**The Hamilton Wenham Regional School District**

**School Committee Meeting**

**Buker Elementary School Multi-Purpose Room**

**Wednesday, August 28, 2019 7:00 PM**

**Present:**

Gene Lee

Michelle Horgan, Assistant Secretary

David Polito, Chairperson

Michelle Bailey

Stacey Metternick, Secretary

Peter Wolczik

**Also Present:**

Dr. Julie Kukenberger, Interim Superintendent

Vincent Leone, Assistant Superintendent to Finance & Administration

1. **Call to Order 7:00pm**

David Polito calls the meeting to order at 7:07 pm.

1. **Pledge of Allegiance**

All in attendance rise for the Pledge of Allegiance.

1. **Citizens’ Comments**

None.

1. **Consent Agenda**
2. Warrants
* August 2, 2019 Exhibit A
* July 31, 2019 Exhibit B
* August 2, 2019 Exhibit C
* July 17, 2019 Exhibit D
* July 18, 2019 Exhibit E
* July 22, 2019 Exhibit F
* August 2, 2019 Exhibit G
* August 2, 2019 Exhibit H
1. Vote to approve prior meeting minutes:
* July 2, 2019 Exhibit O
* July 31, 2019 Exhibit P

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

**MOTION by Stacey Metternick; SECONDED by Gene Lee.**

**Unanimously approved by 6 members present.**

1. **New Business**
2. Vote to Renew Treasurer, Don Gallant, Contract Exhibit I

There are no major changes to the previous contract approved last year. There is a 2.5% COLA increase reflected in this year’s contract.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO RENEW DISTRICT TREASURER DON GALLANT’S CONTRACT AS STATED IN EXHIBIT I.**

**MOTION by Stacey Metternick; SECONDED by Michelle Horgan.**

**Unanimously approved by 6 members present.**

1. Donations
* *Friends of Cutler School - $20,700* Exhibit J

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF CUTLER SCHOOL IN THE AMOUNT OF $20,700.**

**MOTION by Stacey Metternick; SECONDED by Michelle Horgan.**

**Unanimously approved by 6 members present.**

Thank you to the Friends of Cutler for their continued support of students!

* *Gift in memory of Catherine Comegys - $500.00* Exhibit K

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION IN MEMORY OF CATHERINE COMEGYS IN THE AMOUNT OF $500.**

**MOTION by Stacey Metternick; SECONDED by Michelle Horgan.**

**Unanimously approved by 6 members present.**

Thank you for this generous donation!

Dr. Kukenberger will acknowledge all donations moving forward.

1. Vote to Approve School Committee Meeting Calendar Exhibit L

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE 2019/20 SCHOOL COMMITTEE CALENDAR AS DETAILED IN EXHIBIT L.**

**MOTION by Stacey Metternick; SECONDED by Gene Lee.**

Discussion: moving from every other Wednesday to the 1st and 3rd Wednesdays; further discussion regarding school vacations, holidays, and other factors impacting the School Committee calendar.

**Unanimously approved by 6 members present.**

1. **Superintendent’s Report**
2. Start of the School Year

Busy and fun week, with staff being welcomed back on Monday. Feedback has generally been positive regarding the start of the school year, particularly the keynote speaker. Leadership team and School Committee are committed to making this school year successful. Dr. Kukenberger has checked in with all the school principals today.

1. Enrollment Update Exhibit M

We have a very large Kindergarten and 1st Grade class. General consensus seems to be that enrollment is declining, however, this appears to not be the case. Dr. Kukenberger will continue to provide updates in enrollment trends.

1. Vacancies

Mr. Leone and Dr. Kukenberger interviewed a great pool of 6 candidates last Friday for the accounting role.

Dr. Kukenberger explains that the vacancies allow for a process to find efficiencies in hiring, redefining roles, etc. Interviews for HR/Benefits position will take place tomorrow, and this position will be a full time role to ensure staff is onboarded correctly and staff feel consistently supported.

New Director of Maintenance, Facilities, and Operations, Thomas Geary will begin after Labor Day, though he has been working closely with District Administration for planning purposes.

Dr. Kukenberger thanks the Hamilton Wenham Regional District custodians for their tireless work during construction work in preparing the schools for opening.

Dr. Kukenberger will continue to update the School Committee on vacancies and new positions.

1. **Chair’s Report**
* Welcome everyone to the 2019/20 School Year!
1. **Capital/Financial Planning Committee**
2. Update regarding potential of Longmeadow

The Capital/Finance Planning Committee met on 08/20/2019 with a robust and productive conversation. Mr. Miller, Longmeadow, attended the meeting, and participated in an informative conversation regarding the purchase of the Longmeadow property, time frame involved, resources needed, and additional factors for consideration.

With a tight time frame, limited resources, and other obstacles present in this purchase, Gene Lee believes that the School Committee should ***not*** pursue the purchase of Longmeadow property.

Discussion regarding challenges faced, review the history of Longmeadow project, factors for consideration, alternative options, etc. David Polito wants to ensure that all School Committee members feel as though they’ve done their due diligence, and their voices have been heard.

School Committee ultimately agrees that Longmeadow purchase is not in the best interest of the schools at this point; the School Committee will not pursue the purchase of Longmeadow land at this time.

1. Hamilton & Wenham Town Finance Committee outreach

Dr. Kukenberger explains that both the Hamilton Town Manager, Joseph Domelowicz and Wenham Town Administrator, Anthony Ansaldi adopt a collaborative mindset, and District Administration will continue to be open and transparent with the towns to reach the ultimate benefit for shared constituents. Meetings with towns are scheduled in the future, and both Dr. Kukenberger and Mr. Leone will continue to update the School Committee regarding these meetings.

Michelle Bailey will forward the email regarding the reception event for Wenham’s new Town Administrator: Tuesday, September 3, 2019 to take place at Town Hall.

Dr. Kukenberger explains that both Mr. Domelowicz and Mr. Ansaldi toured all three elementary schools with Thomas Geary present. Cutler Principal, Jennifer Clifford, was able to provide a tour of Cutler. Both parties were very attentive and interested in how to best meet the needs of the schools and students.

Discussion regarding future communications with FINCOMs. Gene Lee offers to serve as liaison to the Hamilton Capital Committee when appropriate.

1. School Site Visits - observing the needs of our facilities

Dr. Kukenberger has suggested that the School Committee tour the schools in order to gain a deeper understanding of the needs of schools, many of which are reflected on the long list of capital needs.

Gene Lee is interested in polling the School Committee to determine preference for day or evening tour. Dr. Kukenberger explains that objectives would be different based on timing of the tour: daytime tour would allow observation of the facilities while in use; School Committee members would obtain visiblity and potential to build rapport. Evening hours tour would allow for School Committee members to gain a more detailed understanding of facilities, engaging in the “nitty-gritty” details of capital needs. Dr. Kukenberger suggests evening hour tour.

School Committee members discuss pros and cons of tours during the day and tours at night, with the majority of members leaning towards evening hour tour, but ongoing interest in a daytime tour to occur in the future.

Discussion regarding facilities and list of needs, with Michelle Bailey and Stacey Metternick voicing confusion regarding vague and confusing list. Dr. Kukenberger explains that Thomas Geary, *Director of Maintenance, Facilities, and Operations,* is charged with updating the capital improvement plan, which the leadership team will then rank in terms of high - low priority.

Dr. Kukenberger will consult with school principals and sent out a doodle poll for availability, continuing to update the School Committee on possibile tour dates/times.

1. **Policy Committee**
2. Second Reading of Section A Exhibit N

Michelle Bailey explains the changes incorporated in Section A of policies, based on meeting and discussion with MASC representative, Dorothy Presser. Many policies were redundant as they were already included in the by-laws. Ms. Bailey explains that section AA-E, detailed in the [School Committee Packet](https://www.hwschools.net/uploaded/District/school_committee/regular_meetings/packets/2019-20/08.28.2019_SC_Packet.pdf), was added, with other policies updated based on MASC policy.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE POLICIES IN SECTION A, AS DETAILED IN EXHIBIT N.**

**MOTION by Stacey Metternick; SECONDED by Gene Lee.**

Discussion: No changes were made to by-laws, which were approved in October of last year. Discussion regarding bylaws specific to the meeting minutes.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE AMEND THE MOTION ON THE FLOOR; TO AMEND ARTICLE 6 IN THE BYLAWS TO REFLECT THE FOLLOWING:**

***THE MINUTES OF THE MEETING SHALL INCLUDE THE AYE AND NAYE VOTES AND ABSTENTIONS ON THE ITEMS VOTED ON. ~~NAMES OF THOSE VOTING IN THE MINORITY AND ABSTAINING SHALL BE SO RECORDED ON ALL MAIN MOTIONS AND AMENDMENTS TO MAIN MOTIONS. THERE SHALL BE NO VOTES BY SECRET BALLOT. (AS DETAILED ON PAGE 80 OF THE~~*** [***~~SCHOOL COMMITEE PACKET~~***](https://www.hwschools.net/uploaded/District/school_committee/regular_meetings/packets/2019-20/08.28.2019_SC_Packet.pdf)***~~)~~***

**MOTION by Stacey Metternick; SECONDED by Gene Lee.**

**Motion to Amend unanimously approved by 6 members present.**

**Original motion unanimously approved by 6 members present.**

Policy Section B has been completed, subcommittee will hand off to Dr. Kukenberger to schedule first reading. Mr. Leone will review Section D in the future, likely after budget season.

Topics for next meetings: (09/04/2019; items to be posted tomorrow)

* Legal counsel alternatives;
* Reappoint Kevin Mahoney to Assistant District Treasurer;
* Superintendent Goals;
* NEASC report;
* Boys & Girls Soccer Boosters.
1. **Vote to Adjourn 9:00 PM**

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 8:05 PM.**

**MOTION by Stacey Metternick; SECONDED by Michelle Horgan.**

**Unanimously approved by 6 members present.**

*Respectfully submitted September 20, 2019 by Mahala Lettvin, Recording Secretary.*