



HAMILTON-WENHAM

REGIONAL SCHOOL DISTRICT

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

SCHOOL COMMITTEE MEETING

Buker Elementary School

Wednesday, November 20, 2019

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

Multi-Purpose Room

Agenda

1. **Call to order** 7:00 PM
2. **Pledge of Allegiance**
3. **Citizen's Comments**
4. **New Business**
 - a. DECA Students Update (10 min.)
 - DECA ICDC International Career Development Conference [Exhibit](#)
 - DECA State Career Development Conference [Exhibit](#)
5. **Superintendent's Report (80 min.)**
 - a. Strategic Blueprint - *What is Learning?* Facilitated by the HWRSD Leadership Team
 - b. MASC/MASS Joint Conference
6. **New Business (con't) (20 min.)**
 - a. Award of Academic Excellence from Massachusetts Association of School Superintendents to Ava Halstead (5 min.) [Exhibit](#)
 - b. EdFund Grant Project Donation [Exhibit](#)
 - c. Superintendent Search Firm Approval (10 min.)
 - d. Girl's Basketball Boosters Donation for funding a Half time assistant coach & Request for approval for advertising Team Sponsors [Exhibit](#)
 - e. Boy's Ice Hockey Program Fundraiser [Exhibit](#)
7. **Chair's Report (10 min.)**
8. **Committee Reports (30 min.)**
 - a. Student Representative
 - b. Capital/Financial Planning Committee
 - c. Policy Committee
9. **Consent Agenda (5 min.)**
 - a. Warrants [Exhibit](#)
 - Voucher No. 2834
 - Voucher No. 2835
 - Voucher No. 2833
 - Voucher No. 2831



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- Voucher No. 2832
- Voucher No. 1022
- Voucher No. 1023
- Voucher No. 10

b. Vote to approve prior meeting minutes:

- October 16, 2019
- November 6, 2019

[Exhibit](#)

[Exhibit](#)

10. Other (5 min.)

a. Topics for Future Meetings

11. Vote to Adjourn (9:40 PM)

FIELD TRIP REQUEST

School: HWRSD Date Submitted: 11/6/19
 Faculty Sponsor: Laura Wheeler Position: Business Teacher & DECA Advisor
DECA ICDC-International Career Development Conference

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: _____
☐ Out-of-State/Domestic Day Trip - ☐ Academic ☐ Extracurricular - Destination: _____
☒ Out-of-State/Domestic Overnight Trip - ☒ Academic ☐ Extracurricular - Destination: Nashville, Tennessee
☐ International Trip (extracurricular only) - Destination: _____

Departure Date: 4/29/20* Time: TBD Return Date: 5/4/20 Time: TBD
 Number of Students Eligible: TBD Class/Group: Marketing Classes/DECA
 Faculty Sponsor: Laura Wheeler
 Other Faculty/Staff chaperones: Stefanie Rogal and TBD
 Other chaperones: TBD
 Mode of Transportation: Air, ground, private Number: _____
 Airlines/Flight/Ground Transportation: TBD

* Please note dates of travel may shift by 1 day ± depending on flight options

II. Estimated Expenses

1. Transportation Cost:	6. Financial Assistance Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Admission Charges:	7. Other Sources of Funding? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Lodging & meals cost:	8. Amount Available: \$ <u>3,000</u>
4. Other (specify):	9. Are Student Activity Funds being used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Total student cost: <u>Approx \$1,500/student</u>	10. If yes, amount bring used: \$ <u>300/student</u>

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 Wheeler Date: 11/6/19
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: [Signature] Date: 11/2/19
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/infraction 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.

VOLUNTARY FIELD TRIP FOR QUALIFIED DECA MEMBERS ONLY

DECA International Career Development Conference

April 29—May 4, 2020 | Nashville, TN

Audience: Open to DECA Members that qualify through competition OR qualify for the Emerging Leaders Leadership Academy

Description: The DECA International Career Development Conference (ICDC) is a competitive conference for DECA members who qualify through competition at the State Career Development Conference or qualify for the Emerging Leaders Leadership Academy. With over 50 categories of competition, there are many pathways for success for DECA members.

19,000 high students, teachers, chaperones and business professionals gather to develop knowledge and skills for college and careers. DECA members demonstrate their college and career ready knowledge and skills by participating in DECA's industry-validated Competitive Events Program, aligned with Career Clusters, National Curriculum Standards and 21st Century Skills in the areas of marketing, finance, hospitality, management and entrepreneurship. More than 1,000 business professionals serve as expert judges to evaluate DECA members' mastery of these concepts.

In addition, thousands of members participate in DECA's Emerging Leader Series, which helps them attain 21st Century Skills in the areas of collaboration and teamwork, communication, critical thinking and problem solving and creativity. One highlight is the involvement of executive mentors who provide college and career advice.

Convention: **Music City Center**
Bridgestone Arena

Lodging: **TBD of options below**
Aloft Nashville West End
Courtyard Vanderbilt
Residence Inn Vanderbilt/West End
SpringHill Suites Vanderbilt/West End

Schedule: **Tentative Schedule Below is Subject to Change**

Wednesday, 4/29	Travel to ICDC Opening Sessions
Thursday, 4/30	DECA Competition & Leadership Academy
Friday, 5/1	DECA Competition & Leadership Academy
Saturday, 5/2	DECA Final Competition
Sunday, 5/3	Closing Sessions
Monday 5/4	Travel Home

Cost: Estimated cost per student \$1,500 plus additional meals
Cost includes conference registration, air/ground transportation, hotel, spirit items, t-shirt, MASS-DECA State Dinner, 2 team lunches, 2 team dinners

VOLUNTARY FIELD TRIP FOR QUALIFIED DECA MEMBERS ONLY

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Fundraising: Efforts are currently underway to defray student cost with a goal of \$300 minimum per student to be raised through events, the school store, and business sponsorships.

Parent Meeting: A parent meeting will be held prior to the trip to go over the trip itinerary, cost and fundraising. All students are asked to attend with one parent/guardian.

Payment	March 6	Deposit required \$200
Schedule:	March 27	Second payment \$500
	April 15	Balance due (individual balances depend on fundraising)

Refund Policy: Up until April 1, students will be eligible for a refund IF another student takes their place on the trip from Hamilton Wenham and minus any non-refundable travel fees. For example, if airline travel has been ticketed in the student's name and cannot be transferred or refunded, the student will not be eligible for a refund for that amount.

Chaperones: **Laura Wheeler, HWRHS Business Teacher & DECA Advisor**

- Successfully led 13 trips to ICDC.

Stefanie Rogal, HWRHS RISE Academic Coordinator & DECA Asst Advisor

- Provides a school professional without impacting classroom instruction.

Additional chaperones TBD if more than 18 students qualify for ICDC.

Dress Code: **Professional Business Attire for Competition and Events**

DECA is first and foremost a business organization for students.

Males: Dress slacks, dress collared shirt, tie, dress shoes and socks, sweater and/or sports coat permitted but not required. Shirts must be tucked in.

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 with hands at side. Nylons are recommended if dresses or skirts are being worn.

Additional dress code information can be found in the DECA Comprehensive Consent Form.

VOLUNTARY FIELD TRIP FOR QUALIFIED DECA MEMBERS ONLY**DECA International Career Development Conference****April 29—May 4, 2020 | Nashville, TN****SECURITY PLAN for DECA ICDC:**

- 10 to 1 ratio of students to chaperone as per rules of travel.
- All chaperones will be CORI'd and fingerprinted.
- Head chaperone will have a cell phone and be in constant communication with students.
- A strict itinerary/timeline/schedule of events.
- Only approved locations will be permitted including the hotel and convention center.
- Daily check-ins during the day and a nightly room check at bedtime.
- Students and chaperones receive the detailed itinerary, important contact information and list of approved events and locations.
- Parents will receive a detailed itinerary and contact information to reach their child and the chaperones at any time.
- Preparation meetings with chaperones will be held to review expectations and procedures while on the trip.
- All students and their parents will complete the DECA Comprehensive Consent Form allowing medical and emergency services (see attached).
- Parents and the school will be notified immediately of any emergency or violation of rules.

DECA International Career Development Conference April 29—May 4, 2020 | Nashville, TN

DECA Comprehensive Consent Form

Mrs. Wheeler has a fully signed copy of the Comprehensive Consent form for every student attending. By signing that document you agreed that: *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.*

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.

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:

When appearing before judges (during competition), on stage during sessions, meal functions, event briefing, academies:

- Dress slacks, dress skirt or business dress
(ICDC rule: skirts/dresses must be at or below the knee)
- Collared dress shirt with appropriate neckwear (necktie, ascot, scarf)
or dress blouse without scarf
- Dress shoes
- Business suit, sport coat or blazer. DECA Blazers can only be worn in front of a judge at ICDC. DECA Blazers may not be worn in front of judges at District or state competition.
- Jeans, t-shirts and athletic shoes are NOT included in business casual attire.

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

VOLUNTARY FIELD TRIP FOR QUALIFIED DECA MEMBERS ONLY

DECA International Career Development Conference

April 29—May 4, 2020 | Nashville, TN

UNACCEPTABLE BUSINESS ATTIRE:

Unacceptable during any DECA activity • Skin-tight or revealing clothing • Midriff-baring clothing • Swimwear • Athletic clothing • Leggings or graphic designed hosiery/tights • Clothing with printing that is suggestive, obscene or promotes illegal substances • Unacceptable types of shoes include boat shoes, canvas or fabric shoes, flip flops or casual sandals, athletic shoes, industrial work shoes, UGG type boots, and hiking boots.

ACCEPTABLE CASUAL ATTIRE:

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

- Slacks, cords, khakis, walking shorts, skirts, tasteful denim (no rips, holes, bagginess),
- Golf shirts, blouses, DECA T-shirts and DECA sweatshirts.

All 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, leggings, shorts, denim with holes, rips and bagginess
- Low cut shirts/blouses, open sides, tank tops, see through blouses, tube tops, strapless tops, crop tops, halter tops, one strap shirts, straps less than 1" wide, clothing containing pictures or statements relating to alcohol, drugs, sex or other items which would be considered inappropriate, hats, sneakers, flip-flop sandals, sunglasses.

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. 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

VOLUNTARY FIELD TRIP FOR QUALIFIED DECA MEMBERS ONLY

DECA International Career Development Conference

April 29—May 4, 2020 | Nashville, TN

their use are found in a hotel room, offenders in that room shall be subjected to Level One Penalties.

3. Use of any form of nicotine products is not allowed. This includes cigarettes, cigars, pipes, chewing tobacco, vapes, vape pens, e-hookahs, hookah pens, Juuls, mechanical mods, ecigars, e-pipes, nicotine solutions known as e-liquid or e-juice.
4. Defacing, damaging, or stealing public or private property (for which responsibility will rest solely with offending individuals and/or their chapters).
5. Throwing or dropping any object from a hotel window or vehicle.
6. Inviting or having non-DECA or unregistered individuals in your hotel room.
7. Leaving the conference hotel without the permission of your advisor and/or chaperone.
8. Committing serious violations of curfew regulations.
9. 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.
10. Flashing or indecent exposure.
11. 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. The advisor is required to submit a signed letter from administration stating that the student(s) has permission to drive to and from the conference site only and must be given to the state advisor prior to conference start. Once a driving/riding member 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. Members must be housed at the conference site.
12. Multiple violations of a Level Two Code
13. Violations not mentioned herein, but identified by the advisor or school official.

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.

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/or not being in your room w/the door closed until 6 AM.
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. Rudeness or insubordination.

**DECA International Career Development Conference
April 29—May 4, 2020 | Nashville, TN**

6. Failure to attend conference activities, including competitive events, general sessions, and special meetings and leaving sessions prior to the official close.
7. Being a guest in someone else's room with the door closed without the permission of a chapter advisor or chaperone.
8. 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.
9. Other violations not mentioned above but identified by the advisor, chaperone, state staff or school official

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. Forfeiture of all potential to attend ICDC academies
4. Level 2 violations carry over to future competitive conferences in given school year
5. Multiple violations of a Level Two Code will result in Level One penalty.

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: HWRHS Date Submitted: 11/6/19Faculty Sponsor: Laura Wheeler Position: Business Teacher &DECA State Career Development
Conference DECA Advisor

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: Boston, MA☐ 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: 2/27/20 Time: 12:00 pm Return Date: 2/29/20 Time: 1:00 pmNumber of Students Eligible: TBD Class/Group: Marketing Class / DECAFaculty Sponsor: Laura Wheeler & Stefanie RogalOther Faculty/Staff chaperones: TBDOther chaperones: TBDMode of Transportation: School bus & private transport Number: 3 buses (estimate)

Airlines/Flight/Ground Transportation: _____

II. Estimated Expenses

1. Transportation Cost:	6. Financial Assistance Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Admission Charges:	7. Other Sources of Funding? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Lodging & meals cost:	8. Amount Available: \$ <u>2,500</u>
4. Other (specify):	9. Are Student Activity Funds being used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Total student cost: <u>TBD approx \$500.00</u>	10. If yes, amount bring used: \$ <u>TBD for chaperones</u> <u>and financial assistance</u>

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 Wheeler Date: 11/6/19
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirementsPrincipal: [Signature] Date: 11/7/19
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.

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(Recommended ratio – HS 1:10; MS 1:10 min.; Elementary 1:10 min.; International 1:6)
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 9. Means of financing.
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DECA States

February 27-29, 2019

Hynes Convention Center and	Boston Marriott Copley or	Sheraton Boston
900 Boylston Street	110 Huntington Avenue	39 Dalton Street
Boston, MA 02115	Boston, MA 02116 USA	Boston, MA 02199
Phone: (617) 954-2000	Phone: (617) 236-5800	(617) 236-2000

Congratulations, I am so proud of you! You have qualified to attend the 2020 DECA State Career Development Conference to be held at the Marriott Copley/Sheraton Boston and Hynes Convention Center in Boston on February 27-29, 2020.

Cost: \$475 per student including 2 nights hotel accommodations, conference registration, conference t-shirt, 5 meals, transportation to the conference, workshops, and entertainment. Please note all students will need a ride home Saturday or can take public transportation. Students will be released from the Hynes Convention Center at the end of awards at approximately 1:00 pm.

Sponsorship and Fundraising: Students in need of financial support are encouraged to seek individual sponsorship. A sponsorship letter and donation form are available from Mrs. Wheeler and on Google Classroom. The DECA Officer team is coordinating fundraising efforts and students interested should contact the DECA Officers. Money will be divided amongst students who participate. Students are encouraged to see Mrs. Wheeler and Mrs. Rogal to discuss any financial concerns.

Important Dates:

Tues Jan 7	Deposit & Paperwork (DECA & HWRHS forms)
TBD	States Testing: Powerblock, after school at 1:30 pm or 7:00 pm
Wed Feb 12	Final Payment Due
	Written Projects Due
	Team Meeting Powerblock in Music Room MANDATORY
Wed Feb 26	Team Meeting Powerblock in Music Room MANDATORY
Thurs Feb 27	Depart for Conference
Sat Feb 29	Final Awards: All students must arrange private transportation home
	Estimated end of conference is 1:00 pm at Hynes Convention Center

A \$200 non-refundable deposit is due by **Tuesday, January 7th** to secure your 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 Mrs. Wheeler or Mrs. Rogal 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. 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 students 24 hours a day. You will be supervised, but you need to be responsible for your own schedule. There are over 50 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. There may be Boston Police with a K9 unit on site.
- The use of drugs, alcohol, and vapes will **NOT** be tolerated. If a student is found in possession one or more of these items, the student will be disqualified, sent home, and face the appropriate repercussions.
- Students 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.

If you place **Top 5 Overall** at the final awards session on **Saturday morning and meet the eligibility requirements**, you are eligible to compete at the International Conference to be held in Nashville, TN from April 29–May 4, 2020.

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 known. At DECA I found my best friend in high school and we’d been in school together for three years... I am excited to share this experience with you!

DECA Comprehensive Consent Form

Mrs. Wheeler has a fully signed copy of the Comprehensive Consent form for every student attending. By signing that document you agreed that: *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.*

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:

When appearing before judges (during competition), on stage during sessions, meal functions, event briefing, academies:

- Dress slacks, dress skirt or business dress (ICDC rule: skirts/dresses must be at or below the knee)
- Collared dress shirt with appropriate neckwear (necktie, ascot, scarf) or dress blouse without scarf
- Dress shoes
- Business suit, sport coat or blazer. DECA Blazers can only be worn in front of a judge at ICDC. DECA Blazers may not be worn in front of judges at District or state competition.
- Jeans, t-shirts and athletic shoes are NOT included in business casual attire.

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

UNACCEPTABLE BUSINESS ATTIRE:

Unacceptable during any DECA activity • Skin-tight or revealing clothing • Midriff-baring clothing • Swimwear • Athletic clothing • Leggings or graphic designed hosiery/tights • Clothing with printing that is suggestive, obscene or promotes illegal substances • Unacceptable types of shoes include boat shoes, canvas or fabric shoes, flip flops or casual sandals, athletic shoes, industrial work shoes, UGG type boots, and hiking boots.

ACCEPTABLE CASUAL ATTIRE:

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

- Slacks, cords, khakis, walking shorts, skirts, tasteful denim (no rips, holes, bagginess),
- Golf shirts, blouses, DECA T-shirts and DECA sweatshirts.

All 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, leggings, shorts, denim with holes, rips and bagginess
- Low cut shirts/blouses, open sides, tank tops, see through blouses, tube tops, strapless tops, crop tops, halter tops, one strap shirts, straps less than 1" wide, clothing containing pictures or statements relating to alcohol, drugs, sex or other items which would be considered inappropriate, hats, sneakers, flip-flop sandals, sunglasses.

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. 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 Level One Penalties.
3. Use of any form of nicotine products is not allowed. This includes cigarettes, cigars, pipes, chewing tobacco, vapes, vape pens, e-hookahs, hookah pens, Juuls, mechanical mods, ecigars, e-pipes, nicotine solutions known as e-liquid or e-juice.
4. Defacing, damaging, or stealing public or private property (for which responsibility will rest solely with offending individuals and/or their chapters).
5. Throwing or dropping any object from a hotel window or vehicle.
6. Inviting or having non-DECA or unregistered individuals in your hotel room.
7. Leaving the conference hotel without the permission of your advisor and/or chaperone.
8. Committing serious violations of curfew regulations.
9. 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.
10. Flashing or indecent exposure.
11. 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. The advisor is required to submit a signed letter from administration stating that the student(s) has permission to drive to and from the conference site only and must be given to the state advisor prior to conference start. Once a driving/riding member 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. Members must be housed at the conference site.
12. Multiple violations of a Level Two Code
13. Violations not mentioned herein, but identified by the advisor or school official.

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.

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/or not being in your room w/the door closed until 6 AM.
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. Rudeness or insubordination.
6. Failure to attend conference activities, including competitive events, general sessions, and special meetings and leaving sessions prior to the official close.
7. Being a guest in someone else's room with the door closed without the permission of a chapter advisor or chaperone.
8. 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.
9. Other violations not mentioned above but identified by the advisor, chaperone, state staff or school official

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. Forfeiture of all potential to attend ICDC academies
4. Level 2 violations carry over to future competitive conferences in given school year
5. Multiple violations of a Level Two Code will result in Level One penalty.



STATE CONFERENCE 2020: February 27th—29th

A **\$200 non-refundable deposit** is requested by **Tuesday, January 7th** to secure your spot. If you are under financial hardship, please return the signed forms by the deadline and speak with Mrs. Wheeler or Mrs. Rogal privately to arrange a payment plan and/or financial support.

READ CAREFULLY and check the appropriate box (checks payable to **HWRSD**):

☐

\$475 I am paying the full amount now and realize that \$200 of this payment is non-refundable should my child withdraw from competition. The balance is non-refundable after February 5, 2020.

☐

\$200 I am paying the deposit of \$200 now to secure my spot and realize that this payment is non-refundable. I understand that I am responsible for the balance by February 5, 2020.

☐

I would like to make an additional contribution to help support students who have a financial hardship and help cover the \$5,000 chaperoning costs.

___\$500 ___\$250 ___\$100 ___\$50 ___Other amount: \$___

I have read the States Handout, MASS-DECA Comprehensive Consent Form, and School Handbook and agree to the rules and regulations stated therein. Additionally, I verify that I have downloaded the **Remind app**, signed up with my full name (first and last) and joined the group **@HWSCDC**. Registration will not be accepted without joining the DECA States Remind group.

STUDENT NAME (PRINT):

STUDENT SIGNATURE:

PARENT/GUARDIAN NAME:

PARENT/GUARDIAN SIGNATURE:

PLEASE MAKE CHECKS PAYABLE TO **HWRSD**.

**DECA State Career Development Conference
February 27-29, 2020
Marriott Copley & Hynes Convention Center, Boston, MA**

Security Plan for the Conference

- A 1 to 10 ratio of teacher chaperones to students
- All chaperones are CORI'd and fingerprinted.
- Teachers/chaperones will have cell phones at all times.
- A strict itinerary/timeline/schedule of events.
- Check-in before getting on bus, team meeting each days and parent release for returning home with adult other than parent.
- Students and chaperones will be limited to conference areas.
- Students are assigned to conference groups and will be monitored throughout the entire conference.
- Preparation meeting with chaperones to review expectations and procedures.
- In case of any emergency, we will contact the school immediately.

MASSACHUSETTS ASSOCIATION OF SCHOOL SUPERINTENDENTS

TO: SUPERINTENDENTS OF SCHOOLS

FROM: THOMAS SCOTT, EXECUTIVE DIRECTOR

SUBJECT: **CERTIFICATES OF ACADEMIC EXCELLENCE**

Will you kindly forward to the Association office the number (not names) of certificates you will require for the Academic Excellence Awards. The certificates and covers are on hand and ready for distribution, based upon the numbers you will provide. The formula allows for:

- | | |
|------------------------------|----------------------|
| 1. (one) Certificate for: | 0 – 250 graduates |
| 2. (two) Certificates for: | 251 – 500 graduates |
| 3. (three) Certificates for: | 501 – 750 graduates |
| 4. (four) Certificates for: | 751 – 1000 graduates |
| 5. (five) Certificates for: | 1000 + graduates |

The names may be entered in any fashion you wish; i.e., local Art Department or calligrapher.

The primary purpose for distributing the award in the fall is so that it would not be competing with the great number of traditional graduation awards given each spring and the recipient may use the receipt of the award in a college admission portfolio.

You may wish to make the presentation in conjunction with several other superintendents in your area, at a Rotary or Kiwanis meeting, at some particular school activity at that time of the year, at a School Committee meeting, or you may have your own ideas for presentation.

The criteria for selection of award recipients is on the next page.

CERTIFICATE OF ACADEMIC EXCELLENCE

As the educational leader in each community, the Massachusetts Association of School Superintendents has designed an award for academic excellence. These awards will be given to high school students who have distinguished themselves in the pursuit of excellence during their high school careers.

The criteria are: Three (3) year cumulative average,
 Rank in Class,
 Personal Selection by the Superintendent
 The Superintendent has leeway among the top
 5% for his/her personal selection.

It has intentionally been designed to make these presentations at the beginning of the senior year for the students so selected. This will allow for the inclusion of this unique citation in his/her credential package and counselor recommendation.

The numbers are quite restrictive. The distribution chart is as follows:

One Certificate for:	0 – 250	graduates
Two Certificates for:	251 – 500	graduates
Three Certificates for:	501 – 750	graduates
Four Certificates for:	751 – 1000	graduates
Five Certificates for:	1000 +	graduates

The arrangements for distribution will be made by each Superintendent in the fall of each school year.

Edfund Grant Project Application:
Deb Clapp – Cecelia Pernice
Suprema RealScan G-10 Live Scan

Has this grant been funded in the past? If yes, from what source?

This grant is a new proposal in hopes of obtaining a live scan, digital, ten print fingerprinting device. This is similar equipment to what is being used by detectives at the Ipswich Police Department to record fingerprints of criminals!

<https://www.fulcrumbiometrics.com/Suprema-RealScan-G10-Live-Scan-p/101320.htm>

Description of project and purpose.

The Suprema RealScan G-10 Live Scan allows digital recording of all 10 fingers' prints creating a digital dactylogram. This device is similar to what is used by many police departments, including several on the northshore. Much like the apparatus used when folks are CORI'ed and SORI'ed (teachers and school staff, for example), the device captures fingerprints with extreme clarity, showing detail beyond what we can capture using our current method using black ink, rolled prints (which is inexpensive, but lacks the clarity and detail needed to truly match fingerprint samples). Up until now, we have had students capture their fingerprints by rolling fingertips in black ink, but this is messy and often not very clear. Although we would continue to demonstrate the rolled ink method (old school), this device would allow for a more clear dactylogram to be made and make a more usable "fingerprint database," creating much better prints for comparisons in our "Whose Is It?" performance assessments. In addition, this device will allow students to see first hand technological advances in fingerprinting techniques, and what is used in "the real world" - we often see this device in some of the videos we watch. Students will be able to study more in depth the minutiae of the ridges, seeing bifurcations, cores, deltas, and other smaller details on which prints can be matched. Like in REAL CSI!

Describe how this grant meets the goals of the Edfund Grants Program:

Number of students and/or teachers to benefit:

In the 2019-2020 school year:

The number of CP Forensic classes being filled for any school year continues to grow from 3 to 5 full sections. Potentially, this is upwards of 125 students per year benefiting from this device, requiring a second teacher as well. Currently, our fingerprinting unit has a “Who-Dunnit” – this is more accurately a “Whose Is It?” where students receive 5 items that have been touched by particular specific teachers. Students develop the latent prints, lift them, and then match them to a teacher fingerprint database to determine to whom an item belongs. This database has historically been made by rolling each of the 10 digits of each teacher in black ink and placing these on an FBI fingerprint 10 card. This database smudges, fades, and becomes very difficult to read in order to match prints. I often have to chase teachers down and get their print set a second or third time. This device would enable a much cleaner print card to be taken, saving time, and making for better prints. This, in turn, allows for more chances of student success! It also much more accurately demonstrates what is being used at the police station - the REAL CSI.

To our knowledge, HWRHS would be the only high school in Massachusetts with such a device! This would also be great PR for HWRHS via twitter and other social media. And, Officer Richardson (SRO) even said they don’t even have one at Hamilton PD!

Budget Detail:

The digital reader machine, the computer software, the laptop, and the printer that are part of the package runs \$5060.50 (see quote #1 below). This includes the device, the printer, the training, the fingerprint cards, and software. We have inquired about and received a school discount (of \$500). I also might be able to talk them out of shipping costs (\$25).

******We have also contacted the tech folks here at the high school to see if there would be a laptop or PC that would work with this digital scanner (see quote #2 below).

Remote training is provided as part of the grant proposal cost, as well as on-going support. Any servicing is not covered with this quote. The software appears to be easy to use and the training provided covers use and maintenance. We will get a thorough overview of the software, the device, and a review of best practices in the webinar training provided.

The only “ongoing supplies” would be toner, pre-printed cards, gloves, cleaner and lint free optic wipes and some type of ridge builder (makes ridges more clean for better capture). See these added below.

Budget Proposed:

Please see detailed quote from the company:

1. [quote WITHOUT laptop](#)
2. [quote with suggested laptop](#)

Other:

3. [Main Proposed Item](#): LiveScan Bundle with GreenBit DactyScan84c
4. [replacement cartridge](#) - estimated life span 10,000 pages \$275.00
5. [gloves](#) (one box of size small, four boxes of size medium, four boxes of size large) - \$161.55
6. [diaper wipes](#) (as a less expensive ridge builder substitute for hands prep) - \$16.99
7. [lint free cleaning wipes](#) - for device \$29.75

Total Cost: \$6288.79

Longevity:

The scanner will most likely out live the current computer technology. The device was designed for harsh intake environments so there should be no trouble getting at least seven or more years service from this device.

Training:

The company provides a webinar training as part of the purchase of the package outlined in the company quote. In addition, Cecelia and I would be asking for professional time to go and visit the Ipswich Police Department and see how officers use the machine in their investigations. (Officer

Dzaidose, IPD has been our liaison and is ready to have us come and visit anytime.

On-going costs:

The “other” supplies on our quote are expected to last for about three years. After about 3 years out, this machine would also need approximately \$75 per year for fingerprinting print cards and printer toner around \$100.00 per year. Glove and other supplies for handling of the prints and clean up would be another \$100.00 yearly.

Method of evaluating success of project:

We will see greater success among students with increased number of items matched correctly to their owners in our culminating performance-based assessment! This will be easier as students will see more clearly the different minutiae of each fingerprint taken. We will be surveying students as well.

In addition, we have two police officers (one who uses a similar device and one who does not) come in to speak to our students about being a detective and what they do cover fingerprinting.



Grant Acknowledgement and Acceptance of Terms

PLEASE COMPLETE AND RETURN BY EMAIL TO THE FOLLOWING:

1. Edfund-Kevin Dyer at kevin.s.dyer@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 2019-2020 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: HWRHS

Name of Contact on the Edfund Grants Subcommittee: Dana Allara

Title of Grant Application: Suprema Realscan G-10 Live Scan Fingerprint Capture Device

Grant Amount Approved: \$6132.54 Date Requested: ASAP

Grant Requestor's Name: Deb Clapp and Cecelia Pernice Title: Science Teachers

Email Address and Phone Number: d.clapp@hwschools.net , c.pernice@hwschools.net

Please attach a detailed budget for your approved grant

Signature of grant recipient _____

November 8, 2019

From: Lisa Fibbe

Hamilton Wenham Girls Basketball Boosters

995 Bay Rd. Hamilton, Ma. 01982

To: Hamilton Wenham School Committee

5 School St. Wenham, Ma. 01984

Dear Hamilton Wenham School Committee,

My name is Lisa Fibbe and I am currently the parent in charge of The Hamilton Wenham Girls Basketball Boosters. I am writing today to inform you of a donation from our booster group to the HWRSD with the purpose of funding a half time assistant coach for the 2018-2019 basketball season. We would like to make a donation in the amount of \$1400.00. This position will facilitate in the management of our High School Girls Basketball program and provide needed assistance to our head coach.

Thank you for your support of our program

Sincerely,

Lisa M. Fibbe

HW Girls Basketball Boosters

November 8, 2019

From: Lisa Fibbe

Hamilton Wenham Girls Basketball Boosters

995 Bay Rd. Hamilton, Ma. 01982

To: Hamilton Wenham School Committee

5 School St. Wenham, Ma. 01984

Dear Hamilton Wenham School Committee,

My name is Lisa Fibbe and I am currently the parent in charge of The Hamilton Wenham Girls Basketball Boosters. I am writing today to request approval for advertising our Team sponsors on our Home game programs/Roster sheet. The funds used from these sponsorship donations will assist our program with coverage of items and events throughout the season that are not covered by the district budget.

Thank you for your support of our program

Sincerely,

Lisa M. Fibbe

HW Girls Basketball Boosters

Hamilton-Wenham Girls basketball is proudly sponsored this season by:

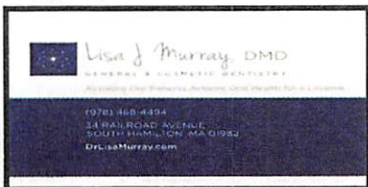
Special Thank you to our Alumni Sponsors:

Dacial Rubel, Laurel Brown, Cassandra Fibbe, Julia Fibbe,
Kelly Walsh, and Samantha Charette



INSTITUTION FOR SAVINGS

BUILDING STRONGER COMMUNITIES TOGETHER SINCE 1820.



Hamilton-Wenham Girls Basketball

Friday February 16,
2018

6:30pm

**Hamilton Wenham Generals
Vs. Georgetown**

H-W Generals

Varsity

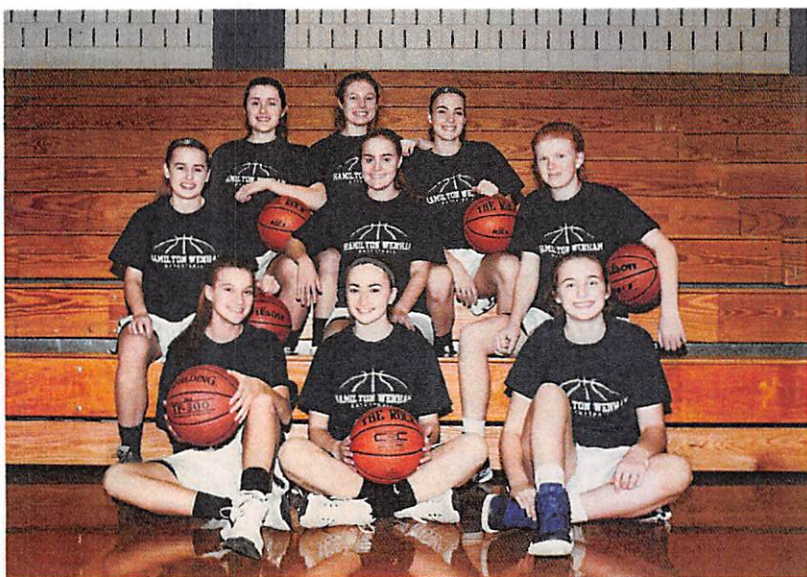
1	Lauren Flynn*	SR.	F
3	Jemma Shea*	SO.	G
5	Jacqueline Fibbe*	JR.	G
10	Charlene Fibbe	FR.	G
22	Sarah Cooke	FR.	G
23	Cecily Szady*	SR.	F
31	Isabelle Dolan	SO.	G
32	Madison Rivers	SO.	G
35	Olivia Currier	FR.	F

*Captain

Head Coach	Jon Flanagan
JV Coach	Erica Pasquarelli
Assistant Coach	Mark Cole
Assistant Coach	Megan Cole

JUNIOR VARSITY

3	Jemma Shea	FR.	G
4	Olivia Currier	8th	G
5	Aliyah Knudsen	8th	G
11	Eileen Campbell	FR.	G
15	Olivia Patt	FR.	G
20	Paige McKechnie	SO.	C
23	Sophia Szady	FR.	C
32	Madison Rivers	FR.	G
33	Isabelle Dolan	FR.	G
34	Olivia Baker	8th	G
44	Margaret Brown	SO.	C
12	Emma Day		
12	Nora Gamber		



Sponsorship requests for 2019/2020 Season

Hamilton Wenham Youth Basketball

Agile Physical Therapy

Hamilton House of Pizza

Sullivan Tutoring

Lisa Murray, DMD

Dunkin Donuts- Hamilton

Salem Five Bank- Wenham

Institutions for Savings- Hamilton

Locksmyth's Hair Salon



HWRHS Ice Hockey Boosters
203 Willow Street
South Hamilton, Massachusetts 01982-2292

November 13, 2019

Chairman David Polito and Committee Members
HWRSD School Committee
5 School Street
Wenham MA 01984

Dear Chairman and Committee Members:

The HW Ice Hockey Boosters would like to produce its "inaugural" Game Program this year, to hand out at no charge during home games. The Program will be a book which will include team pictures, schedule, and rosters, as well as Sponsors' Ads. We are planning to approach local businesses and family members to place Sponsors' Ads in our program to raise funds for the team activities and to make a Boosters' contribution to reduce registration fees. I have attached a list of Sponsors we have identified.

Please let me know if you need additional information to consider this request. Thank you for your consideration and Go Generals!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Elizabeth Collins', is written over the printed name.

Elizabeth Collins
HW Boosters Board Chair

CC: Mr. Craig Genualdo

Potential Hockey Sponsors

15 Walnut, Tavern and Kitchen
 A Monogram Shop
 Acorn Communications
 Agile North
 Angry Elf Studios
 Anthony & Dodge, PC
 Beacon Benefits Inc.
 Beverly Bank
 Big Game Outfitters
 Cellar Door
 Chapman's Greenhouse
 Churchill Properties
 Clutch Towels
 CM&B
 Community Package Stroe
 Connolly's Pharmacy
 Crown Trophy
 Deb Evans, J Barrett & Company
 DeMoura Smith LLP
 Denis Curran Electrical
 Dunkin'
 Essex Pizza
 Fallon's Auto Service
 Family Medicine Associates
 Scuteri & Delany
 Hamilton House of Pizza
 & Associates LLC
 Hogan Tire
 Home-Aide Care Solutions, Inc.
 HWGYF
 Institution for Savings
 J Barrett & Company
 Jennifer Maguire Photography
 Johnson)'Connor Feron & Carucci LLP
 J Barrett & Company
 Leslie Ray Insurance
 Lisa J. Murray, DMD
 Locksmiths
 Mathnasium
 Meadowbrook Farms
 Mojo Cold Brewed Coffee, Inc.
 Mooshkah
 New England Flag Football
 Nick's Roast Beef
 Paul Gamber, DMD
 People's United Bank
 PSP Imports
 Riccio Orthodontics
 Sports Stop
 The American BBQ
 The Farm Bar & Grille
 Timeless Interiors
 TM Landscaping
 Todd's Sporting Goods
 Churchill Properties
 Treat Cakes & Confections
 United Healthcare
 Ward's Hair Co.
 Wellspring Studio Massage Therapy
 Winfrey's Fudge

Boston Private Bank
 Citizens' Bank
 Bank of America
 Agawam Youth Hockey
 Coldwell Banker
 Engel Volkers Real Estate
 Landvest

Dodge Tree Service
 Freida's Pizza

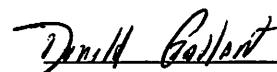
Boost Oxygen
 Bancroft & Co
 Denis Curran Electric
 Tony Barbetta Jr. Total Mortgage
 The Bagel Shop
 Appleton Eye Associates
 Cherry Farm Creamery
 Ropes & Gray
 Henry's /Crosby's Marketplace
 Active Healing
 Cole Landscaping
 A&B Burgers
 Dynamic Insulation
 Trivalent Investments

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2834

Voucher Date: 11/08/2019

Prepared By:



Printed: 11/06/2019 12:35:56 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$525,577.42 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

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

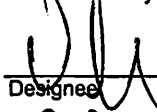


Donald Gallant

District Treasurer

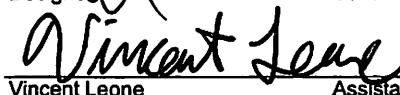
Kevin Mahoney

Assistant District Treasurer



Designee

School Committee Member



Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$492,985.90
100	PRIOR YEAR ENCUMBRANCES	\$19,000.00
202	REVOLVING FUNDS	\$31.99
205	ATHLETIC/EXTRA CURR REVOLVING	\$13,559.53
		\$525,577.42

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2835

Voucher Date: 11/08/2019

Prepared By:



Printed: 11/06/2019 01:13:02 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$71,609.91 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

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



Donald Gallant

District Treasurer



Kevin Mahoney

Assistant District Treasurer



Designee

School Committee Member



Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$54,246.80
202	REVOLVING FUNDS	\$1,453.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$12,130.81
402	STATE GRANTS FY EVEN YEARS	\$318.36
452	CAPITAL PROJECT FY19/FY20	\$430.00
502	PRIVATE GRANTS & GIFTS	\$2,975.00
701	CAFETERIA FUNDS	\$55.94
		\$71,609.91

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2833

Voucher Date: 11/04/2019

Prepared By:



Printed: 11/04/2019 02:03:00 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$3,200.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

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

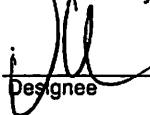


Donald Gallant

District Treasurer

Kevin Mahoney

Assistant District Treasurer



Designee

School Committee Member

Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	\$3,200.00
		\$3,200.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2831

Voucher Date: 10/22/2019

Prepared By:

N. Capozzi

Printed: 10/24/2019 08:42:50 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$14,909.47 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

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



Donald Gallant

District Treasurer



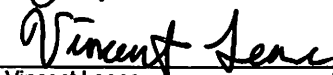
Kevin Mahoney

Assistant District Treasurer



Designee

School Committee Member



Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	\$14,909.47
		\$14,909.47

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2832

Voucher Date: 10/31/2019

Prepared By:

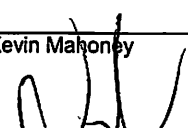

 Printed: 10/31/2019 11:37:04 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$636.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

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


 Donald Gallant

District Treasurer


 Kevin Mahoney

Assistant District Treasurer


 Designee

School Committee Member


 Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$636.00
	\$636.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1022

Voucher Date: 10/31/2019

Prepared By:

Donald Gallant

Printed: 11/06/2019 11:45:15 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$406,620.10 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

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


 Donald Gallant

District Treasurer


 Kevin Mahoney

Assistant District Treasurer


 Designee

School Committee Member

Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$406,620.10
		\$406,620.10

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1023

Voucher Date: 11/08/2019

Prepared By:

Donald Gallant

Printed: 11/06/2019 03:18:02 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$776,335.76 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

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

Donald Gallant
Donald Gallant

District Treasurer

Kevin Maroney
Kevin Maroney

Assistant District Treasurer

Designee
Designee

School Committee Member

Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$776,335.76
		\$776,335.76

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 10

Voucher Date: 11/08/2019 Prepared By: _____

Printed: 11/06/2019 03:25:25 PM

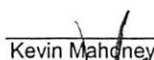
HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$10,507.95 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

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



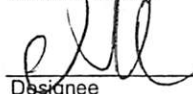
Donald Gallant

District Treasurer



Kevin Mahoney

Assistant District Treasurer



Designee

School Committee Member

Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$9,347.27
100	PRIOR YEAR ENCUMBRANCES	\$351.76
202	REVOLVING FUNDS	\$230.59
205	ATHLETIC/EXTRA CURR REVOLVING	\$65.50
301	TITLE I	\$512.83
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
		\$10,507.95

**The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Wednesday, October 16, 2019 7:00 PM**

Present:

Gene Lee

Michelle Horgan, Assistant Secretary

David Polito, Chairperson

Stacey Metternick, Secretary

Michelle Bailey

Peter Wolczik

Also Present:

Dr. Julie Kukenberger, Interim Superintendent

Vincent Leone, Assistant Superintendent to Finance & Administration

Mahala Lettvin, Recording Secretary

Thomas Kain, Student Government Representative

1) Call to Order

7:00 PM

David Polito calls the meeting to order at 7:05 pm.

2) Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

3) Citizens' Comments

None.

4) New Business**A. Powers and Sullivan FY19 Audit Presentation, *Frank Serreti, CPA and Partner* [Exhibit](#)**

Frank Serreti presents information as detailed in the Hamilton-Wenham Regional School District Fiscal 2019 Audit Presentation, shown in [Exhibit](#).

- Results of the FY19 Financial Statement Audit;
 - Results: Unmodified Audit Opinion, no proposed adjustments, clean result;
- Management's Responsibilities;
- P&S Responsibilities;
- General Fund- Fund Balance;
- General Fund - Operations;
- Estimated Excess & Deficiency;
- OPEB & Pension Liabilities;
- Management Letter
 - Mr. Serreti explains the details of comments to improve/enhance internal controls;
 - Compliance with cash and investment policy;
 - Procurement;
 - Census data testing and testing data for liability: procedures in place to verify marriage licenses and other necessary documentation to remain in employee files;
 - Documentation of internal controls relating to federal rules/guidance.

Brief discussion regarding Charter Schools and reimbursement received in prior years. Discussion regarding OPEB investments, with David Polito pointing out that failure to implement the prior year's proposed investment plan will continue costing the district. Mr. Serretti explains that analysis of different scenarios may help the district in determining best course of action to reduce liability and risk (reference to page 54, note 12 in the attached exhibit).

Mr. Leone extends his gratitude to Frank Serretti and the entire team at Powers & Sullivan for their work and continued guidance throughout the years.

Michelle Bailey inquires about the laws surrounding procedure for town voting on warrants. Mr. Serretti agrees to research this further and follow up with the School Committee regarding his findings.

B. FY20 Updated Budget Forecast, Vincent Leone, Asst. Sup. of Fin.

Dr. Kukenberger and Mr. Leone co-present Hamilton Wenham Regional School District FY20 Budget Forecast:

- Objectives:
 - Provide updated FY20 budget forecast to School Committee and stakeholders;
 - Communicate strategy for FY20 Budget;
- Deficit:
 - 07/18/19 forecast predicted a **\$638,000** deficit. Administration has been working to address this, including actions such as controlling spending.
- Key Focus Areas:
 1. Personnel;
 - a. Breakage (retirement, resignation, salary schedules);
 - b. Recruitment and Hiring Strategy (strategy implemented resulting in educator salary savings, central position consolidation, delays in hiring, etc);
 - c. Resource Reallocation/Realignment;
 2. Tuition;
 - a. 56 placements resulting in a current deficit of \$433,000;
 3. Transportation;
 - a. Current deficit of \$107,000;
 - Discussion regarding placement increase, strategy of considering pending cases, year-after-year increase in placements.
- Items Still in Motion:
 - Out -of-District placements - 12 pending cases;
 - Health insurance - additional costs as employees have time to enroll;
 - Employee Leave - maternity/paternity leave unknowns;
 - Current deficit as of 10/16/19: **\$309,350** (cut 07/18/19 projected deficit in half);
- Strategy to Manage FY20 Budget Deficit:
 1. Budget Freeze (NOT recommended)
 - Stop spending completely;
 2. Curtailment (recommended)
 - Reduce spending: Leadership Team has already participated in a workshop to consider investments or purchases that are able to be postponed, as well as alternative options to fill budget gap.
 - 3 options:
 - Job reduction (not suggested as of now) - would involve a decrease in morale, potential increase in unemployment costs, larger class sizes, etc.
 - Access Excess & Deficiency Fund - if funds are used, district would be limited in using funds as a revenue source for the FY21 Budget, and such action *could* be rejected by towns;
 - Access Circuit Breaker Reimbursement Fund - funds are specified for this purpose, but funds may not cover the entirety of district needs, and would result in complete depletion of funds.
 - Total deficit key actions:
 - FY20 curtailment to conserve spending;
 - Monitor student needs and impact on budget;
 - Ongoing communication with Capital/Financial Planning Subcommittee;
 - Request the School Committee make FY20 Budget transfers in December 2019;
 - Make reconciliatory recommendations in early Spring, prior to town meeting

Michelle Bailey asks for this information to be forwarded to the Towns. Brief discussions regarding creative alternatives to budget deficit, addressing district efforts to manage placements and transportation costs. Dr. Kukenberger notes the current and anticipated efforts to manage placements: analyzing other cases, bringing students back, and further analysis of district's general education, class size, quality of instruction, and interventions.

Brief discussion regarding Circuit Breaker funds and prior use of these funds. Further discussion regarding Out-of-District placements, with Mr. Leone and Dr. Kukenberger agreeing to inform School Committee members as soon as decisions are reached for the 12 current considerations.

C. HWRSD 2019-2020 School Committee SMART Goals

[Exhibit](#)

Draft of School Committee SMART Goals, as detailed in the [Exhibit](#). Goals currently reflected:

1. Create a TEAM
2. Clarify our Vision
3. Develop a Budget

Discussion regarding scheduling the FY21 budget workshop. Discussion regarding scheduling alternatives, School Committee members who are able to attend the workshops as scheduled, December break, and the preliminary budget deadline (75 days prior to Town Meeting) as per Regional Agreement.

Option 1: Saturday, 01/04/20 9:00am-2:00pm. (Stacey Metternick preference)

Option 2: Monday, 01/06/20 and Tuesday, 01/07/20, 5:00pm -8:00pm (Leadership Team preference)

Discussion regarding alternatives including recording the presentation. Dr. Kukenberger will talk with the leadership team and return with alternative creative ideas for scheduling. Furthermore, Dr. Kukenberger speaks about inclusivity in the budget, and the need to involve the leadership team in the process. School Committee members will bring their calendars to the next meeting, and date will be finalized then.

Discussion regarding the goals of by 12/01/19 School Committee will conduct formative assessment of Superintendent performance. Michelle Bailey notes that School Committee will need to schedule 30 minutes during a future meeting to allow Dorothy Presser to review the new format of assessment.

A motion would approve the three goals, with the understanding that the associated details, key actions, and benchmarks for each of the goals will require ongoing work. Brief updates on developing key actions and benchmarks for goals 2 and 3. Discussion regarding prior motion to approve goals.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE GOALS AS STATED IN [EXHIBIT](#) FOR THE SCHOOL COMMITTEE SMART GOALS: (1) CREATE A TEAM, (2) CLARIFY OUR VISION, AND (3) DEVELOP A BUDGET .

MOTION by Stacey Metternick; SECONDED by Gene Lee.

Discussion: details of goal #2, Clarifying our Vision, needs additional work and details surrounding communication strategies and ways to engage the community in more depth. Updates surrounding these details will be provided at the next School Committee meeting.

Unanimously approved by 6 members present.

D. Superintendent Search Process

[Exhibit](#)

Michelle Bailey explains that she incorporated feedback from the last meeting to revise the RFQ for Executive Search Consultant Services for the Position of Superintendent of Schools, as detailed in the [Exhibit](#), pages 76-80 in the School Committee Packet. Michelle Bailey notes that the RFQ will need to be posted this Friday, 10/18/19, and provides an overview of the document: timeline, scope of work, quote submission requirements, minimum criteria, etc. Discussion regarding this document:

- Numbering typo pointed out on page 78;
- Mr. Leone will receive quote submissions;

- Discussion regarding developing a rubric/set of criteria necessary for School Committee's decision to hire a firm, including: price, ability to meet deadlines, deadline/cost variances, experience in regional districts, general experience, ability to meet submission requirements, quality of plan submitted, etc.

Michelle Bailey and Vincent Leone will work together to finalize the RFQ before being made public on Friday, 10/18/2019.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPOINT MICHELLE BAILEY AND VINCENT LEONE TO REVISE THE *RFQ EXECUTIVE SEARCH CONSULTANT SERVICES FOR THE POSITION OF SUPERINTENDENT OF SCHOOLS* BASED ON THE CHANGES DISCUSSED THIS EVENING, AND FOR THE FINAL REVISED RFQ TO BE POSTED NO LATER THAN FRIDAY, 10/18/19.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Discussion: Upon questioning, Vincent Leone agrees to work with Michelle Bailey, and post the RFQ by Friday, 10/18/19.

Unanimously approved by 6 members present.

School Committee members collectively express their gratitude to Michelle Bailey for her incredible amount of work in developing this document, and thank both Michelle Bailey and Vincent Leone for agreeing to finalize and publicize the RFQ document.

E. Vote on 2019 MASC Resolutions

[Exhibit](#)

I MOVE THAT THE HAMILTON WENHAM SCHOOL COMMITTEE VOTE TO SUPPORT RESOLUTION #1: BANNING POLYSTYRENE FROM SCHOOLS.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Discussion: Dr. Kukenberger will discuss potential impact with Director of Food Services, Catherine Donovan, though polystyrene is not thought to be used frequently, if at all, in the cafeterias.

Unanimously approved by 6 members present.

I MOVE THAT THE HAMILTON WENHAM SCHOOL COMMITTEE VOTE TO SUPPORT RESOLUTION #2: PERTAINING TO EDUCATOR DIVERSITY AND PROFESSIONAL LICENSURE.

MOTION by Stacey Metternick; SECONDED by Michelle Bailey.

Discussion: impact of resolution: removal of certain testing, adding teaching professional, restrictions to be put in place, etc.

Approved by 5 members; Michelle Bailey abstaining.

MOTION PASSES

I MOVE THAT THE HAMILTON WENHAM SCHOOL COMMITTEE VOTE TO SUPPORT RESOLUTION #3: SCHOOL TRANSPORTATION.

MOTION by Stacey Metternick; SECONDED by Michelle Bailey.

Discussion: Many members vocalize that this resolution is crucial. Michelle Horgan wonders how much power local companies would gain. Further discussion regarding transportation bidding process, laws governing process, etc.

Approved by 5 members; Michelle Horgan abstaining.

MOTION PASSES

I MOVE THAT THE HAMILTON WENHAM SCHOOL COMMITTEE VOTE TO SUPPORT RESOLUTION #4: CLIMATE CHANGE.

MOTION by Stacey Metternick; SECONDED by Peter Wolczik.

Discussion: Stacey Metternick voices her discomfort around the wording of this resolution.

Approved by 5 members; Stacey Metternick abstaining.

MOTION PASSES

I MOVE THAT THE HAMILTON WENHAM SCHOOL COMMITTEE VOTE TO SUPPORT RESOLUTION #5: FULL FUNDING OF TRANSPORTATION COSTS FOR STUDENTS IN FOSTER CARE AND STATE CARE.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Discussion: Not entirely covered under McKinney-Vento act.

Unanimously approved by 6 members present.

I MOVE THAT THE HAMILTON WENHAM SCHOOL COMMITTEE VOTE TO SUPPORT RESOLUTION #6: UNIVERSAL QUALITY PRE-KINDERGARTEN ACCESS IN MASSACHUSETTS.

MOTION by Stacey Metternick; SECONDED by Peter Wolczik.

Approved by 4 members; Michelle Bailey and Stacey Metternick opposing.

MOTION PASSES

I MOVE THAT THE HAMILTON WENHAM SCHOOL COMMITTEE VOTE TO SUPPORT RESOLUTION #7 POVERTY AND CHILDREN.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Discussion: passed in 2015, submitted by Framingham School District, this seems to be a political move to ensure everyone is still aware and supportive of this resolution.

Unanimously approved by 6 members present.

I MOVE THAT THE HAMILTON WENHAM SCHOOL COMMITTEE VOTE TO SUPPORT RESOLUTION #8: RESOLUTION FOR ACCESS TO MENSTRUAL SUPPLIES.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Unanimously approved by 6 members present.

I MOVE THAT THE HAMILTON WENHAM SCHOOL COMMITTEE VOTE TO SUPPORT RESOLUTION #9: CHARTER SCHOOL REFORM.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Discussion: Michelle Bailey notes that this resolution was submitted by MASC Board of Directors, seemingly to find ways to mitigate costs to public school systems.

Unanimously approved by 6 members present.

I MOVE THAT THE HAMILTON WENHAM SCHOOL COMMITTEE VOTE TO SUPPORT THE PROPOSAL TO AMEND THE MASC BY-LAWS.

MOTION by Stacey Metternick; SECONDED by Michelle Bailey.

Unanimously approved by 6 members present.

F. Vote on Action Pertaining to Longmeadow

Discussion regarding the need for a motion on action pertaining to Longmeadow. Stacey Metternick explains that this will need to be tabled, as the Capital/Financial Planning Subcommittee was not able to meet last night. David Polito explains that this item appears on the agenda tonight due to complaint(s) that the prior Longmeadow discussion did not result in an "official vote."

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ASSIGN THIS TOPIC TO THE CAPITAL/FINANCE PLANNING SUBCOMMITTEE TO CONSIDER AND RETURN WITH A RECOMMENDATION TO THE SCHOOL COMMITTEE.

MOTION by Michelle Bailey; SECONDED by Stacey Metternick.

Approved by 3 members, Stacey Metternick, Peter Wolczik, Michelle Bailey; Opposed by 3 members, David Polito, Michelle Horgan, Gene Lee.

MOTION DOES NOT CARRY.

Discussion regarding the purpose and impact of a motion, previous discussion on this matter, and previous decisions (official/unofficial) of the School Committee. Gene Lee explains various components (compressed time frame, deeds on property, financial changes, lack of flexibility) previously discussed, which led to the recommendation to not move forward. A vote to take no action would allow the School Committee to deliberately not pursue this purchase at this time, as was previously agreed upon.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE TAKE NO ACTION WITH REGARDS TO THE LONGMEADOW PROPERTY.

MOTION by Gene Lee; SECONDED by Michelle Horgan.

Approved by 4 members, Michelle Bailey and Stacey Metternick abstaining.

MOTION PASSES.

G. Donations for High School - Robotics

[Exhibit](#)

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION IN THE AMOUNT OF \$2,350.00 FOR THE HIGH SCHOOL ROBOTICS CLUB.

MOTION by Stacey Metternick; SECONDED by Michelle Bailey.

Unanimously approved by 6 members present.

Thank you to all those who contributed to make this donation possible!

H. Renewal of 8th Grade Boys' Hockey co-op with Marblehead

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE RENEW THE 8TH GRADE BOYS' HOCKEY CO-OP WITH MARBLEHEAD.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Discussion: There is no supporting documentation for this motion, and School Committee members express concern regarding the lack of understanding around what the vote would entail.

Dr. Kukenberger steps outside to call Craig Genuardo, Athletic Director, to clarify the details of the motions needed for both the Girls' and Boys' Hockey teams.

MOTION DOES NOT CARRY (voting did not take place)

Upon returning, Dr. Kukenberger explains that the agenda was indeed inaccurate. Mr. Genuardo is seeking renewal of the waiver for the Boys' Hockey team to include 8th grade students, as an annual vote is needed.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE RENEWAL OF THE 8TH GRADE BOYS TO PLAY ON THE HIGH SCHOOL HOCKEY TEAM.

Discussion: There is just a Junior Varsity team, not a Varsity team. Michelle Horgan believes that including 8th grade students on the team is developmentally sound and of great benefit to the players.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Unanimously approved by 6 members present.

I. Renewal of 8th Grade Girls' Hockey co-op with Marblehead

After speaking with Mr. Genuardo, Dr. Kukenberger explains that an annual renewal vote from the School Committee is necessary. The 8th Grade Girls' Hockey co-op with Marblehead was a 2-year agreement previously voted in.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE RENEWAL OF THE 8TH GRADE GIRLS' HOCKEY CO-OP WITH MARBLEHEAD, WITH MARBLEHEAD HOSTING.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan

Discussion: Clarification that this motion allows 8th grade Hamilton-Wenham students to play at the Marblehead JV level.

Approved by 5 members; Michelle Bailey opposing.

MOTION PASSES.

5) Superintendent's Report

A. FY21 Budget Process

Dr. Kukenberger provides an update on developing FY21 Budget: meetings scheduled; collaborations currently being considered; developing capital budget, leadership team inclusion, new creative investment proposals, upcoming one-on-one meetings, and decision making process. Upcoming public meeting, facilitated by the School District, will establish norms and provide next steps for collaborating with Towns in developing the district budget: 10/29/2019 at 7:00pm in the Buker Elementary School Multipurpose room.

Agreement that the collaborative approach involving the Towns earlier and in more depth in the developing of a budget is of great benefit.

6) Chair's Report

None.

7) Capital/Financial Planning Committee

Gene Lee reports that the next meeting is scheduled for 10/24/2019.

8) Policy Subcommittee

A. Second Reading of Policy Section B

[Exhibit](#)

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE POLICY SECTION B IN FORM.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Discussion- Michelle Bailey explains that approving "in form" means that the School Committee approves the policies as presented, however the policies are not enacted until the entire policy manual is approved. Discussion regarding this procedure and the complications and financial burden present in updating policies as they are approved. The MASC is being paid to do this work for the School Committee.

Approved by 5 members; David Polito opposing.

MOTION PASSES.

9) Consent Agenda

A. Warrants

[Exhibit](#)

- Voucher No: 8
- Voucher No: 1016
- Voucher No: 1018
- Voucher No. 2818
- Voucher No. 2821
- Voucher No. 2822
- Voucher No. 2823
- Voucher No. 2824

B. Vote to approve prior meeting minutes: September 18, 2019

[Exhibit](#)

Stacey Metternick requests that the 09/18/2019 meeting minutes be pulled.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA INCLUDING THE WARRANTS AS LISTED ABOVE; THERE CAN BE NO CHANGES.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Discussion: Stacey Metternick inquires about the 09/18/2019 meeting minutes, noting that Craig Hovey's name is struck out in the heading. Mahala Lettvin, Recording Secretary, explains that the headings are taken directly from the agenda provided, and in this instance Mr. Hovey did not end up presenting, so his name contains a strike-through. This is also the case for the Motion to Adjourn: the time listed on the agenda provided is transferred to the minutes, but the actual end time may vary from the anticipated end time of a meeting.

Unanimously approved by 6 members present.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE 09/18/2019 MINUTES AS PART OF THE CONSENT AGENDA; THERE CAN BE NO CHANGES.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Unanimously approved by 6 members present.

10) List Items and POC for Future Meetings

- Enrollment;
- (possible) Stacey Bucyk to answer School Committee inquiries;
- (possible) First reading of policy section TBD;
- Leadership team presentation

Stacey Metternick requests that all exhibits, correspondence, presentations, and other supporting documentation be provided before School Committee meetings in order to allow adequate time for review. Dr. Kukenberger explains that presentations are often misinterpreted and, in addition, staff are often working on presentations up until the time of the meeting.

Next School Committee meeting: 11/06/2019. Dr. Kukenberger will be at a conference, and will be unable to attend the meeting.

11) Vote to Adjourn

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 9:47PM.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Unanimously approved by 6 members present.

Respectfully submitted November 6, 2019 by Mahala Lettvin, Recording Secretary.

**The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Wednesday, November 6, 2019 7:00 PM**

Present:

Gene Lee

David Polito, Chairperson
Michelle Bailey
Stacey Metternick, Secretary
Peter Wolczik

Also Present:

Vincent Leone, Assistant Superintendent to Finance & Administration
Mahala Lettvin, Recording Secretary (arrival at 7:26pm)

1) Call to Order

7:00 PM

David Polito calls the meeting to order at 7:03 pm.

2) Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

3) Citizens' Comments

None.

4) New Businessa. Donations• *HW Hockey Boosters Donation*[Exhibit](#)

Craig Genuardo, *Athletic Director*, explains that approximately 4-5 years ago, the District agreed to pay for athletic uniforms to relieve the burden to parents/Boosters. The Hockey initially purchased uniforms, however, the team has expanded and needs uniforms to accommodate larger players. The Boosters have generously agreed to donate funds to meet this need.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE HW HOCKEY BOOSTERS DONATION IN THE AMOUNT OF \$1,800.00 FOR THE PURPOSES OF ORDERING 12 NEW HOCKEY JERSEYS.

MOTION by Stacey Metternick; SECONDED by Gene Lee.

Unanimously approved by 5 members present.

Thank you to the Hockey Boosters for this generous donation!

Craig Genuardo will ensure that the next School Committee meeting agenda includes an item regarding hockey fundraising, as the topic did not appear on tonight's agenda.

• *Science from Scientist Grant*[Exhibit](#)

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM NEW ENGLAND BIOLABS TO CUTLER SCHOOL IN THE AMOUNT OF \$7,500.00 FOR THE 4TH AND 5TH GRADE STUDENTS TO EXPERIENCE 9 SCIENCE LESSONS FROM THE SCIENCE BY SCIENTISTS PROGRAM THROUGHOUT THE 2019/2020 SCHOOL YEAR.

MOTION by Stacey Metternick; SECONDED by Gene Lee.

Unanimously approved by 5 members present.

Thank you to New England Biolabs for this generous gift to Cutler students, and thank you to Cutler parent Alicia Bielik, of New England Biolabs!

5) **Vote to Adjourn to Executive Session for the purpose of discussing pending litigation and to return to open session (Executive Session Purpose #3).**

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN TO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PENDING LITIGATION AND TO RETURN TO OPEN SESSION (EXECUTIVE SESSION PURPOSE #3).

MOTION by David Polito;

Peter Wolczik: Yes

Stacey Metternick: Yes;

Michelle Bailey: Yes;

Gene Lee: Yes;

David Polito: Yes;

Unanimously approved via roll call vote.

School Committee returns to Open Session at 8:19 pm.

6) **Superintendent's Report**

A. *Student Services Presentation by Stacy Bucyk; Director of Student Services*

[Exhibit](#)

Stacy Bucyk, M.Ed., *Director of Student Services*, reviews the Student Services Overview FY20 presentation, as detailed in the [Exhibit](#). Ms. Bucyk's presentation covers the following topics:

- Increasing demand for specialized student services;
- Remaining fiscally responsible while meeting increased needs;
- Programmatic and staffing strategy;
- Educating the whole child/ holistic approach;
- District Responsibility;
- Special Education Population:
 - Enrollment data - comparative analysis;
 - 20 new Special Education students this year, with prior years averaging about 8-13;
- Referral and evaluation rates:
 - Increase in referrals over the past 3 years;
 - Most common classification throughout District;
- Necessary support for student success:
 - Staffing; Contracted services; Transportation; Extended School Year; Extended Day; Professional Development; Tuition;
- Considerations while making student-centered decisions:
 - Needs met; maximized services; psychical space usage; best interest of students;
- Review of program populations at each school, including Preschool, Therapeutic Learning Center, Language Based Program, Intensive Learning Program (ILP, Center for Academic and Social Emotional Learning (CASEL) Intensive learning - Academic Support (IL-AS), Academic Support;
 - Ms. Bucyk provides a detailed explanation of offering programs at the different schools, and the needs met by doing so;
- Out-Of-District tuition projection: review 5 years of data showing amount budgeted versus actual amounts;
- Supporting increased demands:
 - Continuous monitoring of student needs;
 - Review of added staff, programs, etc to the schools;
 - Expanding in house programming;
 - HWRSD made significant investments in FY19, as detailed in Ms. Bucyk's presentation;
- Next Steps:
 - Review Language Based Programs;

- Case review and analysis of approximately 6 Out-Of-District student files to inform future strategy;
- Collaboration and close communication with families and SEPAC;
- Staffing and Professional Development;
- Tiered systems of support;
- Consideration of a Reserve Fund

Presentation ends; Ms. Bucyk notes that she is happy to take questions following the SEPAC presentation.

B. SEPAC Introductions and Yearly Calendar of Events

[Exhibit](#)

Lindsay Whitman and Becky Bonefant, co-chairs of SEPAC present to School Committee, as detailed in [Exhibit](#). SEPAC has remained dormant for a few years, however both Ms. Whitman and Ms. Bonefant are working to reinvigorate the group

- Goals for 2019-2020:
 - Regular membership meetings and informal gatherings;
 - Filling executive and non-executive roles;
 - Creating necessary infrastructure;
- Progress to Date
 - 3 of the 4 officer positions filled;
 - Survey membership for possible presentations/workshops;
 - Held initial membership meeting and Parents Rights Workshop;
 - Regular meetings between co-chairs and Stacy Bucyk;
 - Reviewed & updated by-laws;
 - Informational flyer for dissemination;
- Discussion questions:

As a renewed advisory committee to SC, how can we best work with the School Committee and the Hamilton Wenham District to foster communication, discussion, and input into special education in the district?

- Opportunities;
- Concerns to be addressed;

Do you have any specific questions for us now about special education in the H-W district?

Mr. Leone inquires as to how SEPAC advertises. SEPAC depends largely on word of mouth advertising, and working collaboratively with the Friends groups. Ms. Whitman notes that she has also asked that Buker include SEPAC marketing in their communications. SEPAC attends Back to School Nights, EdFund events, etc. Mr. Leone suggests SEPAC hang flyers on bulletin boards, including the board located in the Central Office. Further discussion regarding SEPAC attending Town Meetings, advocacy for District Budget, and help explaining the Out-of-District fluctuations to the townspeople.

School Committee and Ms. Bucyk thank SEPAC co-chairs, Lindsay Whitman and Becky Bonefant for their continuous hard work.

Ms. Bucyk opens the floor to take questions regarding her presentation.

Ms. Metternick inquires about the 2020 increase in School Choice students, with Ms. Bucyk explaining that this year, there were 11 School Choice students with IEPs. She further notes that this number is significantly higher than previous years, which average 2 - 3 students.

Ms. Metternick asks if other districts refer to Hamilton-Wenham, with Ms. Bucyk explaining that School Choice is entirely parent led, and is not district driven.

Ms. Metternick asks for details surrounding the therapeutic program available at the High School. Ms. Bucyk explains that there was a growing need to address behavioral and emotional issues, and a program was needed to encourage engagement.

Discussion surrounding the High School program formerly known as "Life Skills" or "Skills". Ms. Bucyk notes this program has not been in existence during her time in her position.

Ms. Metternick asks about costs associated with contracted services and whether in-house services would result in savings. Ms. Bucyk explains that many services are in-house, but ABA and CBA services are currently contracted out. Ms. Bucyk opines that bringing services internally would be a great benefit.

Ms. Metternick asks for details around Student Services generating cost savings for the budget, with Ms. Bucyk explaining that all details are being considered but she is not able to answer at this time.

Ms. Bailey asks if there are any noticeable trends on grade levels or schools that make referrals for evaluations. Ms. Bucyk responds that data was not broken down in this way, though, she notes the majority of referrals come from the elementary level.

Mr. Leone asks if the case analysis involving 6 Out-of-District students has happened in prior years. Ms. Bucyk explains that, to her knowledge, this is the first time engaging in a case analysis. She further explains that the students are chosen based on their need for language/therapeutic services.

Ms. Bailey asks for details surrounding the Tier 1 Approach. Discussion regarding this approach and identifying students that require specialized services.

C. October 1, 2019 Enrollment Report - FY21 Enrollment Assessment

[Exhibit](#)

Mr. Leone presents information regarding most recent enrollment data, and FY21 enrollment assessment, as detailed in the [Exhibit](#). Mr. Leone notes that this information was distributed to both towns on 10/30/2019.

7) **New Business, Continued**

A. Resignation of School Committee Member, Kerry Gertz

[Exhibit](#)

Kerry Gertz provided her resignation via a 10/30/2019 email to David Polito, as shown in [Exhibit](#). Mr. Polito notes that he has been in contact with regional counsel to determine the process to fill the School Committee vacancy. Discussion regarding Town involvement in this process. Mr. Polito expresses his gratitude for Ms. Gertz's time on the committee.

Ms. Bailey states she is uncomfortable leaving this issue unresolved, inquiring as to whether Dr. Kukenberger will manage correspondence and other necessary components of this process. Discussion regarding roles and responsibilities, with a passionate discussion on the process and whether it has changed based on previous actions of the School Committee.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ASK DR. JULIE KUKENBERGER TO SEND OUT A MESSAGE REGARDING THE SCHOOL COMMITTEE VACANCY VIA ASPEN AND TO NOTIFY THE HAMILTON BOARD OF SELECTMEN OF THE SCHOOL COMMITTEE'S INTENTION TO RECEIVE LETTERS OF INTEREST IN THE SCHOOL COMMITTEE VACANCY; FURTHER THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE SET 12/02/2019 AS THE DEADLINE TO RECEIVE ALL SUCH LETTERS OF INTEREST; AND FURTHER, THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE INSTRUCT DR. KUKENBERGER TO ENGAGE IN COMMUNICATIONS WITH THE HAMILTON BOARD OF SELECTMEN IN ORDER TO SCHEDULE A JOINT MEETING AFTER 12/04/2019 TO INTERVIEW CANDIDATES.

MOTION by Michelle Bailey; SECONDED by Stacey Metternick.

Discussion: level of involvement needed from the Town of Hamilton. After a lively discussion, the majority of members agree that it would be best to set a deadline for letters, and then work jointly with Hamilton in interviewing and selecting candidates.

Approved by 4 members; Opposed by 1 member, David Polito.

MOTION PASSES.

B. Appoint School Committee Vice Chairperson

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPOINT MICHELLE BAILEY TO THE ROLE OF THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VICE CHAIRPERSON AS OF 11/06/2019.

MOTION by Peter Wolczik; SECONDED by Stacey Metternick.

Michelle Bailey accepts the nomination.

Discussion: Mr. Lee notes that historically, the Chair and Vice-Chair has been split between Hamilton and Wenham.

Unanimously approved by 5 members present.

C. Search Firm Finalists

[Exhibit](#)

Mr. Leone explains that on October 18, 2019, the Hamilton-Wenham Regional School District published a *Request for Quotes to Provide Executive Search Consultation Services for the Position of Superintendent of Schools*. Two firms responded to the RFQ:

1. National School Development Council (NSDC)
2. Massachusetts Association of School Committees (MASC)

School Committee members discuss the interview process, with all members feeling confident in appointing Vincent Leone and Michelle Bailey to conduct interviews and bring recommendations back to the School Committee.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE VINCENT LEONE AND MICHELLE BAILEY TO INTERVIEW THE SEARCH FIRM FINALISTS AND COME BACK TO THE SCHOOL COMMITTEE WITH A RECOMMENDATION.

MOTION by Stacey Metternick; SECONDED by Peter Wolczik.

Unanimously approved by 5 members present.

8) Chair's Report

A. 2019-2020 School Committee Goals

[Exhibit](#)

Mr. Polito though not certain why this topic has appeared, opens the floor to discussion on this matter. Discussion regarding new process of evaluating superintendent progress: the Formative Assessment evaluation to be completed by 12/01/2019. Lengthy discussion surrounding the need for formative assessment training, etc. Dorothy Presser will attend a meeting in order to present overview and training on this assessment process.

9) Committee Reports

A. Capital/Financial Planning Committee

a. Letter to MSBA Regarding the SOI

[Exhibit](#)

Thomas Geary, *Director of Maintenance, Facilities, and Operations*, has provided input on this letter, which reinforces the District's desire to pursue funding for Cutler and Winthrop athletic fields.

Mr. Lee reports: updates from the Capital/Financial Planning Committee:

- Joint meeting with Town BOS/FINCOMS was held on Tuesday, 10/29/19. The joint meeting allowed the towns and schools to establish norms regarding collaborative budget process. Mr. Lee and Ms. Metternick review norms established and goals of continued collaboration. Discussion regarding communication about meetings, those invited to attend the meeting, etc.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE MSBA LETTER REGARDING THE DISTRICT'S STATEMENT OF INTEREST FOR CUTLER AND WINTHROP ELEMENTARY SCHOOLS.

MOTION by Stacey Metternick; SECONDED by Gene Lee.

Discussion: clarify details of the letter.

Unanimously approved by 5 members present.

B. Policy Committee

Nothing to report, but subcommittee continues to meet.

10) Consent Agenda

A. Warrants

[Exhibit](#)

- Voucher No. 2827
- Voucher No. 2826
- Voucher No. 2825
- Voucher No. 1019
- Voucher No. 1020
- Voucher No. 9
- Voucher No. 2828
- Voucher No. 2829
- Voucher No. 2830

B. Executive Session Minutes: 10/02/2019

[Exhibit](#)

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CONSENT AGENDA AS STATED; THERE CAN BE NO CHANGES.

MOTION by Stacey Metternick; SECONDED by Gene Lee.

Unanimously approved by 5 members present.

11) Other

A. Topics for future meetings

Next School Committee meeting: Wednesday, 11/20/2019.

- Dorothy Presser (tentatively scheduled for 6:30pm) to train on formative assessment process for Superintendent evaluation;
- Leadership Team workshop;
- Address e-mail from Marty Cook regarding football field;
- Discussion regarding consideration of alternative audit firms.

12) Vote to Adjourn

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 10:16 PM.

MOTION by Stacey Metternick; SECONDED by Gene Lee.

Unanimously approved by 5 members present.

Respectfully submitted November 14, 2019 by Mahala Lettvin, Recording Secretary.