



HAMILTON-WENHAM

REGIONAL SCHOOL DISTRICT

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

School Committee Meeting
Buker Elementary School Multipurpose Room
Wednesday, March 4, 2020
7:00 PM - 9:00 PM

Present:

Gene Lee (7:12pm arrival)
Michelle Horgan, Assistant Secretary
Tai Pryjma
Peter Wolczik
Michelle Bailey, Vice Chairperson

Also Present:

Julie Kukenberger, Interim Superintendent
Vincent Leone, Assistant Superintendent to Finance & Administration
Thomas Kaine, Student Government Representative
Dorothy Presser, MASC Representative

1. Call to Order

7:00 PM

Michelle Bailey, Vice Chairperson, calls the meeting to order at 7:10 pm, noting that the meeting is recorded through, and being broadcast live by HWCAM.

2. Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

3. Citizens' Comments

None.

4. Student Representative's Report

Thomas Kaine, *Student Government Representative*, provides an update to the School Committee:

- General's Robotics Team won the district championship;
- High School Model UN recently had their Conference at MIT. Wenham Town Hall asked the Model UN team to run a workshop for Board of Selectmen and Town Council members, which highlights the important role schools and students have in the community;
- State DECA conference was last weekend - update on students presenting, opportunity for developing student leadership skills, ongoing recognition, etc.;
- Spring Sports are approaching with 03/16/20 tryout dates;
- Student Citizenry - update on student engagement in the Town primaries: sample ballots distributed; students offered opportunity to pre-register to vote (League of Women Voters);
- Overdose Awareness: Students recently watched the documentary, "If They had Known," chronicling the life and death of a young man from Winchester, MA. Students were engaged in conversations following the film, and Thomas notes that the similarities between Winchester and Hamilton - Wenham allowed connections to be made, and drove home the point that an overdose can really happen to anyone.
- Civics Bee scheduled for Thursday, 03/12/20 at 7:00 pm.

5. New Business

- A. Warrant Legal Notice for Election

[Exhibit](#)

I MAKE A MOTION THAT THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE CALL THE WARRANT FOR ELECTIONS OF MEMBERS OF THE HAMILTON - WENHAM REGIONAL SCHOOL DISTRICT COMMITTEE PURSUANT TO SECTION #1 OF THE HAMILTON - WENHAM REGIONAL SCHOOL DISTRICT AGREEMENT, WE ARE HEREBY DIRECTED TO NOTIFY THE REGISTERED VOTERS OF THE TOWNS OF HAMILTON AND WENHAM, ESSEX COUNTY, MASSACHUSETTS, OF THE ELECTION OF MEMBERS TO THE HAMILTON - WENHAM REGIONAL SCHOOL DISTRICT COMMITTEE. IN WENHAM, THE ELECTION WILL BE HELD AT THE WENHAM TOWN HALL, 138 MAIN STREET, ON THURSDAY APRIL 9TH, 2020. THE POLLING PLACE SHALL BE OPENED AT 7:00 AM AND SHALL REMAIN OPEN UNTIL 8:00 PM. IN HAMILTON, THE ELECTION WILL BE HELD AT THE HAMILTON - WENHAM PUBLIC LIBRARY, 16 UNION STREET, HAMILTON, ON THURSDAY, APRIL 9TH, 2020. THE POLLING PLACE SHALL BE OPENED AT 7:00 AM AND SHALL REMAIN OPEN UNTIL 8:00 PM. THE NUMBER OF MEMBERS ELECTED SHALL BE TWO (2) MEMBERS FOR A TERM OF THREE (3) YEARS; WE ARE HEREBY DIRECTED TO SERVE THIS WARRANT BY POSTING ATTESTED COPIES THEREOF IN AT LEAST ONE PUBLIC PLACE IN EACH OF THE MEMBER TOWNS OF HAMILTON AND WENHAM, AND BY PUBLISHING AT LEAST ONCE IN A NEWSPAPER OF GENERAL CIRCULATION IN THE DISTRICT AT LEAST SEVEN (7) DAYS BEFORE THE ELECTION DATE. GIVEN UNDER OUR HANDS THIS FOURTH (4th) DAY OF MARCH IN THE YEAR 2020.

**MOTION by Michelle Horgan; SECONDED by Gene Lee.
Unanimously approved by 5 members present.**

B. Superintendent's Search Decision Making [Exhibit](#)
Dorothy Presser, *MASC Representative*, provides an update regarding the Hamilton - Wenham Regional School District Superintendent search process.

The Screening Committee will determine superintendent candidate finalists on Monday, 03/09/20. Discussion regarding whether a 03/11/20 School Committee meeting is necessary in order to hear these results. Discussion regarding formulating interview questions; categories previously used; ideal length of time for interviews (either 1 or 1.25 hours); number of questions to be asked; intent/strategy in formulating questions, including debating those questions in open session; further interview strategy; site visits and interview scheduling; Screening Committee schedule/strategy; etc.

Consensus: The School Committee will hold a meeting next week for the purposes of developing/finalizing superintendent finalist interview questions, and further prepare for the next steps in the search process. Dr. Kukenberger and Mr. Leone will not be required to attend this meeting.

Consensus: The School Committee members will each develop a number of interview questions in the assigned categories listed below:

Gene Lee	Communication; Town Relations
Michelle Horgan	Personal Attributes & Style; Budget & Financial
Tai Pryjma	Decision Making/ Judgment &

	Leadership
Peter Wolczik	Teaching & Learning/ Curriculum & Instruction
Michelle Bailey	Meeting the Needs of All Students; School Committee Relations
Stacey Metternick	Building Projects/Capital Improvement
David Polito	Teaching & Learning/ Curriculum & Instruction

Discussion regarding categories of questions and obtaining information necessary to determine the candidate's fit according to the desired qualities of district leadership. Discussion regarding interview and site visit scheduling including structure of and expectations for the site visits. Ms. Presser explains that candidates generally arrange for the attendance of various stakeholder groups, to include parents, School Committee members, Town Officials, Union President, SEPAC leadership, etc. Discussion regarding references; background checks; letters of reference; and other pertinent considerations.

Ms. Presser and Mr. Leone will work to develop an itinerary for candidates' visits to Hamilton - Wenham, including time set aside for faculty and staff, community meet-and-greet, and feedback collected through form provided. Further detailed discussion surrounding scheduling, including potential schedule conflicts and developing a timeline for the School Committee's final decision.

School Committee members will develop questions and email Ms. Presser by 4:00PM on Monday, 03/09/20. Ms. Presser will then format and finalize these questions.

The School Committee will make their final decision on Hamilton - Wenham's next Superintendent on the 03/23/20 School Committee Meeting.

C. Donations

<i>Friends of Cutler</i>	<i>\$230.00</i>	<i>4th grade field trip</i>
<i>Friends of HWRHS/MS, Inc.</i>	<i>\$1,000.00</i>	<i>7th grade field trip</i>

[Exhibit](#)

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF CUTLER SCHOOL IN THE AMOUNT OF \$230 FOR THE 4TH GRADE FIELD TRIP; AND A DONATION FROM THE FRIENDS OF THE HAMILTON - WENHAM REGIONAL HIGH SCHOOL/MIDDLE SCHOOL IN THE AMOUNT OF \$1,000 FOR THE 7TH GRADE FIELD TRIP.

MOTION by Michelle Horgan; SECONDED by Gene Lee.

Unanimously approved by 5 members present.

Thank you to the Friends of Cutler and the Friends of Miles River Middle School/High School for their ongoing support to Hamilton - Wenham students!

Foundation for Alcohol Grant

[Exhibit](#)

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION IN THE AMOUNT OF \$2,000 FROM THE IMPROBABLE PLAYERS FOR THE 9TH AND 10TH GRADE *END OF THE LINE* INFORMATION, AS DETAILED IN THE [EXHIBIT](#).

MOTION by Michelle Horgan; SECONDED by Gene Lee.

Discussion: Two programs were presented today; one for grades 9/10, and one for grades 11/12.

Unanimously approved by 5 members present.

Thank you to the Foundation of Alcohol Grant for their generous donation!

Karen & Derek Reed

In-Kind/ Robotics Cart

Robotics Program

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION IN THE AMOUNT OF \$300-\$350 FROM KAREN AND DEREK REED FOR THE HAMILTON - WENHAM REGIONAL SCHOOL ROBOTICS CART.

MOTION by Michelle Horgan; SECONDED by Gene Lee.

Unanimously approved by 5 members present

Thank you to the Reed family for the incredibly generous donation to our schools!

D. HWRSD Student Opportunity Plan

[Exhibit](#)

Dr. Kukenberger provides an overview of the Student Opportunity Act, and reviews her recommendations as outlined in the attached Student Opportunity Plan, [Exhibit](#). Dr. Kukenberger recommends channeling the funding - an additional \$190,000- into areas designed to best serve the district's Special Education students. Dr. Kukenberger reviews the plan in detail, including the 4 overarching district commitments, to demonstrate how funds will be maximized and stretched. Dr. Kukenberger notes that the School Committee need not take any action this evening: the final Student Opportunity Plan will be approved on the 03/18/20 meeting and submitted by the 04/01/20 deadline.

Thomas Kaine exits the meeting at approximately 8:30 PM.

E. School Sponsored Field Trips

[Exhibit](#)

Discussion regarding School Committee policy; Governor's office communications; Massachusetts State laws; restrictions in place from State/School Committee policy; best practices; upcoming school trips planned; etc. Dr. Kukenbergers explains that the district continues to monitor concerns surrounding COVID-19 including any potential impact on travel.

Ms. Bailey would like to make it clear that the School Committee will be discussing whether or not to move forward with the trip to Spain at the next meeting, 03/18/20.

Discussion regarding public transportation; risk factors; upcoming trips; potential urgency to develop and approve policy; travel arrangements students typically rely on; consideration of specific scenarios; future planning strategy; length of travel; distance of travel; district liability; etc.

6. Superintendent's Report

A. Enrollment Report

[Exhibit](#)

Dr. Kukenberger reviews the enrollment shifts as detailed in the [Exhibit](#). Overall, the district's current enrollment is now 1,839 students. Dr. Kukenberger explains that she provides a monthly district enrollment report to the School Committee, however this information is always up-to-date on the district's website:

[[District Homepage → Superintendent → Reports → [Enrollment Report](#)]]

B. Kindergarten Orientation and Registration

- 03/11/20, 6:30 PM @ Winthrop Elementary School: Kindergarten Parent/Guardian Information Night;
- Kindergarten Registration:
 - Next year's plan is to digitize the registration process, and open it earlier in the year;
 - Monday, 03/23/20 - Friday, 03/27/20 - 9:00 AM -12:00 PM;

- Tuesday, 03/24/20 - 2:00 p.m. - 6:00 p.m. Afternoon/Evening Session:

Dr. Kukenberger reviews the kindergarten registration process, reminding parents that all new incoming kindergarteners must go through this process.

C. School Committee Candidates

Tai Prymia - Hamilton (incumbent)

Dana Allara - Hamilton

Anna Siedzik - Hamilton

Dr. Kukenberger names and thanks the 3 candidates for the 2 open School Committee seats. Dr.

Kukenberger is happy to continue speaking with the candidates, however, she also recommends they speak directly with current members of the School Committee.

D. Visual and Performing Arts

- Boston Globe Scholastic Art and Writing Awards

[Exhibit](#)

- Dr. Kukenberger congratulates all the winners of this contest; their very impressive work is highlighted on the [HW Fine Arts blog](#).

- Events

- 04/14/2020: Middle School Arts Night;
- TBD/ tentative 05/03 - 05/04: Middle School One-Act night;
- 04/02/2020: High School Prism Concert;
- 05/07/20, 6:00 PM: High School Seniors' Showcase;
- 05/07/20, 7:00 PM High School Spring Concert;
- 05/12/2020 Middle School Spring Concert;
- 03/05/2020, 6:00- 8:00 PM, HW Library: SEPAC Meeting: This workshop will cover essentially everything one would need to know as a parent of a student, or as an interested community member.

E. Miles River Middle School Pennies for Patients

[Exhibit](#)

Dr. Kukenberger reports that the Miles Middle River School recently kicked off the 4th annual Pennies for Patients campaign, collecting donations for leukemia and the lymphoma society. This fundraising will offer support to patients and their families, as well as research to fight blood cancers. This year, the Middle School students are determined to raise \$3,800.00 and have 100% student participation.

F. No School

- Monday, March 16, 2020 - Professional Development Day for Staff

This day was co-designed by the Leadership Team in order to identify what deep learning looks like in the schools. In the morning, all staff will gather at the High School to engage in activities and education. Some have submitted proposals to host those stations. In the afternoon staff will join together to share some ideas.

7. **Chair's Report**

Mr. Polito is absent. Ms. Bailey reports that she, Ms. Horgan, and Ms. Metternick went to the Wenham Board of Selectmen meeting last week to voice their recommendation for the town's override structure and warrant articles. Wenham has chosen a different path than the one recommended.

8. **Committee Reports**

A. Capital/Financial Planning Subcommittee

Mr. Lee provides an overview of the Capital/Financial Subcommittee progress in developing a budget/Town Meeting communications plan. He reviews:

- 1 page flyer;
- FAQs - anticipated questions and providing consistent answers:
 - Special Education, athletic fees, capital funding, Gale Study, security, other commonly anticipated questions;
 - Ms. Bailey adds that the selectmen are concerned of a trend where yearly budgets are showing similar significant increases.

- Hamilton FINCOM is requesting detailed information about special education, Dr. Kukenberger has emailed this numerous times. Discussion regarding strategy for communication, next steps, etc.
- Talking points will be developed to provide consistent and accurate answers. School Committee members will email any additional questions they think should be on the list.
- Discussion surrounding Town Meeting communication strategy, structure of warrants, potential confusion of voters, etc.
 - 03/16/20 Hamilton meeting
 - 03/18/20 Wenham meeting
- *Next Capital/Financial Subcommittee Meeting Date: Tuesday, March 3, 2020 at 7:00 p.m.*
- The FAQs will be completed by Friday.

B. Policy Subcommittee

- Policy Subcommittee has continued persevering through the policy review and working closely with MASC. Policy G will be completed and ready for The School Committee's review by the next meeting;
- First reading of SC Policy H [Exhibit](#)

Ms. Bailey explains that School Committee Policy Section H contains 3 policies, which are all new policies and those suggested by MASC Representative, Dorothy Presser. Discussion regarding advantages of hiring a third party negotiator; district fiscal responsibility; best practices; potential adversarial positions.

- *Next Policy Subcommittee Meeting Date: Wednesday, April 15, 2020*

C. Negotiations Subcommittee

- Ms. Horgan reports that the subcommittee met 03/03/20 to review upcoming expiring teacher contracts.
- *Next Negotiations Subcommittee Meeting Date: Tuesday, April 7, 2020.*

9. **Consent Agenda**

A. Warrants

[Exhibit](#)

- Voucher No. 2873
- Voucher No. 2869
- Voucher No. 2866
- Voucher No. 2865
- Voucher No. 18
- Voucher No. 1038
- Voucher No. 2872
- Voucher No. 2871
- Voucher No. 1040
- Voucher No. 20
- Voucher No. 1042
- Voucher No. 2878
- Voucher No. 2877
- Voucher No. 1041

B. Vote to approve prior meeting minutes:

- Executive Session Minutes - November 6, 2019

[Exhibit](#)

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

**MOTION by Michelle Horgan; SECONDED by Gene Lee.
Unanimously approved by 5 members present.**

10. **Other**

A. Topics for Future Meetings (03/18/20)

- First reading: School Committee Policy Section G (delayed);
- Second reading School Committee Policy Section H;
- SOI approval;
- Review/decide DC, Disney, other travelling Field Trips;
- Student Opportunity Act Plan approval;
- Town Meeting strategy;
- Review and sign the updated North Shore Educational Consortium bylaws;
- Superintendent candidate presentations/ questions (03/11/2020);

Ms Horgan says School Committee members are needed to attend The Council on Aging Question & Answer session this coming Saturday.

11. Vote to Adjourn

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 9:25 PM.

**MOTION by Michelle Horgan; SECONDED by Peter Wolczik.
Unanimously approved by 5 members present.**

Respectfully submitted May 21, 2020 by Mahala Lettvin, Recording Secretary.