



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

School Committee Meeting
Buker Elementary School
Multi-Purpose Room

Thursday, September 3, 2015

—6:30 PM
7:00 PM

Agenda Amended 9.2.15

Recognition of Professional Staff Recipients & 25 Years of Service @ 6:30 PM

Regular Meeting Begins @ 7:00 PM

1. **Call to Order** 7:00
2. **Pledge of Allegiance**
3. **Citizens' Concerns** 7:05
4. **Chair's Report** 7:30
5. **Superintendent's Report** 7:45
 - a. Professional Staff Recipients & 25 Years of Service
6. **Consent Agenda** 7:55
 - a. Minutes of May 21st Exhibit A
 - b. June 18th Exhibit B
 - c. June 24th Exhibit C
 - d. June 29th Exhibit D
 - e. July 29th Exhibit E
7. **New Business** 8:00
 - a. Finalize SC 2015-16 Goals Exhibit F
 - b. Finalize SC Working Group Assignments for 2015-16 Exhibit G
 - c. Review SC Meeting Calendar for 2016-16 Exhibit H
 - d. First Reading of Graduation Requirements Policy (updated) Exhibit I
 - e. First Reading of Physical Restraint Policy (updated) Exhibit J
8. **Vote to Adjourn** 9:30

Knowledge • Responsibility • Respect • Excellence

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

EXHIBIT A

Minutes 5/21/15

Call to order 7:03 pm

Discussed minutes in past too detailed, capture meeting.

Discussed goal and sub-committees from 2014-2015 and how to move forward for 2015-2016. Too many goals last year, will narrow down. Goals and strategic blue print should be in line with one another.

Goals 2014-2015 and where they stand:

1. Policies - much has been done, but some key policies have not been done. Goal is to inventory where we are at. Have an ongoing list and review every three years. Do we hire MASC to do policy over view? Have policy working group review policies? Benchmark and own Master Plan to make sure it is in place to support operating procedures? Jeff is in charge of policies for operating procedures.
2. Operational audit- should be taken off goal list. Closure to it and report now stale as of 12/4/14 meeting.
3. Master Plan- come back to this and make head way.
4. Negotiate new agreement - teachers passed it, SC will approve 6/3/15 meeting and ratify.
5. Develop and approve FY'16 budget. Change to capital plan.
6. SC orientation manual - near end.
7. Shared DPW - didn't work. School has new facilities team in place. Ticketing system in place that tracks everything.
8. Communications - newsletters out. Keep on- going.
9. SC governance - action to review. Done.
10. Educational gifted and talented students. Nothing done and should not pursue.

Goals 2015-2016:

1. Master plan
 - educational program. concepts: flipped classroom, mastery, project based learning. Someone will have to identify what to do and who will do it?
 - facilities
 - models of educational programming and facilities.

Goal is to have working groups each take Master Plan pieces.

Sub committees/working groups:

Communications: Deb Evans and Stacey Metternick. Need community member to help.

Policy and educational programming: Dennis Hurley and Larry Swartz.

Administration (facilities, budget, master plan (capital side). Hannah Farley, Jeanise Bertrand, Deb Evans.

Meeting adjourned: 9:16 pm

Respectfully Submitted,

Stacey Metternick

Sent from my iPad

Date: June 18, 2015
To: School Committee Members
From: Michael Harvey, Superintendent of Schools
Re: Thursday, June 18, 2015

CALL TO ORDER: Larry Swartz called the meeting to order at 7:05 pm in the Wenham Town Hall.

PLEDGE OF ALLEGIANCE: All rose for the pledge of allegiance.

CITIZENS' CONCERNS:

There were no citizens' concerns.

CHAIR'S REPORT:

1. Two weeks ago we celebrated graduation week; Candlelight was held in the gym and graduation at the field. It was delightful and memorable. Thanks to Eric, Brian, custodial staff, faculty and students.
2. Roger Kuebel resigned once the teachers' contract was resolved. Now we have a vacancy which will be posted tomorrow on the school web and Wenham web site. Whichever town appointed the original member, the replacement is from that community. This person will serve until the next town election. Send your interest to Dr. Harvey; the date is July 22 for submission Letter of interest and resume. School Committee will select a date to convene and select an applicant.

SUPERINTENDENT'S REPORT:

1. Dr. Harvey echoed the sentiments of graduation and thanked Eric, Brian, the maintenance staff, Jeff Sands and Jason Waldron for a great day.
2. We are in the last four days of school; Tuesday 6/23 is last day for students; Wednesday is staff professional development rescheduled from March. Mike thanked everyone for a great school year, have an enjoyable and safe summer.
3. Looking forward, opening day for next year is Tuesday 9/8 for all students; we welcome our teachers back on Tuesday 9/1/15. Wednesday is teachers in service day as well as orientation for grades 6 & 9. The later calendar is due to the construction at Winthrop. The project begins Thursday 6/25/15. It's a complex project; we want it safe and clean before the students return. The windows are unique. The product has been delivered; the work area is staged. It's especially complex in the primary wing of the building.

CONSENT AGENDA:

A. MINUTES OF JUNE 3, 2015

Deb Evans moved that THE HW REGIONAL SCHOOL COMMITTEE APPROVE ALL OF THE REMAINING ITEMS ON THE CONSENT AGENDA. THERE CAN BE NO FURTHER DISCUSSION OR AMENDMENT OF THIS MOTION.

5 members approved; 1 abstained.

NEW BUSINESS:

A. WINTHROP FUNDRAISING PLAYGROUND UPDATE (Exhibit B)

Let's Swing into Action: Nancy and Jen said they have \$5000 of \$150K budget and need SC approval for continuation of fundraising. They provided a handout with the rendering of the Winthrop playground and discussed donations and a "buy a brick" campaign. The timing is next summer, 2016. They are applying for grants as well.

Deb Evans moved that the HW School Committee vote to approve in advance the acceptance of funding for Operation Playground fundraising initiative for the Winthrop School. Further moved that the superintendent is authorized to approve advertising and promotional materials associated with the fundraising effort.

Vote was unanimous: 6-0-0

B. SEPAC ANNUAL REPORT

Kathy Harris thanked Margo Killoran for her four years of service as she reached the end of her term in June. Norm Kramer was proud to present educator of the year awards for the outstanding effort and hard work which ensured success of special education students. The five individuals honored were Holly George, Nancy Perkus, Mollykate Silver, Erin Kenaga, and Anthony Walsh. Norm Kramer also planned to speak on SEPAC support of education and advocacy goals but stated he could not because there is no agreement between of the SEPAC board in their mission for this year or next.

C. CONSTRUCTION BANS

Construction BANs Signature Don Costin (treasurer)

Last year, the SC approved the sale of the \$1.64M Bond Anticipation Notes (BANs) to fund the Buker and Winthrop boilers. Those projects are completed. The Winthrop windows were not done because of the lead time. This spending was approved in 2013 by school committee and the towns at a special town meeting. Tonight we vote on the funding for what we spent and the rest of the project \$2,289,000 in BANs. The BANs will last one year. With BANs you just pay the interest and the \$29,000 is in the FY16 approved budget. The BANs went out to bid and the low bid was Eastern Bank at 1.25% interest and they paid a premium of almost \$18K. Each motion needed to be voted on separately.

Deb Evans moved THAT THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE SALE OF \$2,289,000 1.25 PERCENT GENERAL OBLIGATION BOND ANTICIPATION NOTES (THE "NOTES") OF THE DISTRICT DATED JUNE 26, 2015 AND PAYABLE JUNE 24, 2016 TO EASTERN BANK AT PAR AND ACCRUED INTEREST, IF ANY, PLUS A PREMIUM OF \$17,663.96.

Approved 6-0-0 via Roll Call Vote

I FURTHER MOVE THAT IN CONNECTION WITH THE MARKETING AND SALE OF THE NOTES, THE PREPARATION AND DISTRIBUTION OF A NOTICE OF SALE AND PRELIMINARY OFFICIAL STATEMENT DATED JUNE 3, 2015 AND A FINAL OFFICIAL STATEMENT DATED JUNE 9, 2015, EACH IN SUCH FORM AS MAY BE APPROVED BY THE DISTRICT TREASURER, BE AND HEREBY ARE RATIFIED, CONFIRMED, APPROVED AND ADOPTED.

Approved 6-0-0 via Roll Call Vote

I FURTHER MOVE THAT THE DISTRICT TREASURER AND THE CHAIRPERSON OF THE COMMITTEE BE, AND HEREBY ARE, AUTHORIZED TO EXECUTE AND DELIVER A SIGNIFICANT EVENTS DISCLOSURE UNDERTAKING IN COMPLIANCE WITH SEC RULE 15C2-12 IN SUCH FORM AS MAY BE APPROVED BY BOND COUNSEL TO THE DISTRICT, WHICH UNDERTAKING SHALL BE INCORPORATED BY REFERENCE IN THE NOTES FOR THE BENEFIT OF THE HOLDERS OF THE NOTES FROM TIME TO TIME.

Approved 6-0-0 via Roll Call Vote

I FURTHER MOVE THAT WE RATIFY AND CONFIRM THE ADOPTION OF POST-ISSUANCE FEDERAL TAX COMPLIANCE PROCEDURES ADOPTED BY THE DISTRICT, AND WE AUTHORIZE AND DIRECT THE DISTRICT TREASURER TO REVIEW AND UPDATE SAID PROCEDURES AS THE DISTRICT TREASURER AND BOND COUNSEL DEEM SUFFICIENT IN ORDER TO MONITOR AND MAINTAIN THE TAX-EXEMPT STATUS OF THE NOTES AND ANY OTHER TAX-EXEMPT OBLIGATIONS ISSUED OR TO BE ISSUED BY THE DISTRICT.

Approved 6-0-0 via Roll Call Vote

I FURTHER MOVE THAT EACH MEMBER OF THE COMMITTEE, THE DISTRICT SECRETARY AND THE DISTRICT TREASURER BE AND HEREBY ARE, AUTHORIZED TO TAKE ANY AND ALL SUCH ACTIONS, AND EXECUTE AND DELIVER SUCH CERTIFICATES, RECEIPTS OR OTHER DOCUMENTS AS MAY BE DETERMINED BY THEM, AND ANY OF THEM, TO BE NECESSARY OR CONVENIENT TO CARRY INTO EFFECT THE PROVISIONS OF THE FOREGOING VOTES.

D. EOY FINANCIAL FORECAST (Exhibit C)

Every year we go through a detailed EOY review. Jeff reviewed slides highlighting Salary & Operating Costs, actual costs through 6/9/15 and all approved encumbrances through June 30, 2015; Jeff continued by looking at the summaries by DESE budget categories with a total favorable to budget by \$23,413. Jeff concluded by presenting a summary by site and support programs showing the same \$23,413 (which is less than 1% difference from budget).

Larry asked if any additional line item adjustments need to be made. Jeff responded it is a forecast and he does not want to jump the gun and ask for any transfer approvals.

Stacey asked if the Athletics favorable to budget money be put towards the cost of athletics and user fees? Deb provided a scenario of extra user fees collected if there is greater enrollment than anticipated. Jeff responded with an explanation of the budget process. They take cost/enrollees and generate user fees. We don't have a profit center. In that scenario we would look to reduce the user fee. This is why there is a different user fee for boys' tennis vs. girls'. It's about headcount and costs. Some sports have an expensive model. Fundraising is typically used for things outside the budget (uniforms). Future discussions with the leadership team should include SC during the discussion phase of athletics and user fees (rather than informed after the fact).

The annual audit is scheduled for the week of July 9th and we've given them the 1600 pages of information they requested.

E. Scheduling of SC meetings:

1. Meet related to SC vacancy, possibly July 29, or 30. We need a quorum of 4 people (and a quorum of both boards of selectmen). Jeff needs to meet to close the books.
2. Meet for continuation of retreat discussion on school committee goals. July 2nd is out. Are people avail 6/24? Deb pointed out we don't want to over-meet. Perhaps the August off-site workshop, perhaps coinciding with Leadership team workshop?
3. Meet related to lease approvals of all three elementary schools. Not sure if the leases will be ready. Yes, the committee will meet next Wed 6/24/15 at 7pm in Dr. Harvey's office.

F. FINAL REPORT ON DISTRICT & SCHOOL IMPROVEMENT GOALS (exhibit D)

Dr. Bowler reviewed the final report; highlights included:

- Instructional Core (Curriculum, Instruction, and Assessment) Discussion on math programs, The Common Core, Model Curriculum units and curriculum maps. Under instruction and assessment, discussion on using data and DDMs.
- Human Resources Management (Teacher Evaluation, Student Feedback) 10 focus elements for evidence in professional practice and student learning goals as well as student feedback.
- Organizational Structures (Curriculum Leadership model, Schedules at MRMS and the Regional HS, Facilities Maintenance)

Adjournment:

Deb Evans moved THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN.

Approved 6-0-0

9:25 pm

Hamilton-Wenham Regional School District Committee
Meeting of June 24, 2015
Minutes

CALL TO ORDER: Lawrence Swartz called to order @ 7:00 PM

PRESENT: Lawrence Swartz, Deb Evans, Stacey Metternick, Hannah Fraley, Dennis Hurley, Jeanise Bertrand

ALSO PRESENT: Dr. Michael Harvey, Superintendent; Assistant Superintendent Dr. Celeste Bowler;

ABSENT: No one

CITIZENS' CONCERNS: None

NEW BUSINESS:

Discussion of Goals for 2015-16 Goals for the School Committee were discussed for the 2015-2016 School Year.

Composition of Sub Committees Sub Committees of the School Committee were discussed, no decisions made.

ADJOURNMENT: **LAWRENCE SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN.**

DEB EVANS SECONDED THE MOTION

MOTION PASSED 6-0-0

The meeting adjourned at 8:30 PM

DOCUMENTS AND EXHIBITS USED AT THIS MEETING: NONE

Respectfully submitted,
Donna Bunk

**Hamilton-Wenham Regional School District Committee
Meeting of June 29, 2015
Minutes**

CALL TO ORDER: Larry Swartz

PRESENT: Larry Swartz, Hannah Fraley, Dennis Hurley, Deb Evans

ALSO PRESENT: Jeffrey Sands

ABSENT: Stacey Metternick, Jeanise Bertrand

CITIZENS' CONCERNS: None

SUPERINTENDENT'S REPORT: None

CHAIR'S REPORT: None

CONSENT AGENDA: None

COMMITTEE REPORTS: None

NEW BUSINESS: Leases for Buker, Cutler and Winthrop Elementary Schools
Larry Swartz discussed history of school leases
Hamilton Selectmen requested changes (lease term, etc.)
Principal topics of discussion:

- Terms
- Capital plan to be incorporated
- Insurance
- Mutual agreement

Hamilton is pushing to get leases done by end of month
Substantive changes:

- 10 year/10 year
- 1M/3M General liability

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO AUTHORIZE THE CHAIR, THE SUPERINTENDENT AND THE ASSISTANT SUPERINTENDENT FOR FINANCE TO FINALIZE LEASE AGREEMENTS FOR THE CUTLER AND WINTHROP SCHOOLS, WITH THE TOWN OF HAMILTON, ON TERMS AS SET OUT IN THE JUNE 30, 2015 "DRAFT LEASE AGREEMENTS" WITH ANY CHANGES THAT THEY DETERMINE TO BE APPROPRIATE. THE FINAL LEASE AGREEMENTS SHALL THEN BE EXECUTED BY THE MEMBERS OF THE SCHOOL COMMITTEE.

I FUTHER MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE AUTHORIZE THE CHAIR, THE SUPERINTENDENT AND THE ASSISTANT SUPERINTENDENT FOR FINANCE TO FINALIZE LEASE AGREEMENTS FOR THE BUKER

AND CENTER SCHOOL, WITH THE TOWN OF WENHAM ON TERMS DETERMINED TO BE APPROPRIATE. THE FINAL LEASE AGREEMENTS SHALL THEN BE EXECUTED BY THE MEMBERS OF THE SCHOOL COMMITTEE.

DEB EVANS MADE A MOTION THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT AUTHORIZING THE CHAIR, SUPERINTENDENT AND ASSISTANT SUPERINTENDENT FOR FINANCE TO FINALIZE LEASE AGREEMENTS. DENNIS HURLEY SECONDED.

THE MOVTION PASSED 4-0-0

OLD BUSINESS: None

ADJOURNMENT: **DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN. HANNAH FRALEY SECONDED THE MOTION.**
THE MOTION PASSED 4-0-0

The meeting adjourned at 8:10 p.m.

**DOCUMENTS AND EXHIBITS
USED AT THIS MEETING:**

Respectfully submitted,
Deb Evans, School Committee recording secretary

Hamilton-Wenham Regional School District Committee

Meeting of July 29, 2015

Minutes

CALL TO ORDER:

Lawrence Swartz called to order @ 7:00 PM

PRESENT:

Dennis Hurley, Hannah Farley, Jeanise Bertrand

ALSO PRESENT:

Dr. Michael Harvey, Superintendent;

ABSENT:

Deb Evans, Stacey Metternick

CITIZENS' CONCERNS:

None

NEW BUSINESS:

Budget Transfers

Lawrence Swartz: We are here for two items that need to be taken up before for end of the fiscal year plus 30 days which relates to a series budget transfers.

Dr. Harvey: This is how we close out the year. FY15 Actuals-Final as of 7/22/15. The district has ended the fiscal year favorably by \$10, 950 to the budget

Jeanise Bertrand: To Jeff Sands thank you and good job.

Dr. Harvey: Explanation of Summary by Site

- Two sites in negative were High School & Special Education. High School was graduation ceremony which was not expected when the planning of the FY15 budget was done & staffing issues more on paid leaves
- Special Education, out of district tuition

Dr. Harvey: Next slide Summary by DESE Budget Category

- Dennis Hurley, professional development is what is paid out to staff? Dr. Harvey, yes.
- Dennis Hurley, what is tuition? Dr. Harvey it is what is paid out for out of District placement or could be other types of tuitions that includes per pupil expenditures & transportation.

Dr. Harvey: Gave a brief overview of the next slide on Negative Budget Variances

- Snow Removal, huge number for this year, we pay a flat number to the plowing company, however the roof of the Buker and a couple other schools needed to be shoveled so that is not included on the plowing.
- Because of the severe winter we spent a lot time on our HVAC systems, especially Winthrop and a major plumbing issue in the Buker which was also winter related.

- Food Service, historically we run approximately a \$40,000 deficit, \$20,000 on the program and \$20,000 on equipment, we as a district do not sell a lot of lunches, and because of this we cannot get a lot of Federal reimbursement back.

Dr. Harvey: Overview of Slide on the FY15 Actuals-Proposed Budget Transfers by DESE Category

MOTION: LARRY SWARTZ MOVED THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE FY15 OPERATING BUDGET TRANSFERS AS RECOMMENDED HERIN BY THE ASSISTANT SUPERINTENDENT OF FINANCE & ADMINISTRATION AND AS PRESENTED ON THE PREVIOUS PAGE ENTITLED “PROPOSED BUDGET TRANSFER BY DESE CATEGORY”

SECONDED: DENNIS HURLEY

MOTION PASSED: 4-0-0

Regional Transportation Transfer

Dr. Harvey overview what happens traditionally in terms of the state budget is usually not finalized until after our budget is set, we set our expectations by our legislative delegations. They give us recommendations on where they land and we were told to be conservative on your revenue aspects. After they (the state) vote a budget and after we have set our budget we cannot use any additional funds they give us in some of the other accounts like regional transportation. We used to be able to but cannot now; last year when they increased regional transportation hand in hand they voted in the ability for the regional districts to create a regional transportation reimbursement fund which allows us to carry over the money into the next fiscal year.

We budgeted \$290,000 for regional transportation and we received \$347,000, we now have a \$57,000 overage and we are asking to put into the regional transportation account. A question we are asking if we can use that for any overages in special education in transportation in the coming fiscal year and if not the way the law is written we can put that into the FY17 budget as a revenue source.

MOTION: LAWRENCE SWARTZ MOVED THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE TRANSFER OF \$57,030 FROM “TRANSPORTATION CHAPTER 71” REVENUE ACCOUNT TO THE “REGIONAL TRANSPORTATION REIMBURSEMENT FUND”

SECONDED: HANNAH FRALEY

MOTION PASSED: 4-0-0

Audit Update

Dr. Harvey: Audit is going very well with Powers & Sullivan. We got the information to them in such a timely fashion we were the first district to be audited this year.

Buker Lease Extension

Lawrence Swartz overview of Buker Lease extension, communications between Dr. Harvey and Michael Lombardo for the leases in Hamilton. Because of the newness of the Wenham Town Administrator they opted to a new short term lease on the Buker School.

MOTION: LARRY SWARTZ MADE THE MOTION THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO GIVE NOTICE TO THE TOWN OF WENHAM TO EXTEND THE LEASE TO THE BUKER SCHOOL FOR AN ADDITIONAL 5 MONTHS

SECONDED: HANNAH FRALEY

MOTION PASSED: 4-0-0

ADJOURNMENT:

LAWRENCE SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN.

SECONDED: HANNAH FRALEY

MOTION PASSED: 4-0-0

The meeting adjourned at 8:00 p.m.

**DOCUMENTS AND EXHIBITS
USED AT THIS MEETING:**

Final FY15 Year-end Close as of July 22, 2015, pages 1-10
Short Term Lease Agreement, pages 1-2

Respectfully submitted,
Donna M. Bunk



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

EXHIBIT F

Draft of 2015-2016 SC Goals

Develop a budget that is fiscally responsible and recognizes the implications of school improvement plans designed to elevate Miles River, Buker and Cutler Schools to Level I status and to retain the High School and the Winthrop School at Level I.

Develop, in consultation with the Towns for action at Town Meetings, a SC proposal to update the District Agreement in the areas of the operational cost ratio look back period (Section IV D. (1)) and facilities, especially capital planning and elementary school leases.

Complete the update to the District policies as well as review existing policies whose adoption date was three years ago.

Oversee the development of a master plan, with the school and greater community, which integrates plans for future teaching/learning approaches with optimal learning environments given the status of existing facilities, economic reality and demographic trends.



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

EXHIBIT G

School Committee Sub Committees for 2015-2016

- Policy
- Regional Agreement
- Communications

Knowledge

•

Responsibility

•

Respect

•

Excellence



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

EXHIBIT H

2015-2016 School Committee Meeting Calendar

Buker Multipurpose Room, 7:00 PM unless otherwise noted

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

Date	Agenda Items	Documents	Notes
September 3	<ul style="list-style-type: none">• Professional Teacher Status Recognition at 6:30• Finalize SC Goals for 2015-2016• Finalize SC Working Group Assignments for 2015-2016• Review SC Meeting Calendar for 2015-2016	<ul style="list-style-type: none">• Draft SC Goals• Draft SC WG Assignments• SC Meeting Calendar	Consent agenda to approve minutes from the summer.
September 17	<ul style="list-style-type: none">• Professional Teacher Status Recognition @• Superintendent's Review• Report on summer programs• Report on Facilities, Technology and Finance summer work• Policy Review	<ul style="list-style-type: none">• Superintendent's Evaluation Materials• Presentation on summer programs• Presentation on summer facilities, technology and finance	

October 1

- Presentation of District Improvement Plan
- Presentation of School and Program Improvement Plans
- Presentation of Superintendent's Goals for 2015-2016
- Presentation of SEPAC Goals for 2015-2016
- Select Delegate and Alternate for MASC Conference
- SEPAC Goals Presentation

October 15

- Committee Reports
- Student Government Presentation
- Review of 2016-2017 Calendar
- Ed. Topic: District Assessment Results Presentation
- Vote on MASC Resolutions
- 2016-2017 Calendar
- District Assessment Results Report
- MASC Resolutions Doc

October 29

- October 1, 2015 Enrollment Report
- Presentation from Powers and Sullivan on FY2015 Audit.
- Policy Review
- 10/1/16 Enrollment Report
- FY15 Audit Report

THIRD MEETING IN OCTOBER TO MAKE UP FOR MASC MEETING ON 11/5.

November 4, 5, 6 & 7	MASC Conference	No SC Meeting on Nov. 5
November 19	<ul style="list-style-type: none"> • Committee Reports • Public Hearing on Regarding School Choice • SC Vote on Choice for FY17 • YTD Financial Report • Report on District, SC and Superintendent Goal Progress for 2015-2016 	<ul style="list-style-type: none"> • Q1 Goal Progress Report • YTD Financial Report <p>School Choice Vote needs to be taken prior to June 1st. Need to advertise public hearing seven days prior.</p>
December 3	<ul style="list-style-type: none"> • <u>Ed Topic: Special Education Programs Overview</u> • Policy Review 	<ul style="list-style-type: none"> • Special Education Program Overview
December 17	<ul style="list-style-type: none"> • Committee Reports • Superintendent's Recommended FY17 Budget Presentation 	LC Members Present

January 7	<ul style="list-style-type: none"> • Teaching and Learning Programs Budget Review • Support Programs Budget Review • Adopt Tentative FY17 Budget • Policy Review 	<ul style="list-style-type: none"> • FY17 Budget Documents 	Tentative Budget must be adopted at least 30 days prior to final budget adoption
January 9	<ul style="list-style-type: none"> • <i>Mail Tentative Budget to Towns</i> • <i>Advertise Budget Hearing</i> 	<ul style="list-style-type: none"> • 	<i>Ad for hearing must be posted in newspaper at least 7 days in advance.</i>
January 21	<ul style="list-style-type: none"> • FY17 Budget Public Hearing • Committee Reports • Report on District, SC and Superintendent Goal Progress for 2015-2016 • Q2 Financial Progress Report 	<ul style="list-style-type: none"> • FY17 Budget Documents • Mid-Year Goal Progress Report 	Must be within 15 days of mailing Tentative Budget

February 4

- Student Government Presentation
- Ed. Topic: K-12 Mathematics and Literacy Programs
- Warrant for Election of Members (Signatures Needed)
- Policy Review

February 11

- Adopt FY17 Budget
- Committee Reports
- FY17 Budget Document

Must be no later than 45 days prior to ATM (Feb 24 at the latest)

March 3

- Policy Review

March 17

- Committee Reports
 - Report on District, SC and Superintendent Goal Progress for 2015-2016
 - Q3 Progress Report
-

April 2 (Tent.)

- **Annual Town Meetings**

April 7

- Student Government Presentation
- Q3 Budget Report
- Policy Review

April 14 (Tent.)

- **Annual Town Elections**

No meeting on April 21 due to School Vacation Week

May 5

- SC Reorganization – Election of Officers
- Review SC Sub Committee Appointments
- Vote to Set Last Day of School
- Policy Review
- SC Officer Slate
- SC Sub Committee Slate

May 19

- Committee Reports
 - Report on District, SC and Superintendent Goal Progress for 2015-2016
 - Discuss Sub-Committees
 - Develop School Committee Goals for 2016-2017
 - Q4 Goal Report
-

June 9

- Recognition of Retirees
- Set Subcommittees
- Set SC Goals for 2016-2017
- Policy Review

June 23

- Committee Reports
 - SEPAC Annual Report
 - EOY Financial Forecast
-

School Committee Events

Tuesday, September 1, 2015	8:00 AM	Teacher and Staff First Day	HS Auditorium
Wednesday, December 16, 2015	1:00 PM	Holiday Gathering	HS Cafeteria
Thursday, June 2, 2016 (Tent.)	8:00 PM	Candlelight	HWRHS
Sunday, June 5, 2016 (Tent.)	2:00 PM	Graduation	HWRHS

Annual Town Meeting Dates

Event	Hamilton	Wenham
Fall Town Meeting	Saturday, October 3, 2015	TBD
Fall Election	TBD	TBD
Spring Town Meeting	Saturday, April 2, 2016 (TENT)	Saturday, April 2, 2015 (TENT)
Spring Town Election	Thursday, April 14, 2016 (TENT)	Thursday, April 14, 2016 (TENT)

-
- June 9**
- Recognition of Retirees
 - Set Subcommittees
 - Set SC Goals for 2016-2017
 - Policy Review

- June 23**
- Committee Reports
 - SEPAC Annual Report
 - EOY Financial Forecast
-

School Committee Events

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Wednesday, December 16, 2015	1:00 PM	Holiday Gathering	HS Cafeteria
Thursday, June 2, 2016 (Tent.)	8:00 PM	Candlelight	HWRHS
Sunday, June 5, 2016 (Tent.)	2:00 PM	Graduation	HWRHS

Annual Town Meeting Dates

Event	Hamilton	Wenham
Fall Town Meeting	Saturday, October 3, 2015	TBD
Fall Election	TBD	TBD
Spring Town Meeting	Saturday, April 2, 2016 (TENT)	Saturday, April 2, 2015 (TENT)
Spring Town Election	Thursday, April 14, 2016 (TENT)	Thursday, April 14, 2016 (TENT)

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA**

**EXHIBIT I
H8041 (Updated)**

Graduation Requirements

In order to graduate from Hamilton Wenham Regional High School, a student must have earned at least 95 credits and complied with all state accountability requirements. Course requirements are the following:

All Students are required to earn 24 credits in order to graduate. A semester course receives .5 credits; a year-long course received 1 credit.

English:	4 credits
History:	3 credits
Science:	3 credits (must be lab science)
Mathematics:	4 credits
Wellness:	2.75 credits (2.0 credits for the class of 2018 & beyond)
Foreign Language:	2 credits
Fine/Applies Arts:	.5 credits
Engineering Technology:	.5 credits
Additional semester of either:	.5 credits

The Massachusetts Department of Education also requires that all students pass English, Math, and Science MCAS competency testing to be eligible for a high school diploma. Students in the classes of 2015, 2016 and 2017 must also complete a Regional Exit Portfolio as a requirement of graduation. Students in the class of 2018 must successfully complete a Regional Exit Portfolio, an independent study project, an internship, or a capstone project. In addition, students in the class of 2018 must complete 50 hours of community service, as follows:

9 th grade:	10 Hours
10 th grade:	10 Hours
11 th grade:	15 Hours
12 th grade:	15 Hours

Credit for Foreign Study: Students who are away for a term or year to participate in a student exchange program or otherwise study abroad may receive credits toward high school graduation when (1) study plans are approved by the school administration in advance; and (2) the institution where the study occurred submits a record of the student's work. In these instances, the Principal and student's guidance counselor will evaluate the work and assign credit for it according to standards prevailing in Hamilton Wenham Regional High School.

Source: MASC

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

EXHIBIT J
H8011

Physical Restraint of Students

The Hamilton-Wenham Regional School District complies with the DOE DESE restraint regulations, 603 CMR 46.00 et seq. ("Regulations"), to the extent required by law. According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.

I. *Methods and Conditions for Implementation*

School staff may use physical restraint **including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or their lawful and less intrusive behavior interventions are deemed inappropriate.** (1) when non-physical interventions would be ineffective and the student's behavior poses a threat of imminent, serious harm to self and/or others or (2) pursuant to a student's IEP or other written plan developed in accordance with state and federal law and approved by the school and parent or guardian.

Physical restraint **is prohibited** ~~may not be used~~ as a means of punishment or as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm **to the student or others.** Chemical and mechanical restraints may only be used if explicitly authorized by a physician and approved by a parent or guardian. **The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint."** ~~Seclusion is prohibited.~~

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm. The Regulations do not prevent a teacher, employee or agent of the District from using reasonable force to protect students, other persons or themselves from assault or imminent serious harm or from restraining students as otherwise provided in the Regulations.

The definitions of forms of restraint shall be as defined in 603 CMR 42.02

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting

Originally Adopted: February 13, 2003
Policy Review:
Approved:
Vote:
Chairperson, HWRSD School Committee:

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00;
- A process for obtaining Principal approval for a time out exceeding 30 minutes.

II. Staff Training

All school staff must receive training with respect to the district's restraint policy (i.e., following the Regulations), including receiving information about interventions that may preclude the need for restraint, types of restraint and related safety considerations, and administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student. Additionally, ~~each school principal~~ the school must identify specific staff to serve as school-wide resources to assist in ensuring proper administration of physical restraint. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment. These individuals must participate in in-depth training with respect to restraint and implementation of the Regulations.

This policy and its accompanying procedures shall be review and disseminated to staff annually and made available to parents of enrolled students. The Superintendent shall provide a copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

III. Reporting Requirements and Follow-Up

In instances where a physical restraint (1) lasts more than five minutes or (2) results in injury to a student or staff member, the school staff must report the physical restraint to the principal or a designee. The principal/designee must maintain an ongoing record of all such reported instances, which will be made available in accordance with state and federal law and regulations. The principal/designee must also verbally inform the student's parent or guardian of the restraint as soon as possible, and by written report postmarked no later than three school working days following the use of the restraint. The written restraint report must be provided to the parent or guardian in the language in which report cards and other necessary school-related information are customarily provided.

In the event that a physical restraint (1) lasts longer than 20 minutes or (2) results in serious injury to the

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

student or staff member, the school must, within five school working days of the reported restraint, provide a copy of the written report to ~~DOE~~ DESE along with a copy of the school's record of physical restraints covering the thirty-day period prior to the date of the restraint.

For students who require the frequent use of restraint because they present a high risk of frequent, dangerous behaviors, school staff may seek and obtain the parent or guardian's consent to waive reporting requirements for restraints administered to an individual student that do not result in serious injury to the student or staff member or constitute extended restraint (longer than 20 minutes).

Follow-up procedures for restraint include not only the reporting requirements set forth above, but also reviewing the incident with the student, staff and consideration of whether follow-up is appropriate for students who witnessed the incident.

IV. Complaints

Complaints and investigations regarding restraint practices are covered by District Policy [insert name and number of District's Complaint Policy. If the District does not have a policy insert the District's process for complaints and investigations regarding restraint practices]

V. Additional information

Additional information, including a copy of the regulations, can be obtained from the Director of Special Education who can be reached at 978.468. A copy of the regulations may also be obtained at www.doe.edu/lawsregs/603cmr46.html.

VI. Policy Review and Revision

Review and revision of these policies and procedures shall occur as needed, but at least every two years.

Legal References: 603 CMR 46.00 and Massachusetts General Law (M.G.L.) 71:37G

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