**The Hamilton Wenham Regional School District**

**School Committee Meeting**

**Buker Elementary School Multi-Purpose Room**

**Wednesday, September 4, 2019 7:00 PM**

**Present:**

Gene Lee

Michelle Horgan, Assistant Secretary

David Polito, Chairperson

Michelle Bailey

Stacey Metternick, Secretary

Peter Wolczik

**Also Present:**

Dr. Julie Kukenberger, Interim Superintendent

Vincent Leone, Assistant Superintendent to Finance & Administration

Mahala Lettvin, Recording Secretary

1. **Call to Order**

David Polito calls the meeting to order at 7:02 pm.

1. **Pledge of Allegiance**

All in attendance rise for the Pledge of Allegiance.

1. **Citizens’ Comments**

None.

1. **Consent Agenda**

* Warrants
  + Voucher 4: August 16, 2019 [Exhibit A](https://drive.google.com/file/d/1O6D0X6PEtImtzdDSYFdumV6JdX-pI51b/view?usp=sharing)
  + Voucher 1007: August 16, 2019 [Exhibit B](https://drive.google.com/file/d/13y_YqQHtlIueEZWWKzvADqmYf5Vep73t/view?usp=sharing)
  + Voucher 2809: August 16, 2019 [Exhibit C](https://drive.google.com/file/d/1hihg9LVVxXWXSDTYJHt9HhIO4fMLaB2r/view?usp=sharing)
  + Voucher 2810: August 16, 2019 [Exhibit D](https://drive.google.com/file/d/1AhpH4CyFCwaBq9Vkylj3Je9by0x-nnkn/view?usp=sharing)
  + Voucher 5: August 30, 2019 [Exhibit E](https://drive.google.com/file/d/1OAOYTCYdssvljsmpHXhufuclnAOKO-Wn/view?usp=sharing)
  + Voucher 1009: August 30, 2019 [Exhibit F](https://drive.google.com/file/d/1usKjcXgt8dM1L3kwGwA0PtkCLVsepeUK/view?usp=sharing)
  + Voucher 1010: August 30, 2019 [Exhibit G](https://drive.google.com/file/d/1MTbPSn2IwacQtvCSYLQ5quzfBSwERBAG/view?usp=sharing)
  + Voucher 2811: August 30, 2019 [Exhibit H](https://drive.google.com/open?id=1cIx_lhokquNMmJPcmrpiHUqmMYfzObdj)
  + Voucher 2812: August 30, 2019 [Exhibit I](https://drive.google.com/file/d/1a4H7lVQTIaId5Dum4ZYCNtdR9FLN6EMu/view?usp=sharing)
* Vote to Approve workshop minutes: August 21, 2019 [Exhibit J](https://drive.google.com/file/d/1sMcNr1kLkldHuXMzoR51hpMJv1bCcm32/view?usp=sharing)

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA AS STATED IN THE MEETING PACKET; THERE CAN BE NO FURTHER CHANGES TO THESE DOCUMENTS.**

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

**Unanimously approved by 6 members present.**

1. **New Business**
2. Vote to Renew Asst. Treasurer, Kevin Mahoney, Contract [Exhibit K](https://drive.google.com/file/d/149Ii27zdEeXAB072xXRNmlEcaUn60iuG/view?usp=sharing)

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO RENEW ASSISTANT TREASURER KEVIN MAHONEY’S CONTRACT, AS STATED IN EXHIBIT K.**

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

**Unanimously approved by 6 members present.**

1. Vote to approve Soccer Booster Fundraiser [Exhibit L](https://drive.google.com/file/d/1LQZo4dlrj_Wn0qLg9jsLpQpHpsZso7Wq/view?usp=sharing)

Jill Evers, President of the Boy’s Soccer Boosters explains the fundraiser and request, as detailed in Exhibit L: solicitations for local business support.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE BOYS AND GIRLS SOCCER BOOSTERS AS STATED IN EXHIBIT L**

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

Discussion: no banners approved, just approval for the program itself.

**Unanimously approved by 6 members present.**

1. Vote to appoint a member(s) to explore alternative legal support options

Discussion regarding current legal counsel, Naomi Stonberg. David Polito spoke with Ms. Stonberg, who assured him that she is not retiring. Mr. Polito also points to the fact that Ms. Stonberg has not raised her prices in over 10 years, she returns calls while vacationing in Europe, and she is willing and eager to continue working for the district.

Stacey Metternick would like to have a discussion about alternative legal options for the district, as Ms. Stonberg’s level of expertise is limited to negotiating contracts.

David Polito would like to prioritize goals, and wonders if this issue warrants time, effort, and resources of the School Committee. Mr. Polito reiterates that consideration of alternatives is not in the best interest of the district.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPOINT A MEMBER OR MEMBERS OF THE SCHOOL COMMITTEE TO EXPLORE ALTERNATIVE LEGAL SUPPORT OPTIONS.**

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

School Committee members discuss the pros and cons of exploring alternative legal options, including Ms. Stonberg’s accessibility, continuity, service to district, possibility of time off, communication regarding time off, etc.

Dr. Kukenberger recommends limiting discussion to whether or not to form subcommittee, rather than discussing the individual qualities of current legal counsel.

Further discussion regarding best practices involving routinely reviewing contractors, meeting due diligence, cost effectiveness through firm or individual, lack of review for Ms. Stonberg’s contract.

**Motion approved by two (2) members; Opposed by three (3) members; One (1) member abstaining.**

**MOTION FAILS**

1. **Superintendent’s Report**
2. Entry Plan Presentation [Exhibit M](https://drive.google.com/file/d/1GPblOq08Cebq_KxgwLrRe7p2cm-9-qZh/view?usp=sharing)

Dr. Kukenberger reviews her presentation on entry plan, to maximize the opportunity transition provides, as detailed in Exhibit M in the School Committee Packet:

Phase 1: Transition: pre-entry, May-June 2019

Phase II: Entry: Listen, Learn, Observe, July - November 2019

Phase III: Data Analysis: Dissemination of Entry-Plan, December - January 2020

Phase IV: Planning: Synthesize, Build, Strategic Planning, January - July 2020

Entry Plan Focus Areas:

* Student Achievement
* Engaging the Community
* Governance Team/Committee of Education
* Examine the Budget Development Process
* Identify Educational Priorities and Next Steps

Superintendent Search: Superintendent Entry and Search Survey

* Dr. Kukenberger notes the importance of thoughtful input from the community, and best practices moving forward.

Cycles of Continuous Improvement

* Self-Assessment
* Analysis, Goal Setting and Plan Development
* Implementation of the Plan
* Mid-Cycle Goals Review

1. DRAFT Interim Superintendent Goals [Exhibit N](https://docs.google.com/document/d/15kXYz8cgCL7kEYvfxyrnaxmFROCfylGEX_dQVxjPd_w/edit?usp=sharing)

* **District Improvement Goal #1: Effective Entry and Direction Setting**
  + By May 2020, the interim superintendent will have a broad recognition by key stakeholder groups about the district’s most critical needs and will have a widely understood process underway to identify the strategies and goals designed to address those needs most effectively, and the measure that will be used to assess progress
* **District Improvement Goal #2: Maintain Momentum During Transition**
  + By December 2019,
* **Professional Practice Goal #3: Participate in the New Superintendent Induction Program**
  + By June 2020, develop skills in strategy development
* **Student Improvement Goal #4: Analyze and Assess the Effectiveness of the District’s Multi-tiered Support System**
  + By June 2020 research and study the current structure of the HWRSD multi-tiered support system in order to understand how all student learning needs are being met and identify areas for improvement.
* **Questions, Comments, Suggestions, Ideas**

Discussion regarding new superintendent induction program, general consensus of superintendent goals, multi-tier system.

Dr. Kukenberger asks for a motion from the School Committee approving the Superintendent Goals. This motion will be made at a future meeting, after developing benchmarks.

1. **Chair’s Report**

* David Polito provides a formal introduction to Vincent Leone, *Assistant Superintendent to Finance & Administration.*
* Discussion regarding hosting a community event as a community introduction to new hires in the leadership positions.
* DRAFT School Committee Goals [Exhibit O](https://docs.google.com/document/d/1-sF_FxqkliXFkVEyyIcvXgQLrl5M_NmYHCRoB4BypVY/edit?usp=sharing)

Discussion regarding the drafted goals for the School Committee, as detailed on page 23 of the School Committee Packet. Discussion regarding benefit of Dorothy Presser, MASC, facilitating movement and development of these goals.

1. *Goal #1: Create a TEAM*

By June 2020, the HWRSD School Committee will improve a minimum of one scaled score in five areas; 1) goals, 2) operating protocol, 3) meetings, 4) monitoring, and 5) community engagement over September 2019 baseline line results as measured by the [Governance Rubric for Continuous Improvement](https://drive.google.com/open?id=1j5WsQfuLMurVboCkP-EelvsbuVnFvyA9).

1. *Goal #2: Clarify our Vision*

By June 2020, the HWRSD School Committee will increase community engagement by 50% as measured by stakeholder attendance and/or participation in engagement events/activities (compared to Fall 2019 baseline participation) in order to develop a long-range, future ready, shared vision for the Hamilton-Wenham Regional School District.

1. *Goal #3: Develop a Budget*

By February 2020, the HWRSD develop a learner-centered budget that is fiscally responsible, addressesses prioritized critical needs with input and recommendations from the HWRSD Leadership Team, and is conscientious - minding the impact on local taxpayers as measured by voter support.

School Committee members discuss subcommittee charges and tasks. Next Policy meeting is 09/18/2019; next Capital/Financial Planning meeting is 12/17/2019.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE WORKING GROUPS AS STATED: GOAL #1, CREATE A TEAM, ASSIGNED TO THE POLICY WORKING GROUP; GOAL #2, CLARIFY OUR VISION, ASSIGNED TO THE COMMUNICATIONS SUBCOMMITTEE; AND GOAL #3, DEVELOP A BUDGET, ASSIGNED TO THE CAPITAL PLANNING/FINANCE SUBCOMMITTEE. SUBCOMMITTEES WILL RETURN ON OCTOBER 2ND WITH KEY BENCHMARKS AND ACTION ITEMS FOR EACH GOAL.**

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

**Unanimously approved by 6 members present.**

Technology Discussion: Discussion regarding switching over from DropBox to Google to increase efficiency and collaboration. Further discussion regarding IPADS distributed to School Committee members, trial period, training involved, searching functionality, security, paperless meetings, etc. Discussion regarding technological issues faced, Google solutions, etc.

1. **Items for Future Meetings**

* Vote to approve Dr. Kukenberger’s goals;
* Executive Session: teacher’s union negotiations;
* Subcommittee protocols with MASC presentation/overview;
* Wenham Town Administrator, Anthony Ansaldi, interested in attending School Committee meeting;
* Reception for new district leadership.

1. **Vote to Adjourn 9:00 PM**

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 8:27PM.**

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

**Unanimously approved by 6 members present.**

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