



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE MEETING

AMENDED

Buker Elementary School
Multi-Purpose Room

Thursday, May 4, 2017

7:00 PM

1. **Call to Order** 7:00
2. **Pledge of Allegiance**
3. **Citizens' Comments**
4. **Chair's Report**
5. **Superintendent's Report**
6. **Consent Agenda**
 - a. Minutes of April 27, 2017 Exhibit A
7. **New Business**
 - a. Vote to set Last Day of School
 - b. Rotary Exchange Student Presentation: Matias Lizondo Parada
 - c. Report from Treasurer Exhibit B
 - d. Student Services Report:
 - Kristen Lazzaro, Director of Guidance & Counseling Exhibit C
 - Lisa Cheney, Preschool Coordinator Exhibit D
 - Kathy Harris, Managing Director Exhibit E & E1
 - e. Donations:

1. HW Baseball Booster-Field Equipment	\$530.04
2. Buker Elementary School Friends-Field Trips	\$2,298.00
3. HWRHS & MRMS Friends Groups	\$500.00
 - f. Vote Working Groups Exhibit G
8. **Other**
 - a. Topics for next meeting
9. **Vote to Adjourn** 9:30

Secretary: Kerry Gertz, HWRSC

HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING

Thursday, April 27, 2017 7:00 PM
Buker School Multi-Purpose Room

Present:

Michelle Bailey
Jeanise Bertrand
Kerry Gertz
Gene Lee
Josh Liebow
Stacey Metternick
David Polito

Also present:

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

I. Call to Order

Mike Harvey called the meeting to order at 7:05

II. Pledge of Allegiance

III. Citizen's Comments

There were no citizens' comments

IV. New Business

A. SC Reorganization

1. Election of Officers

a) Nominations for Chair

(1) Josh Liebow and Michelle Bailey were nominated. Nominees made statements of intention, vision and qualifications for office.

Voting: 4 for Josh Liebow; 2 for Michelle Bailey; Kerry Gertz abstained

b) Nominations for Vice Chair

(1) Michelle Bailey and Gene Lee were nominated. Michelle Bailey declined the nomination.

Voting: 6 for Gene Lee; Kerry Gertz abstained

c) Nominations for Secretary

(1) Kerry Gertz was nominated, accepted the nomination and elected unanimously.

d) Nominations for Assistant Secretary

(1) David Polito was nominated, accepted the nomination and elected unanimously.

- B. SC Reorganization of Sub-Committees
1. Capital - Finance -Regional Agreement
 - a) Michelle Bailey, Stacey Metternick, Gene Lee
 2. Policies - Legislative
 - a) Kerry Gertz, David Polito, Jeanise Bertrand, Gene Lee, Josh Liebow
 3. Communications and Turf
 - a) David Polito, Stacey Metternick, Jeanise Bertrand, and, for Turf Community Volunteer Phil Tocci.
 4. Negotiations
 - a) Kerry Gertz, Josh Liebow, Gene Lee
 5. Longmeadow Working Group
 - a) Appointments for this sub-committee were shelved until May 11 meeting.
 6. Warrants: two groups with Chair as a sub. Each group should select a lead person.
 - a) Group 1: Michelle Bailey, Stacey Metternick, and Gene Lee (May 9, June 6, further dates TBA)
 - b) Group 2: Kerry Gertz, Dave Polito, and Jeanise Bertrand (May 23, June 20, further dates TBA)

Discussion: history of and options for meeting dates in light of payroll obligations. Jeff Sands will build a draft schedule with meetings on Tuesdays and Wednesdays for revision and approval to be presented on 5/18 meeting.
- C. Selection of School Liaisons
1. Winthrop Liaison: Kerry Gertz
 2. Cutler: Gene Lee
 3. Buker: David Polito
 4. Middle School/High School: Michelle Bailey (via email)
- D. Warrant Sub Committee report
1. April 11, 2017 Exhibit A
 2. April 25, 2017 Exhibit B

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE VOTE TO APPROVE THE WARRANT SUB-
COMMITTEE REPORTS OF APRIL 11 AND APRIL 25, 2017 AS
PRESENTED IN EXHIBITS A AND B .**

**MOTION by Kerry Gertz; SECONDED by Michelle Bailey
Unanimously approved by 7 members present**

- E. Draft 5 Year Capital Plan Exhibit C1 & C2
- Discussion:*
- Explanation of annotations, color coding was given.
 - Mike Harvey walked SC through categories, in light of discussions at the March workshop.
 - Question raised about swipe cards replacing keys, security cameras for key locations around the building (interior and exterior) which include tapes. Question about purpose was made—to monitor students? or people

generally using the building? This is an enhanced security measure.

- Balance of making buildings safer, cleaner with concerns about age of buildings, looking ahead to future needs, possibility of new construction. What is necessary infrastructure repair and maintenance, what is “mission critical?”
- Discussion of metrics used to determine populations—Town Censuses, real estate transactions, live birth reports.
- There is a mandate from the Fire Chief and Fire Department to have sprinklers installed at Winthrop in order to obtain occupancy in the autumn of 2018. A debt exclusion outside of the budget cycle could be problematic. What about asking the Fire Chief for an extension on this so that a debt exclusion could be worked into existing budget cycles? Given that the District has already had a three year window to address this, we cannot presume that the extension will be granted. Towns may need to recognize that the Fire Department holds the power to hold or grant occupancy permits, adding urgency to this issue.

F. Turf Field Update

Dave Polito met with Mr. Simmons and Mr. Tocci to show the SC interest in this community issue of building new fields for use by the District and the Community. Simmons and Tocci are looking for approval from the SC on the findings of the report, and that the SC is willing to accept the building of Turf Fields on school grounds. Once the SC has given this kind of approval, the Turf Committee can move forward on trying to get their plan approved by the Towns, and seek help through private fundraising. Dave reiterated that a meeting with the Superintendent would be necessary to make sure all is set up properly from the beginning, in order to avoid mid-stream corrections. The SC is asked to accept the findings of the Turf Committee, that the High School/Middle School is the recommended site for turf or grass field development. Eventually, zoning, conservations Boards will also be involved. Jeff suggests that we move forward with pursuing permits at this time, so that plans can move forward. Tonight, Jeff’s advice is that we complete the Gale Study. The Committee and the Chair would need to sign permits and legal documents in order to complete the Gale Study. The School Committee simply needs to task Jeff and Mike with moving the study forward. When it is necessary for the SC to vote on decisions/permit costs, etc., Jeff will bring specifics to the Committee. What is our duty to the Voters? Our duty to complete the Study? We already voted to do the Study. The Study needs to be completed so that we can make decisions based upon its findings. All the study costs are covered by the CPC. Therefore, Jeff and Mike should give Gale the go-ahead to Gale for completing the Study.

- G. “Northshore Education Consortium establishing a Capital Fund” Exhibit D
Mike explained our association with the Consortium. The regulations and rationale are in Exhibit D.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE NORTSHORE EDUCATION CONSORTIUM ESTABLISHING A CAPITAL FUND AS PRESENTED IN EXHIBIT D.

**MOTION by Kerry Gertz; SECONDED by Jeanise Bertrand
Unanimously approved by 5 members present; David Polito abstained**

- H. Warrant Sub-Committee Calendar Exhibit W
I. Policy 1st Reading Private Funding Exhibit E
Michelle Bailey presented, explaining revisions based upon review of other districts’ practices and the advice of legal counsel. Feedback on this policy is welcomed. Donors should be encouraged to consult with tax advisors about how to give in such a way that their donation is tax deductible.

V. Consent Agenda

Michelle Bailey requests that items A , E and O be removed.

- A. Minutes of April 6, 2017 Exhibit F
B. Minutes of April 11, 2017 Exhibit G
C. Minutes of March 2, 2017 (amended) Exhibit U
D. Minutes of March 16, 2017 (amended) Exhibit V
E. Donations for DECA International Career Development Conference Exhibit H
F. B2001 Hamilton-Wenham Regional School District “By-Laws” Exhibit I
G. B2003 Use of Electronic Messaging by School Committee Members Exhibit J
H. B2004 Remote Participation Exhibit K
I. B2005 School Committee member Ethics Policy Exhibit L
J. B2007 School Committee-Staff Communications Exhibit M
K. B2008 Executive Sessions Exhibit N
L. B2009 Special Procedures for Conducting Hearings Exhibit O
M. B2010 Guidelines for Public Comment Exhibit P
N. B2011 Memorials for Deceased Students of Staff Exhibit
Q
O. B2012 Relations with Nonpublic Schools Exhibit R
P. B2013 Policy Revision and Review Exhibit S
Q. G7018 Tutoring for Pay Exhibit T

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA’S REMAINING ITEMS FOR THE APRIL 27 SC MEETING. COMMENTS WILL BE ENTERTAINED ON ITEMS A, E, AND O. THERE CAN BE NO FURTHER CHANGES TO THE AGENDA.

MOTION by Kerry Gertz; SECONDED by Jeanise Bertrand

Unanimously approved by 6 members present

Michelle Bailey will review Item A (April 6 minutes) and email Nancy Bergner with changes to be made.

Discussion on Item E—Why are some donations approved by a School Committee vote, and others simply enfolded into Consent Agenda approvals?

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE DONATION FOR DECA NOTED IN EXHIBIT H FOR THE DECA INTERNATIONAL CAREER DEVELOPMENT CONFERENCE.

MOTION by Kerry Gertz; SECONDED by Jeanise Bertrand

Motion passed by an affirmative vote of 5 members present. One vote against.

Discussion on Item O—

- The approval of nonpublic schools is delegated to the SC by the State. The policy was created in a previous year. While the state has delegated the power to local school committees, no guidance was provided for School Committees on determining approval. DESE has suggested issues to consider, but there is no solid policy on approving nonpublic institutions.
- SC member suggests that we consider the level of community support; DESE suggests that we should not consider this issue. The SC may not require a private school to turn over their books, although inquiry could be made into tuition, etc. The SC could make inquiry into qualifications of the governing board.
- An issue for the schools is that taking property off the tax rolls in order to provide space for an educational not-for-profit, there is a definite cost to the tax payers which does not benefit the public schools. The policy working group should revisit this item (Exhibit R) and advise the School Committee on possible revision to the policy.

VI. Superintendent's Report

- A. Leadership searches for positions to be filled by the end of May. There are opportunities for parents to serve on the search committees. Inquiries should be directed to Dr. Harvey.
 - 1. K-5 Elementary ELA coordinator
 - 2. Secondary Special Ed Coordinator
 - 3. Director of Student Services search
- B. League of Women Voters: May 2, 2017 at 7 PM "Power and Citizenship in our Community; an Evening with Eric Liu"
- C. Upcoming events
 - 1. Winthrop School Open Houe May 1 5:30
 - 2. National Honor Society induction May 3, 7 pm at High School
 - 3. May School Committee Meetings on May 4 and May 18
 - 4. Joint BOS SC Meeting May 11
 - 5. May 10 HS art show
 - 6. MS Spring Art Show May 16
 - 7. Sr. Prom May 19

8. Elementary Spring Concert 6:30 May 22
9. Middle School Orientation May 24
10. Grade 8 Science Fair May 25
11. Scholarship Night May 30
12. Senior Farewell May 31
13. Candlelight 8 PM June 1
14. Commencement June 3 at 10 AM

VII. Other Topics for Future Meetings

- A. May 4
 1. Vote to set the last day school
 2. SC goals 2017/2018
 3. Report from district treasurer
 4. Report from Student Services Department members
 5. Presentation from Exchange Student
 6. Process for establishing the Whittier Science Fund
 7. Regional Agreement issues
- B. May 18
 1. Bay State Textiles clothing donation discussion
- C. Possible topic for another future meeting:
 1. Revisit 2016/2017 goals to address some which may have not yet be implemented.

VIII. Vote to Adjourn

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE VOTE TO ADJOURN AT 9:36 PM.**

**MOTION by Kerry Gertz; SECONDED by Jeanise Bertrand
Unanimously approved by 6 members present**

Respectfully submitted,

Nancy R. Bergner
Clerk, H-WRSC Meeting



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

District Treasurer's Report as of 3/31/17 *School Committee Presentation* *May 4, 2017*

Prepared by:

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



District Treasurer

Primary Roles & Responsibilities

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



General Fund Update

YTD as of March 31, 2017

			Beginning	Ending	Interest	
		Investment	<u>Balance</u>	<u>Balance</u>	<u>Earned</u>	
<u>Account Name</u>		<u>Type</u>	<u>7/1/2016</u>	<u>3/31/2017</u>	<u>thru 3/31/17</u>	
Depository		Operating	\$ 3,931,988.44	\$5,464,276.58	\$ 1,939.01	
Payroll		Checking	\$ 52,214.34	\$ 52,214.34	\$ 128.69	
Vendor		Checking	\$ 634,392.40	\$ (141,306.84)	\$ 94.35	*
Money Market		Money Market	\$ 2,185.95	\$ 2,412.44	\$ 3.45	
Cafeteria		Money Market	\$ 30,285.90	\$ 405,010.35	\$ 431.73	
User Fees		General	\$ 34,800.91	\$ 110,034.32	\$ 14.51	
iPads		General	\$ 27,596.36	\$ 121,529.36	\$ 35.57	
Supt Debit Card		Debit Card	\$ 3,506.98	\$ 3,508.15	\$ 1.17	
Asst Supt Debit Card		Debit Card	\$ 2,502.30	\$ 2,503.18	\$ 0.88	
Scholarship Holding		Holding	<u>\$ 100.09</u>	<u>\$ 100.13</u>	<u>\$ 0.04</u>	
Total			\$ 4,719,573.67	\$6,020,282.01	\$ 2,649.40	

*Account is negative on March 31 because checks were written in March and funds not transferred to bank until April, the following day.



Student Activities Update

YTD as of March 31,2017

			Beginning	Ending	Interest
		Investment	Balance	Balance	Earned
<u>Account Name</u>		<u>Type</u>	<u>7/1/2016</u>	<u>3/31/2017</u>	<u>thru 3/31/17</u>
Buker Savings		Money Market	\$ 1,513.00	\$ 372.69	\$ 1.47
Buker Checking		Checking	\$ 1,005.08	\$ 1,005.53	\$ 0.45
Cutler Savings		Money Market	\$ 711.05	\$ 2,207.06	\$ 1.87
Cutler Checking		Checking	\$ 236.29	\$ 236.58	\$ 0.29
Winthrop Savings		Money Market	\$ 1,752.19	\$ 2,201.51	\$ 2.89
Winthrop Checking		Checking	\$ 40.93	\$ 41.05	\$ 0.12
Miles River Savings		Money Market	\$ 6,085.48	\$ 11,336.34	\$ 16.07
Miles River Checking		Checking	\$ 4,855.04	\$ 4,856.71	\$ 1.67
High School Savings		Money Market	\$ 33,960.29	\$ 40,655.23	\$ 68.75
High School Checking		Checking	<u>\$ 25,005.73</u>	<u>\$ 24,406.86</u>	<u>\$ 8.74</u>
Total			\$ 75,165.08	\$ 87,319.56	\$ 102.32



Scholarships Update

YTD as of March 31, 2017

<u>Scholarship</u>	<u>Balance 7/1/2016</u>	<u>Scholarships Paid Out</u>	<u>Expenses</u>	<u>Interest Income</u>	<u>Realized/Unrealized Gain or Loss</u>	<u>Balance 3/31/2017</u>
Patricia Alger	\$ 5,928.97	\$ (1,000.00)	\$ (58.35)	\$ 83.45	\$ 51.05	\$ 5,005.12
William Allston	\$ 65.93		\$ (0.47)	\$ 0.67	\$ 0.41	\$ 66.54
Francis Bettencort	\$ 19,438.41	\$ (1,000.00)	\$ (148.45)	\$ 212.33	\$ 129.91	\$ 18,632.20
Katherine Bradford	\$ (189.40)		\$ (148.99)	\$ 213.09	\$ 130.37	\$ 5.07
Benjamin Brettler	\$ 16,987.52	\$ (1,000.00)	\$ (150.50)	\$ 215.27	\$ 131.70	\$ 16,183.99
Anita Bruyere	\$ 213,157.27	\$ (4,000.00)	\$ (1,801.50)	\$ 2,576.76	\$ 1,576.30	\$ 211,508.88
Capt John Chouinard	\$ 14,418.56	\$ (500.00)	\$ (129.96)	\$ 185.88	\$ 113.71	\$ 14,088.19
Thomas Henderson	\$ 5,833.83	\$ (125.00)	\$ (42.37)	\$ 60.59	\$ 37.08	\$ 5,764.13
Sherm Kinney	\$ 9,514.75	\$ (1,000.00)	\$ (93.59)	\$ 133.86	\$ 81.90	\$ 8,636.92
Jayson Kmiec	\$ 5,449.76	\$ (2,000.00)	\$ (79.28)	\$ 113.39	\$ 69.36	\$ 3,553.23
Eva McRae	\$ 249.69	\$ (300.00)	\$ (7.94)	\$ 11.38	\$ 6.96	\$ (39.91)
Jennie Mears	\$ 8,338.63	\$ (500.00)	\$ (73.66)	\$ 105.36	\$ 64.45	\$ 7,934.78
Paul Moscovitch	\$ 45,835.87	\$ (3,000.00)	\$ (394.82)	\$ 564.73	\$ 345.47	\$ 43,351.25
Louis Polsonetti	\$ 29,971.61	\$ (1,000.00)	\$ (251.18)	\$ 359.24	\$ 219.78	\$ 29,299.45
Helen Pruszyński	\$ 19,588.01	\$ (2,000.00)	\$ (163.35)	\$ 233.63	\$ 142.93	\$ 17,801.22
Soterros Apostolakos	\$ 14,801.45	\$ (1,000.00)	\$ (132.27)	\$ 189.19	\$ 115.74	\$ 13,974.11
Alfred and Sara Weis	\$ 4,618.70	\$ (100.00)	\$ (33.36)	\$ 47.70	\$ 29.19	\$ 4,562.23
Total	\$ 414,009.56	\$ (18,525.00)	\$ (3,710.04)	\$ 5,306.52	\$ 3,246.31	\$ 400,327.40
			Scholarship Fund			\$ 400,227.27
			Scholarship Holding Account			\$ 100.13
						\$ 400 ¹² ,327.40



General Receipts Summary

YTD as of March 31,2017

Receipts <u>Source</u>	Received Thru <u>3/31/2017</u>
Wenham Assessment	\$ 6,324,925.00
Hamilton Assessment	\$ 12,628,480.50
Chapter 70	\$ 2,665,992.00
Chapter 71	\$ 170,284.00
Circuit Breaker	\$ 338,500.00
School Choice Tuition	\$ 300,356.00
SPED Tuition In	\$ 33,932.82
PreK Tuition 2016-2017	\$ 51,000.00
Medicaid	\$ 54,723.96
MSBA-Debt Reimbursement	\$ 1,132,065.00
MSBA Construction Reimbursements	\$ 32,202.00
Charter School Reimbursement	\$ 8,661.00
E-Rate	\$ 17,448.21
Facilities Rentals	\$ 8,266.94
Grants	<u>\$ 488,878.40</u>
Total	\$ 24,255,715.83



Grants Receipts Summary

YTD as of March 31,2017

<u>Receipts thru 3/31/17</u>				
<u>Grant Name</u>	<u>For FY15</u>	<u>For FY16</u>	<u>For FY17</u>	<u>Total</u>
Title I	\$ 8,740.00	\$ 21,616.00	\$ 26,511.00	\$ 56,867.00
IDEA	\$ -	\$120,239.00	\$ 227,598.00	\$ 347,837.00
Title IIA	\$ -	\$ 6,311.00	\$ 2,774.00	\$ 9,085.00
Early Childhood	\$ -	\$ -	\$ 10,682.40	\$ 10,682.40
Program Improvement	\$ -	\$ 6,547.00	\$ 14,910.00	\$ 21,457.00
EC Language Learner	\$ -	\$ -	\$ 1,400.00	\$ 1,400.00
CFCE		\$ 7,550.00	\$ 30,200.00	\$ 37,750.00
Big Yellow School Bus	\$ -	\$ -	\$ 600.00	\$ 600.00
STARS Residency	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,200.00</u>	<u>\$ 3,200.00</u>
	\$ 8,740.00	\$162,263.00	\$ 317,875.40	\$ 488,878.40



Debt Service Update

YTD as of March 31, 2017

				Summer 2013		Buker/Winthrop
		<u>MS/HS</u>		<u>Projects</u>		<u>2016</u>
Original Bond		\$15,540,000		\$1,582,000		\$1,531,000
Interest		\$2,871,489		\$456,992		\$266,668
Payments to Date-thru 3/31/17						
Principal		\$10,455,000		\$222,000		\$0
Interest		<u>\$2,533,127</u>		<u>\$133,717</u>		<u>\$0</u>
Total		\$12,988,127		\$355,717		\$0
Payments Remaining in FY17						
Principal		\$1,635,000		\$0		\$0
Interest		<u>\$105,337</u>		<u>\$20,862</u>		<u>\$15,483</u>
Total		\$1,740,337		\$20,862		\$15,483
Due Date of above		5/1/2017		4/15/2017		4/15/2017
Term Remaining						
		3 years		13 years		15 years
Payoff Date						
		5/1/2019		10/15/2029		10/15/2031
Payments Remaining after FY17						
Principal		\$3,450,000		\$1,360,000		\$1,531,000
Interest		<u>\$233,025</u>		<u>\$302,413</u>		<u>\$251,185</u>
Total		\$3,683,025		\$1,662,413		\$1 ¹⁵ ,782,185



Assistant Treasurer Training Update

The Assistant Treasurer has been trained to:

- Process payroll checks
- Process vendor checks
- Process required cash transfers for student activities accounts as well as general accounts
- Process cash receipts as required

The Assistant Treasurer will be trained in May for:

- Processing ACH transfers to support payrolls
- Process payments of federal and state payroll taxes

Hamilton-Wenham Regional School District

School Counseling and Guidance

Initial Conversations:

Central Office: Superintendent and Manager of Student Services

Building Principals and Assistant Principals

Elementary School Adjustment Counselors

Middle School Adjustment/Guidance Counselors

High School Adjustment/Guidance Counselors

Initial Impressions: September 2016

- Dedicated professionals who go “above and beyond”.
- Communication between counselors at levels (elementary, middle, high) was apparent.
- Professional collaboration structures established at all levels.
- Counselors have good working relationships with building Principals.

Programmatic Strengths

Elementary level:

- Established curriculum: Kids and Company, Respect and Responsibility
- Invested use of Olweus philosophy and protocols
- Established student centered groups
- Invested in supporting Responsive Classrooms and Zones of Regulation

Middle School

- New student orientation program
- Established student centered groups
- Advisory lessons
- Mentoring program

High School:

- Freshman Orientation program
- Established student centered groups
- Grade specific "spotlight" lessons

Programmatic Needs

- Update/develop curriculum at all levels.
- Expand social-emotional curriculum, training, and awareness with students, faculty, and families.
- Devoted, consistent classroom time at Middle and High School.
- Continue to develop transition programs.
- Curriculum mapping.
- Establish stronger relationships with community based mental health agencies.
- Technological needs and training.

Ongoing.....

- Collection and use of data for programming.
- Development of level specific curriculum.
- Specific professional development needs and trainings.
- Review, update, and formalize district protocols.
- Unpacking the Guidance and Counseling Transfer Goals.

Accomplishments

- District Counselors and School Psychologists meet every Wednesday for professional development.
- Professional development is focused on counseling specific needs.
- Specific, relevant training: PFLAG, Samaritans.
- Development of Mission and Vision statement.
- Introduction to the MA Model for Developmental Counseling, 2.0.
- Updated elementary safety curriculum.
- Development of a strong professional learning community.

Where we are headed...

- Proactive vs. Reactive model.
- Counselors as teachers.
- Collection and analysis of data to inform program development.
- Knowledge and implementation of the MA Model, 2.0, with fidelity.
- Development of district website.

Questions?

Early Childhood Partners/CFCE of Hamilton-Wenham & Manchester

Lisa Cheney, M. Ed., Program Coordinator

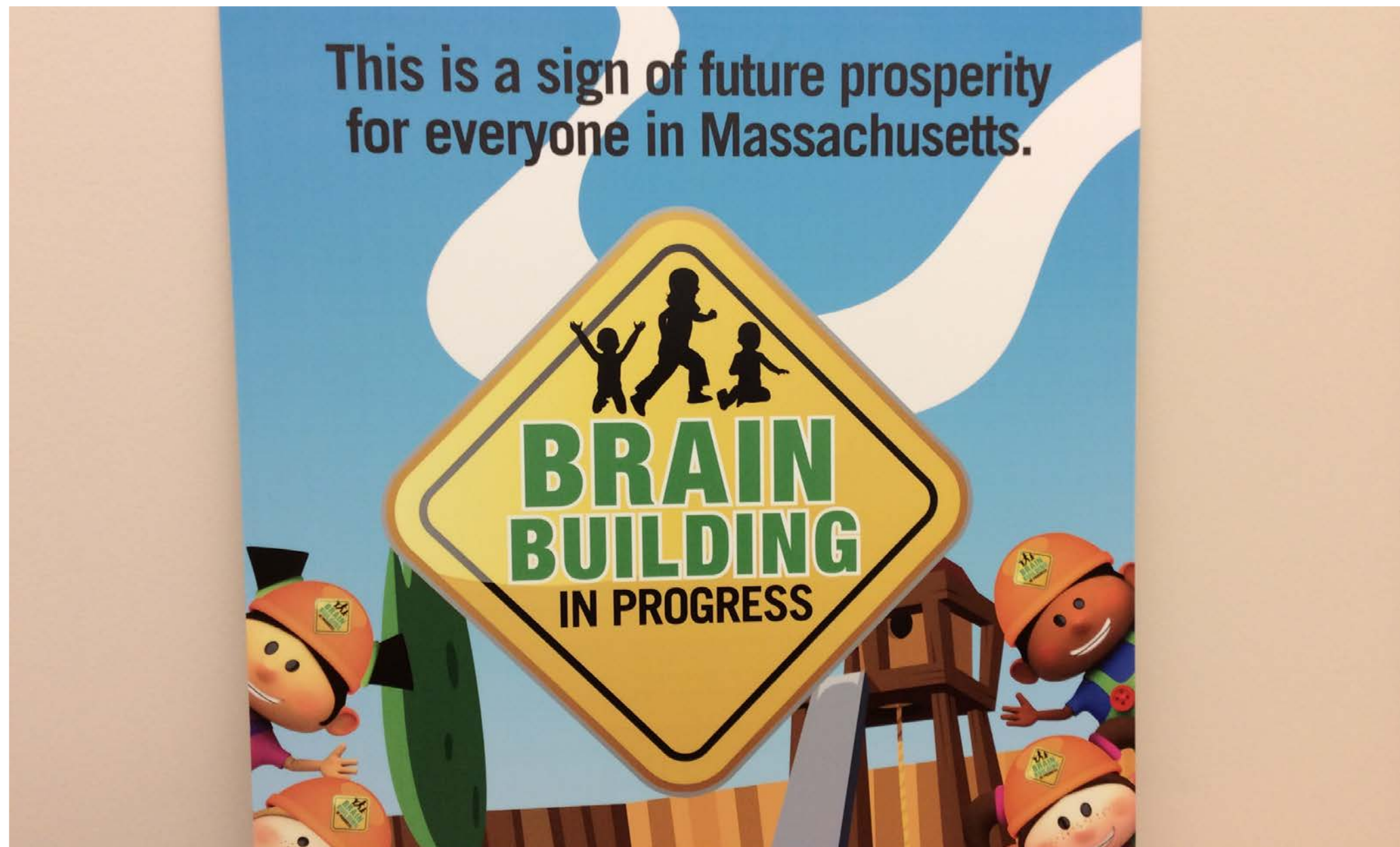


HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

CFCE

- Coordinated Family & Community Engagement
- The CFCE Grant is awarded to Hamilton-Wenham RSD by the Massachusetts Department of Early Education and Care.(\$43,500).





Local Family-Focused Programming and Services
to Support You as Your Child's First Teacher

Brain Building In Progress



- This is the sign for future prosperity in Massachusetts.
- A joint initiative between EEC and the United Way.
- Early experiences that build the architecture of the developing brain and provide the foundation for lifetime of learning, successful and productive, responsible citizenship.

Brain Building In Progress

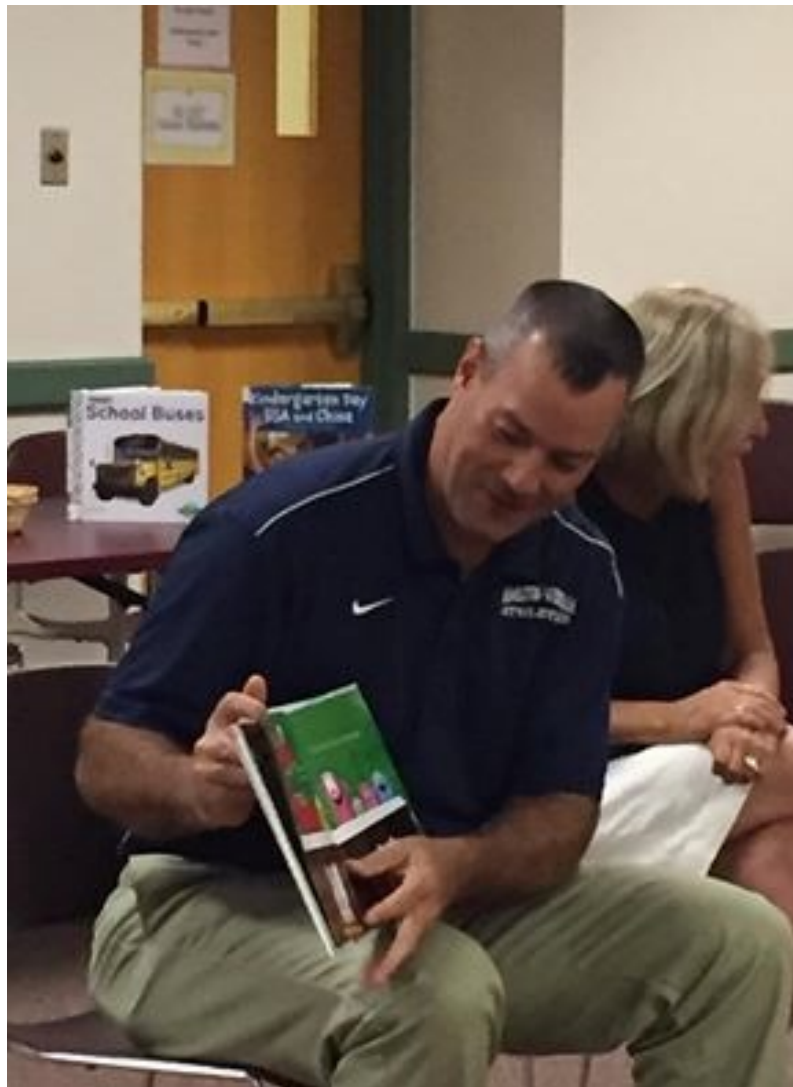
- 4th Annual Brain Building In Progress event on April 24th
- Ed Fund, Hamilton-Wenham Library, Early Intervention, DCF, Girl Scouts, and more worked collaboratively.
- Bags, books, and resources and Brain Building activities!



Strengthening Families

- Strength-based family education
- Brochures and community information about local resources and school
- Referrals to resources like Screenings, Special Education, WIC, Food Pantries, Affordable Housing, Healthcare and Childcare
- Opportunities for parents and children to connect
- Workshops on child development, social-emotional health and behavior
- Ages & Stages Questionnaire screenings
- Distribute books, manipulatives, educational booklets and the Kindergarten Calendar

Countdown To Kindergarten



A six month long campaign to support parent and children as they transition to school

Playgroups

- Musical Story Time Jam (literacy-based)
- Sweet Dreams Story Makers
- M Is For Museum and Outside at the Museum
- Little Explorer's STEM group
- Music, Books, and More
- Intentional programming that meets EEC guidelines to prepare children for school with literacy-based and STEM activities that prepare children for school. that prepares children for school.



Special Events

- Brain Building In Progress annual event
- Countdown To Kindergarten
- Pumpkinfest
- Dinosaur Night
- Kid's Town Meeting
- Upcoming: Art Grows Here



Highlights from FY17

- Increased grant from \$39,500 to \$48,750 and added Manchester to our distribution area. Lowered to \$43,500 with the 9C Reduction. Looking at
- Increase to \$69,655 with inclusion of Essex in in our service area.
- Expanded advisory council that includes Early Intervention, SEPAC, Student Services at MERSD, Integrated PreSchool at HWRSD, museum, library, WIC, DCF, therapists, Recreation Department, and growing.
- Serving 50-70 families per week and 70-100 at special events.

Brain Building In Progress



Commissioner Tom Weber, Rep. Hill, and Karley Ausiello from United Way present the Brain Builder Award to Lisa Cheney from the Coordinated Family and Community Engagement Network of Hamilton-Wenham and Manchester

www.EarlyChildhoodPartners.weebly.com



Facebook
Twitter
Blog

Lisa Cheney

e.cheney@hwschools.net

978-468-5489



Special Education Annual Report

Katherine V. Harris, M.Ed., CAGS
Director of Student Services

May 4, 2017

Mission:

- To provide individualized educational programming educational programming that is accessible and meaningful to students requiring special education services
- To ensure that state and federal special education regulations are implemented consistently and equitably
- To be mindful of programmatic and fiscal responsibility in the determination and provision of services

Special Education Enrollment

SIMS reporting based on March enrollment (does not include services only students)

	March 2014	March 2015	March 2016	March 2017
# Special Education Students	260	266	276	292
% of Total Population	13.5%	14%	14.9%	16%

Special Education Referrals

2013-2014		2014-2015		2015-2016		2016-2017	
#	eligible	#	eligible	#	eligible	#	eligible
80	60	96	50	87	55	86	29*

- *Includes home school and private school students referred by parent, guardian or private school*
- **2016-17 figures include approximately 40 still in process*

Disability Categories

(March 2017)

Disability	Percent of HW Special Education Population (approximate)
Autism	16%
Communication Impairment	7%
Developmental Delay	4%
Emotional Impairment	5%
Health Impairment	34%
Intellectual Impairment	<1%
Multiple Disabilities	3%
Neurological Impairment	7%
Physical Impairment	0
Specific Learning Disability	21%
Sensory Impairment (hearing and vision)	<1%

Special Education Services

- 87% educated in the HW Regional School District
 - Same as 2015-16
- Supported general education services
- Direct service in general education classroom
- Direct service in academic support or therapeutic classroom

Specialized Programs

- Intensive and specialized instruction
- Smaller teacher to student ratio
- Specialized instructional methodologies
- Increased opportunity to educate students with special needs in district programs thus reducing need to outplace
- Assistive Technology services and support to students and staff

Out of District Placements

Out of District Placement	2013-14	2014-15	2015-16	2016-17
Elementary	1	4	5	9
Middle School	10	6	9	7
High School	18	22	20	20
Post Graduate/Transition	5	4	5	3
Total	34	36	39	39

Extended Year Services

- Determination through the Team process
 - Severity of disability
 - Substantial regression over a long period of time
- Summer 2016
 - 5-6 weeks
 - 61 students Pre-K to HS
- Intensive needs and specialized programs
- Tutorials

Contracted Services

- Specialized licenses or expertise
 - Direct Service
- Consultation
 - Students, staff, programs
- Legal
- Home-Hospital Tutoring

Monitoring and Compliance

- We continually review data to monitor our compliance with hundreds of special education standards reviewed by the DESE
 - Monitoring compliance with mandated timelines through ASPEN
 - Provision of related services (Speech and Language, Occupational Therapy, Physical Therapy)
 - To ensure the HWRSD follows state and federal regulations as well as best practices.
 - Program development and refinement
 - Based on district data
 - State Reviews (Indicators) with Data Collection
 - Transition planning- 100% compliance

North Shore Education Consortium (NEC)

- District provides a range of programming at NEC ranging from intensive programming for students with significant disabilities, alternative school programming, participation at Recovery High School, the provision of home services and parent training and professional development for our staff.

Special Education Parent Advisory Council SEPAC

- Active group of parents representing all of our special education population
- Plans and provides annual presentations on topics relevant to parenting children with special needs
 - Assistive Technology
 - Annual Basic Rights Training
 - Mindfulness
- Support families of students with special needs
- We welcome and are seeking new members and new ideas

Building Capacity

- Think Kids: Collaborative Problem Solving
 - Keynote Address
 - Introductory and Tier 1
- Department PLCs to focus on specific needs
 - Counseling and Guidance
 - Related Services professionals
- Continued development and improvement for programs
 - LBLD programs- Landmark Outreach consultation
 - Behavior support and consultation with Creative Behavior Solutions with ILP and Learning Skills
- Continued department wide focus on IEP goals
 - Specific, Measureable, Attainable, Realistic, Time Bound
- Data Driven Reporting and Decisions

Acknowledgements

- All of our Special Educators and Teaching Assistants
- Office Support Staff
 - Elaine Rogal
 - Betty Minton
 - Betsy Stowell
- Special Education Coordinators
 - Maureen Smith
 - Kristin Flaherty
- SEPAC Co-Chairs
 - Mary DeLorenzo
 - Laurie Erhard

Thank you



HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

EXHIBIT F

Donations: SC Meeting 5.4.17

Hamilton-Wenham Baseball Boosters Field Equipment	\$530.04
Buker Elementary School Friends Group for Field Trips	\$2,298.00
HWRHS & MS Friends Groups DECA – ICDC Conference	\$500.00

COMMITTEE NAME	MEMBER 1	MEMBER 2	MEMBER 3	MEMBER 4	MEMBER 5
Capital-Finance-Regional Agreement	Michelle Bailey	Stacey Metternick	Gene Lee		
Policies - Legislative	Kerry Gertz	David Polito	Jeanise Bertrand	Gene Lee	Josh Liebow
Communications & Turf	David Polito	Stacey Metternick	Jeanise Bertrand	Phil Tocci (Community Member)	
Negotiations	Kerry Gertz	Josh Liebow	Gene Lee		
Warrant - Group I	Michelle Bailey	Stacey Metternick	Gene Lee		
Warrant - Group II	Kerry Gertz	David Polito	Jeanise Bertrand		