



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE MEETING

Buker Elementary School
Multi-Purpose Room

Wednesday, March 14, 2018

7:00 PM

1. **Call to Order** 7:00
2. **Pledge of Allegiance**
3. **Citizens' Comments**
4. **Chair's Report**
5. **Superintendent's Report**
6. **Consent Agenda**
 - a. Warrants: February 28, 2018 Exhibit A
 - b. Minutes:
 - February 7, 2018 Exhibit B
 - February 28, 2018 Exhibit C
 - c. Field Trip Request-Peru 2019 Exhibit D
7. **New Business**
 - a. Friends of Buker Playground Update Exhibit E
 - b. Student Activities Subsidiary Account Review Exhibit F
 - c. Review ATM 2019 Communications Plan Exhibit J
 - d. Donations Exhibit G
 - Cutler Friends: \$396
 - Friend of the Arts: \$500
 - e. Discussion of last day of school Exhibit H
 - f. Discussion of Ballot Questions in Hamilton Exhibit I
8. **Other**
 - a. Topics for next meeting
9. **Vote to Adjourn** 9:30

Secretary: Kerry Gertz, HWRSC

Warrant meeting 2/28/18
6:38 meeting called to order
6:58 end

Attendance: Stacey Metternick, David Polito, Jeanise Bertrand

PR
Voucher 1083, 1084, 84

AP
Voucher 2478, 2479

No real questions for current warrants. Noticed warrants for 2/14 were missing a 3rd signature.
Josh Liebow had called in for Warrants, but had forgotten to sign.

Respectfully submitted,

Stacey Metternick

**JOINT MEETING
HWRSD School Committee
Hamilton FINCOM & Wenham FINCOM
Wednesday, February 7, 2018 7:00pm
Buker School Multi-Purpose Room**

Hamilton Wenham Regional School Committee

Gene Lee
Joshua Liebow, Chair
Michelle Bailey
Jeanise Bertrand
David Polito
Stacey Metternick

Hamilton FINCOM

Nicholas Tensen
Phillip Stearns
John Pruellage
Darcy Dale

Wenham FINCOM

Jim Purdy
David Molitano
Carrie Jelsma
Mike Therrien
Alex Begin

Hamilton Board of Selectmen

Shawn M. Farrell
Scott F. Maddern
Allison M. Jenkins

Wenham Board of Selectmen

Jack Wilhelm
Catherine Harrison
John Clemenzi

Also Present:

Michael Harvey, Superintendent, HWRSD
Jeffrey Sands, Assistant Superintendent for Finance and Administration, HWRSD
James Goudie, Student Government Representative, HWRSD
Michael Lombardo, Town Manager, Town of Hamilton
Leslie Davidson, Treasurer Collector, Town of Wenham
Peter Lombardi, Town Administrator, Wenham
Catherine Tinsey & Mahala Lettvin, Recording Secretaries

1. Call to Order

Joshua Liebow called the Hamilton-Wenham School District Committee meeting to order at 7:09 PM.

Nicholas Tensen called the Hamilton Finance and Advisory meeting to order at 7:09 PM.

Alex Begin called the Wenham Finance and Advisory meeting to order at 7:09 PM.

Catherine Harrison called the Wenham Board of Selectmen meeting to order at 7:09 PM.

Shawn Farrell called the Hamilton Board of Selectmen meeting to order at 7:09 PM.

I. Review of HWRSD FY19 Budget

Jeff Sands presents the HWRSD FY19 level service budget. School Committee is scheduled to adopt FY19 budget on 2/13/18 at 7:00 pm. Jeff reviews budget process, level service for past 3 years, key assumptions, addition of staff, and budget items previously discussed at length. Nicholas Tensen inquires about the addition of a first grade teacher, with Jeff Sands clarifying assumptions made regarding enrollment shifts in kindergarten classes.

Michael Harvey reviews the superintendent's recommended investments in critical priorities. These items total \$577,143 above level service and fall into two categories: (1) increasing student achievement, and (2) addressing out of district placements.

Michael Harvey provides overview of critical priorities (outlined in prior meetings and provided in handout) with detailed discussion regarding district's capacity to provide programs for special needs students and the savings associated with in-house programs (Jeff Sands estimates approximately \$2.2 million). Nicholas Tensen inquires if the 42 out of district students will return to H/W. Jeff Sands explains the difficulty in doing so.

Phil Stearns commends the committee for their hard work and asks about the recurring savings should the program be developed. Jeff Sands and Michael Harvey explain potential recurring savings with continuous investments in the program.

Allison Jenkins asks about the increases in staff, data relied upon to determine savings, and reasoning for 8th grade special education staff not transitioning to high school role. Jeff Sands and Michael Harvey offer detailed explanation on data, explaining that 8th grade services remain in place with the addition of the proposed development of a high school program. Discussion follows regarding data, analysis, need for program, and further details regarding program development.

Nicholas Tensen asks about district's future ability to provide needed services to every student. Jeff Sands explains the varying and diverse needs of students, concluding that the district would be unable to provide all services to all students (e.g. district is not equipped to provide full-time day habilitation programs).

Discussion regarding magnet schools, language based learning offered at Landmark School, and the many benefits of developing this program.

Michael Harvey continues overview of critical priorities with discussion surrounding AED Law, implications and costs imposed on district, and required actions for compliance.

Scott Maddern believes it would be a good idea to present critical priorities through the framework of the \$2 million savings. Michael Harvey and Jeff Sands agree, and point out this is the strategy in public documents.

Jeanise Bertrand suggests viewing the presentation from the Director of Student Services where the addition of staff is explained in detail. Allison Jenkins points out the difficulty in viewing the presentation, with School Committee members offering tips for viewing.

Alex Begin seeks clarification of the \$60,350 recurring salary cost for 2 teachers. Jeff Sands explains that the number was reached by considering the salary of each teacher, (\$58,540), minus the tuition of one student.

Josh Liebow introduces the topic of athletic user fees. Highlights his ongoing commitment to the community and students, underscoring the fact that both towns spotlight the superior school systems. The committee values fiscally conservative methods in providing excellent educational institutions. Josh states that there are uncontrollable cost increases in the budget, but nevertheless the School Committee and administration have exercised remarkable restraint in prioritizing needs. The district has presented and operated with level service budgets for previous three years, and are at a juncture where investments beyond level service are needed to provide quality education.

The issue of athletic user fees has brought out the greatest community response Josh has seen. Josh summarizes the comments of citizens which resulted in the committee's decision to cut user fees in half. Despite a tight budget, this motion passed unanimously.

Scott Maddern expresses gratitude to the committee for this important decision. He believes that most people agree with the philosophy of educating the whole student, and therefore the School Committee's decision reflects the townspeople's wishes and is in the best interest of all.

Phil Stearns supports this fee reduction and asks if it aligns Hamilton/Wenham user fees with other Cape Ann districts. Jeff Sands believes it does, as the average fee is now \$300 per sport, with a low of \$212/ high of \$850.

Stacey Metternick brings up offering the fourth sport for free and the rationale in doing so. Discussion regarding proportionality, strategies of other towns, scholarships, and feedback Stacey has received from the community.

Carrie Jelsma asks if the issue of additional extracurricular fees was brought up. Jeff Sands explains that extracurricular activities and programs are typically self-funding without a standardized approach like that utilized in the athletic program. David Polito states that there was

no vocalized concern from the public about the issue of other extracurricular activities, however he agrees that it warrants future conversations and consideration.

Alex Begin is thrilled that residents have been heard and asks the committee about the process implemented in reducing fees by 50%. Discussion regarding history of user fees and the method to determine that 50% reduction.

Jeff Sands continues FY19 budget overview, explaining primary drivers including COLAs, steps, teacher degree changes, and other factors. Jeff reviews district totals demonstrating the level service plus critical priorities, as well as ongoing impacts of enrollment shifts.

Conversation around population of towns, demographic changes, and enrollment shifts resulting from this. District has worked closely with demographer who will present detailed findings of his study at the 3/28/2018 School Committee meeting. Members and general public encouraged to attend.

Carrie Jelsma asks about details regarding state aid and increase in Medicaid. Jeff Sands and Michael Harvey explain complexities and trends in Chapter 70, and mention the recent legislative action to reevaluate the formula currently used. Discussion regarding approaches to state aid, with Michelle Bailey adding that the state encouraged cities and towns to regionalize with the understanding the state would pay 100% of transportation costs upon doing so. Michelle states that H/W does not receive what the state had promised. Jeff Sands adds that the district spends roughly \$1.2 million in transportation costs, with only \$330,000 reimbursed.

Jeff Sands transitions to capital and debt exclusions presentation. Debt exclusions include the Winthrop Sprinkler System and Fire Alarm System (placeholder amount of \$1 million) and approximately 25 district wide projects focused on Safety, Accessibility, and Critical Infrastructure (estimated \$2.6 million).

Jim Purdy asks for examples of the Safety, Accessibility, and Critical Infrastructure projects. Jeff Sands reads through the project list including a broad range of H/W school improvements and additions aimed at increasing safety, accessibility, and infrastructure.

Phil Stearns notes that the district originally presented these projects in FY20 budget, inquiring if these 25 projects replaced the Turf Field project originally proposed.

Josh Liebow states that these projects did replace the Turf Field project, as the committee realized there was not enough support. Committee therefore decided to undertake the Turf Field project at a later, undetermined date.

Discussion regarding recreation department's concerns and greater community support, with Scott Maddern encouraging committee to undertake more intensive outreach efforts for the project.

Shawn Farrell asks about plans for OPEB contributions. Jeff Sands states that the administration's recommendation does not include OPEB because (1) the district's investment

should be a meaningful one - which is not currently feasible, and (2) Jeff does not personally think OPEB rates as a priority in FY19 budget.

Shawn Farrell and Jeff Sands discuss “meaningful” contributions. Conversation regarding strategy for contributions, educating public about risk, and the potential for making payments when High School/ Middle School debt rolls off the books. Scott Maddern remarks that the Town of Hamilton faced OPEB challenges as well, and recommends the School Committee embark on a similar path to educate the public and present risk analysis to begin contributions.

II. Review of Hamilton Wenham FY19 Budget & Potential Operating Override

Peter Lombardi, Wenham Town Administrator:

- In August, Wenham began working with department heads and considered a level service budget for FY19;
- 2% increase for the town expenses, assuming new capital items paid for with Free Cash.
- Wenham can accommodate a 2.5% increase in net operating for school district budget, including the \$177,000 reduction in user fees;
- Provides overview of the net impact of school’s enrollment shifts;
- Explains Wenham’s warrant articles for FY19 budget addressed in the April 2018 Annual Town Meeting
 - *Article 1* will seek approval of levy limit budget (2.0% town expense increase and 2.5% school expense increase);
 - *Article 2* will seek approval of use of \$750,000 in Free Cash to balance levy limit budget;
 - *Article 3* will seek approval for balance needed to fully fund anticipated FY19 school budget (additional \$365,000 over levy limit);
 - *Articles 4 & 5* will seek approval for two school debt exclusion projects (\$1 million and \$2.6 million).

Leslie Davidson discusses the impact on tax rates through the levy limit increase, override increase, and debt exclusion increase. Peter Lombardi clarifies that these tax impact dollar amounts and percentages are estimates only, and as such, seek only to provide a sense of magnitude.

Catherine Harrison asks the district to state clearly why the townspeople should support this, and what they would be spending their money on. Catherine would like to hear what that \$365,000 will buy and what will happen if the override does not pass.

Josh Liebow states that this was reviewed in detail during the presentation administration and School Committee gave earlier in the evening. If the override did not pass, Jeff Sands and Josh Liebow claim the district’s only option would be to look at staffing cuts. Discussion regarding the importance of communication between towns and district, critical priorities, and collective priorities. Stacey Metternick asks whether consideration has been given to alternative proposals for the Winthrop Sprinkler project, specifically methods that would lessen the severity of tax rate increase. Discussion regarding decision, process, and past meetings addressing this issue.

David Polito inquires about Wenham's proposed budget, pointing out that town's decision to designate money towards the levy is not a sustainable practice. David recommends examining sustainability in more depth.

Peter Lombardi agrees and discusses the difficulty of balancing a budget within the levy limit while also recognizing that one-time sources aren't going to be sustainable.

Jim Purdy comments that Wenham has given generously to School Committee budget in the past, and suggests careful consideration of the final presentation of numbers at town meeting. Asks if a level service budget will be presented in FY20 considering investments in FY19.

Jeff Sands states that beginning in FY14, the district has presented level service budgets, with the exception of the small FY15 additions. The year after year increase has been below 3%, and district has taken on the challenge to fund other projects, examine programs in depth, and make the most of existing resources. With four years of level service, an investment is needed to avoid millions of expenditures in the following years.

Allison Jenkins asks if the district ever appealed the Winthrop Sprinkler project requirement. Jeff Sands states that he conducted extensive research which resulted in administration and committee's decision not to file an appeal. Discussion regarding project details, the triggering of the project, and the town and district's responsibilities.

David Molitano asks about prioritizing capital projects like the Sprinkler Project when weighed against the eventual need for a new building. David Polito comments that the committee has begun conversations and expresses collective frustration with pouring money into older buildings.

Josh Liebow states that in light of these infrastructure challenges, School Committee passed a motion earlier this year to have administration pursue a Statement of Interest (SOI) with the MSBA. Discussion surrounding the process with MSBA, H/W rankings, likelihood of funding, models of funding, funding availability, strategies, and other considerations.

III. Review of Hamilton FY19 Budget

Mike Lombardo presents Town of Hamilton's budget, with no more than a 2% increase beyond level service. Hamilton is proposing:

- Increase halftime technology position from 20 to 37.5;
- Increase recreation department position from 1.5 FTE to 37.5;
- HR development;
- Procurement agent;
- Purchase order systems;
- Retirement costs;
- Town wide operating expenses;
- Controllable costs;
- Insurance premiums;

- OPEB funding increase by 25%.

Overall, the Town of Hamilton's FY19 preliminary budget shows a 4.1% increase, excluding the school district's budget. Mike provides overview of categories included in budget, and presents charts illustrating inclusion of the HWRSD budget. Mike Lombardo states HWRSD budget accounts for over 60% of the total town expenses. Hamilton has a \$2 million levy limit, so town is not currently facing an override.

Michelle Bailey asks what percentage of town's budget goes to pay for town debt. Mike states that the percentage of debt relative to the town is very low. Michelle asks if Hamilton anticipates taking on debt for any large capital items in the next 5 years, with Mike responding that Hamilton is not anticipating large projects other than (potentially) water. Scott Maddern details water project which aims to replace town's old pipes. Mike Lombardo claims this project will likely not happen in the next 5 years.

Josh Liebow says he is confused by the Town of Hamilton's letter, as it did not seem to address district's recommendations for FY19 budget, and in addition the letter felt premature. Jeff Sands adds that the confusion is increased particularly in light of an average increase of 2.5%.

Phil Stearns states that the town was looking at the percentage as a way to maintain level service. The COLA for the schools are much higher than town employees - and this is difficult to rationalize to town employees.

Jeff Sands points out that the COLAs are only a small part of the FY19 budget, and that the district's budget has only grown by 2.2% over the last 4 years. The letter from Hamilton does not incorporate this information.

Josh Liebow states his concern with Hamilton providing two separate questions on the ballot. Michael Harvey discusses the two question approach: neither question would limit the budget, instead it would result in failed budget entirely where the process would have to begin again. Jeff Sands elaborates with details on how budget processes and town meetings work.

Discussion surrounding the salaries and increases for school employees versus town employees, and the complexities of comparing the two groups. Allison Jenkins believes that COLA benefit increases should be the same for school and town employees. Argues that school district employees have vacation and other benefits that are beyond what town employees receive, and therefore school employees should not receive a higher increase in COLA. Argument about benefits and the increase for town and school employees.

School Committee members and district administration outline the process of budget adoption and the complications and confusion caused by a two question warrant. Allison Jenkins argues that the Town of Hamilton has a right to word the warrants any way they deem appropriate.

Michelle Bailey again questions the strategy of including two warrant questions, as the end result (proposed budget not approved) remains the same with 1 *or* 2 questions. Michelle explains that having one question on the warrant would allow the two towns to agree on a proposed budget and move forwards, but the current strategy with 2 questions disallows for this to take place and

causes unnecessary confusion and additional setbacks. Michelle argues that this then prevents the district from obtaining any useful information to move forward. Discussion regarding process implemented after a failed budget, budget process, Town Meeting timelines, and the complications associated with the Town of Hamilton proceeding with two question warrant.

David Polito posits that Hamilton's strategy essentially forces the hand of how district's budget should be received. This is taking the responsibility away from the school committee to present a budget to the town. David feels uncomfortable, as it is personally and professionally offensive to force town's will on townspeople and school district, and believes this is an example of the town overstepping their authority. Obviously the district wants to work collaboratively, but David asks the town to respect where their authority ends.

A lively and robust conversation follows regarding the implications of Hamilton's proposed ballot questions.

Phil Stearns states that Hamilton's percentage estimate may have been wrong, however the intention was to give the voters an option to approve where their money is going. Would like to consult with legal counsel before further discussion ensues.

Michelle Bailey asks the town to figure out the next town meeting date and to ensure a quorum, as this situation puts the district in a position of uncertainty. Josh Liebow agrees and reiterates the concern for the misinformation and potential backlash in community. Jeanise Bertrand adds that it is difficult to correct misinformation, in particular on closed social media groups, where there is a gray area with respect to open meeting law, and therefore committee responses risk violation of the law.

Michelle Bailey thinks committees share a collective concern and instead of fighting, committees should come together to talk to legislature for the benefit of all.

James Goudie exits the meeting at 9:43pm.

John Clemenzi exits the meeting at 9:43pm.

Scott Maddern highlights that Allison Jenkin's comments were unanimous decisions on the part of the Town of Hamilton. Scott speaks about the importance of collective strategy to reinforce the changes that are happening in Hamilton, specifically with regard to tax rates. States that all members are coming from the same space, and collective and collaborative efforts would be beneficial.

Jeff Sands states that over the last 3 years, district's numbers were below the numbers town asked for. In this fourth year, district is modestly above, but the average throughout the years has been far below.

Further discussion regarding the split of questions on the ballot. Michelle Bailey states that the ballot split as currently outlined sends the message that the town does not support district's proposed budget. Michelle believes the town should consider direct language that they do not

support the budget, instead of a convoluted disapproval as it appears in the two question ballot. Josh Liebow agrees and states the proposed ballot language is optically deceiving. Allison Jenkins says she appreciates the school committee basing their budget on feedback from the community, but states that she also receives constant feedback from community to lower tax rates.

Discussion regarding residents' understanding and interest in the budget, and the presentation of the budget with this understanding.

IV. Discussion of Potential HWRSD Debt Exclusion

Discussed above.

2. Vote to Adjourn 9:54pm

I MOVE TO ADJOURN THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING AT 9:54 PM.

**MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand.
Unanimously approved by 6 members present.**

I MOVE TO ADJOURN THE WENHAM FINCOM MEETING AT 9:54 PM.

**MOTION by [redacted]; SECONDED by [redacted].
Unanimously approved by [redacted] members present.**

I MOVE TO ADJOURN THE HAMILTON FINCOM MEETING AT 9:54PM.

**MOTION by [redacted]; SECONDED by [redacted].
Unanimously approved by [redacted] members present.**

I MOVE TO ADJOURN THE HAMILTON BOARD OF SELECTMEN MEETING AT 9:54 PM.

**MOTION by [redacted]; SECONDED by [redacted].
Unanimously approved by [redacted] members present.**

Respectfully submitted Mahala Lettvin

**The Hamilton Wenham Regional
School District
School Committee Meeting
Wednesday, February 28, 2018 7:00 pm
Buker School Multipurpose Room**

Present:

David Polito
Kerry Gertz
Joshua Liebow, Chair
Gene Lee (7:08 pm arrival)
Jeanise Bertrand

Also Present:

Michael Harvey, Superintendent
Jeff Sands, Assistant to the Superintendent
James Goudie, Student Government Representative

1. Call to Order

7:00

Josh Liebow calls the meeting to order at 7:01 pm.

2. Pledge of Allegiance

3. Citizen's Comments

Josh Liebow opens the floor to citizen comments.

4. Chair's Report

- Enrollment study was sent to the Town of Wenham via Dropbox, before School Committee reviewed it. This resulted in a violation of the School Committee protocol. Josh reminds committee of the protocols and encourages members to review and respect them.

5. Superintendent's Report

- Mike Harvey congratulates Danielle Petrucci, Miles River Health Teacher, who has been named the Massachusetts Health Educator of the year. Congratulations!
- High School student government representatives (present) will respond to the Parkland tragedy later this evening. Mike voices support for the students, and has spoken with leadership team as well as High School Principal Eric Tracy.
- Two candidates have submitted necessary paperwork for the 2 open School Committee seats: Stacey Matternick and Peter Wonson. Elections are held Tuesday, April 12, 2018.

6. Consent Agenda

- a) Warrants
 - February 14, 2018
- b) Minutes

Exhibit A

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA INCLUDING WARRANTS FROM FEBRUARY 14th, 2018, AND THE MINUTES FROM FEBRUARY 13th, 2018 AS WRITTEN.

MOTION by Kerry Gertz, SECONDED by David Polito.

Unanimously approved by 4 members present.

MOTION PASSES

7. New Business

A. Student Government Presentation

James Goudie, President

John Farnham, Vice President (Green coat)

Alex Renaud, Treasurer (Black coat)

Andrew Riccio, Secretary (Suit:)

James Goudie: On March 14th Hamilton Wenham High School is planning a 17-minute walk out beginning at 10:00am to hold a moment of silence for each student lost at Parkland. Plan to read bios from students and talk about next steps. Invitation extended to League of Women Voters.

James Goudie provides update on DECA competition.

Gene Lee arrives.

John Farnham reviews High School athletic team updates as well as junior class plans for prom.

Alex Renaud presents an overview of the food packaging event and fundraising activities aimed at providing food to area families in need. Packaged around \$2,000.00 worth of meals.

Andrew Riccio speaks about a derogatory term found on school computer and the resulting decision to bring speaker to address racism and help facilitate small group discussions.

Thank you to student government!

B. Donations

Exhibit C

EdFund – Cardio Drumming Equipment \$999.58

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM EDFUND IN THE AMOUNT OF \$999.58 FOR CARDIO DRUMMING EQUIPMENT.

MOTION by Kerry Gertz; SECONDED by Jeanise Bertrand.

Unanimously approved by 5 members present.

MOTION PASSES

Thank you to EdFund for this generous donation!

C. Report on Superintendent's Goal Progress

Exhibit D

Michael Harvey reviews goal progress and status updates including (1) Student Learning Goals; (2) Professional Improvement Goal; (3) District Improvement Goal. Outlined in [School Committee Packet](#) pages 30 - 35.

Discussion regarding the observation action mentioned in goal # 2 status update, as well as inquiry into the metrics utilized.

D. Update on Enrollment Study

Exhibit E

McKibben will present to School Committee on March 28th.

Mike Harvey states that enrollment in schools will continue to decrease, but not as drastically as seen in the past.

Discussion regarding average age of townspeople, difference between what is reported and what was discussed at the Joint Committee Meeting. Further discussion regarding the details of the study, usefulness of presentation to explain details, and complexities of interpreting data without explanation.

Discussion regarding base assessment and minimum spending accounts, as well as application of methodology for past data.

E. Communications Plan for FY19 Budget and Debt Exclusion Articles

School Committee was invited to Wenham Day on 4/2/2018, which is the Monday before the Annual Town Meeting. Mike has put together a list of events that committee may want to consider:

Wenham Day	04/02/2018
Wenham FinCom	04/02/2018
Buker School Open House	03/05/2018 @ 5:30 pm
Athletics Parents	3/13/2018
Kindergarten orientation	03/13/2018 @ 6:30 pm, Winthrop
Cutler Friends	03/26/2018
Board of Education Fund	03/13/2018
League of Women Voters	03/27/2018

Discussion regarding the policies of advocating for ballot questions/ attendance at Town Meeting.

Mike Harvey reads aloud the policies including School Committee Members being able to speak in support, but that 4 or more members discussing an issue on social media constitutes a gray area for violating open meeting law.

Discussion regarding best approaches and strategies. Mike reiterates that School Committee can advocate for participation in the Annual Town Meeting, but not advocate for a specific ballot vote.

Facebook posts can advocate for a position, and Josh Liebow asks that David Polito and Michelle Bailey discuss strategy and become designated School Committee social media commenters.

Discussion regarding attendance at the events specifically taking place on 03/13/2018: Mike plans on attending Athletic Parents' Info Night and EdFund, and Kerri offers to attend Kindergarten Orientation.

Discussion regarding talking points of school committee members and consistent messaging. Jeanise Bertrand asks James Goudie to encourage his 18+ friends to attend ATM and to vote.

School COmmittee Members discuss strategy in talking points for attending upcoming events and in general. David Polito would like the record to reflect that he is an art teacher and supports the arts, and therefore previous claims that he supports high user fees for the arts are inaccurate.

David Polito will coordinate with Michelle Bailey through Mike Harvey to agree on outline of talking points and strategy.

Discussion regarding the structure of warrants and next steps after Annual Town Meeting.

8. Other

a) Topics for next meeting, Wednesday 03/14/18:

- Update from Friends of Buker on playground;
- Student activities subsidiary account;
- Financial forecast (tentative);
- Revisit the list of initiatives that were presented in October 2017. Jeff Sands has been away and has asked to push this item to 03/28/2018.

Josh will be out on the 14th.

9. Vote to Adjourn

9:30 pm

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING ADJOURN AT 7:55 PM.

**MOTION by Kerry Gertz, SECONDED by Jeanise Bertrand.
Unanimously approved by 5 members present.**

MOTION PASSES

Respectfully submitted, March 7, 2018, Mahala Lettvin

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Hamilton-Wenham Regional High School Date Submitted: February 28, 2018Faculty Sponsor: Kevan Sano Position: Curriculum Coordinator /Spanish Teacher

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: _____
☒ International Trip (extracurricular only) - Destination: Ten

Departure Date: April 10, 2019 Time: TBD Return Date: April 20, 2019 Time: TBDNumber of Students Eligible: 36 Class/Group: Spanish students grades 11/12Faculty Sponsor: Kevan SanoOther Faculty/Staff chaperones: Stephenie Sprouse, Matt Jones, other TBD

Other chaperones: _____

Mode of Transportation: air, bus & train Number: _____Airlines/Flight/Ground Transportation: as scheduled by WorldStrides planes, bus, train

II. Estimated Expenses

1. Transportation Cost:	6. Financial Assistance Available? Yes No <input checked="" type="checkbox"/>
2. Admission Charges: <u>inclusive</u>	7. Other Sources of Funding? Yes No <input checked="" type="checkbox"/>
3. Lodging & meals cost:	8. Amount Available: \$
4. Other (specify):	9. Are Student Activity Funds being used? Yes <input checked="" type="checkbox"/> No
5. Total student cost: <u>\$5,024 before discount</u>	10. If yes, amount being used: \$

\$4624 with discount

III. Attachments

1. Copy of Parent Letter with meeting date:	5. Travel Costs & Refund Policy: <u>as stated</u>
2. Itinerary:	6. Travel Insurance Policy (if applicable): <u>Cost included</u>
3. Security features for transportation & accommodations:	7. Pre and Post Trip Activities: <u>meetings</u>
4. Arrangements for meals and lodging: <u>inclusive of price</u>	8. Other Descriptive Information: <u>attached</u>

IV. Approvals

Department Chairperson or Field Trip Requestor: K Sano Date: 2/28/18I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: _____ Date: _____

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: _____

April 2019 Field Trip to Peru

Proposed by Kevan Sano

To: Eric Tracy

I would like to put forth a proposal for a Service Learning trip to Peru in 2019. This will be our seventh trip to Peru, having traveled every other year since 2007. Every site visited and each activity enhances the curriculum taught at the high school in our Spanish 3 Honors class and our Spanish 4CP classes. This trip will have a service learning component similar to our trip in 2017. The service component will allow us to spend more time engaging in activities with local children and families. Our past trips have included a school visit however a few hours is not enough time. The service component gives us 2 full days with local children and their families. We will also have the opportunity to celebrate part of Holy Week in Peru.

We will do our service in the outskirts of Cuzco, we will have 2 full days of service learning in an impoverished community school. Students will get to know the students and their way of life. They will be able to make a difference by visiting with local children, helping with school activities, and participating in school beautification projects.

We expect the student participants of the spring trip to Peru to achieve the following educational benefits:

1. Concentrated exposure to native speakers
2. Opportunity to speak Spanish over an extended time period
3. Direct observation of Peruvian culture and everyday life
4. First-hand experience of some of the sites important to Peruvian and Spanish history, literature and art (with a concentration on the age of conquest and the Incan Empire)

In addition to skills that are directly applicable to their Spanish classroom, students who participate in this field trip will also gain considerable collateral benefits. Some of these include:

1. Learning to make group decisions and adapt to others
2. Examining and learning to overcome language/ cultural barriers
3. Developing a sense of personal independence and ability—dealing with officials, exchanging money, making decisions.

For some students this will be a once-in-a-lifetime experience, for others it will be the beginning of a lifetime of cross-cultural encounters. As language teachers, we are committed to making the experience the best possible for each student.

#1 **Proposed Dates** – April school vacation 2019 and 2 additional days prior to the start of vacation. I would like to leave Wednesday April 10th and return on Saturday April 20th. I am requesting the additional days because of the travel distance and the time necessary to acclimate to the change in altitude. Additionally it is easier and less expensive to leave midweek also Easter Sunday is April 21st allowing us to return on the Saturday before Easter would be easier for families.

#2 **Student Eligibility** – Every site visited and activity planned enhances the curriculum taught at the high school in our Spanish 3 Honors class and our Spanish 4 CP class. Therefore I propose the following requirements:
 Successful Completion of Spanish 3 H class or Spanish 4 CP
 Verbal recommendation from his/her Spanish teacher
 Seniors will be given priority then juniors finally sophomores if space is available

#3 **Space** will be limited to no more than 36 student participants with 1 teacher chaperone for every 6 students.

#6

4 Estimated cost per student

Total: \$4624 per person if enrolled on or before 3/29/18 \$5024 after 3/29/18

This price includes round trip transportation on major scheduled airlines from US to Peru and national airlines within Peru, 3 nights lodging in Lima, 2 nights in Cuzco and 4 nights in the Sacred Valley, and most meals: guaranteed 2 meals a day, breakfast and one other depending on day's schedule.

In addition, students will need spending money for souvenirs and meals not covered in program as well as gratuities for tour guides in various places. Students should figure an additional \$300 for these expenses.

Timeline for payment

\$300 initial deposit on or before 3/29/18

Balance can be paid in 11 monthly installments of \$393.09

Final payment due December 1st, 2018

9 Beyond the eligibility requirements, student participation is based on ability to pay and is voluntary.

Upon approval I will hold an informational meeting for interested students and their parents. I will then begin to enroll students. Students will have the option of enrolling online but must be approved by me. Students must meet eligibility requirements before enrolling.

There is a website to promote the trip and as a means of communication I will create a Classroom page. I will have monthly meetings beginning in September 2018 to prepare students for this adventure.

Other – Entry requirements

Valid passport (valid for at least 6 months after return date)

Vaccinations and medications - typhoid vaccinations are required

Consult – www.cdc.gov for current immunization recommendations / requirements

Good physical health recommended due to Altitude sickness and considerable walking required

Why WorldStrides?

Everything revolves around LEAP! **Learning by Exploring and Actively Participating**. Mindful that there are different types of learners, WorldStrides Tour Directors make information available in a variety of exciting ways. Culture and history come alive, with the students as active participants in a spectacular learning experience. There are opportunities for students to earn college credits if they choose to enroll in a special program. Professional Development points are offered to teachers. There is also a financial aid program. Finally we have a long history with WorldStrides(formally NETC) and we have NEVER been disappointed with the quality, safety or arrangements made by WorldStrides.

Draft

Hamilton Wenham Regional High School
775 Bay Road
S. Hamilton, MA 01982

March

Dear Parents:

Your son or daughter has expressed an interest in traveling to Peru with teachers from the Spanish department in April of 2019 pending school committee approval. Each site has been chosen for its educational value as well as to meet the interests of the students. In the past, our trips have sold out and many participants go on to write about their experiences in college applications. The proposed dates for the trip are April 10th - 20th, 2019. The projected cost will be \$4624; if enrolled on or before 3/29/2018. After this date the price will then be \$5024. The trip is payable with a \$300 deposit then 11 payments of \$ 393.09.

The program fee includes:

- Round trip airfare
- overnight accommodations
- guaranteed 2 meals a day, breakfast and either lunch or dinner
- sightseeing excursions
- transfers and inter-city transportation
- full-time guide services
- Traveler Assistance, Medical Insurance and Travel Insurance

Not included:

Transportation from Hamilton -Wenham to the airport (\$30 to provide coach bus for group)
Gratuities for guides (approx. \$55 - to be collected in advance of leaving)
Spending money for souvenirs, gifts and lunches (suggested \$200)

We are planning an educational trip for a group of students who will be serious about wanting to experience the history and culture of Peru. The tour will be an "on site" enhancement of the Spanish curriculum taught at the high school and has been customized specifically for Hamilton-Wenham. This trip also has a community service component in the Sacred Valley.

The purpose of this letter is to differentiate between the students who are merely interested in going and those who are most likely going to be able to go. At this time, your response is non-binding and only intended to provide us with a working number as we move forward with our plans. Learn more at the parent meeting March 21st. 6:30-7:30 HS Cafe

Muchas gracias,
Ms. Sano

My son / daughter _____ is planning to travel to Peru in April of 2019.

_____ is very interested but can not make a definite commitment until _____.

_____ can not be a part of this trip.

Signed _____

1

Peru

Day 1 Hola Lima

Meet your tour director and check into hotel

Day 2 Lima--Cuzco

Fly to Cuzco

Koricancha Temple visit

Day 3 Cuzco

Sacsayhuaman Fortress visit

Tambo Mach'ay, Qenko, Puca Pucara

LEAP Pago al la Tierra

Day 4 Cuzco

Volunteer Activities

Day 5 Cuzco-Sacred Valley

Pisac & Ollantaytambo visit

Awanacancha Llama Farm Visit

Day 6 Sacred Valley

Community volunteering

Day 7 Sacred Valley--Machu Picchu

Free Time in the Sacred Valley

Train ride to Machu Picchu

Day 8 Machu Picchu

Explore Machu Picchu

Day 9 Cuzco

Transfer by train back to Cuzco

Free time in Cuzco

Day 10 End tour

Fly to Lima

See the Magic Water Circuit in Parque de La Reserva (Pending Flight Schedule)

Fly home

Day 11 Return home



Peru

TRIP INFO

Trip ID: Sano-O'Brien-9748 (use this to sign up at www.worldstrides.com/enroll)

Program: Peru

Travel Dates: 4/10/2019 — 4/20/2019

TRIP PRICE

Student: \$4,624.00 triple/quadruple occupancy

Adult: \$5,154.00 double occupancy

The price above includes the \$400 discount for signing up by 3/29/2018. However please don't forget to enter the voucher code **Travel4W** in order to have this discount credited!

Advantage Payment Plan: Save on your initial deposit and enjoy the convenience of affordable, flat monthly payments! Pay just \$199 upon enrollment, then \$199/month thereafter, conveniently charged to your credit card. Learn more at worldstrides.org/advantage, then call us to sign up: 800-771-5353.

EZPay: Avoid missed payments or handling fees with our easiest and most popular payment plan! Pay \$300 upon enrollment, then have monthly installments conveniently deducted from your checking account. Your installment amounts will be determined based on when you sign up and any optional inclusions, and your last payment will be made by the final payment deadline. Simply select EZPay during registration and we'll take care of the rest.

4-Step Manual Pay: You may also elect to make manual payments. Pay \$300 upon enrollment, then: An additional \$200 is due within 30 days of enrollment, 90% of your remaining balance is due 110 days prior to departure, and the final remaining balance is due 75 days prior to departure.

FLAG Financial Assistance: Financial assistance may be available for families with an adjusted gross income up to \$85,000. Call us to learn more and apply: 800-771-5353.

WorldStrides Cancellation Protection Plus: For an additional \$25 per day, get the ability to cancel your tour for any reason and receive a refund (less non-refundable deposit, fees, and the Cancellation Protection Plus program cost). Refund may be returned in the form of cash and/or a travel voucher. To learn more, visit worldstrides.com/ldtripterms.

INCLUDES

- Round-trip airfare and other transportation described in the itinerary
- Traveler Assistance, Medical Insurance & Travel Insurance
- Three college credits are included in the cost of your program
- Centrally located three- and four-star hotels
- Daily breakfast to start the day energized and ready to go
- Lunch & dinner daily
- Full time, bilingual, WorldStrides Tour Director who is LEAP-trained in experiential education
- Local guide at sites and on city tours as described in the itinerary
- LEAP! Educational Program

ENROLL TODAY!

Enroll By: 3/29/2018

Deposit Amount: \$300 (non-refundable)

Be sure to use Voucher Code **Travel4W** when signing up to receive your \$400 trip discount.

Enroll:

- Online at www.worldstrides.com/enroll (to sign up, use Trip ID: Sano-O'Brien-9748)
- By phone – 800-771-5353
- By mail – use the registration form on the reverse side

Website: www.worldstrides.com/enroll | Customer Service Phone: 800-771-5353

REGISTRATION FORM

Trip ID: Sano-O'Brien-9748

Hamilton Wenham Reg High Sch

Full legal name*: _____

*Federal mandate (TSA) requires that travelers provide their complete first, middle, and last names (as they appear on legal documents, not nicknames or initials) and date of birth.

Date of birth: ____/____/____ ☐ Male ☐ Female ☐ Student ☐ Adult

Email Address: _____ ☐ I verify this is a valid email address

Mailing Address: _____ City: _____ State: _____ Zip: _____

Responsible Party name: _____ Mobile phone: _____

Home phone: _____ Mother's work phone: _____ Father's work phone: _____

Select a payment plan from the options below:

☐ EZPay Plan: \$300 deposit due today

☐ 4-Step Manual Payment Plan: \$300 deposit due today

☐ Pay in Full: \$4,624.00 due today

I am paying by: ☐ Check ☐ Credit Card

☐ Mastercard ☐ Visa ☐ Discover ☐ American Express

Card Number: _____ Exp. Date: ____/____/____

Cardholder's Signature: _____

☐ Yes, enroll me in the Cancellation Protection Plus.

Make your check payable to WorldStrides and mail with your completed application to:

**WorldStrides Programs
Attn: Participant Services
2 Heritage Drive, Suite 402
Quincy, MA 02171**

Signature X: _____
I have reviewed and agree to the Terms and Conditions and confirm my Cancellation Protection Plus. Full terms and conditions can be found at www.worldstrides.com/enroll.

#8 Security Plan for travel to Peru

- A 6 to 1 ratio of chaperones/teachers to student as per rules of international travel
- All chaperones are CORI'd.
- Bilingual WorldStrides tour guide with us 24/7 from arrival until departure
- Head chaperone will have an international cell phone
- At least one Spanish-speaking chaperone on each bus.
- Students are divided into families and assigned a teacher/chaperone
 - Students check in with their assigned teacher/chaperone every time we move, transition or need to disperse information.
 - Students are advised to travel in groups no smaller than 4
- A strict itinerary/timeline/ schedule of events.
- Daily check-ins during the day and a nightly room check at bedtime
- Students and chaperones receive the detailed itinerary, names of hotels and important contact information including the US. Embassy in the country
- Monthly meetings to prepare students and chaperones for travel and what to expect
- Preparation meetings with chaperones to review expectations and procedures while on tour
- In case of an international emergency, we will contact our US Embassy

Traveling with WorldStrides: layers of assurance

A WorldStrides trip is more than just a once-in-a-lifetime cultural and learning experience; each and every traveler is backed by the strength of North America's largest and most trusted educational travel organization. Below is just a sampling of the support services WorldStrides provides to individuals and groups.

Insurance: Liability and financial security

- **Liability insurance** – WorldStrides' insurance is the largest in the industry at \$50 million USD. This coverage extends to certain individuals acting on behalf of WorldStrides as tour directors, program leaders, and chaperones. Your school can be named as additionally insured.
- **Extensive consumer protection** – \$1,000,000 USD in coverage for advance deposits through our USTOA membership.
- **Based in North America** – WorldStrides is owned by the Carlyle Group, a leading global asset management firm.
- **Affordable, optional medical and cancellation insurance** – Access to coverage available for all trip participants. Our policy in Canada provides for full cancellation if there is a terrorist incident in the city that is on your itinerary within 90 days of time of travel.

Risk management

- **Emergency contact services** – WorldStrides' on tour support office is open 24 hours a day and staffed with trained professionals ready to assist with any problems or questions during travel.
- **Crisis management team** – Led by a dedicated Vice President of Risk Management, our team actively monitors world events, International SOS, US State Department, and Canada Department of Foreign Affairs notices 24/7.
- **Emergency monitoring and evacuation services** – WorldStrides partners with iJet, a fully integrated risk management company providing world-class threat intelligence, innovative technology and response services.
- **Doctors on call program** – A George Washington University Hospital doctor serves on staff as the WorldStrides Medical Director, overseeing medical response planning for the organization. Through an exclusive agreement with the GWU Department of Emergency Medicine, participants have worldwide, 24/7 phone access to medical support (including phone consultations and translation services).
- **Embedded insurance** – All program participants are automatically covered by \$7,500 primary medical and dental insurance and \$50,000 emergency medical evacuation insurance.

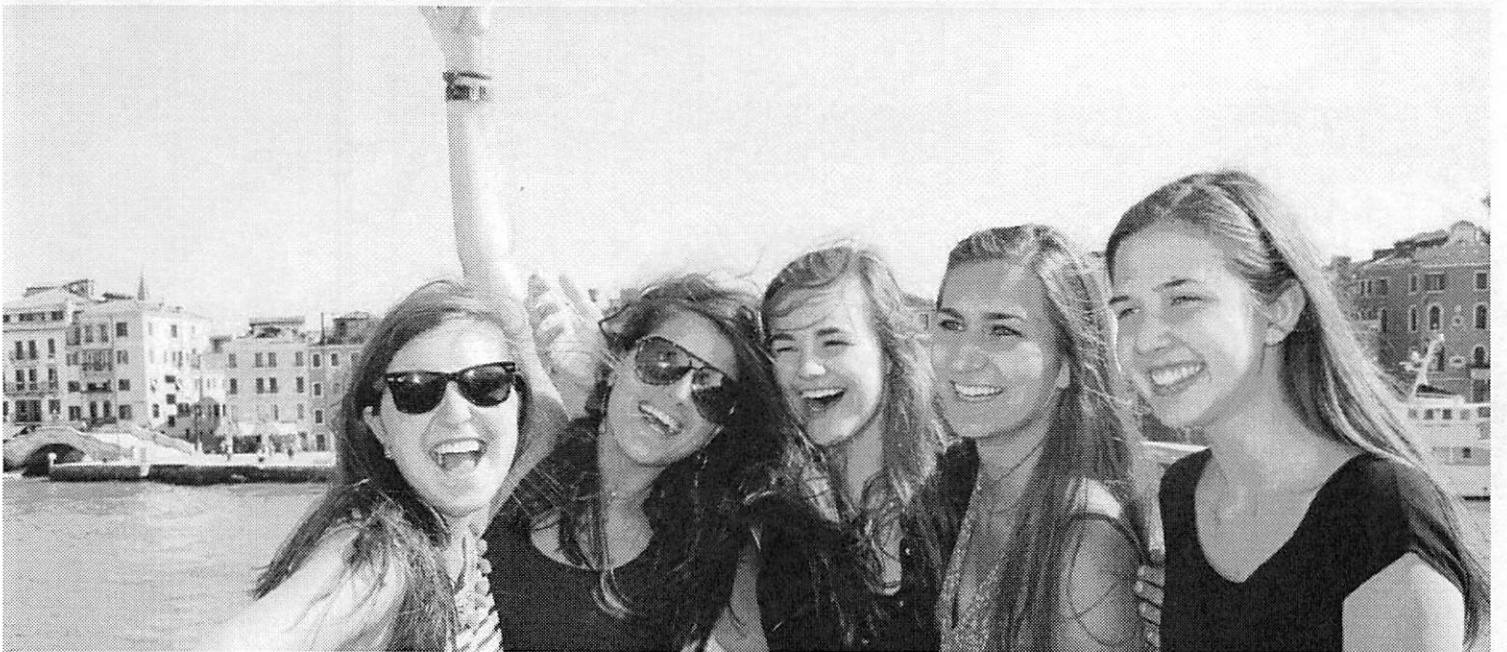
Accreditation and educational strength

- WorldStrides is accredited as an educational institution through *AdvancED*, and is the first travel provider in North America to attain this accreditation, which validates the quality, stability, and educational value of our programs.
- WorldStrides provides educational travel programs for more than 5,000 middle and high schools, 400 universities and 400,000 students annually.

Safe and secure: A core WorldStrides value

- **TravelSmart, Travel Safe™** – WorldStrides has its own copyrighted instructional tool with safety guidelines, recommendations and information for all travelers.
- **Tour Director training** – Best practices outlined in this document are reinforced by our Tour Directors who are trained to provide a student safety overview at the beginning of each trip including general security procedures.
- **Emergency procedures** – WorldStrides has an extensive on-the-ground support network in all travel destinations to assist in the event safety issues arise. Our Tour Directors have experience working in the countries our students visit and are available to the group 24/7. We are in regular contact with our Tour Directors and others on the ground to provide up-to-date information to travelers and those at home.

***Enriching students' lives and igniting
personal growth through
experiential travel***



WorldStrides®

Contents

Who is WorldStrides - - - - -	2
Our History - - - - -	3
Mission & Vision - - - - -	4
Our Divisions - - - - -	5
Partnerships & Accreditation - - - - -	6
International Programs At-a-Glance - - - - -	7
Program Inclusions - - - - -	8
Safety & Security - - - - -	9
Educational Excellence - - - - -	12
Accessibility - - - - -	14

Who is WorldStrides?

WorldStrides is the largest and most trusted educational travel organization in the United States. Since 1967, WorldStrides has provided a variety of educational travel programs to more than six million elementary, middle, and high school students, as well as university and graduate students. 300,000 students each year travel with WorldStrides to destinations throughout the United States and the world. We have worked with educators from all 50 states and several foreign countries, taking students to more than 90 countries on six continents.

Our Locations

WorldStrides has offices in Charlottesville, VA (main headquarters); Salt Lake City, UT (secondary headquarters); Annapolis, MD; Arlington, VA; Boston, MA; Chicago, IL; El Dorado Hills, CA; Houston, TX; Newport Beach, CA; New York, NY; Pasadena, CA; Reno, NV; Richmond, VA; Seattle, WA; Staunton, VA; Williamsburg, VA; Toronto, Canada; Sherborne, United Kingdom; Shanghai, China; and Victoria, Australia.

Our Leadership

We are backed by the financial strength of Metalmark Capital and Silverhawk CapitalPartners. WorldStrides' management team is led by Jim Hall, Chief Executive Officer; Fred O'Connor, Executive Vice President; Adam Hall, Chief Financial Officer; Terri Morgoglione, Executive Vice President; and Rick Morrow, Executive Vice President.

Our History

INSPIRING STUDENTS **1967**
SINCE

1964

A middle school social studies teacher from Chicago discovered the incredible educational experience of traveling to Washington, D.C., with his students.

1967

He was so encouraged by the powerful effects that travel had on his students, he left teaching to create Lakeland Tours. His vision to make educational travel easy, fun, and safe for teachers and students came to fruition, as Lakeland Tours grew and became the leader in educational student.

1996

Lakeland Tours became accredited by the Northwest Association of Accredited Schools (now the Northwest Accreditation Commission), making it the first accredited travel study school and paving the way for Lakeland Tours to become the premier educational travel provider in the nation.

1998

From 1998 to 2001, Lakeland Tours joined forces with other leaders in the student travel field—American Student Travel, Bowl Games of America, Educational Field Studies, Heritage Festivals, and Wider Horizons—to form WorldStrides.

2003

Classic Festivals joined WorldStrides as a member of our Performing Division.

2005

WorldStrides' educational mission was broadened to include "a commitment to environmental stewardship," and our Science Action and Adventure Series was born.

2004

WorldStrides renewed its status as an accredited travel study school.

2008

WorldStrides expanded its high school and university offerings by welcoming The Field Studies Center of New York and Accent Travel Group to the WorldStrides family.

2009

WorldStrides welcomed New Century Tours and TravelMBA, further strengthening its position as the leader in educational travel.

2010

WorldStrides renewed its accreditation through the Northwest Accreditation Commission and became accredited by multiple regional accrediting agencies, including the Western Association of Schools and Colleges, Middle States Association Commission on Elementary and Secondary Schools, and AdvancED, the parent organization for the Southern Association of Colleges and Schools Council on Accreditation and School Improvement and the North Central Association Commission on Accreditation and School Improvement.

2011

WorldStrides rebranded its primary divisions, uniting its programs in order to strengthen its singular mission across all divisions. In addition, Casterbridge Tours, a leading provider of art, literature, language, and history programs to Europe, Asia, and Africa, joined the WorldStrides family.

2012

WorldStrides introduced New Worlds Emerge, a suite of short-term immersion experiences to destinations worldwide. With this addition, WorldStrides expanded its high school offerings to individual travelers seeking an educational travel experience. In addition, WorldStrides welcomed NETC, adding to an already extensive repertoire of international travel programs to 70 countries.

2013

WorldStrides introduced International Discovery programs, uniting the programs of Casterbridge Tours and NETC under a single name. Additionally, WorldStrides further diversified its program offerings when WorldPass and Trekset joined the WorldStrides family, expanding its local presence to four continents.

Mission & Vision



***Journeys
Designed
to Inspire,
Enrich, and
Educate***

Our Values

WorldStrides' mission is "enriching students' lives and igniting personal growth through experiential travel." Our dedication to three important values helps us achieve this mission:

- **Safe and Secure** – Our primary focus is always the safety of our program participants.
- **Passionate and Professional** – WorldStrides has a team of more than 600 travel professionals who are passionate about creating unforgettable educational travel experiences for students and teachers.
- **Beyond Classroom Walls** – Our programs provide learning that goes far beyond lessons learned in a classroom by exposing students to new places, cultures, and ideas.

Our Divisions



WorldStrides Discoveries Programs

WorldStrides Discoveries programs offer a breadth of curriculum-based history, science, and career-focused trips to destinations across the United States and abroad for elementary, middle, and high school students:

- East Coast History – Washington, D.C.; New York, NY; and other East Coast destinations
- West Coast Adventures: California! – San Francisco, CA and Los Angeles, CA
- California State History – Sacramento, CA; San Francisco, CA; San Diego, CA
- Science – Florida, Costa Rica, Iceland, Hawaii, and Alaska
- Career Exploration – Field Studies Center programs in New York City with themes such as theatre, fashion, marketing, dance, and finance.
- Christian Discoveries – Programs focused on the spiritual foundation of our nation and the role Christianity has played in its history, in Washington, D.C., and Williamsburg, VA.

WorldStrides OnStage Programs

These programs offer exceptional performance opportunities for orchestras, choirs, bands, and cheer and dance groups. Talented students perform at renowned venues, packed bowl games, and festive parades in exciting cities. Orchestra, band, and choir groups choose from adjudicated festivals in more than 20 cities and more than 100 festival dates. Marching band, cheer, and dance groups perform at any one of our national college bowl game and parade events in front of cheering crowds of fans.

WorldStrides Capstone Programs

WorldStrides Capstone programs are global immersion experiences for graduate and undergraduate students. University students gain a global perspective of business, medicine, law, and other professional studies by visiting and studying in developing and emerging economies in more than 90 countries worldwide. These programs are a key component in globalized curricula essential to leadership in our integrated economy.

WorldStrides Perspectives Programs

WorldStrides Perspectives programs, formally Casterbridge Tours and NETC, offer educational study experiences for middle school, high school, and undergraduate students in more than 90 countries, spanning six continents. Travel groups can focus on one of many academic themes, including art, history, literature, language, music, and science.

Partnerships and Accreditation

Established in 1967, WorldStrides is a recognized market leader in the education industry. WorldStrides was the first student travel provider in the U.S. to be accredited as a school and is now independently accredited by regional agencies across the United States by the U.S. Department of Education. Through a strict examination process, we maintain school and corporate accreditation – proof that we offer the highest standard of quality and exceptional educational content.

Accrediting Bodies

WorldStrides satisfies the same educational standards as public and private schools across the country, and is accredited by multiple accrediting bodies across the country:

- Western Association of Schools and Colleges
- Middle States Association of Colleges and Schools
- AdvancED (the parent organization for the Northwest Accreditation Commission, the North Central Association Commission on Accreditation and School Improvement, and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement)

Professional Affiliations

Educational Organizations

- Aventura Cultural Teacher Immersion Programs
- California State University
- Center for Civic Education
- Colonial Williamsburg
- Monticello
- Mount Vernon
- National Wildlife Federation
- Students Against Destructive Decisions (SADD)
- United States Holocaust Memorial Museum
- University of California Los Angeles (UCLA)
- University of Virginia Curry School of Education

Travel Associations

- Airlines Reporting Corporation (ARC)
- American Society of Travel Agents (ASTA)
- European Tour Operators Association (ETOA)
- International Airlines Travel Agent Network (IATAN)
- National Tour Association (NTA)
- Student and Youth Travel Association of North America (SYTA)
- United States Tour Operators Association (USTOA)
- Washington, D.C., Convention and Visitors Association

Memberships and Academic Associations

- American Choral Directors Association (ACDA)
- American Council of Teachers of Foreign Language (ACTFL)
- ASCD (formerly the Association for Supervision and Curriculum Development)
- Association for Middle Level Education (AMLE)
- Educational Theatre Association
- Executive MBA Council
- International Association for K-12 Online Learning (iNACOL)
- Learning Forward
- MBA Roundtable
- Music Teachers National Association
- National Association for Music Education (NAfME)
- National Association of Elementary School Principals (NAESP)
- National Association of Secondary School Principals (NASSP)
- National Band Association
- National Council for the Social Studies (NCSS)
- National Science Teachers Association (NSTA)

International Programs

WorldStrides Perspectives

Programs are an award-winning company with 21 office locations around the globe and educational travel programs in more than 90 countries and 400 destinations. Founded by educators for educators, we operate over 700 tours around the world, bringing more than 20,000 travelers on overseas programs each year.

WorldStrides Perspectives At-a-Glance

- Nearly 50 years in student travel business
- Offices in 21 locations
- Operations in 90+ countries
- Academically accredited by regional bodies across the United States
- Opportunity for students to earn school credit
- Opportunity for teachers to earn professional development
- Full-time education team
- 24-hour support on tour
- Liability insurance with coverage for teachers
- \$1 million USTOA Consumer Protection
- Expertly trained bilingual Tour Directors
- 24-hour emergency service line staffed by trained professionals
- Promotional recruitment materials



Program Inclusions

All-Inclusive Price

WorldStrides offers inclusive travel packages for our international programs:

- Teachers travel free with the first 6 students (ratio can be customized)
- For each additional 6 students who travel, teachers can bring along another adult
- Round trip airfare—major carriers, scheduled flights, guaranteed dates
- All airport taxes and fuel surcharges
- Accommodation in three/four-star hotels with private facilities
- Continental breakfast daily
- Three-course daily dinners featuring local cuisine
- Full-time LEAP-trained Tour Directors, with you 24/7 on tour
- Local specialist guides at major points of interest
- All excursions, cultural activities, pre-booked admissions (per your itinerary)
- Private coach transportation for airport transfers and touring, except in capital cities where public transport is used (and the cost included) for group sightseeing
- Free single room and international cell phone for Program Leader
- Additional free places in shared twin rooms (based on trip size)
- Comprehensive accident, illness, and accident-related dental insurance for all participants
- 24-hour Doctors on Call program to provide in-hotel or phone consultations for participants

Quality Customer Service

WorldStrides provides all customer service:

- A personal Tour Consultant to assist you in planning your program every step of the way
- An Account Support Representative to assist you in the rare case that your Account Manager is unavailable
- A personal Financial Services Representative to handle all accounting and invoicing services for your group and assist in allocating fundraising monies
- Customer Service Department to handle all parent inquiries

Fundraising Assistance

Your group's personal Financial Services Representative will assist you in any fundraising that you or your school decide to do. WorldStrides offers \$1 million in FLAG financial assistance annually, as well as the unique Gift of Education program, which has helped thousands of students raise millions of dollars over the years. Additionally, you will receive WorldStrides' fundraising flyer, and can also access our fundraising website at www.worldstridesfundraising.com for ideas, tips on grant writing, a list of outside companies that participate in fundraising efforts, and forms to help you keep track of the money you raise.

We Take Care of the Billing

WorldStrides directly handles all financial responsibility. We set up an individual payment plan for each participant and bill each family directly. If requirements with the group differ, other payment plans can be arranged. The school and the Program Leader do not need to collect money or worry about payment deadlines.

Benefits of Traveling with the Industry Leader

For nearly 50 years, WorldStrides has been enriching students' lives by providing top quality educational travel programs. Our staff of nearly 600 professionals is dedicated to serve you. Our accredited programs and commitment to excellence make us the leader in educational student travel.

Safety & Security

With our peerless travel safety record, the physical and financial safety of your group is guaranteed when you travel with us. Our benefits include:

Liability Insurance and Financial Security

- \$50,000,000 Travel Agent's Professional Liability insurance that covers certain individuals acting on behalf of WorldStrides as tour directors, program leaders, chaperones, and volunteer speakers.
- Consumer protection for advance deposits up to \$1,000,000 through USTOA membership.

State Department Registration and Legal Compliance

- Traveler registration with the U.S. State Department for each U.S. citizen traveling on the program
- Legal compliance with all U.S. Seller of Travel Laws. Ours are posted at www.worldstrides.com/legal-policy.

Unsurpassed Assurances

- **Embedded Insurance** – All program participants are covered by \$7,500 primary medical and dental insurance and \$50,000 emergency medical evacuation insurance.
- **George Washington University Doctors on Call** – Through an exclusive agreement with the George Washington University Department of Emergency Medicine, WorldStrides program participants have worldwide, 24/7 phone access to medical support (including phone consultations and translation services).
- **Emergency Contact Services** – Trained WorldStrides representatives are available 24 hours a day to assist while programs are underway.

Student Supervision & Safety

Planning for a Safe Experience before Departure

Behavior Contract

Safety is the number one priority at WorldStrides. All participants are expected to demonstrate high standards of conduct, courteousness, and consideration toward others. Students and their parent/legal guardian must sign a Behavior Contract so everyone understands the proper rules of conduct. Students behaving inappropriately while on the program may be sent home at the parent's expense.

Medical Release Form

A parent/legal guardian for each participant must complete a medical release form and provide emergency contact information and authorization for treatment in the event of an emergency. Teachers carry all Medical Release Forms throughout the trip.

Ensuring Students' Safety While on the Program

Adult Supervision

With a chaperone-to-student ratio that is customized to fit your group's needs, students receive proper attention and supervision. The Program Leader will identify the adult chaperones for the program. WorldStrides suggests selecting adults who are flexible, helpful, and comfortable with the students. Please note that at selected sites, students may be allowed the freedom to explore on their own.

24/7 Tour Directors

A specially trained bilingual Tour Director is with your group from arrival to departure on every WorldStrides International Discovery program. Our Tour Directors devote 100% of their attention to the students, challenging them to assess and apply what they learn through firsthand experience so they take the most away from the program. Students also follow a busy schedule, so their days are full of planned activities with adult supervision.

Emergency Services

Doctors on Call Program

WorldStrides has an exclusive partnership with The George Washington University Department of Emergency Medicine. A George Washington University doctor serves on our staff as the WorldStrides Medical Director, overseeing medical response planning for the organization and providing direct case management in the event of a medical response issue anywhere in the world. Our partnership gives us access to doctors who are available 24 hours a day to provide in-hotel emergency care to all our traveling students, parents, and teachers in the Washington, D.C. area and phone consultations for travelers in other locations. This program offers teachers and students the unparalleled benefit of receiving care in the comfort of their own hotel rooms while minimizing the disruption to the entire traveling group.



Student Supervision & Safety

WorldStrides Selects Its Suppliers with Safety in Mind

Hotels

WorldStrides pre-screens its properties and selects only those which are safe, comfortable, and high quality.

Travel Arrangements

WorldStrides contracts with major airlines such as American Airlines, Delta Airlines, Southwest Airlines, United Airlines, or comparable. Typically, WorldStrides meets the group upon arrival at their destination.

Suppliers

WorldStrides only works with companies who share WorldStrides' high safety and quality standards. WorldStrides thoroughly screens and regularly evaluates Motorcoach Drivers, hotels, and restaurants by periodically visiting these venues and relying on program evaluation surveys completed by teachers after returning from their program. All participating enterprises maintain their own insurance coverage.



Educational Excellence

Beyond Classroom Walls

Accreditation

WorldStrides was the first accredited student travel organization in the nation. Accreditation recognizes educational institutions for performance, integrity, and quality and entitles them to the confidence of the educational community and the public. WorldStrides is accredited through multiple regional accrediting bodies across the nation, including AdvancED (parent organization for the Northwest Accreditation Commission, North Central Association Commission on Accreditation, and School Improvement and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement), Western Association of Schools and Colleges, and Middle States Association of Colleges and Schools. This accreditation means that we have met or exceeded safety and educational standards established for schools all over the world. Accreditation means more educationally sound programs and better value for parents and students. All certificates of accreditation are available upon request.

Academic Credit

All high school students who participate on WorldStrides Perspectives programs are eligible to receive one free college credit after completing the required online coursework through our online platform. Middle school and high school students who travel on a WorldStrides program and complete pre- and post-trip online coursework requirements are eligible to receive high school credit. This academic record helps students fulfill graduation requirements, open up their course schedules to be able to take upper-level courses, and distinctively showcase themselves to colleges and universities.

Professional Development

WorldStrides programs comply with states' requirements for professional development. WorldStrides will help educators identify opportunities to earn professional development in their state, assist in the development of a portfolio, as needed, and issue a transcript free of charge.

Education Team

WorldStrides employs a full-time education team, which is responsible for maintaining our accreditation, developing curriculum materials, training our Course Leaders, assessing student learning, and providing educators with opportunities to grow through our professional development program.



Experiential Learning

Educational Innovation

LEAP: Learning through Exploration and Active Participation ®

WorldStrides International Discovery programs are unique in offering the LEAP Enrichment Program. LEAP brings contemporary teaching strategies, used by excellent teachers in the classroom, to the environments encountered while traveling.

LEAP is designed so your students:

- Are engaged and active learners.
- Are challenged to think critically.
- Grow personally and intellectually.

LEAP is the entire relationship between each student, the places they encounter, and their Tour Director acting as a cultural mediator, not just a series of activities. International Discovery Tour Directors have developed their exceptional leadership and educational skills as a result of extensive LEAP training, which includes cultivating an understanding of how all students — and all people — learn.

Students learn best when they are engaged, and challenged, and in any group, a wide variety of learning styles and social skills will be represented, each deserving an opportunity to shine. LEAP was designed specifically to replace the old-fashioned lecturing style of traditional tour guides, with a dynamic, inclusive, and constructivist approach.

The academic basis for LEAP is Howard Gardener's theory of multiple intelligences, the philosophy of constructivism and the synthesis of the transmission, transaction, and transformational approaches to learning.

Accessibility

WorldStrides is dedicated to making fundraising easy and fun for your students. We offer travelers a number of fundraising ideas and financial assistance that are designed to empower them to raise funds independently and generate contributions for their trip with WorldStrides Perspectives programs.

Scholarship Opportunities

FLAG Scholarship

Our most popular scholarship program is the FLAG (Future Leaders of American Government) Scholarship program, offering more than \$1 million in travel assistance to thousands of families each year. Families with an annual adjusted gross income (AGI) up to \$85,000 are invited to complete a confidential, easy application to receive travel assistance funds. The scholarship program is supported by a grant from the FLAG Foundation, a 501(c) 3 non-profit organization, and supplemented by funds from Perspectives Programs. Scholarships will be awarded on a first-come, first-served basis. Find out more at worldstridesfundraising.com.

SYTA Scholarship

The Student Youth Travel Association (SYTA) offers need- and merit-based scholarships for student travel. Visit www.sytayouthfoundation.org for more information on how to apply.

Fundraising

Many students work individually and with the help of their communities in order to raise money for their program. Sending a child on a trip of a lifetime is an opportunity families, friends, and neighbors can rally behind.

Gift of Education

The most successful individual fundraising effort International Discovery students use are Gift of Education letters. The Gift of Education is a successful, easy fundraising strategy that relies on small gift donations from your friends, family members, and local organizations to help you fund your trip.

Grant Opportunities

Verizon Foundation

The Verizon Foundation is the philanthropic arm of Verizon Communications. The Verizon Foundation's goal is to invest in results and fuel positive social change in a number of areas, including education. Organizations can learn more and submit an electronic grant proposal on the Verizon Foundation's website at foundation.verizon.com.

Grant Wrangler

Grant Wrangler is a free online listing service of grants and awards for K-12 teachers. New fundraising opportunities are posted frequently, and educators can sign up for a bi-weekly newsletter announcing the latest grants and awards. Find out more about Grant Wrangler at www.grantwrangler.com.



To Whom It May Concern:

For more than 30 years, WorldStrides has been devoted to offering unique life-changing educational experiences to young people through our International Discovery programs. We take pride in being the leader in meaningful educational travel overseas and in the high quality of all aspects of our programs. Every year, thousands of young Americans return home with a new perspective on their world, their country, and their own lives thanks to our programs.

Reputation / Education / Safety

WorldStrides utilizes quality services that meet the standards a reasonable parent and teacher would expect, in order to:

- a.) Protect the reputation of the teacher, the school and the school district.
- b.) Ensure the desired educational outcomes of the programs are achieved.
- c.) Ensure the comfort and safety of our students and their teachers.

Hotels / Restaurants / Other Trip Services

WorldStrides uses three and four star hotels in safe, central locations that, in addition to providing safe and comfortable accommodations, enable students to explore the surrounding neighborhoods in small groups and practice their languages. Central locations mean that students do not have to spend their time on long commutes in and out of the cities every morning and evening.

WorldStrides carefully selects restaurants and menus to ensure that students are well nourished and enjoy a variety of food that is both representative of the region they are in, and appeals to students' taste.

Similar care and attention to detail is applied to all of the services WorldStrides provides.

WorldStrides' suppliers (hotels, bus companies, restaurants, etc.) are required to meet local, national, and, where applicable, European Union (or equivalent) standards, and to carry liability insurance. WorldStrides inspects hotels and restaurants and re-evaluates them annually.

Tour Oversight / Support Overseas / Emergency Preparedness

WorldStrides monitors the US Department of State advisories for travelers and follows their recommendations.

Each tour is accompanied by an WorldStrides Tour Director who stays in the same hotel as the group each night and is with them throughout the program. Tour Directors undergo background/criminal checks as applicable in their countries of residence and are rigorously trained. They are supported on tour 24/7 by our overseas and US staff.

WorldStrides can be reached 24 hours a day, both in the United States and overseas, in the event of an emergency. Every WorldStrides participant is covered by an international network that provides emergency services including medical referral, medical translation, medical monitoring, repatriation, and much more.

An international cell phone is made available to each WorldStrides International Discovery Program Leader at no cost, and phones may be rented by students through the WorldStrides website.

WorldStrides has an established crisis management plan and retains a professional crisis management organization to assist us in such an event.

In addition, we offer comprehensive options to protect students against cancellation fees. The Total Surety Plan enables students to cancel their trip at any time and we strongly recommend it. Details of insurance and the protection plans are included in the Student Enrollment Guide.

Liability

Most of the programs are school-sponsored and WorldStrides International Discovery makes extensive provisions to protect teachers, schools and municipalities from liability. The "Release" (included in the Enrollment Guide and at www.EducationalTravel.com/Enrollment), which is signed by all participants and their parents if they are minors, contains a general release of liability and specifically addresses the issue of the use of school property for holding meetings for trip preparation, and the circumstances under which a trip will be deemed to be sponsored by the school.

WorldStrides carries \$30 million in professional liability coverage, in addition to general liability insurance. Teachers leading groups with WorldStrides International Discovery are automatically covered by this policy.

Financial Security/Bonding and Accreditation

WorldStrides is an active member of the United States Tour Operators Association (USTOA) and has posted a \$1 Million bond in accordance with the terms and conditions of the USTOA Travelers Assistance Program. Additional information is available at www.USTOA.com

WorldStrides is approved for listing and carries the maximum bond with the Airlines Reporting Corporation and the International Airlines Travel Agent Network.

WorldStrides is also a member of the European Tour Operator's Association.

WorldStrides programs are extraordinary learning experiences that help students mature and open their eyes to foreign cultures, so very different from our own and at the same time, so much the same. We hope that your students will be able to benefit from this wonderful opportunity.

Thank you for your interest in our organization. Please do not hesitate to contact me if you would like additional information.

Sincerely,

Justin Sockett
Executive Vice President

Course description: Global Perspectives

Assignments in this course move students through a trajectory that makes connections between the self, local experiences, travel destination experiences, and global considerations. Students gain an understanding of the world's richness and complexity while appreciating the diverse contributions of each society in its fabric. Students consider their own backgrounds and how their personal perspectives influence their interpretation of the world, and they grow awareness and respect for the interdependence of the global community. Global Perspectives units include A World to Behold, Discovering Your National Identity, Global Citizenship, Media on a Global Scale, Stewards of the Earth, and a summative assessment.

Course levels: Global Perspectives

Interested in earning credit that reflects your growth in Global Perspectives? Looking for the differences between the course levels available through WorldStrides? Want to understand how a topic can be explored differently based on a student's background knowledge and academic skillset?

At the core, course levels are differentiated by the framework mapped out by Benjamin Bloom. In this Taxonomy of Educational Objectives, types of assignments are distinguished by knowledge, comprehension, application, analysis, synthesis, and evaluation. What this means is that the high school course lends itself to more of the entry-level exploration of ideas with an introduction to concepts and that the college-level courses lend themselves to more of the higher order processing that expects greater independence analyzing, synthesizing, and evaluating information. Topics and themes are consistent across the courses; some assignments are similar yet have parameters that reflect the appropriate expectations.

Our experience working with successful students in our courses informs our recommendation for choosing the course level that's best for you.

Please choose the course level that feels right for you—these guidelines are quite flexible!

Students in 6th-9th grade

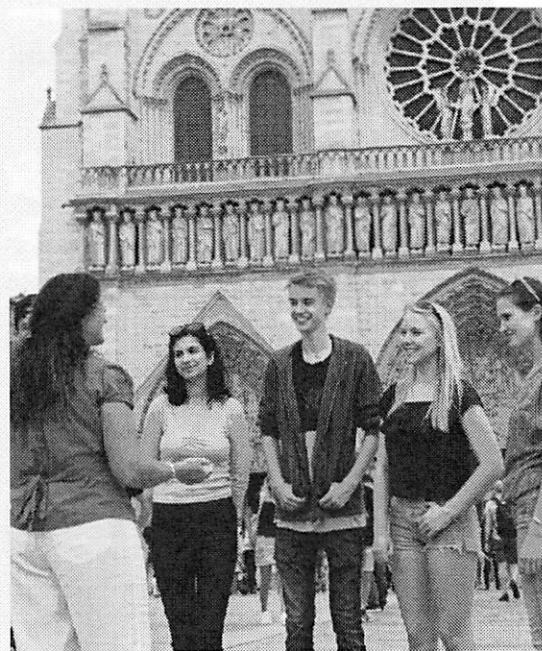
are likely going to enjoy and be successful in the high school course.

Students in 9th-11th grade

are likely going to need to weigh their comfort working in a self-paced environment and choose between high school credit or the one-credit college course.

Students in 10th-12th grade

are likely going to need to weigh the amount of time they can dedicate to their online studies and their experience with advanced coursework as they choose between the one-credit and the three-credit college courses.



The Curriculum and Academics Team is available to provide course selection advising and can be reached at discovery@worldstrides.org or through the learning management system's message feature.

We are looking forward to your work!

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
Wenham, Massachusetts**

**Parents'/Guardians' Permission to Participate, Emergency Treatment and Medications
Consent, and Release Form for Overnight, Out-of-State, Domestic, and International
Voluntary School Sponsored Trips**

I. Permission to Participate in Voluntary Field Trip

I/We, the undersigned _____ (print name) of _____ (town of residence) parent/guardian of _____ (print student name), a minor who is a student at **Hamilton-Wenham Regional High School**, hereby grant permission to the Hamilton-Wenham Regional School District School Committee, the Towns of Hamilton and Wenham, and its employees and agents for our minor child to participate in a voluntary school-sponsored trip to **Lima, Cuzco, and Sacred Valley from April 10th to April 20th, 2019**. It is my/our understanding that **Kevan Sano** (faculty sponsor and head chaperone) as well as other faculty will accompany the group.

In consideration of the educational value of travel, and other privileges and advantages to be gained by my/our child's participation in said trip, I/we do hereby forever release, acquit, discharge, and covenant to hold harmless the Hamilton-Wenham Regional School District School Committee, the Town of Hamilton, the Town of Wenham, its employees and agents and their employees, who are accompanying the students on the aforementioned trip from all actions, claims, demands, damages, loss of services, expenses, and compensations on account of, or, in any way growing out of any and all personal injuries and property damage which may result at any time during the trip, and which I/we may hereafter have as parents and/or guardians of said minor child, as well as all claims or rights of action for damages which the said minor child may hereafter have either before or after he/she has reached majority. I/We further promise to bind myself/ourselves jointly and severally to reimburse to said releases any sum of money which it/they may be compelled to pay because of any injury or damage or for any other reason, on behalf of said student while on said trip.

I/We further agree that should said minor child _____ (name of child) behave in a manner which, in the judgment of the teacher in charge, may endanger the health, safety, or welfare of that student or others in the group (this of course includes any infraction of alcohol/drugs). I /we further understand that Hamilton-Wenham Regional School district policies on student behavior, student handbook rules and regulations, and MA Interscholastic Athletic Association (MIAA) rules and regulations will be in full force and effect and apply to all PK-12 field trips. The teacher/head chaperone in charge in his/her sole discretion has my/our permission and assent to the following:

1. Space will be reserved on the next available train/bus/plane flight returning to Boston, and my/our child will be placed on such train/bus/plane flight.
2. I/We shall be totally responsible for reimbursing any and all expenses for such transportation.
3. Upon notification of such decision, I/we agree to meet and be responsible for my/our minor child upon his/her arrival.

I/We are aware that my/our minor child has been advised to travel in groups and it expected to maintain a buddy system during unscheduled time periods.

Name (Adult)

Parent A/Guardian A

Address

Parent B/Guardian B

If the student is 18 years of age or over, have him/her read the foregoing and sign below.)

I, _____ (print name), a student at

Hamilton-Wenham Regional High School, have read the foregoing and agree to its contents.

Name

Signature

Date

II. Emergency Treatment and Medication Consent

In the event of illness of or injury to that student in connection with the trip, the chaperones are granted full authority to take whatever action they may be willing to provide and may believe to be warranted with regard to related health, safety, and medical care, and/nor will have any liability whatsoever for any expenses, damage or injury of any kind resulting from or involving such an action whether incurred or caused by other participants and/or by any others.

I/We , _____ (parent/legal guardian – please print), give permission to the Hamilton-Wenham Regional School District staff or chaperones to act on my/our behalf for my/our minor child _____ (student's name – please print) in the event of a medical emergency.

The School District has your emergency card on file. Is there any a change in that information or is there new information we need?

Yes _____

No _____

Will mediation be required during the field trip?

Yes _____

No _____

If yes, please describe:

As per the Hamilton-Wenham Regional School District Policy on Medications (H 8010), students may not carry any medication (prescription and non-prescription) on a field trip. If mediation is necessary, school personnel must carry the medication and dispense it to the student. Written instruction signed by the student's physician must be on file with the school. These instructions must include the diagnosis, name of medication, dosage, and time of administration. Medication must be in the original labeled container.

III. Student Contract

1. I agree to follow all Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section C.13 regarding student conduct. All rules will apply and be in effect at all times for academic and extracurricular field trips.

2. I agree not to be in possession of or utilize drugs, tobacco, and/or alcohol while traveling with the Hamilton-Wenham Regional High School student group. I also agree not to be found in the presences of such substances or I will be found equally at fault.

3. I agree to abide by the curfew rules set. At the appointed time, I will go to my room and observe quiet. I understand that bed checks may occur after curfew to ensure that students are there they are supposed to be.

4. I agree to uphold all laws and regulations as dictated by local governments. I agree to respect the property of others and to pay for any losses and/or damages for which I am held responsible.

5. I agree never to leave the hotel/host family without the permission of my chaperone. Should I be granted permission to leave, I will be accompanied at those times by other members of my group.

6. I understand that I am under the direct responsibility and authority of _____ (name of faculty sponsor/head chaperone) and the assigned chaperones and will follow and abide by any rules and/or decisions made by these persons.

I am signing this contract, and hereby giving my word of honor that I will follow the above Code while traveling with the Hamilton-Wenham Regional School High School group from _____ to _____ (insert dates). As a representative of the Hamilton-Wenham Regional High School, I understand that my behavior is critical to the success of the trip and as a precedent for future tours. Any violation of these rules will result in disciplinary action.

Student's Signature

Date

Discipline of Students Section F of Policy H8015

1. All Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section C.13 regarding 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 HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT rules or regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, trip rules as specified in Section D-11, 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/infracton 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 as specified in Section D-11 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.

I/We have read the above Contract signed by my/or minor child. I/We further agree that if my/our son/daughter does not conform to the above regulations and all other regulations set forth and enforced by the head chaperone, I/we will receive, at my /our own expense, a telephone call informing me/us of my/our son/daughter's behavior.

Parent A/Guardian A Signature

Date

Parent B/Guardian B Signature

Date

IV. **Field Trip Cancellation Release and Agreement**

1. The Hamilton-Wenham Regional School District will sponsor domestic/international field trips. All school-sponsored domestic/international trips must be approved by the principal, superintendent, and school committee in accordance with specifics set forth in the District policy H8015 - School-Sponsored Field Trips.
2. The Hamilton-Wenham Regional School District Committee reserves the right to cancel domestic and/or international trips up to departure and recall trips in progress, if they believe there is a potential danger to students or for any other reason deemed appropriate by the School Committee. In making this decision, the School Committee will take into consideration information from (a) U.S. Department of State Advisory; (b) Homeland Security Advisory (alert status); and (c) Declaration of War or armed conflict. Additionally, the critical judgment of the School Committee with input from the Superintendent, Principal, and Faculty Sponsor will be taken into consideration.
3. In the event that the Hamilton-Wenham Regional School District Committee cancels the trip, I/we understand that I/we may lose any and/or all of the funds that I/we have expended for the voluntary trip.
4. In the event that the Hamilton-Wenham Regional School District Committee cancels the trip, I/we understand that the Hamilton-Wenham Regional School District and the Towns of Hamilton and Wenham, shall be forever held harmless for remuneration of any and/or all costs associated with this voluntary trip.
5. The Hamilton-Wenham Regional School District will not be liable to anyone for personal injuries, property damage, or financial loss my/our child or I/we may suffer in the Hamilton-Wenham Regional School District sponsored, voluntary field trip programs.

I/we affirm that I/we have read the above Release and Agreement and understand that the Hamilton-Wenham Regional School District Committee reserves the right to cancel or recall a school-sponsored domestic/international trip. I/we acknowledge and affirm that I/we may lose any

Signature of Parent A/Guardian A	Printed Name	Date
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Signature of Parent B/Guardian B Printed Name Date

I, _____ (print name), a student at Hamilton-Wenham Regional High School, have read the foregoing and agree to its contents.

Name

Signature

Note: It is strongly recommended that parents/guardians purchase trip cancellation insurance.

Peru

Dear Parents and Students,

I'm excited to announce that I will lead a group of Hamilton Wenham Reg High Sch students on a once-in-a-lifetime educational adventure, "Peru!" Students will explore important historic sites, discover the diversity and heritage of different cultures, and return home with a new found global perspective. This trip will be an unforgettable educational experience. And, students have the opportunity to earn three free college credits!

I've chosen to travel with WorldStrides because of their exceptional service, their glowing reviews from other teachers in our community, and their strong safety record. Their programs offer the perfect mixture of fun and learning, and provide everything we need for the trip of a lifetime!

Please read the enclosed brochure, check out the sample itinerary on the back of this letter, and visit WorldStrides.com/Enroll for more details about WorldStrides and this trip. If you have any questions, you can contact me at (978) 356-1989 or K.sano@hwschools.net. **There will be a trip information meeting to discuss this wonderful opportunity; details will be announced shortly.**

I would love for your student to join us on this unforgettable trip!

**Enroll by Thursday, March 29, 2018
with voucher code Travel4W for significant savings off the trip!**

Kevan Sano-O'Brien
Program Leader

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

B2011

MEMORIALS FOR DECEASED STUDENTS OR STAFF

The School Committee recognizes that the death of a student or member of the staff is deeply felt by the school community. As places designed primarily to support learning, however, school sites should not serve as permanent memorials for students or staff.

Permanent memorials for deceased students or staff shall be limited in form to a living memorial or to perpetual awards or scholarships. A living memorial shall be defined as one supported financially and with action by the community. It will be at the School Committee's discretion whether a memorial will be discontinued.

Any permanent memorials in existence before this policy was adopted can only be removed by a vote of the School Committee.



HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

Subsidiary Student Activity Accounts
Follow-up to December 6th Treasurer's Report
January 31, 2018

Prepared by:

Jeffrey D. Sands, Assistant Superintendent for Finance & Administration

Vinny Leone, Director of Accounting & Payroll

Don Gallant, District Treasurer



Student Activities Update: HS Subsidiary Accounts

YTD as of December 31, 2017

<u>Account Name</u>	<u>Balance July 1, 2017</u>	<u>Net YTD Activity</u>	<u>Balance December 31, 2017</u>
A Cappella	\$ 4,566.25	\$ 200.00	\$ 4,766.25
Amnesty International	\$ 1,744.00	\$ -	\$ 1,744.00
Art Dept Field Trips	\$ 946.54	\$ -	\$ 946.54
Class of 2017	\$ 5,174.98	\$ (5,174.98)	\$ -
Class of 2018	\$ 18,404.21	\$ 2,340.35	\$ 20,744.56
Class of 2019	\$ 6,262.82	\$ 6,439.82	\$ 12,702.64
Class of 2020	\$ 3,223.22	\$ 1,118.00	\$ 4,341.22
Class of 2021	\$ -	\$ 408.09	\$ 408.09
Concession Stand Equip. Reserve	\$ 662.63	\$ -	\$ 662.63
DECA	\$ 422.56	\$ 3,171.80	\$ 3,594.36
English Dept Field Trips	\$ 1,136.00	\$ -	\$ 1,136.00
Environmental Club	\$ 132.87	\$ -	\$ 132.87
Fine Arts - Vocal	\$ 1,723.48	\$ -	\$ 1,723.48
Foreign Lang Field Trips	\$ 644.50	\$ -	\$ 644.50
FROSH	\$ 225.00	\$ -	\$ 225.00
Interact Club	\$ 422.17	\$ 90.81	\$ 512.98
LGBTQSA	\$ 82.94	\$ -	\$ 82.94
Math Department Field Trips	\$ 192.65	\$ -	\$ 192.65
Model UN	\$ 991.44	\$ 203.45	\$ 1,194.89
Music (musical)	\$ 185.10	\$ -	\$ 185.10
National Honor Society	\$ 61.30	\$ 430.00	\$ 491.30



Student Activities Update: HS Subsidiary Accounts

YTD as of December 31, 2017

	Balance	Net	Balance
<u>Account Name</u>	<u>July 1, 2017</u>	<u>YTD Activity</u>	<u>December 31, 2017</u>
PE/Wellness Field Trips	\$ 19.00	\$ -	\$ 19.00
Recycling Club	\$ 306.49	\$ -	\$ 306.49
Science Club	\$ 290.59	\$ -	\$ 290.59
Science Dept Field Trips	\$ 74.11	\$ -	\$ 74.11
Six Flags Field Trip	\$ 87.00	\$ -	\$ 87.00
Ski Club	\$ 1,861.55	\$ 11,183.00	\$ 13,044.55
Staff Member of the Month	\$ 450.00	\$ -	\$ 450.00
Student Funds Interest	\$ 2,351.64	\$ 182.24	\$ 2,533.88
Student Government	\$ 2,305.27	\$ (909.81)	\$ 1,395.46
Student Music Group	\$ 55.98	\$ -	\$ 55.98
Student of the Week	\$ 200.00	\$ -	\$ 200.00
The Generals' Store	\$ 20.90	\$ 1,001.35	\$ 1,022.25
Theatre Workshop	\$ 2,720.37	\$ 17.50	\$ 2,737.87
Trip to Peru	\$ 479.76	\$ (32.00)	\$ 447.76
Unclassified	\$ 733.53	\$ 1,131.67	\$ 1,865.20
Yearbook	\$ 7,252.18	\$ (5,893.05)	\$ 1,359.13
Unclassified	\$ 3,898.51	\$ 522.53	\$ 4,421.04
Total	\$ 70,311.54	\$ 16,430.77	\$ 86,742.31

<p align="center"><u>AGREED UPON PROCEDURES AND AUDIT GUIDELINES: STUDENT ACTIVITY FUNDS</u></p>	<p align="center"><i>ESE Audit Guidelines</i></p>
	<p align="center">Administration</p>

Results:

Formal policies and procedures are determined to be adequate.

☐ Yes ☐ No

If Yes, determine if policies and procedures are enforced.

If No, report a finding.

B. ESE Policy Guideline or MGL Requirement:



- Although not required, it is good practice for the School Committee to approve each student activity annually. This should be done before the start of the school year unless activities are new and created during the year. The approval should include specific funding sources and objective/mission for each activity.

Agreed Upon Procedure/Audit Guideline:

1. Obtain a listing of each active student activity and inquire if each student activity has been approved annually by the School Committee or if new, was approved during the year. Evidence should be included in the School Committee minutes through a School Committee vote.

Results:

Evidence of School Committee vote was obtained.

☐ Yes ☐ No

If No, report a finding.

C. ESE Policy Guideline or MGL Requirement:

- A student activity account may be used for funds raised by student organizations which will be expended by those students for their benefit. Funds raised or donated that are governed by laws other than the student activity laws cannot be deposited to a student activity account (See section on related Massachusetts General Laws and Appendix E.) In addition, funds belonging to staff through sunshine funds or vending machines or other activities not related to the students may not be deposited in the student activity account.

D4001 Student Activity Accounts 4.6.17.docx

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

D4001

STUDENT ACTIVITY ACCOUNTS

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law Chapter 71, Section 47, the School Committee:

1. Authorizes the Principals or their written designees to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. A list of designees will be provided to the Treasurer. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the District's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Principal. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal, Assistant Principal, Superintendent, or Treasurer. Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.
4. Directs Principals or their designees to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed \$25,000.00, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm every three years.

The School Committee will annually approve a list of student activities and will deposit funds in the Student Activity Agency Account. The District Treasurer will include a report on Student Activity Account Balances in a Semi-Annual Report to the School Committee and will report these balances to the Director of Accounting, Principal and Student Activity Advisors.

Periodically, to the extent that funds are available in such Student Activity Agency Account, the regional school district treasurer shall reimburse such Student Activity Checking Account through the warrant process, to restore the limit set by the School Committee.

Graduating Class Funds

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation, such as Class of 1998, etc.

Once a class has graduated from High School, its funds should be removed from the High School Student Activity Checking Account no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the "Class of XXXX." Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within two years of their graduating, the funds will be forfeited by the class and transferred into the General Sub fund portion of the Student

Activity Agency Account. These funds will then be allocated equally among the four class accounts in the high school at the time.

Class officers should be given a copy of this policy during their senior year to ensure their knowledge of their obligations to perform under this policy.

Inactive Accounts

Before a student activity club disbands a decision must be made regarding the disposition of assets purchased by the club. The assets may be donated to another club, donated to the school or sold. Cash or assets from a dissolved club that are left untouched for two years will be equally distributed among the clubs in the same school.

SOURCE: MASC March 2016

[Ref: H8037 Student Fundraising Activities](#)

Policy Adopted: April 6, 2017

Policy Reviewed:

Published by [Google Drive](#) – [Report Abuse](#) – Updated automatically every 5 minutes

Hamilton-Wenham Regional School District
FY19 Budget and Debt Exclusion Communications Plan

Task	3/5	3/6	3/7	3/8	3/9	3/12	3/13	3/14	3/15	3/16	3/19	3/20	3/21	3/22	3/23	3/26	3/27	3/28	3/29	3/30	4/2	4/3	4/4	4/5	4/6	4/9	4/10	4/11	4/12	Assigned
Reorganize HW Website Budget Tab	■																													MH
Finalize Budget Flier						■	■																							MH, JS
Buker School Open House	■																													JL, DP
HS Athletics Parents Info Night							■	■																						MH
Kindergarten Orientation Night							■	■																						KG
HW EDFund Meeting							■	■																						MH
Cutler School Open House																■	■													GL
Wenham Fincom Budget Forum													TBD	TBD																TBD
Wenham Fincom Warrant Hearing																					■	■								TBD
Hamilton BoS & FinCom Joint Budget Meeting						■	■																							TBD
Hamilton FinCom Warrant Hearing												■	■																	TBD
Friends Groups (4) Budget Memo & Summary Flier via Chairs																■	■													MH, JS
Teachers Union Budget Memo & Summary Flier via Union President																■	■													MH, JS
HS Athletics Boosters Budget Memo & Summary Flier via AD & Presidents																■	■													MH, JS, CG
Finalize Budget Mailer															■	■														MH, JS, DP
Publish Hamilton & Wenham Town-wide Budget Mailer																					■	■								MH, JS
Publish FY19 Budget Book and Annual Report																					■	■								JS, MH, VL, JC
Supt. Budget Letter to the Editor for 3/29 - Chronicle and Salem News															■	■														MH, JS
Supt. Debt Exclusion Letter to the Editor for 3/29 - Chronicle and Salem News															■	■														MH, JS
League of Women Voters																				TBD	■									MH
Finalize 4/7 ATM Supt Budget Presentation																							■	■						JS, MH
BlackBoard Connect Message re: ATM District Budget																								■	■					MH, JS
BlackBoard Connect Message re: School Debt Exclusions																											■	■		MH, JS

Donations

School Committee Meeting 3.14.18

- Friends of Cutler School \$396.00
Help with the 4th grade field trip
- Friends of the Arts \$500.00
Boston Playwright's Theatre Workshop

**Grant Proposal
Hamilton-Wenham Friends of the Arts**

Date submitted: 2.15.18

Applicant: Christopher Shailor

Title of proposed project: Boston Playwright's Theatre Workshop

Amount Requested: \$500 (Matching Grant)

Subject area(s) grant would support: Drama, English

School(s) grant would impact: HWRHS

Grade level(s) grant would impact: 9-12

Description:

Massachusetts Young Playwrights' Project

Amount: \$1000

Requested: \$500 (Matched by \$500 from Boston Playwrights' Theatre)

In April, Boston Playwrights' Theatre hosts high schools at the Massachusetts Young Playwrights' Project Festival of ten-minute plays written by Massachusetts students. Plays are directed and performed script-in-hand by professional actors and directors in collaboration with the playwrights. (April 26, 2018)

Featured plays

The festival is not a competition, but a celebration of student work. During the festival, two Featured plays from each school receive a ninety-minute rehearsal. The playwrights not only get to watch the professional actors and directors at work, but they are also active participants in the process, offering insights and concerns, and making changes. By the time the play is ready to present to an audience, the playwrights have already experienced a workshop development process usually reserved for professional playwrights.

Cold reading marathon

While the Featured plays are being rehearsed, participants attend the Cold Reading Marathon. In the afternoon the Finalists' scripts from each of the participating schools are read by a cast of off-duty professional actors. These readings are followed by a group feedback session. The Cold Reading Marathon amounts to an open classroom on playwriting.

Professional performances

Professional actors and playwrights from the area may perform monologues,

short plays, and/or one-act plays of their own for the students' enjoyment during the morning session. Afterwards, the actors answer questions and talk with the students about the joys and pitfalls of writing your own play and performing it.

Workshops: (Feb-March 2018)

Participating schools collaborate with a playwriting mentor during a school residency where students write and develop a ten-minute play under the guidance of their professional playwright.

*** The workshops will be run during Power Block & In-School Field Trip making it available to all students.**

Need:

This is a unique opportunity for our Theatre Program to support and assist talented student playwrights and artists.

(I have attended as an observer and last year as a participant. I was greatly impressed not only by the student work presented but by the mentorship provided by BU and BPT professionals.)

Student Impact:

The creation of theatre involves a wide range of artists working collaboratively – including the playwright. HW has a rich history of creating new works with Theatre Workshop and this opportunity would enable more students to explore and refine their craft. In addition the program would support the High School's curriculum and Mass State Frameworks.

Massachusetts English Language Arts Curriculum Framework

Language Strand

- Standard 5: Structure and Origins of Modern English
- Standard 6: Formal and Informal English

Reading and Literature Strand

- Standard 8: Understanding a Text
- Standard 10: Genre
- Standard 11: Theme
- Standard 15: Style and Language
- Standard 17: Dramatic Literature
- Standard 18: Dramatic Reading and Performance

Composition Strand

- Standard 19: Writing
- Standard 20: Consideration of Audience and Purpose
- Standard 21: Revising
- Standard 22: Standard English Conventions
- Standard 23: Organizing Ideas in Writing
- Standard 25: Evaluating Writing and Presentations

Massachusetts Arts Curriculum Framework

Theatre Strand

- Standard 2: Reading and Writing Scripts
- Standard 5: Critical Response

Connections Strand

- Standard 6: Purposes and Meanings in the Arts
- Standard 10: Interdisciplinary Connections

Reason:

This request is being made due to the fact that no funds are available in the budget. (Participating students are responsible for the cost of transportation and lunch on Festival day).

Thank you for your consideration,
Christopher Shailor
Director of Drama, HWRHS

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

2017-2018 School Calendar

August 2017 2 Days						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	TW	TW	SR	31		
September 2017 19 Days						
Su	M	Tu	W	Th	F	Sa
					NS	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
October 2017 20 Days						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	SD	7
8	H	10	11	12	13	14
15	16	17	18	19	20	21
22	23	PTC	25	26	27	28
29	30	PTC				
November 2017 19 Days						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	H	11
12	13	14	15	16	17	18
19	20	21	ED	H	NS	25
26	27	28	29	30		
December 2017 16 Days						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	ED	23
24	H	V	V	V	V	30
31						
January 2018 21 Days						
Su	M	Tu	W	Th	F	Sa
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



HOLIDAYS & OTHER NO SCHOOL DAYS

September 1st & 4th No School

October 6th - No School - Teachers Workshop

October 9th - No School - Columbus Day

October 24th & 31st - Parent Teacher Conferences

November 10th - No School - Veterans' Day

November 22nd - Thanksgiving Recess - Early Release

November 23rd & 24th No School Thanksgiving Recess

December 25th - January 1st Winter Holiday Recess

January 15th - No School - Martin Luther King, Jr. Day

February 19th-23rd - No School - Presidents' Day & Mid Winter Recess

March 30th - No School - Good Friday

April 2nd - No School - Staff Development

April 16th-20th - No School - Patriots' Day & Spring Vacation

May 28th - No School - Memorial Day

RELIGIOUS OBSERVANCES - SCHOOL IN SESSION

All Jewish Holidays begin @ sundown, the evening prior to the day of the holiday

September 21st & 22nd - Rosh Hashanah

September 30th - Yom Kippur

March 30th - Passover Begins

DISMISSAL TIME

SD--Staff Workshops - Wednesday's : Elementary 12:45 PM
MS/HS 1:30 PM

ED--Early Dismissal - No Lunch Served - Elementary 11:15 PM
MS/HS 10:30 AM

Early Dismissal Dates are: December 22nd, November 22nd and last day of school

KEY GUIDE

ED: Early Dismissal All Levels

SD: Staff Development - No School

PTC: Parent/Teacher Conferences Elementary Only 11:15 Dismissal (No Lunch)

V: Vacation **NS:** No School **H:** Holiday ★ **Graduation**

TW: Teacher Workshop: No Students **LD:** Last Day

Approved 12.1.16 / Updated 8.3.17

February 2018 15 Days						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	V	V	V	V	24
25	26	27	28			
March 2018 20 Days						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	H	31
April 2018 16 Days						
Su	M	Tu	W	Th	F	Sa
1	SD	3	4	5	6	7
8	9	10	11	12	13	14
15	H	V	V	V	V	21
22	23	24	25	26	27	28
29	30					
May 2018 22 Days						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	H	29	30	31		
June 2018 10 + 5 Snow Days						
Su	M	Tu	W	Th	F	Sa
					1	★
3	4	5	6	7	8	9
10	11	12	13	LD	15	16
17	18	19	20	185	22	23
24	25	26	27	28	29	30
July 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	H	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



HAMILTON-WENHAM

REGIONAL SCHOOL DISTRICT

5 School St. Wenham, MA 01984
(978) 468-5310

Michael M. Harvey, Ed.D.
Superintendent of Schools

Mr. Bill Wilson, Chair
Hamilton Board of Selectmen
Town of Hamilton
577 Bay Rd.
Hamilton, MA 01936

February 14, 2018

Dear Mr. Wilson:

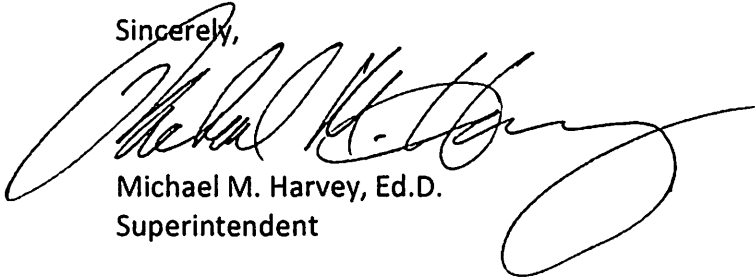
I am writing to inform you that the Hamilton-Wenham Regional School Committee voted at its regular meeting on February 13, 2018 to incur debt for the purpose of maintaining buildings under the control of the Hamilton-Wenham Regional School District. The projects comprise two separate articles; one for the installation of a fire suppression system at the Winthrop Elementary School at an estimated cost of \$850,000, and another in the amount of \$2,600,000 for the completion of "Safety, Accessibility and Critical Infrastructure" projects as outlined in the HWRSD 5 Year Capital Plan dated 2/13/18 (attached).

This notification satisfies the requirement outlined in MGL Ch. 71, Section 16(d), which requires the Hamilton-Wenham Regional School Committee inform the Boards of Selectmen of both member communities as to the amounts and general purposes of any debt authorized within seven days of the School Committee's vote. The authorized debt may not be incurred until the expiration of 60 days after the date on which the debt was authorized. Before the expiration of this period, any member town of the Hamilton-Wenham regional School District may hold a Town Meeting for the purpose of expressing disapproval of the amount of debt authorized by the School Committee.

The School District has engaged the services of the Legal Firm of Locke Lord, LLP as bond counsel to advise the District in this process. Locke Lord has prepared the attached Town Meeting Warrant Articles and Motions and Proposition 2 ½ Debt Exclusion Vote language for your use.

Please let me know if you have any questions or need any other information.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read "Michael M. Harvey".

Michael M. Harvey, Ed.D.
Superintendent

Cc:

Josh Liebow, Chair HW School Committee
Gene Lee, Asst. Chair HW School Committee
Jeff Sands, Asst. Superintendent, HWRSD
Michael Lombardo, Hamilton Town Manager

enclosure

Hamilton Wenham Regional School District
5 Year Capital* Improvement Program Summary as of February 13, 2018

Department	Project	Location	Total Est Cost	FY19	FY20	FY21	FY22	FY23
Fac & Grds	New Roof	HS	3,000,000	-	-	-	-	3,000,000
Fac & Grds	Building Energy Management Systems	Elem Schools	210,000	210,000	-	-	-	-
Fac & Grds	Replace Recalled Sprinkler Heads	HS / MS	37,500	37,500	-	-	-	-
Fac & Grds	Replace Classroom Sinks, Countertops & Water bubblers	Elem Schools	61,000	-	25,000	36,000	-	-
Fac & Grds	Waste Water Treatment Plant	District	100,000	20,000	20,000	20,000	20,000	20,000
Fac & Grds	Repair, refinish & reline Gymnasium Floors	District	60,000	-	30,000	30,000	-	-
Fac & Grds	Install Keyless Entryway Swipecard Systems	District	35,000	35,000	-	-	-	-
Fac & Grds	Install Exterior Surveillance Cameras	District	30,000	30,000	-	-	-	-
Fac & Grds	Install Main Entry & Main Office Interior Surveillance Cameras	District	25,000	25,000	-	-	-	-
Fac & Grds	Interior Classroom & Hallway Painting	Cut	30,000	-	-	-	30,000	-
Fac & Grds	Replace Classroom Carpets with Tile (2)	Cut	10,000	-	10,000	-	-	-
Fac & Grds	Classroom Shades	Cut, Buk, HS & MS	135,000	135,000	-	-	-	-
Fac & Grds	Emergency Generator	Buk & Admin Bldg	40,000	40,000	-	-	-	-
Fac & Grds	Autoscrubbers (4)	District	60,000	-	15,000	15,000	15,000	15,000
Fac & Grds	Replace flooring in HS Fitness Center	HS	15,000	-	15,000	-	-	-
Fac & Grds	Equipment for HS Fitness Center	HS	20,000	-	20,000	-	-	-
Fac & Grds	Install ADA Accessible Handicap Lifts/Ramps for school stages	Win & Buk	30,000	30,000	-	-	-	-
Fac & Grds	Project Adventure Course Upgrades	HS / MS	15,000	-	15,000	-	-	-
Fac & Grds	Replace front sidewalks at Middle School	MRMS	60,000	60,000	-	-	-	-
Fac & Grds	Replace Ceiling Tiles in Primary Wing Classrooms & Hallway	Winthrop	10,000	-	-	-	10,000	-
Fac & Grds	Repair sidewalks and curbing at Admin Bldg	Admin	15,000	15,000	-	-	-	-
Fac & Grds	Upgrade, repair and install Intercom systems	Various	24,000	24,000	-	-	-	-
Fac & Grds	Replace Sound System in gymnasium	HS / MS	20,000	20,000	-	-	-	-
Fac & Grds	40' - 50' Scissor Lift w/ Trailer	District	25,000	-	25,000	-	-	-
Fac & Grds	Buker Drainage	Buker	20,000	20,000	-	-	-	-
Fac & Grds	Buker Side Entryway and Handicap Ramp (Replace)	Buker	80,000	80,000	-	-	-	-
Tech	iPads for Students on Scholarship and F&RL	District	87,500	17,500	17,500	17,500	17,500	17,500
Tech	Classroom Hardware Refresh 4 year cycle (iPads)	District	280,000	21,000	42,000	84,000	70,000	63,000
Tech	Classroom Hardware Refresh 7 year cycle (Laptops & Labs)	District	262,305	33,480	47,470	34,970	92,430	53,955
Tech	Classroom Chromebooks 4 year cycle	District	135,000	-	18,000	18,000	18,000	81,000
Tech	Upgrade Wireless Access Points including wiring	District	49,920	49,920	-	-	-	-
Tech	Replace Phone System with new VoIP System	HS / MS	47,000	47,000	-	-	-	-
Tech	Replace Backup Server / Services	District	52,000	52,000	-	-	-	-
Tech	Replace VMWare Server and Licenses	District	113,000	113,000	-	-	-	-
Tech	Replace Network Area Storage Arrays	District	207,000	207,000	-	-	-	-
Tech	Replace Network IDF	District	72,000	72,000	-	-	-	-
Tech	Replace Classroom SMARTBoards, Projectors, etc	District	232,600	37,216	65,128	65,128	65,128	-
Tech	Upgrade Auditorium Theatrical Electrical Systems	HS	75,000	75,000	-	-	-	-
Tech	Replace Auditorium Lighting Control Console	HS	17,000	17,000	-	-	-	-
Tech	Auditorium HD Projector, Projection Screen & Monitors	HS	50,000	-	-	50,000	-	-
Tech	Install redundant line for Internet Connectivity	District	32,000	32,000	-	-	-	-
Food Svc	Kitchen Equipment	District	373,575	373,575	-	-	-	-
Subtotal Operating:			6,253,400	1,929,191	365,098	370,598	338,058	3,250,455
Fac & Grds	Building Fire Suppression System	Win	1,000,000	1,000,000	-	-	-	-
Subtotal Sprinklers:			1,000,000	1,000,000	-	-	-	-
Master Plan	Classroom Furniture (Master Plan)	District	800,000	800,000	-	-	-	-
Master Plan	HS/MS Library Media Center Renovation (Master Plan)	HS / MS	2,460,000	-	-	-	-	2,460,000

Hamilton Wenham Regional School District

5 Year Capital* Improvement Program Summary as of February 13, 2018

Department	Project	Location	Total Est Cost	FY19	FY20	FY21	FY22	FY23
Master Plan	Elementary Library Media Center Renovations (Master Plan)	Elem Schools	2,841,825	-	-	-	-	2,841,825
	Subtotal Master Plan:		6,101,825	800,000	-	-	-	5,301,825
Athletics	Turf Fields: Track & Field	District	3,671,863	-	-	-	-	3,671,863
Athletics	Turf Fields: Combination Baseball Field	District	3,051,365	-	-	-	-	3,051,365
Athletics	Turf Fields: Entrance Improvements & Amenities	District	2,024,928	-	-	-	-	2,024,928
	Subtotal Athletics:		8,748,156	-	-	-	-	8,748,156
	Totals:		\$ 22,103,381	\$ 3,729,191	\$ 365,098	\$ 370,598	\$ 338,058	\$ 17,300,436

\$ 129,196 - A "green" shaded entry in FY19 denotes an expense has been incorporated into the FY19 Operating Budget Recommendation.

\$ 1,000,000 - The "blue" shaded entry in FY19 denotes a Winthrop Sprinkler Project expense that will be presented at April 2018 Town Meeting as a Debt Exclusion.

\$ 2,599,995 - An "orange" shaded entry in FY19 denotes a Safety, Accessibility or Critical Infrastructure Project expense that will be presented at April 2018 Town Meeting as a Debt Exclusion.

* - Tangible assets or projects that cost at least \$10,000 and have a useful life of at least 5 years.

Note - The final principal and interest payment for the HS/MS Project is due in May 2019. Net annual Debt Service Expense Costs associated with that Project are ~\$711,000.

Hamilton Wenham Regional School District
Summary of Debt Exclusion Projects as of February 13, 2018

Department	Project	Location	Est. Cost
Winthrop Fire Suppression System Project			
Fac & Grds	Building Fire Suppression System	Win	\$ 850,000
		Total:	\$ 850,000
Safety, Accessibility and Critical Infrastructure Projects			
Fac & Grds	Building Energy Management Systems	Elem Schools	\$ 210,000
Fac & Grds	Replace Recalled Sprinkler Heads	HS / MS	\$ 37,500
Fac & Grds	Install Keyless Entryway Swipecard Systems	District	\$ 35,000
Fac & Grds	Install Exterior Surveillance Cameras	District	\$ 30,000
Fac & Grds	Install Main Entry & Main Office Interior Surveillance Cameras	District	\$ 25,000
Fac & Grds	Classroom Shades	Cut, Buk, HS & MS	\$ 135,000
Fac & Grds	Emergency Generator	Buk & Admin Bldg	\$ 40,000
Fac & Grds	Install ADA Accessible Handicap Lifts/Ramps for school stages	Win & Buk	\$ 30,000
Fac & Grds	Replace front sidewalks at Middle School	MRMS	\$ 60,000
Fac & Grds	Repair sidewalks and curbing at Admin Bldg	Admin	\$ 15,000
Fac & Grds	Upgrade, repair and install Intercom systems	Various	\$ 24,000
Fac & Grds	Replace Sound System in gymnasium	HS / MS	\$ 20,000
Fac & Grds	Buker Drainage	Buker	\$ 20,000
Fac & Grds	Buker Side Entryway and Handicap Ramp (Replace)	Buker	\$ 80,000
Tech	Upgrade Wireless Access Points including wiring	District	\$ 49,920
Tech	Replace Phone System with new VoIP System	HS / MS	\$ 47,000
Tech	Replace Backup Server / Services	District	\$ 52,000
Tech	Replace VMWare Server and Licenses	District	\$ 113,000
Tech	Replace Network Area Storage Arrays	District	\$ 207,000
Tech	Replace Network IDF	District	\$ 72,000
Tech	Upgrade Auditorium Theatrical Electrical Systems	HS	\$ 75,000
Tech	Replace Auditorium Lighting Control Console	HS	\$ 17,000
Tech	Install redundant line for Internet Connectivity	District	\$ 32,000
Food Svc	Kitchen Equipment	District	\$ 373,575
Master Plan	Classroom Furniture	Cut, Buk, HS & MS	\$ 800,000
		Total:	\$ 2,599,995

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

MR. Bill Wilson Chair
Hamilton Board of Selectmen
Town of Hamilton
577 Bay Rd
Hamilton, MA 01936



9590 9403 0440 5163 8472 27

2. Article Number (Transfer from service label)

7012 1010 0001 3827 2971

COMPLETE THIS SECTION ON DELIVERY

A. Signature

☒*Andrea Carlson*☐ Agent☐ Addressee

B. Received by (Printed Name)

Andrea Carlson

C. Date of Delivery

2-21-18

D. Is delivery address different from item 1?

☐ Yes

If YES, enter delivery address below:

☐ No

3. Service Type

☒ Adult Signature☐ Adult Signature Restricted Delivery☐ Certified Mail®☐ Certified Mail Restricted Delivery☐ Collect on Delivery☐ Collect on Delivery Restricted Delivery☐ Insured Mail☐ Insured Mail Restricted Delivery

over \$500

☐ Priority Mail Express®☒ Registered Mail™☐ Registered Mail Restricted Delivery☒ Return Receipt for Merchandise☐ Signature Confirmation™☐ Signature Confirmation Restricted Delivery

68

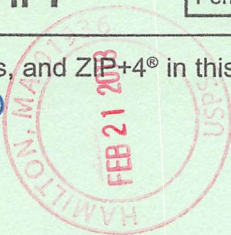
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- Sender: Please print your name, address, and ZIP+4® in this box•

HAMILTON-WENHAM RSD
Superintendent's Office
5 School St.
Wenham MA 01984



USPS TRACKING#



9590 9403 0440 5169 8472 27

69

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HAMILTON, MA 01936

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Restricted Delivery Fee (Endorsement Required)	\$0.00
Total Postage & Fees	\$0.71
	\$6.91

0984

02

Postmark
Here

02/16/2018

Sent To

Mr. Bill Wilson, Chair Board of Selectmen

Street, Apt. No.;

or PO Box No. Town of Hamilton 577 Bay Rd

City, State, ZIP+4

Hamilton, MA 01936

Certified Mail Provides:

- A mailing receipt
- A unique identifier for your mailpiece
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Important Reminders:

- Certified Mail may **ONLY** be combined with First-Class Mail® or Priority Mail®.
- Certified Mail is *not* available for any class of international mail.
- **NO INSURANCE COVERAGE IS PROVIDED** with Certified Mail. For valuables, please consider Insured or Registered Mail.
- For an additional fee, a *Return Receipt* may be requested to provide proof of delivery. To obtain Return Receipt service, please complete and attach a Return Receipt (PS Form 3811) to the article and add applicable postage to cover the fee. Endorse mailpiece "Return Receipt Requested". To receive a fee waiver for a duplicate return receipt, a USPS® postmark on your Certified Mail receipt is required.
- For an additional fee, delivery may be restricted to the addressee or addressee's authorized agent. Advise the clerk or mark the mailpiece with the endorsement "*Restricted Delivery*".
- If a postmark on the Certified Mail receipt is desired, please present the article at the post office for postmarking. If a postmark on the Certified Mail receipt is not needed, detach and affix label with postage and mail.

IMPORTANT: Save this receipt and present it when making an inquiry.

Monday, March 12, 2018 at 8:57:29 AM Eastern Daylight Time

Subject: Re: Deadline for Warrant Materials

Date: Monday, February 26, 2018 at 3:28:41 PM Eastern Standard Time

From: Harvey, Michael

To: Michael Lombardo

CC: Liebow, Josh, Lee, Gene, Sands, Jeffrey

Hi Michael,

Attached is the language for the two warrant articles for school debt projects. This language reflects the updated quote of \$850,000 for the Winthrop Sprinkler Project.

Thanks,

Mike

Michael M. Harvey, Ed.D
Superintendent
Hamilton-Wenham Regional School District
5 School St.
Wenham, MA 01984
978 468-5310
m.harvey@hwschools.net
@hwschoolssuper
Hwschoolssuper.wordpress.com

On 2/26/18, 2:12 PM, "Michael Lombardo" <mlombardo@hamiltonma.gov> wrote:

Jeff - the warrant will close March 5. If you have a specific warrant article please send information (draft language) as soon as you can; if this is support material for slides and the appendices we will need that by March 9.

-- Michael.

Michael A. Lombardo
Hamilton Town Manager
577 Bay Road
Hamilton, MA 01982

-----Original Message-----

From: Sands, Jeffrey [<mailto:j.sands@hwschools.net>]
Sent: Friday, February 16, 2018 9:15 AM
To: Michael Lombardo
Cc: Harvey, Michael; Liebow, Josh; Lee, Gene
Subject: Deadline for Warrant Materials

Hi Michael,

Please let us know the deadline for submitting materials for inclusion in the April 7, 2018 Hamilton Annual Town Meeting Warrant.

Regards,
Jeff

Assistant Superintendent of Finance & Administration Hamilton Wenham
Regional School District
5 School Street
Wenham, MA 01984
978-626-0827

Monday, March 12, 2018 at 8:58:07 AM Eastern Daylight Time

Subject: Language for SC Debt items for ATM and Ballot
Date: Tuesday, February 20, 2018 at 8:04:54 PM Eastern Standard Time
From: Harvey, Michael
To: jwilhelm@wenhamma.gov, Bill Wilson
CC: Michael Lombardo, Peter Lombardi

Good Evening,

Attached are the articles and forms of vote for for Town Meeting and the Ballots for the two School Committee Debt Projects. This language has been prepared by the HWRSD's Bond Counsel, Lock Lorde LLP and should have been included in my letter dated 2/14/18. Please let me know if you have any questions.

Thanks,

Mike

Michael M. Harvey, Ed.D
Superintendent
Hamilton-Wenham Regional School District
5 School St.
Wenham, MA 01984
978 468-5310
m.harvey@hwschools.net
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FY2019 Annual Town Meeting Budget Request

Total Operating Expense Budget of \$31,894,058, an increase of \$1,694,242, or 5.61% over FY18.

- Request includes \$1,117,099 to maintain “Level Services” for the School District. Primary drivers of this increase include:
 - Staff Salaries (COLA, Step, etc.)— \$707,000
 - Special Education Tuition— \$168,000
 - Employee Health Insurance—143,000
- Includes funding in the amount of \$577,143 for “Critical Priorities,” including:
 - New mathematics resources in grades K-8— \$140,000
 - Special education programming that will save the HWRSD a projected \$2.2M over the next four years— \$169,000
 - Significant (up to 50%) reduction of high school athletic user fees— \$177,000
 -

For more information regarding the HWRSD FY19 Budget and Debt Exclusion Warrant Articles, please go to <http://www.hwschools.net/page.cfm?p=2129>

Two HWRSD Debt Exclusions:

- \$2.6M for “Safety, Accessibility and Critical Infrastructure” Projects, including:
 - Enhancements to Security for all School Buildings.
 - Improvements to Handicap Accessibility.
 - Upgrades to Information Technology Infrastructure.
 - Classroom furniture to support 21st Century Teaching and Learning.
- \$850,000 to install a fire suppression system at the Winthrop Elementary School.
 - To comply with MGL Ch. 148, §26G as per order of Hamilton Fire Chief.
- Funding these projects will have minimal impact on the District’s Debt Service Expense.
 - Bond for 1999 Middle and High School Project will be paid in full in May of 2019, freeing up more than \$710,000 annually.
 - Estimated annual cost for these proposed projects is \$254,000.

For more information regarding the HWRSD FY19 Budget and Debt Exclusion Warrant Articles, please go to <http://www.hwschools.net/page.cfm?p=2129>

Please attend Town Meeting in Hamilton and Wenham on April 7, 2018 to support the HWRSD FY19 Budget and Debt Articles.