of his writings remained unpublished. Among these posthumous publications, *Sonetos del amor oscuro* (*Sonnets of Dark Love*)—which addresses through poetry the fact that Lorca was gay—, didn't see the light of day until 1984.



Did you know that on 1898—the year Lorca was born—was the year of the Spanish-American War? As a result of the war, the U.S. obtained temporary control of Cuba and Spain ceded control to the U.S. of Puerto Rico, Guam and the Philippines.

IN CONTEXT: THE SPANISH CIVIL WAR AND ITS AFTERMATH

Following Franco's military overthrow of Spain's democratic government in 1936—the same year Lorca was murdered—the country endured a civil war that lasted until 1939. At that point, General Francisco Franco became the country's leader and dictator. He remained in power until his death in 1975.

For almost the first two decades of Franco's dictatorship, Lorca's work, was banned and not seen onstage. It was then censored until 1975 and was only staged after Franco's death.

A. Lorca on Film

Many of Lorca's writings have been produced into movies. Among them:

- *Bodas de sangre* (Blood Wedding), in Spanish, directed by Carlos Saura (1981).
- *La Casa de Bernarda Alba* (The House of Bernarda Alba), in Spanish, directed by Mario Camus (1987).
- *Yerma*, in Hungarian, directed by Imre Gyöngyössi (1984). His own life has been fictionalized into motion pictures, including:
- *The Disappearance of García Lorca*, in English, directed by Marcos Zurinaga (1996).



For additional information on García Lorca and his work, consult Repertorio's study guides available at: repertorio.nyc.



#GarcíaLorca is a trending hashtag used by many to disseminate lines from Lorca's work.



THIS PRODUCTION OF THE SHOEMAKER'S PRODIGIOUS WIFE AT REPERTORIO

The Shoemaker's Prodigious Wife is an award-winning production from Repertorio's 2013-2014 season. This production premiered on February 7, 2014 at Repertorio's Gramercy Arts Theatre on East 27th Street in Manhattan. That same year, it received two awards from HOLA, the Hispanic Organization of Latin Actors, which honors the Latino and Hispanic communities in media and entertainment: one HOLA for Zambrano for Outstanding Achievement in Direction as well as the Gilberto Zaldívar Award for

Outstanding Production. In 2015, the ACE (*Asociación de Cronistas de Espectáculos*, known in English as the Association of Latin Entertainment Critics) honored *The Shoemaker's Prodigious Wife* with the Best Production (Comedy) award.

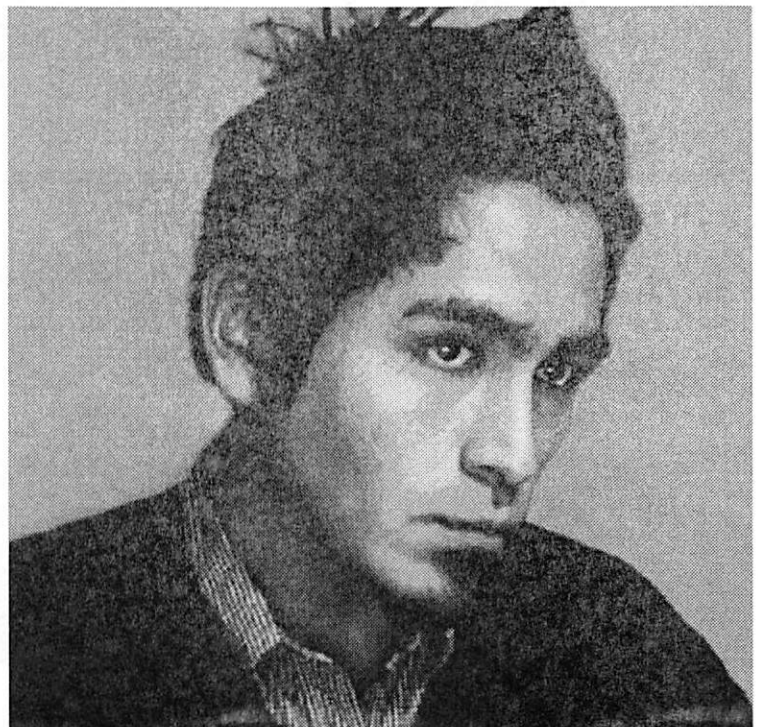
This production features four actors and four actresses. The Shoemaker and his wife are played by individual actors, but everyone else has more than one role in order to perform the sixteen characters in García Lorca's play.



THIS PRODUCTION'S DIRECTOR

This production of *The Shoemaker's Prodigious Wife* was directed by Andrés Zambrano, who has been hard at work at Repertorio since 2010, when he received the Van Lier Young Directors Fellowship and directed *El público* (*The Public*) by García Lorca. This award, intended to give emerging, young Hispanic and Latino directors the opportunity to direct two professional productions, was the beginning of his relationship with Repertorio Español.

Zambrano was born in Cuenca, Ecuador. He graduated from Bard College with a double major in Theatre and Literature. In 2010, he was awarded the Van Lier Directing Fellowship in Repertorio Español. In 2011, he directed "Tres Obras Cortas del Siglo de Oro" (Three Short Plays from the Spanish Golden Age), which received eight ACE Award nominations. He has also directed other plays by García Lorca, including *Yerma* and *El amor de Don Perlimplín con Belisa en su jardín* (*The Love of Don Perlimplín and Belisa in the Garden*).



THE DIRECTOR'S VISION: THE SIGNIFICANCE OF THE SHOEMAKER'S PRODIGIOUS WIFE TODAY

BY ANDRÉS ZAMBRANO



It is important to present the play just like Lorca suggested: in a clear, simple and straightforward way. The play has an apparent simplicity—large stage construction is not necessary. At the same time, we cannot forget the force that Lorca exudes when he talks about the play being like a punch on a table.

For the most part, the action seems comedic, a bit on the thin side. In between all the colors and the playful action, it's clear that a crude reality is hidden, a reality that is not very different from today, a reality that cannot be ignored: the unjust treatment of women in society.

The audience has to be able to witness a violent, unjust and impulsive world where women are mistreated and forced to conform and act differently from their actual feelings and thoughts. The world that Lorca is describing sadly still exists today. It is common to hear about women being harassed and mistreated at their home, at their workplace and in the streets. The message of the play is as relevant today as it was when Lorca wrote it. For that reason, it's important that the costumes don't reflect a specific time period or place. This story could happen anywhere in Latin America, it could happen in any neighborhood, it could happen in any of our cities.

Repertorio's first production of *The Shoemaker's Prodigious Wife* opened in 1983. The premiere of this current production was in February 2014.

Lorca and Repertorio—A History
Repertorio produced its first play by Lorca—*Doña Rosita la soltera (Doña Rosita the Spinster)*—in 1970. Since then, over 15 productions of Lorca's work have been on Repertorio's stage.



PROLOGUE: SYNOPSIS

The play opens with the Author addressing the audience directly. He explains why he has chosen a shoemaker's wife as the center of the play we're about to see. He also discusses details of the play with the main character, who is offstage, and who is impatient to start her performance. Throughout the play, her impatience will be essential to her actions.

PROLOGUE: STUDY QUESTIONS

- The play is subtitled as a farce. What characteristics does the genre of the farce have?
- What explanation does the Author provide for choosing a shoemaker's wife as his main character?
- The Author mentions that, "Every day, in cities just like this, the dawn breaks." What is implied by his observation?



ACT I: SYNOPSIS

The shoemaker's wife enters furiously. Clearly she's been exchanging harsh words with another neighbor, but she quickly grows sad. She remembers the life she could have had, had she married another man and recognizes the unhappy situation of her present life.

A girl—originally a boy in the play—knocks at the door. She brings her sister's shoes for the shoemaker to fix them, but ends up talking to the shoemaker's wife instead. The girl tells the shoemaker's wife that her husband should be careful when handling these delicate patent leather shoes. The wife suddenly becomes enraged; she doesn't like to be told what to do. In reaction, the girl becomes frightened and upset. The wife tries to soothe her by offering her a doll. As

the girl takes the doll in her hand, she mentions that her mother has said that the shoemaker's wife will never have children. This information makes the shoemaker's wife furious. She proceeds to argue out loud with herself, talking to herself about money and the mere fact of being born.

Suddenly, her husband comes in and catches her talking out loud. They discuss their marriage, specifically the age difference between the two of them; the shoemaker is 53 and his wife is only 18. They discuss the impact of the age difference as well as their reasons for getting married. He is worried about how other people in town perceive him and his marriage, to which she concludes that she was a fool for marrying him.

A neighbor walks by and the shoemaker decides to air his marriage woes and discuss them with this neighbor. It's not long before his wife intervenes requesting that the neighbor pays a respectable price for having her shoes fixed. This results in another heated discussion between husband and wife, this time about how the entire town is talking about her and her flirting with other men.

The shoemaker then proceeds to chat with the mayor, who has been married four times. He proceeds to discuss his views on women and how they must be subjected to a man's control. He then says that he's surprised that instead of controlling his wife, the shoemaker is actually under her control.

The wife comes in and flirts not only with the mayor, but also with other suitors who appear at the window: Don Blackbird and the young man with the sash.

At night, once he decides that he can't continue his life as husband to his wife and he can't bear being the object of the town's gossip, the shoemaker decides to leave his house.

Only after the shoemaker leaves by stagecoach, the girl shows up at the door again. She brings the news to the wife that the shoemaker has left, never to return.

STUDY QUESTIONS

- Describe the wife at the beginning of the play. What's the age gap between the shoemaker and his wife? What problems does this age difference cause?
- What aspect of the wife's private life does the girl bring up when he visits? What is her reaction?
- Describe the husband. Why did he decide to get married?
- Why is the shoemaker concerned about other people hearing what his wife is yelling about? Why does he want to "avoid scandal"?
- What's the mayor's perspective on women? What advice does he give the shoemaker?
- What does the shoemaker reveal to the mayor? Why is this important?
- Who is Don Blackbird?
- How does the shoemaker react to all the visitors who visit his wife at the window? What does his reaction reveal about him?
- What are the implications behind the wife's statement, "From what I can see, there are only two extremes here: you're either a nun or a slut"?
- After the shoemaker leaves his wife, how do the neighbors react? What seems to be behind their actions?
- The first act ends with the song "Piensa en mí" (known as "Think of me" in English), a slow song from Mexico, called a *bolero*. Read a translation of the song's lyrics in English below. Why does the act end with this song?

If you are desolate, Think of me;
If you want to cry, Think of me.

You see, I venerate Your divine image,
Your infant mouth That being so young
[Yet] taught me to sin.

Think of me When you kiss,
When you cry Also think of me.

When you want
To take my life,
I no longer want it at all,
It does me no good without you.



ACT II: SYNOPSIS

It's been four months since the shoemaker left his wife. Now by herself, she has opened a pub. Wearing a flaming red dress, the shoemaker's wife attends to Don Blackbird as well as the Youth with Hat and the Youth with Sash, patrons of the new pub. She's visited by the girl, who informs her again that the townspeople have been talking about her.

The mayor also pays the shoemaker's wife a visit. He shows his romantic interest in her, but also tries to wield his power over her: "If I could have you for my own, I'd show you how I could tame you." He also tells her of all the expensive purchases he would make for her, trying to convince her to forget about her now-gone husband.

Their conversation is interrupted by the arrival of a puppeteer and his puppets. He invites the mayor and some neighbors into the pub. He tells them a story titled "The Budding Wife and the Poor, Patient Little Husband." While the story progresses, the shoemaker's wife bursts into tears. Meanwhile, a brawl has been brewing in town and everyone has left the puppeteer alone with the shoemaker's wife. She confesses to the puppeteer that she has always and only loved the shoemaker. And the puppeteer confesses that he was also abandoned, in his case, by his wife.

The girl returns to tell them that two young men have wounded each other and have blamed the shoemaker's wife for their fight. The entire town is also blaming her. The puppeteer announces he must leave by dusk and thanks the shoemaker's wife for her hospitality. She hopes that he will find his lost wife. The puppeteer then reveals his secret to the shoemaker's wife, to her surprise and happiness. The town continues to sing its unflattering song about the shoemaker's wife and her reputation.

STUDY QUESTIONS

- Why did the shoemaker abandon his wife, according to her story?
- Based on the song that the girl sings to the wife, what does the town think of her?
- Why doesn't the shoemaker's wife accept the mayor's proposal to be with him?
- Who is the puppeteer? Where is he coming from? What's his opinion about shoemakers?

- What story is told in "The Budding Wife and the Poor, Patient Little Husband"?
- What's behind the wife's reaction to the puppeteer's story?
- Once he hears of the brawl that is happening in town, how does the puppeteer react? What's implied by his reaction?
- What message does the wife give the puppeteer, in case he runs into her husband?
- What does the play suggest about the love between two people of different ages?



SET AND MUSIC DESIGN: STUDY QUESTIONS

- Describe the setting. Where does the set design suggest the play is taking place?
- The production includes several love songs known as *boleros*. Why is contemporary music used throughout the production?
- In the prologue, the character known as The Author decides that the main character will wear a green dress. The color is not accidental. Green is a favorite color for wedding gowns in Spain. In Lorca's *La casa de Bernarda Alba* (*The House of Bernarda Alba*), the youngest character wears green as rebellion against the black attire that her mother and sisters wear while in mourning. In this image from *The Shoemaker's Prodigious wife* what are the possible meanings of the wife's green dress? How does it compare with the red dress in the second act, seen in the image on the right?



HAMILTON WENHAM EDFUND MINI-GRANT APPLICATION FORM

Mini-grants are awards of less than \$1,000

Name(s) of Application Contact(s): Tammy M. Garron

Submission Date: 12-7-16 Date approval required: _____

Phone number(s): 978-468-5340 Email: t.garron@hwschools.net

Position or Title of Application Contact(s): LMS/ITS

Grant Title: Makerspace Materials

School(s): Winthrop Elementary Grade(s): K-5

Number of students to benefit: approximately 260

Amount requested: \$988.97 Budget Detail (Please list or attach itemized sheet of all costs for speaker, guest performer, consultant, equipment, materials, etc. and include when appropriate, photocopy of catalog page, price list or other documentation of cost. The ratio of dollars granted per student is taken into consideration:

Briefly describe the proposal and how the grant will enrich the curriculum (add attachments as necessary):

See attachment.

Describe how this grant meets the goals of the Edfund Grants Program (see Edfund Grant Guidelines and Criteria [here](#))

See attachment.

Method of evaluation of the success of project(i.e. student feedback): Student and teacher feedback

Additional Comments: _____

Signature(s) of Applicants (s): Tammy M. Garron Date: 12-7-16

Approval

Please submit grant application to your Principal for approval before sending to Dana Allara at edfundgrants@gmail.com, Edfund Grants Committee Chair with a copy to Director of Curriculum, Assessment and Instruction, Peggy McElhinney at p.mcelhinney@hwschools.net.

Principal: *[Signature]* Date: 12-7-2016

Revised 5/10/16

Mini Grant
Winthrop School Makerspace

CREATIVITY * COLLABORATION * COMMUNICATION * CRITICAL THINKING

Total Cost \$988.97

Description

A Makerspace as a unique learning environment.

To support the unique learning needs of each child and to create the conditions in which 21st-century learning can best happen, we must be prepared to seek out and create new learning structures, tools, and relationships. (Trilling & Fadel, 2009). Makerspaces can help in this quest by giving us some much-needed scope to broaden the concept of traditional school-bound learning spaces to create unique, as well as uniquely adaptable, learning environments that our students need, want, and will flourish in. (Fleming, 2015).

Goals

- To encourage and support innovative projects in teaching and learning that are consistent with Hamilton Wenham's district-wide goals and priorities beyond the scope of the regular school budget
- To encourage cross-school, cross-grade, and cross-curricular collaboration

Evaluations

Student and teacher feedback

Membership to reuse.org - \$245

No more than four people per visit/18 visits per year - location Peabody, MA, (781) 599-9939.

Offers educators, artists and cultural institutions no-cost materials with unlimited creative opportunities to nurture learning, exploration, and discovery in classrooms.

Business owners and manufacturers who have excess inventory, outdated stock, overruns, or seconds crowding their warehouse or office are eligible to participate in our tax-deductible upcycling services. They reduce waste entering our landfills and help educators and service professionals with usable materials.

Makey Makey - \$599.40 (Amazon.com)

Allows students to turn any object into a game controller

What is Makey Makey?

Turn the whole world into a keyboard. It's a simple Invention Kit for Beginners or Experts doing art, engineering, and everything in between.

How Does it Work?

Alligator Clip two objects to the Makey Makey. For example, you and a banana (or an ice cube, or a kitty cat). When you touch the banana, the computer just thinks a keyboard key is being pressed, so you can type a letter, jump in a video game, take a picture, or play some music.

Who is Makey Makey For?

Kids, Artists, Educators, Engineers, Inventors, Makers. Really it is for everyone.

What materials work with Makey Makey?

Ketchup, Pencil Graphite, Finger Paint, Fruits, Plants, Coins, Your Grandma, Silverware, Anything that is Wet, Pets, Aluminum, Rain, and hundreds more. Really any material that can conduct at least a tiny bit of electricity.

What can I create?

Make a banana piano, play Mario on a play dough game pad, take a selfie of your cat every time she drinks water. How? First, load up a computer program or any webpage. Let's say you load up a piano. Then, instead of using the computer keyboard buttons to play the piano, you can hook the Makey Makey to something fun, like bananas, and the bananas become your piano keys. Hundreds more of examples can be found at MakeyMakey.com

LEGO Green Baseplate 626 (10" x 10") Set of 4 - \$144.57 (Amazon.com)

Lego table in which students can bring STEM concepts to life.

Grant Acknowledgement and Acceptance of Terms

PLEASE COMPLETE AND RETURN BY EMAIL TO THE FOLLOWING:

1. Edfund-Amy DeSimone at amydesimone12@gmail.com and
2. Hamilton Wenham Administration-Vincent Leone at v.leone@hwschools.net

We accept this grant from the **Hamilton Wenham Education Foundation** and agree to abide by the following associated provisions and obligations:

- 1) The purpose of the grant is to be accomplished as proposed. The project's current budget, as previously submitted to the Edfund with the grant proposal, accurately reflects the grantee's intentions to expend the amount of this grant. Expenses not included in the project budget must be approved in advance by the Edfund.
- 2) Any photos and student feedback will be provided to the Edfund within 30 days of the grant's implementation. If applicable, student feedback can be a handwritten paragraph reviewing their experience.
- 3) Funds not used for the express purposes described in the grant proposal that are not used by the end of the 2016-2017 school year (or a mutually agreed upon date) are to be returned to the Edfund.
- 4) It is not necessary to issue a tax receipt for this donation as the Edfund is a 501 (c) (3) public charity. Also, please keep in mind that public schools do not have to pay a sales tax.

The Grantee's deposit or endorsement of the enclosed check will also constitute its agreement to the terms and conditions set forth above.

School Name: Winthrop

Name of Contact on the Edfund Grants Subcommittee: Jill Evers

Title of Grant Application: Makerspace Materials

Grant Amount Approved: \$988.97 Date Requested:

Grant Requestor's Name: Tammy Garron Title: LMS/ITS

Email Address and Phone Number: t.garron@hwschools.net

Please attach a detailed budget with payment instructions below for District payment

Check should be payable to:

Please remit check to (contact name):

Address of where check should be sent:

Date by which check should be sent:

Date District requested funds of Edfund for reimbursement:



HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

*FY18 Superintendent's Budget Recommendation
(Updated)
School Committee Presentation
February 2, 2017*

Prepared by:

Dr. Michael Harvey, Superintendent of Schools
Jeffrey D. Sands, Assistant Superintendent for Finance & Administration
Vincent Leone, Director of Accounting & Payroll



FY18 Budget

Superintendent's Recommendation (Updated)

Level Service Budget

What Does “Level Service” Mean?

Level Service is a continuation of the current programs, services and staffing of the District.

For FY18, this represents (vs FY17B):

- An increase to our Gross Operating Expenses (Before Offsets) of \$1,237,092 or 4.10%

and

- An increase in the Total Assessment to the Towns of \$339,057 or 1.3%



FY18 Budget – Summary of Changes

February 2nd versus December 17th Budget Recommendation

The Net impact of these changes has a zero (\$0) effect on our Net Assessment Amount

Driver		\$ Impact
Final Adjustment to Certified E&D		\$ (1,464)
Reduction to Essex Retirement Pension Fund Appropriation		\$ 17,853
Increase to Out-of- District Tuitions		\$ (203,649)
Increase to Circuit Breaker Offset		\$ 187,260
Total Impact to Net Assessment:		\$ -



FY18 Budget: Level Service

Key Assumptions (Updated)

- **Salary Costs**

- Incorporates a 2.5% COLA increase for all personnel.
- Incorporates all other contractual salary obligations (e.g. STEPs).
- Reduction of 4.0 FTE's and \$225K in salary costs.
- Incorporates Retirement and Other Staff Replacement salary savings of \$187K.
- Level funds all Grants as compared to FY17.

- **Operating Costs**

- No new Services or Programs.
- Level funds the majority of operating account categories.
- Exceptions to level funding include, most notably:
 - Out-of-District Tuition Costs increasing by 35.0% or \$717K
 - Special Ed Transportation Costs increasing by 15.6% or \$65K
 - Essex Retirement Pension Fund increasing by 5.4% or \$45K
 - Healthcare Premiums increasing by 5.9% or \$137K
 - OPEB Trust Fund increasing by 100% or \$50K
 - Capital Projects reducing by 35.8% or <\$112K>

- **Excess & Deficiency**

- \$569K in Certified E&D being used “to reduce the amount to be raised by assessment by the member Towns during the ensuing Annual Budget Process” (Policy D4021)



FY18 Budget – District Totals

Level Service Net Assessment Budget

Total Expenses					
	FY16 BUD	FY17 BUD	FY18 BUD	Difference	
General Operating Expense (Before Offsets)	\$ 29,343,112	\$ 30,166,532	\$ 31,403,624	\$ 1,237,092	4.10%
Expense Offsets	\$ 1,013,510	\$ 1,016,500	\$ 1,203,808	\$ 187,308	18.43%
General Operating Expenses (After Offsets)	\$ 28,329,602	\$ 29,150,032	\$ 30,199,816	\$ 1,049,784	3.60%
Debt Service Expense	\$ 1,993,488	\$ 2,129,250	\$ 2,092,860	\$ (36,390)	-1.71%
TOTAL EXPENDITURES	\$ 30,323,089	\$ 31,279,282	\$ 32,292,676	\$ 1,013,394	3.24%

Total Funding Sources					
	FY16 BUD	FY17 BUD	FY18 BUD	Difference	
<i>Revenues</i>					
Chapter 70-Base Aid	\$ 3,413,341	\$ 3,457,966	\$ 3,554,656	\$ 96,690	2.8%
MSBA Debt Service Reimbursement	\$ 1,132,065	\$ 1,132,065	\$ 1,132,065	\$ -	0.0%
State Transportation Reimbursement	\$ 290,000	\$ 331,304	\$ 340,686	\$ 9,382	2.8%
Medicaid Reimbursement	\$ 85,000	\$ 85,000	\$ 85,000	\$ -	0.0%
Interest Income	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0.0%
Prior Year Unexpended Encumbrances	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Other Non-recurring Income (Including Transp)	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Total Revenues	\$ 4,924,406	\$ 5,010,335	\$ 5,116,407	\$ 106,072	2.1%
<i>Transfers In From Other Funds</i>					
Excess and Deficiency	\$ 395,781	\$ 555	\$ 568,821	\$ 568,266	102329.9%
Total Transfers	\$ 395,781	\$ 555	\$ 568,821	\$ 568,266	102329.9%
Total Funding Sources	\$ 5,320,187	\$ 5,010,890	\$ 5,685,228	\$ 674,338	13.5%

Total Expenditures	\$ 30,323,089	\$ 31,279,282	\$ 32,292,676	\$ 1,013,394	3.2%
Less Total Funding Sources	\$ 5,320,187	\$ 5,010,890	\$ 5,685,228	\$ 674,338	13.5%
NET ASSESSMENT including Debt Service	\$ 25,002,902	\$ 26,268,391	\$ 26,607,448	\$ 339,057	1.3%

Total Town Assessments					
	FY16 BUD	FY17 BUD	FY18 BUD	Difference	
Hamilton	\$ 16,991,972	\$ 17,494,749	\$ 17,401,271	\$ (93,478)	-0.5%
Wenham	\$ 8,010,930	\$ 8,773,643	\$ 9,206,177	\$ 432,534	5.5 4.9%
NET ASSESSMENT including Debt Service	\$ 25,002,902	\$ 26,268,391	\$ 26,607,448	\$ 339,057	1.3%



FY18 Budget – Primary Drivers

Level Service Gross Operating Expense Budget (Before Offsets)

Driver			Impact: FY18B vs FY17B	
			\$	Incr %
All Staff COLAs			\$ 480,000	1.6%
Teacher STEPS			\$ 216,000	0.7%
Teacher Degree Changes			\$ 40,000	0.1%
Essex Retirement Pension Fund Appropriation	These fixed costs account for \$1M or 82% of our increase.	}	\$ 45,000	0.1%
Out-of- District Tuitions			\$ 717,000	2.4%
Out-of- District Transportation			\$ 65,000	0.2%
Healthcare Premiums			\$ 137,000	0.5%
OPEB Trust Fund			\$ 50,000	0.2%
Net All Other Operating Expenses			\$ 11,000	0.0%
Subtotal Increases:			\$ 1,761,000	5.8%
Capital Projects			\$ (112,000)	-0.4%
Staff Replacement Cost Savings Carryover			\$ (61,000)	-0.2%
Staff Reductions (4.0 FTE)			\$ (225,000)	-0.7%
Anticipated Staff Retirement Replacement Savings			\$ (61,000)	-0.2%
Anticipated Staff Replacement Savings			\$ (65,000)	-0.2%
Subtotal Decreases:			\$ (524,000)	-1.7%
TOTALS:			\$ 1,237,000	56 4.1%



FY18 Budget – Expense Category Analysis

Level Service Gross Operating Expense Budget (Before Offsets)

Expense Category	FY18 Gross Expenses		Compared to FY17		
	Tot \$	% of Tot	PY Bud \$	Chg \$	Chg %
Salaries	\$ 19,812,686	63.1%	\$ 19,502,090	\$ 310,596	1.6%
Out-of-District Tuition	\$ 2,767,155	8.8%	\$ 2,050,503	\$ 716,652	35.0%
Healthcare	\$ 2,430,625	7.7%	\$ 2,294,132	\$ 136,492	5.9%
In-District Transportation	\$ 738,700	2.4%	\$ 771,009	\$ (32,309)	-4.2%
Essex Retirement	\$ 879,643	2.8%	\$ 834,880	\$ 44,763	5.4%
Utilities	\$ 597,530	1.9%	\$ 599,609	\$ (2,078)	-0.3%
Facilities, Maintenance & Custodial (non-salary)	\$ 621,475	2.0%	\$ 666,750	\$ (45,275)	-6.8%
Technology (non-salary)	\$ 611,182	1.9%	\$ 625,860	\$ (14,678)	-2.3%
Out-of-District Transportation	\$ 486,000	1.5%	\$ 420,488	\$ 65,512	15.6%
Other Fringe (Medicare, Unemployment, 403B)	\$ 433,965	1.4%	\$ 455,601	\$ (21,636)	-4.7%
Substitute Teachers	\$ 229,625	0.7%	\$ 219,000	\$ 10,625	4.9%
School Materials, Supplies & Textbooks	\$ 303,904	1.0%	\$ 274,804	\$ 29,100	10.6%
Athletics (non-salary)	\$ 224,706	0.7%	\$ 224,920	\$ (214)	-0.1%
District Insurance (Property, Liability & WC)	\$ 173,031	0.6%	\$ 147,186	\$ 25,845	17.6%
OPEB Trust Fund	\$ 50,000	0.2%	\$ -	\$ 50,000	#DIV/0!
All Other	\$ 1,043,398	3.3%	\$ 1,079,699	\$ (36,300)	-3.4%
Totals:	\$ 31,403,624	100.0%	\$ 30,166,532	\$ 1,237,092	4.1%

18.5% (\$5.6M) of our costs are Budgeted to increase by 18.1% while 81.5% (\$24.5M) of our costs are budgeted to increase by 0.9%



FY18 Budget – District Totals

Level Service Net Operating Expense Budget

General Fund Operating Expenses					
	FY16 BUD	FY17 BUD	FY18 BUD	Difference	
Operating Expense - Gross, before offests & Overlays	\$ 29,343,112	\$ 30,166,532	\$ 31,403,624	\$ 1,237,092	4.10%
Expense Offsets					
	FY16 BUD	FY17 BUD	FY18 BUD	Difference	
<i>Recurring Offsets</i>					
School Choice	\$ 425,000	\$ 375,000	\$ 265,000	\$ (110,000)	-29.3%
KDG Tuition	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Preschool Tuition	\$ 30,000	\$ 37,500	\$ 72,648	\$ 35,148	93.7%
Special Needs Tuition	\$ 69,010	\$ 35,000	\$ -	\$ (35,000)	-100.0%
Facilities Rental	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%
Circuit Breaker Offset	\$ 487,500	\$ 567,000	\$ 864,160	\$ 297,160	52.4%
	\$ 1,013,510	\$ 1,016,500	\$ 1,203,808	\$ 187,308	18.4%
<i>One-Time Offsets</i>					
Other Revolving Accounts	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Total Offsets	\$ 1,013,510	\$ 1,016,500	\$ 1,203,808	\$ 187,308	18.4%
NET OPERATING BUDGET	\$ 28,329,602	\$ 29,150,032	\$ 30,199,816	\$ 1,049,784	3.60%



FY18 Budget Buker Playground

Buker Elementary School Playground Discussion

The background of the slide features a large, light blue watermark of the Hamilton-Wentworth Regional School District logo. The logo is circular with a compass rose design. The outer ring contains the text "HAMILTON-WENTWORTH" at the top and "REGIONAL SCHOOL DISTRICT" at the bottom. In the center of the logo is a large, stylized letter "W".

HWRSD Master Plan Presentation

February 2, 2017

Why is this Necessary?

“The principal goal of education is to create men and woman who are capable of doing new things, not simply repeating what other generations have done.”

Jean Piaget



Master Plan Project

5 Main Tasks:

- Define project objectives, stakeholders to be engaged, master planning process, key milestones, timeline and deliverables.
- Conduct a Visioning Study.
- Incorporate and update data from all previous studies on school facilities.
- Review the location and space requirements of the Central Administration Building.
- Provide a comprehensive facility utilization plan that delivers the 21st Century learning experience articulated in the visioning study and provides cost/benefit trade-offs for the various alternatives.

Backwards Planning

- Principles of Understanding by Design
 - Stage 1: Define Desired Results
 - Stage 2: Determine Acceptable Evidence
 - Stage 3: Plan Learning Experiences

Master Plan Overarching Questions

- What knowledge, skills and abilities do our students need in order to be successful in the future?
- How will we know that students have mastered these knowledge, skills and abilities?
- What school facilities, programs, and instructional approaches do we need to employ to teach students these knowledge, skills and abilities?

Strategic Blueprint

- HWRSD Mission Statement:
 - The Mission of the HWRSD is to educate our children to become young adults who are of good character and demonstrate mastery of the knowledge and skills needed to be successful members of our global economy and engaged citizens of the 21st Century.
- Strategic Blueprint lays out a short-term vision for the creation of a unified system of curriculum, instruction and assessment in the District that will help all students achieve excellence.

Stage 1—Define Desired Results

- HWRSD Mission Statement:
 - The Mission of the HWRSD is to educate our children to become young adults who are of **good character** and demonstrate mastery of the **knowledge and skills** needed to be **successful** members of our global economy and **engaged citizens** of the 21st Century.

“Future Ready” Skills

- Communication
- Collaboration
- Creativity
- Critical Thinking/Problem Solving

What Knowledge, Skills and Dispositions do Students Need to be Successful in the 21st Century?





All Graduates of the HWRSD Will Be Able to **Independently Use Their Learning to:**

Demonstrate Character

- *Build positive personal relationships and make responsible choices that are physically, socially, emotionally, and intellectually sound.*

Exhibit Resilience

- *Persevere in facing the challenges and taking the risks integral to owning one's learning process.*

Communicate and Collaborate

- *Utilize effective and varied methods of communication and collaboration for different purposes and audiences.*

Problem Solve and Think Critically

- *Demonstrate critical and creative thinking in order to make informed decisions, draw conclusions, and solve problems.*

Lead Locally and Globally

- *Consider and evaluate multiple historical and cultural perspectives to act empathetically, respectfully, and responsibly in the local and global community.*

Transfer Goals—ELA

Transfer Goal #1: Read Effectively

- *Read and comprehend a range of increasingly complex texts and media created for various audiences and purposes, including for enjoyment and for deeper understanding of a subject.*

Transfer Goal #2: Analyze Texts Closely

- *Recognize the power of words and images and explain how they provide insight into the perspectives of others and deepen students' understanding of other cultures, historical periods, and themselves.*

Transfer Goal #3: Think Critically

- *Think critically by asking meaningful questions, identifying and accessing appropriate resources, and seeking answers through critical analysis of print and non-print texts.*

Transfer Goal #4: Develop and Express a Point of View

- *Listen to the ideas of others, develop an informed point of view, and then express ideas effectively in discourse and oral presentations to suit a variety of audiences and purposes.*

Transfer Goal #5: Write for Various Purposes

- *Write increasingly sophisticated texts for various audiences and purposes (including text-based responses): to explain, entertain, persuade, help perform a task, and/or challenge the status quo.*

Transfer Goal #6: Understand and Apply Language Concepts

- *Apply knowledge of language to understand how language functions in different contexts and make effective choices for meaning or style.*

Stage 2: Determine Acceptable Evidence

- Standardized Assessments (MCAS, SAT, AP)
- Local Assessments (Tests, Projects, Grades)
- Other indicators of success
 - Boston Globe Art Awards
 - National History Day
 - Rotary MS Students of the Month
 - Athletic Successes
 - National Magazine Rankings
 - College Acceptance Rates
 - Graduation Rates

Assessment—How Do We Know

- Recent Initiatives
 - Data Team Training
 - Protocols for Reviewing Student Work
 - Elementary Math Assessment Development
 - Development of Cornerstone Assessments—
Common to all students
 - Incorporation of Authentic Tasks into Assessment

Stage 3—Plan Learning Experiences

- What school facilities, programs, and instructional approaches do we need to employ to teach students these knowledge, skills and abilities?
 - Educational Program Changes
 - Physical Changes
 - Classrooms
 - Lab Spaces
 - School Libraries

Educational Program Changes-- HWRHS

- Common Planning Time for Faculty
- 1:1 Technology Program
- Interdisciplinary Courses
- Flipped Class Model
- Revised Capstone for Seniors
 - Internships
 - “Real World” Projects

Educational Program Changes--MRMS

- Team Schedule Model
- Development of robust technology infrastructure and support
- Common planning time for teams

Educational Program Changes-- Elementary

- Early Childhood Coordination
- Full Day Kindergarten
- PD Plan that fosters coordination between three schools
- Curriculum design through Professional Learning Communities
- Incorporation of more Project-Based Learning
- Improved technology reliability

Physical Changes: A New Vision of the Classroom

- Thornburg's Four Metaphors for Learning Spaces*:
 - Campfire—Teacher led
 - Watering Hole—Peer learning
 - Cave—Introspection
 - Life—Problem solving

*Nair, Prakash (2014). *Blueprint for Tomorrow. Redesigning Schools for Student-Centered Learning*. Cambridge, MA: Harvard University Press.



Our Class Rules

We will

- Always be kind
- Respect each others space
- Listen to the person who is speaking
- Be safe at all times
- Share and include others
- Follow directions quickly
- Always do our best!

Activities

- Compliments
- Line leader
- End of day
- Paper airplane
- Mingle
- Library
- Door to door
- Read aloud
- News anchor
- Free choice
- One day
- Together time

a b c d e f g h i j k l m n o p q r s t u v w x y z

Use a kind word

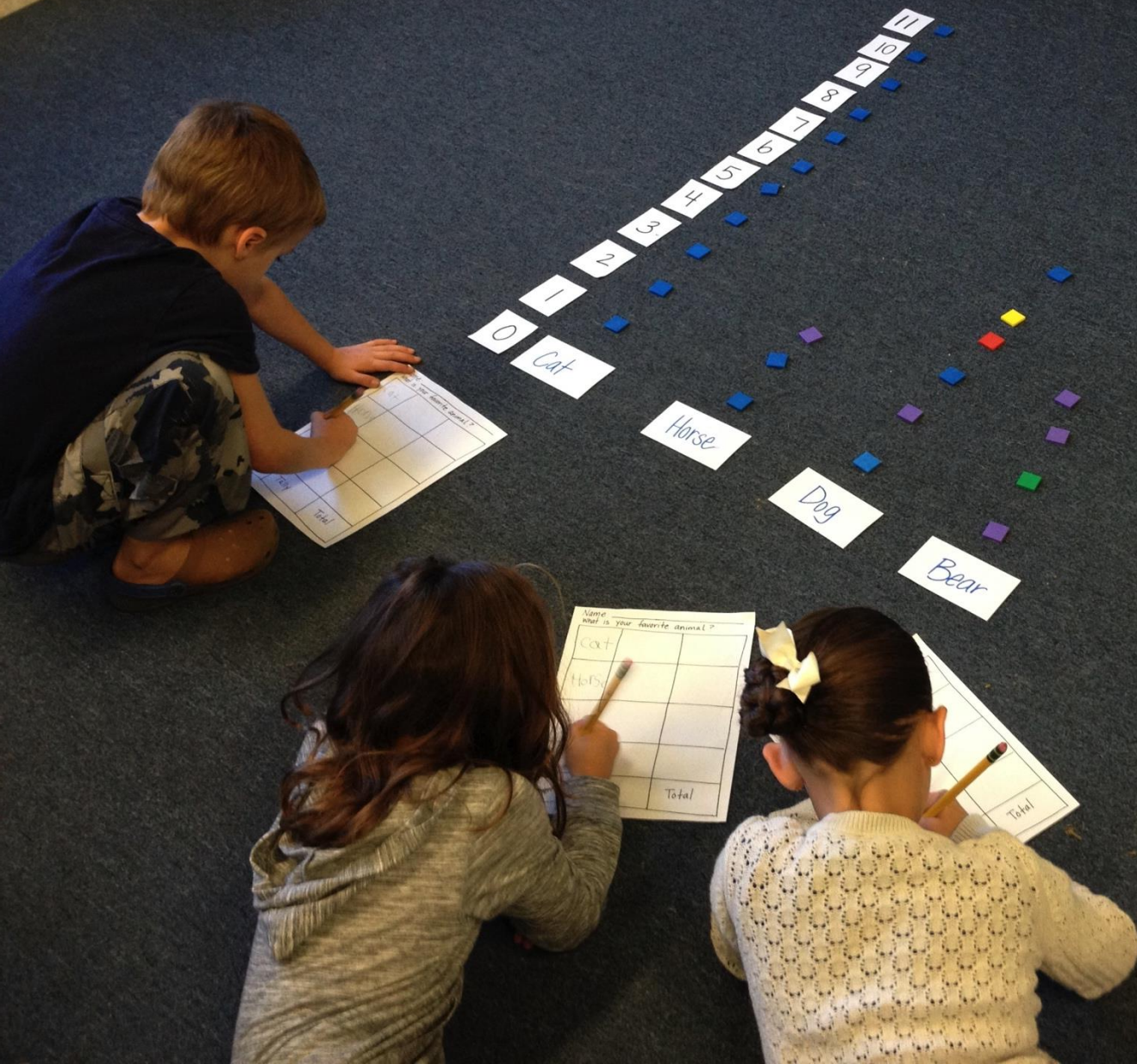
Respect each others space

We are a Team

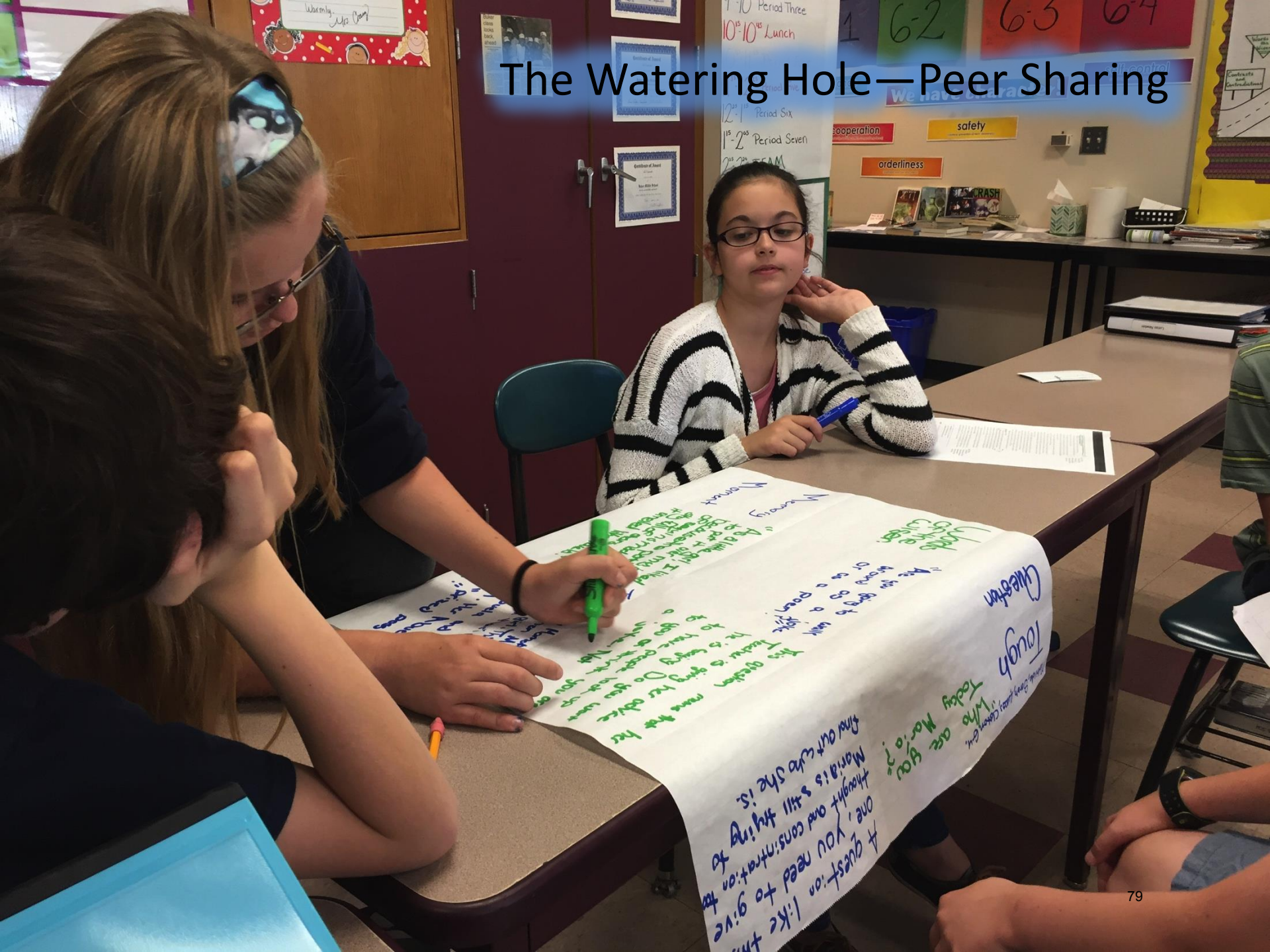
Your face sends a message

The Campfire—Teacher Led

The Watering Hole—Peer Sharing

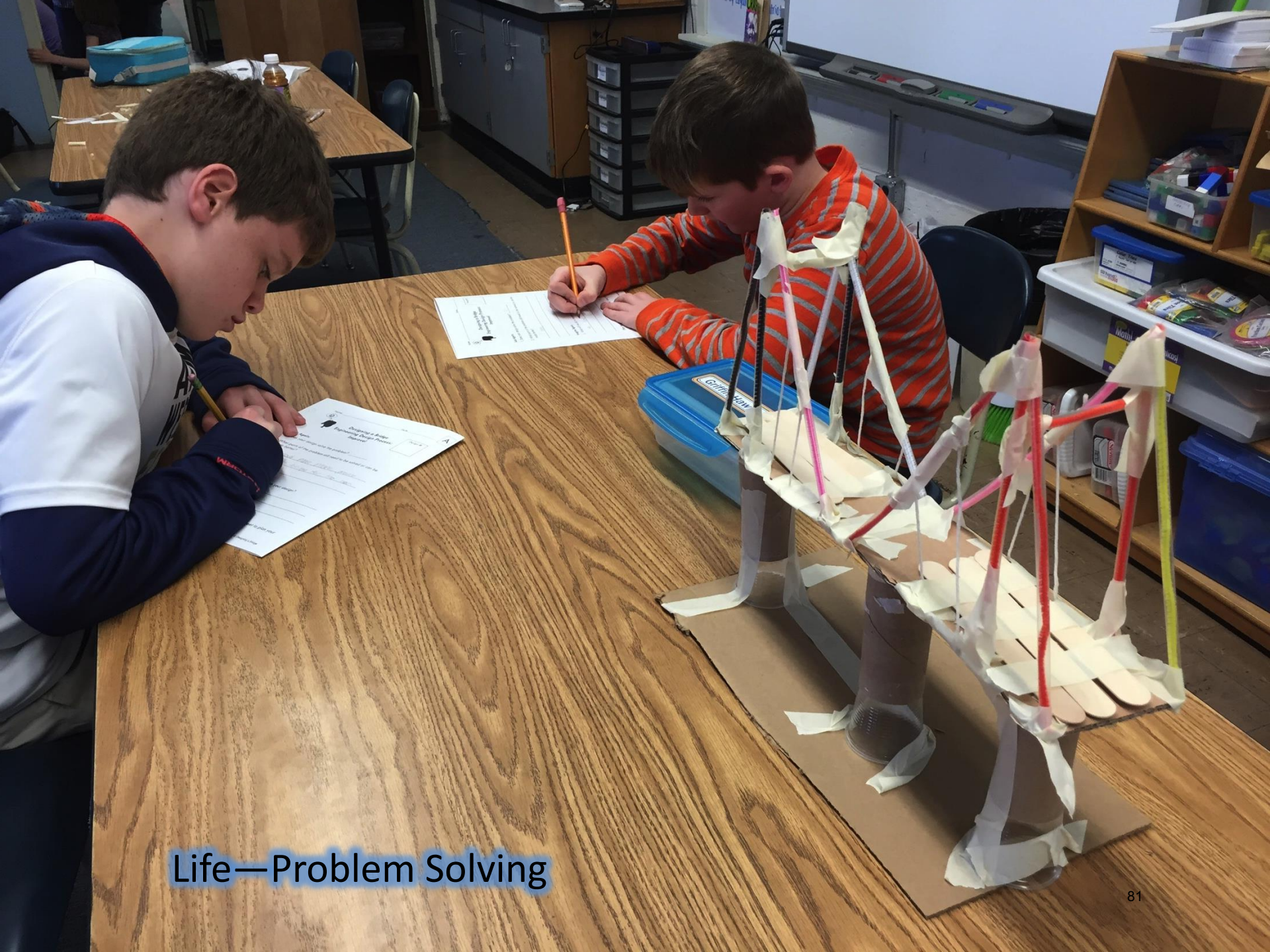


The Watering Hole—Peer Sharing

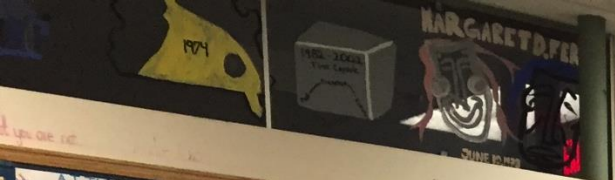




The Cave--Introspection



Life—Problem Solving



Worry About The Things You Can Control And Learn To Cope With The Things You Can't.

The Surest Way To Corrupt A Child Is To Teach Him To Hide His Feelings
Because He'll See That All The Other Kids
Are All Different
-Frederic M. Moseley

DISAGREE



“Do it yourself” Spaces—the New Lab

- The DaVinci Studio: STEAM-based
- Espresso Studio: “Hotel Lobby” Workspace
- Jamie Oliver Studio: Interdisciplinary, agriculture-based study
- Black Box Theater: Small, flexible performance space

From Nair, Prakash (2014). *Blueprint for Tomorrow. Redesigning Schools for Student-Centered Learning*. Cambridge, MA: Harvard University Press.

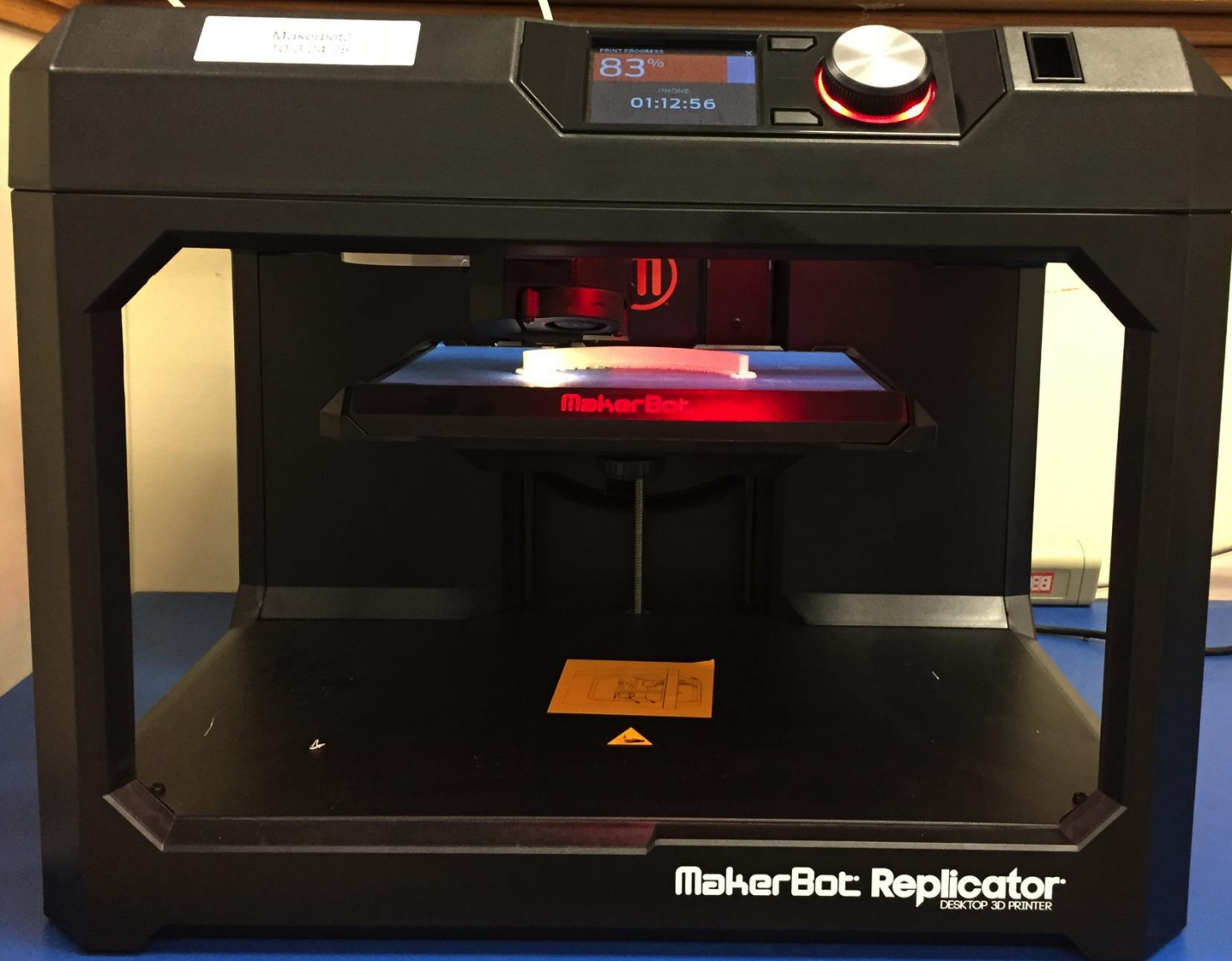


COLLABORATORY, "Da Vinci Studio" @ MRMS

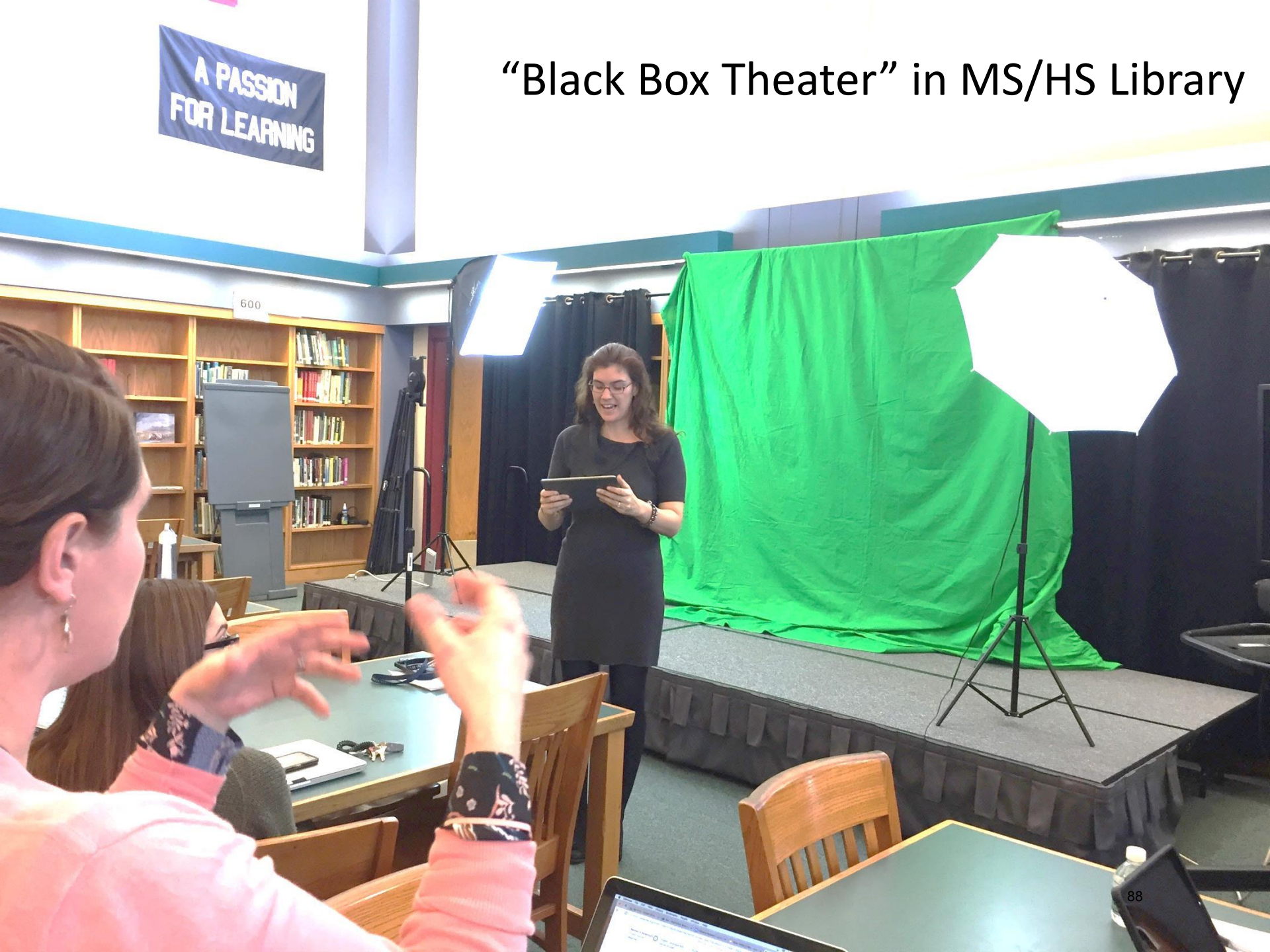
Espresso Studio @
HWRHS



Maker Lab @ HWRHS



“Black Box Theater” in MS/HS Library



The Changing library

Goal of Library Space: To connect people with ideas.

- Internet has shifted availability of information and therefore libraries must also adapt.
- Virtual and Decentralized Libraries
- Other uses for Traditional Library Space—
Team teaching space, café, hands-on creative space, a/v studio.



code.org/room











Where Do We Go from Here?

- Short-Term
 - Continue UbD Curricular Development Process
 - UbD Unit Planning is the focus of this year's PD
 - Continue to Explore Curriculum Delivery Strategies
 - Project-based Learning
 - Interdisciplinary Opportunities
 - STEM Programming
 - Continue “Small-Scale Remodeling” Projects
 - MS/HS and Elementary Libraries
 - MRMS Computer Labs
 - Small Group Spaces
 - Furniture
 - STEM Labs

Library Renovation Projects

- RFQ Issued on December 21st to 11 Design Firms
- RFQs due to HWRSD by January 27th
- Selection Committee will meet to review proposals and select finalists on 2/6
- Finalists to make presentations and tour school libraries by March 10th
- Selection Committee to choose top-rated firm by March 17th

Where Do We Go from Here?

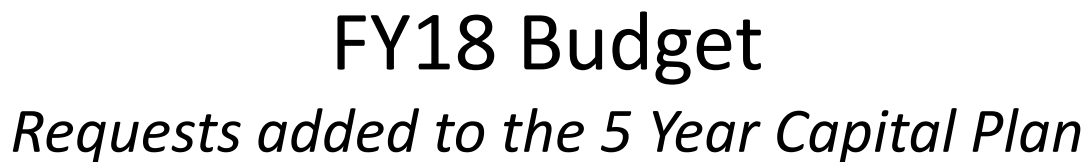
- Long-Term
 - Begin discussions around new facilities and major renovations



FY18 Budget

Requests not included in the Budget Recommendation

Category 1:		New Faculty Positions including Stipended Positions	
Submitted by:	Position Description		Est Base Salary
<i>Elementary</i>	Increase 3 shared Specialists from 0.7 FTE to 0.8 FTE	\$	17,701
<i>MRMS</i>	(3) Interest Club Advisor position for MS	\$	2,745
<i>MRMS</i>	Science Technology/Engineering Teacher	\$	68,220
<i>HS</i>	Internship Coordinator 0.2 FTE	\$	12,000
Category 2:		New Administrative/Support Positions	
Submitted by:	Position Description		Est Base Salary
<i>Buker</i>	(2) 1.0 FTE Kindergarten Teaching Assistants	\$	44,000
<i>Cutler</i>	0.2 FTE Therapeutic Special Education TA	\$	5,441
<i>Cutler</i>	(2) 1.0 FTE Kindergarten Teaching Assistants	\$	44,000
<i>Winthrop</i>	(2) 0.6 FTE Kindergarten Teaching Assistants	\$	26,400
Category 3:		New Instructional Program Costs	
Submitted by:	Cost Description		Est Cost
<i>HS</i>	Algebra 2 texts/materials	\$	15,200
<i>HS</i>	Geometry texts/materials	\$	15,200
Category 4:		Extraordinary One-time Costs	
Submitted by:	Cost Description		Est Cost
<i>Buker</i>	10' x 12' wooden storage shed	\$	5,000
<i>MRMS</i>	Renovation of Room 222	TBD	
<i>HS</i>	Remove wall between rooms 103 and 105	TBD	99
<i>HS</i>	Transform room 209 to "black box" room	TBD	



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



FY18 Budget

Timeline & Next Steps

- November 17, 2016: FY18 Budget Meeting #1 with Finance Committees
- December 15, 2016: Superintendent's FY18 Budget Recommendation to SC
- December 19, 2016: Superintendent's FY18 Budget Recommendation Book to SC
- January 5, 2017: FY17 Budget Discussion Continued
 - Special Education
 - Maintenance, Custodial & Facilities
 - Technology
- January 5, 2017: School Committee Adopts Tentative FY18 Budget
- January 6, 2017: Mail Tentative FY18 Budget to Towns
- January 19, 2017: Conduct Public Hearing on FY18 Budget
- January 19, 2017: FY18 Budget Discussion Continued
 - Middle School
 - High School
 - Athletics
- January 26, 2017: FY18 Budget Meeting #2 with Finance Committees
- February 2, 2017: FY18 Budget Discussion Continued
 - Buker Playground
 - Master Plan Update
 - Summary of Administrator Requests (Not in Budget; New Capital)
- February 9, 2017: FY18 Budget Discussion Concluded
 - OPEB (Discussion to be led by Jim Powers, Partner at Powers & Sullivan)
 - 3 Year Financial Model
- February 9, 2017: School Committee votes to Adopt FY18 Budget
- April 1, 2017: Hamilton and Wenham Annual Town Meetings

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 19

Voucher Date: 02/02/2017

Prepared By:

Donald Gallant

Printed: 01/31/2017 03:45:29 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$10,607.82 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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

David Polito
David Polito Assistant Treasurer

Michelle Z. Boring
Michelle Z. Boring School Committee Member

James B. Boring
James B. Boring School Committee Member

3 *Jeffrey Sands*
Jeffrey Sands School Committee Member

Jeffrey Sands
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$10,107.93
202	REVOLVING FUNDS	\$499.89
205	ATHLETIC/EXTRA CURR REVOLVING	\$0.00
301	TITLE I	\$0.00
302	94-142 IDEA 240	\$0.00
304	EARLY CHILDHOOD	\$0.00
402	STATE GRANTS FY EVEN YEARS	\$0.00
701	CAFETERIA FUNDS	\$0.00
		\$10,607.82

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1032

Voucher Date: 01/30/2017

Prepared By: Donald E. Gallant

Printed: 01/30/2017 08:57:27 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$325,648.96 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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

David Polito
David Polito Assistant Treasurer

Michelle Z. Bous
1 School Committee Member

Alaine B. Bous
2 School Committee Member

Jeffrey Sands
3 School Committee Member

Jeffrey Sands
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
001 GENERAL FUND	\$325,648.96
	\$325,648.96

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1033

Voucher Date: 02/02/2017

Prepared By:

Donald E. Gallant

Printed: 01/31/2017 03:41:44 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$710,893.03 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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

David Polio
David Polio Assistant Treasurer

Michelle Bailey
1 Michelle Bailey School Committee Member

Flavie Bostard
2 Flavie Bostard 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	\$710,893.03
	\$710,893.03

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2275

Voucher Date: 02/02/2017

Prepared By:

Donald E. Gallant

Printed: 01/31/2017 01:51:06 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$219,102.43 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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

David Polito
David Polito Assistant Treasurer

Alvise Bertone
Alvise Bertone School Committee Member

Martin T. Bering
2 Martin T. Bering School Committee Member

Jeffrey Sands
3 Jeffrey Sands School Committee Member

Jeffrey Sands
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$214,500.37
202	REVOLVING FUNDS	\$89.91
205	ATHLETIC/EXTRA CURR REVOLVING	\$4,111.75
301	TITLE I	\$400.40
		\$219,102.43

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2276

Voucher Date: 02/02/2017

Prepared By:

Donald E. Gallant

Printed: 01/31/2017 01:57:18 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$50,348.25 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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

David Polito
David Polito

Assistant Treasurer

Mark Z. Boring
1

School Committee Member

Janice Bertrand
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	\$28,014.35
202	REVOLVING FUNDS	\$932.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$8,851.85
302	94-142 IDEA 240	\$4,000.00
306	SPECIAL ED PROGRAM IMPROVEMENT	\$8,500.00
402	STATE GRANTS FY EVEN YEARS	\$50.05
		\$50,348.25

**AGREEMENT BETWEEN THE TOWN OF WENHAM
AND THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT**

ASSISTANT TREASURER

Agreement made as of _____, 2017, ("Effective Date") by and between the Town of Wenham ("Wenham"), and the Hamilton-Wenham Regional School District ("District"), pursuant to G.L. c. 40, § 4A, for the services of an Assistant Treasurer.

WHEREAS, the District has the need for the services of an Assistant Treasurer, who shall, in the absence of the District Treasurer, perform his/her duties and shall have the powers and be subject to the requirements applicable to him/her under the law.

WHEREAS, Wenham is willing to provide such services through its Town Treasurer/Collector; and

WHEREFORE, Wenham by and through its Board of Selectman and the District by and through its School Committee, agree to the following:

EMPLOYMENT

The District School Committee shall appoint an Assistant Treasurer annually in accordance with MGL c. 71 s. 16A. The Assistant Treasurer shall be Wenham's Town Treasurer/Collector. The Assistant Treasurer shall give bond annually for the faithful performance of his/her duties in a form approved by the MA DOR (MGL c. 40 s.35) and District Policy; cost of said bond shall be paid by the District. For the purposes of this Agreement, the position shall be a non-union, non-managerial, as-needed part-time position under the supervision of the Assistant Superintendent of Finance and Administration. It is estimated that the amount of time required in connection with the role of the Assistant Treasurer will not exceed forty (40) hours annually.

The District Treasurer's Job Description is attached herein as Attachment A. If, at any time, the Job Description changes, the District shall notify the Town and the Agreement shall be amended if appropriate. If the District Treasurer position is vacated, the Assistant Treasurer shall fulfill those duties on a temporary basis for no more than 30 days and shall be compensated accordingly.

To ensure uninterrupted provision of District Treasurer duties, the District Treasurer shall provide at least 30 days' advance notice to Wenham prior to scheduling vacation time. If a scheduling conflict occurs, the Assistant Treasurer shall not be obligated to change his/her vacation schedule.

COST/PAYMENT

The District agrees to pay Wenham, in advance, a fixed fee of Two Thousand Dollars (\$2,000.00) annually for the services described herein. The parties agree that this fixed fee amount will be reviewed on an annual basis by the Town Administrator and Superintendent by

December 31 of each year and adjusted accordingly if appropriate. Wenham will provide the District with an invoice by July 1st of each year for the full fixed fee amount for the succeeding twelve (12) month period. This fee shall be prorated for the first year to Six Hundred Sixty Dollars (\$660) based on an initial March 1 Effective Date. Any hours incurred by the Assistant Treasurer above and beyond the forty (40) hour annual threshold established herein, shall be billed monthly to the District, as incurred, at a rate of fifty (\$50) dollars per hour.

RESOLUTION OF DISPUTES

In the event that disputes arise among the parties in the interpretation or performance of this Agreement, the dispute shall be submitted to an independent mediator agreed to by all parties, the costs of which shall be equally borne by all. In the event that the mediator's recommendations are not accepted, then either party may seek review in Salem Superior Court.

AMENDMENT

This Agreement may not be modified except as may be agreed to in writing and executed by both parties.

TERM OF AGREEMENT

This Agreement shall remain in effect from year to year, not to exceed three (3) years. This Agreement may be canceled upon written notice provided by either party to the other, effective sixty (60) days after receipt of the notice or on such later date as set forth in the notice.

WENHAM BOARD OF SELECTMEN

DATE:

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

DATE:

Attachment A

HWRSD District Treasurer's Job Responsibilities:

- Responsible for all cash receipts and deposits of the District, including student activity accounts and gate receipts.
- Responsible for all disbursements of the District, including the approval of accounts payable and payroll warrants. Responsible for signing all District checks.
- Responsible for processing all transfers between District accounts, including student activity accounts.
- Responsible for the investment of all District funds in accordance with relevant Massachusetts General Laws and District policies, including Scholarship and Trust funds.
- Maintain banking relationships for all District accounts.
- Maintain and reconcile cash books for all District accounts.
- Responsible for monitoring cash flow and for preparing cash flow projections.
- Annually certify assessment amounts apportioned to member Towns in accordance with MGL c. 71 s. 16B and the Hamilton-Wenham Regional District Agreement.
- Support Annual Audit process.
- Responsible for maintaining and submitting Massachusetts School Building Authority project financial data as required.
- Coordinate all District borrowing and related work with bond advisors, bond counsel, and bond rating agencies as necessary.
- Train and supervise the Assistant Treasurer. The Assistant Treasurer shall perform the duties of the Treasurer in his/her absence in accordance with MGL c. 71 s. 16A.
- Provide semi-annual reports to the School Committee regarding Treasury function operations, including but not limited to reporting regarding Cash & Investments of the District in accordance with District Policy.
- Shall give bond annually for the faithful performance of his/her duties in a form approved by the MA DOR (MGL c. 40 s.35) and District Policy.
- Shall be responsible for any other duties as assigned by the Assistant Superintendent needed to perform the treasury functions of the District.
- Shall be present at Warrant Committee meetings to answer questions on warrants and put report together needed for School Committee meetings.

TERMS OF EMPLOYMENT

DON GALLANT

DISTRICT TREASURER

EMPLOYMENT:	In accordance with MGL c.71s.16A, appointed by the HWRSD School Committee on September 8, 2016 as District Treasurer.
TERM OF EMPLOYMENT:	July 1, 2016- June 30, 2017
SALARY:	\$46.59/hour
WORKWEEK:	20 Hours a week or 0.5 FTE. This is a 12-month position.
GENERAL BUSINESS HOURS:	To be determined in conjunction with the Assistant Superintendent of Finance & Administration. Weekly hours will include meetings of the HWRSC Warrant Subcommittee.
VACATION:	Hours will be pro-rated based on FTE. Ten (10) pro-rated Vacation Days per fiscal year at 4 hours per Vacation Day. All vacation must be approved in advance.
HOLIDAY:	Pro rated based on FTE (4 hours per holiday). Eligible for all District Holidays.
SICK LEAVE:	Hours will be pro-rated based on FTE. Fourteen (14) pro-rated Sick Days per fiscal year (4 hours per Sick Day). Sick Leave may accumulate to 180 days (4 hours per day).

Deleted: Five

Deleted: 5

PERSONAL LEAVE:	Pro-rated based on FTE. Two (2) pro-rated Personal Days per fiscal year (4 hours per Personal Day). These are intended to be used to conduct imperative personal business that cannot be conducted outside of normal working hours and are not intended to be used as "vacation" days. There is no carryover of Personal Days from one year to the next.
EVALUATION:	The Assistant Superintendent of Finance and Administration will conduct an annual evaluation based upon observations and specific job description requirements by June 30 and then shared with the School Committee.
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 Mr. Gallant intends to leave the District, he agrees to notify the Assistant Superintendent in writing at least thirty (30) days prior to his last day of work for the 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.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed the Agreement on this day and year first written above.

_____	_____
Stacey Metternick	Date
Chair, School Committee	

_____	_____
Don Gallant	Date
Treasurer, Hamilton Wenham Regional School District	