



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

School Committee Meeting

Administrative Building

Thursday, October 20, 2016

6:00 PM

Dorothy Presser of MASC

Presentation 6:00 – 7:00

Regular Meeting of School Committee

Baker Multi-Purpose Room

Thursday, October 20, 2016

7:00 PM

1. Call to Order 7:00
2. Pledge of Allegiance
3. Citizens' Comments 7:05
4. Chair's Report 7:15
5. Superintendent's Report 7:30
6. Consent Agenda 7:45
Minutes of October 6, 2016 Exhibit A
7. New Business 8:00
 - a. Student Government
 - b. Presentation from Powers & Sullivan on FY2016 Audit and Student Activities Audit
(Note: The Audit reports may be found on the District website at <http://hamilton.ccsct.com/page.cfm?p=2340>)
 - c. Vote to Approve 2016-2017 SC Goals Exhibit C
 - d. Vote on MASC Resolutions Exhibit D
 - e. Policy:
 - a. Concussion Policy—1st Read Exhibit E
 - b. Pediculosis Policy Exhibit F
8. Committee Reports 8:30
 - a. Communications
 - b. Planning
 - c. Policy
 - d. Warrant
 - e. Student Rep.
 - f. Other-School Liaisons Updates
 - g. Regional Agreement
9. Other 9:00
 - a. Topics for next meeting
10. Vote to Adjourn 9:30

Secretary: Michelle Bailey, HWRSC

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Knowledge • Responsibility • Respect • Excellence

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

EXHIBIT A
Hamilton-Wenham Regional School District
Buker School, 1 School Street
Wenham, Massachusetts 01984

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HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING
MINUTES
October 6, 2016

- A. **CALL TO ORDER:** Stacey Metternick called the meeting to order at 7:05 pm in the Buker School Multi-Purpose Room.
- Present: Michelle Bailey, Deborah Evans, Hannah Fraley, David Polito (arrived at 7:29pm)
- Also present: Michael Harvey
Jeff Sands
Nancy Bergner

II. PLEDGE OF ALLEGIANCE

III. CITIZENS' COMMENTS

No citizen comments

IV. CHAIR'S REPORT

- A. Stacey attended the District STEM night, organized by Lorraine Miller and John Koch. All the community volunteers made the evening a great success.
- B. The deadline for the open Hamilton seat on the School Committee meeting is October 11 at 4 PM. Stacey Metternick and Michael Harvey can field questions any citizens may have. Resumes and letters of intent should be directed to Stacey or Mike.
- C. Expressed thanks for the League of Women Voters who registered eligible students to vote.
- D. Superintendent Harvey was commended for his response to the water main break.
- E. During the week of Oct. 11-15, buses will be detoured during major road work on Bridge St.
- F. School Choice hearing is Nov. 17.
- G. Scott Mattern has invited a representative from the School committee to the meeting on Oct. 15 8:30 AM.
- H. MASC conference is Nov. 2-5.
- I. Note: The SC must ensure that there will be a quorum on Nov. 3
- J. Nov. 10 The Fin Com/SC joint meeting is scheduled for Nov. 10. Chair and vice chair should attend, and all other Committee members are strongly urged to attend.

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V. SUPERINTENDENT'S REPORT

See Hamilton Wenham Regional School District website for full text of this report

- A. **COMMENDED STUDENTS IN THE 2017 NATIONAL MERIT SCHOLARSHIP PROGRAM:** Mr. Eric Tracy, Principal, of Hamilton-Wenham Regional High School announced today that Bradley Caccivio, Ted Chang, Keanu McDonough, Benjamin Peters, John Sauriol and Daniel Sun have been

named Commended Students in the 2017 National Merit Scholarship Program. A Letter of Commendation from the school and National Merit Scholarship Corporation (NMSC), which conducts the program, will be presented by Mr. Tracy to these scholastically talented seniors. About 34,000 Commended Students throughout the nation are being recognized for their exceptional academic promise. Although they will not continue in the 2017 competition for National Merit Scholarship awards, Commended Students placed among the top five percent of more than 1.5 million students who entered the 2017 competition by taking the 2015 Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT). "The young men and women being named Commended Students have demonstrated outstanding potential for academic success," commented a spokesperson for NMSC. "These students represent a valuable national resource; recognizing their accomplishments, as well as the key role their schools play in their academic development, is vital to the advancement of educational excellence in our nation. We hope that this recognition will help broaden their educational opportunities and encourage them as they continue their pursuit of academic success."

- B. The Maintenance Team did a great job distributing 600 cases of drinking water among the district schools during the issues surrounding the water main break. Jeff Sands was a key organizer of this effort. Parents were highly responsive to communications from the district to keep their children safe.
- C. H-WRHS Girl's Cross Country Team has a consecutive streak of dual meet wins of 134, which is a national record.
- D. Attended meetings with other Cape Ann administrators addressing high school start times. At this point, Newburyport is the furthest along in the transition process. Georgetown and Masconomet are also looking to initiate change. Hamilton-Wenham is continuing to give attention to the issue and to associated ramifications.
- E. Due to construction on Bridge St., some bus stops will not be in effect next week. The Principals will be communicating to families the changes in place for the next week.
- F. No school on Monday in observance of the Columbus Day Holiday.

VI. CONSENT AGENDA

- | | |
|---|-----------|
| A. Minutes of September 22, 2016 | Exhibit A |
| B. Superintendent's Evaluation | Exhibit B |
| C. Field Trip to Washington DC for Grade 8 students | Exhibit C |

MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA INCLUDING THE SUPERINTENDENT'S EVALUATION AND THE FIELD TRIP TO WASHINGTON DC. THERE CAN BE NO FURTHER CHANGES OR DISCUSSION.

MOTION by Michelle Bailey; SECONDED by Deb Evans.

Unanimously approved by four members present.

MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE SEPTEMBER 22 MINUTES AS AMENDED.

MOTION by Michelle Bailey; SECONDED by Deb Evans.

Unanimously approved by four members present.

VII. NEW BUSINESS

A. Regional School Agreements Presentation by Michael Gilbert, Massachusetts Association of School Committees,

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Mr. Gilbert is advising the Regional Agreement Subcommittee on how other regional districts apportion their costs and elect members. A change in the regional agreement will take a majority (more than 50%) vote at the town meetings in both member towns. A review by the Department of Secondary and Elementary Education is also necessary.

The HWRSD agreement is somewhat unique in the way members are elected and costs are apportioned. He recommended having legal counsel check that the current process is in compliance with allowable methods for regional districts. Ms. Metternick recently asked for this review. Mr. Gilbert identified Manchester-Essex as one of the newest two-town regional district. The apportionment formula in Manchester-Essex is similar to Hamilton-Wenham. Mr. Gilbert discussed there is an alternative state formula for apportionment based on Chapter 70 funding.

Mr. Gilbert's perspective was sought concerning the Pediculosis policy scheduled to be discussed later in the meeting. He stated that policy is what and why and not how, when and where. This should be at the nurses' discretion. The MACS does not currently have a lice policy. The School Committee suggested that citizen's concerns should be addressed on October 20, and further deliberation on the policy should be tabled until after citizen's concerns have been adequately expressed.

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The Committee asked Mr. Gilbert about calculating the majority of the school committee. The MASC recommends a majority be calculated based on a majority of the members and not of members present. Since the School Committee is a representative body, by requiring a majority of the committee, it is a more representative vote than the majority of the quorum.

B. Report of Facilities Technology and Finance Summer Work (Jeff Sands presented) Exhibit D

Mr. Sands explained the Affordable Care Act required a new report that included many data points. This was a huge undertaking. He reviewed several other special projects including an email migration and replacement of SmartBoards.

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MOTION: . I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE
TEE APPROVE THE SEPTEMBER 22 MINUTES AS AMENDED.¶
MOTION by Michelle Bailey; SECONDED by Deb Evans.¶
Unanimously approved by four members present.¶

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Moved down [1]: Michael Harvey will draft action items based upon discussion and previous drafts.

C. Update and recommendations for Capital Plan, Master Plan and Turf Field Projects as they relate to SC Goal #2. (Jeff Sands presented) Exhibit E & F

Importance of moving toward action plan discussed. Jeff Sands and Michael Harvey consulted.

The Committee discussed the importance of coordinating the school projects with the needs of the member towns. For instance, a proposed High School roof needed in 4-5 years should be discussed with the towns. The Master Plan should start looking at the future of our aging buildings.

A Turf Field plan is expected to the School Committee after the New Year. The Committee expressed a concern about selecting a turf material that will be safe and having a high temperature protocol. Gale Associates is already working to address these issues. Possible next steps were discussed.

Dr. Harvey suggested an action item to complete a design study for the MRMS/HS library, look at the elementary school libraries and evaluate funding for capital items like replacement school furniture. Additionally, he recommended beginning the conversation around the future of our school buildings.

Michael Harvey will draft action items based upon discussion and previous drafts. These will be approved at the next meeting.

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D. Select Delegate and Alternate for MASC Conference in November;

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MOTION: I NOMINATE JEANISE BERTRAND TO BE OUR DELEGATE FOR THE MASC CONFERENCE NOV. 2-5, 2016.

MOTION by Michelle Bailey; SECONDED by Hannah Fraley.

Unanimously approved by four members present.

E. Review of Academic Calendars

• 2017-18

Exhibit G

Dr. Harvey will ask the principals about moving the Parent Conferences to Tuesdays so that one of the date will fall on Halloween, October 31, 2017. There will be two four-day weekends created by pairing professional development days with holidays.

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• 2018-19

Exhibit H

It was noted that the early release day times changed last year. The MRMS/HWRHS will be released at 11:15 and elementary at 12:05. Graduation has also been moved to Saturday mornings for 2016-17 and going forward.

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Dr. Harvey will also send the proposed calendar to union leadership.

F. Re-approval of Bonds & signing of associated paperwork

MOTION:

I, Michelle Bailey, the District Secretary of the Hamilton-Wenham Regional School District, Massachusetts (the "District"), certify that at a meeting of the Regional School District School Committee (the "Committee") held October 6, 2016, of which meeting all members of the Committee were duly notified and at which a quorum was present, the following votes were passed as indicated below, all of which appear upon the official record of the Committee in my custody:

I move: that we hereby determine, in accordance with G.L. c. 70B, that the amount of the cost of the Winthrop School heating system and window replacement project authorized by a vote of the Committee passed on October 24, 2013 not being paid by the school facilities grant is \$1,224,775 and we hereby approve of the issuance of notes and bonds in such amount under said G.L. c. 70B.

[seconded by Hannah Fraley]

5 years, 0 days

I move: that we hereby determine, in accordance with G.L. c. 70B, that the amount of the cost of the Buker School heating system replacement project authorized by a vote of the Committee passed on October 24, 2013 not being paid by the school facilities grant is \$340,784 and we hereby approve of the issuance of notes and bonds in such amount under said G.L. c. 70B.

[seconded by Deborah Evans]

5 years 0 days

I move: that the sale of the \$1,531,000 General Obligation Municipal Purpose Loan of 2016 Bonds of the District dated October 19, 2016 (the "Bonds"), to Robert W. Baird & Co., Inc. at the price of \$1,570,362.89 and accrued interest, if any, is hereby ap-

proved and confirmed. The Bonds shall be payable on October 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2017	\$91,000	2.00%	2023	\$95,000	2.00%
2018	90,000	2.00	2024	105,000	2.00
2019	90,000	2.00	2025	105,000	2.00
2020	95,000	2.00	2026	105,000	3.00
2021	95,000	2.00	2028	220,000	2.00
2022	95,000	2.00	2031	345,000	2.00

[seconded by Hannah Fraley]

5 years 0 days

I move: that the Bonds maturing on October 15, 2028 and October 15, 2031 (each a "Term Bond") shall be subject to mandatory redemption or mature as follows:

Term Bond due October 15, 2028

<u>Year</u>	<u>Amount</u>
2027	\$110,000
2028*	110,000

0

*Final Maturity

Term Bond due October 15,
2031

<u>Year</u>	<u>Amount</u>
2029	\$ 1 1 5 , 0 0 0
2030	1 1 5 , 0 0 0
2031*	1 1 5 , 0 0 0

*Final Maturity

[seconded by David Polito]

5 yeas 0 nays

I move: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated September 30, 2016, and a final Official Statement dated October 6, 2016 (the "Official Statement"), each in such form as may be approved by the District Treasurer, be and hereby are ratified, confirmed, approved and adopted.

[seconded by Hannah Fraley]

5 yeas 0 nays

I move: that the Bonds shall be subject to redemption, at the option of the District, upon such terms and conditions as are set forth in the Official Statement.

[seconded by Hannah Fraley]

5 yeas 0 nays

I move: that the District Treasurer and the Chair of the Committee be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the District, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

[seconded by Hannah Fraley]

5 yeas 0 nays

I move: that we ratify and confirm the adoption of post-issuance federal tax compliance procedures adopted by the District, and we authorize and direct the District Treasurer to review and update said procedures as the District Treasurer and bond counsel deem sufficient in order to monitor and maintain the tax-exempt status of the Bonds and any other tax-exempt obligations issued or to be issued by the District.

[seconded by Hannah Fraley]

5 yeas 0 nays

I move: that each member of the Committee, the District Secretary and the District Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

[seconded by Hannah Fraley]

5 yeas 0 nays

G. Policy Review

- 2nd Reading - Teaching About Tobacco, Alcohol & Drugs

Exhibit I

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADOPT THE TEACHING ABOUT TOBACCO ALCOHOL AND DRUGS POLICY

MOTION by Michelle Bailey; SECONDED by Deb Evans

Unanimously approved by five members present.

- 2nd Reading - Pediculosis Policy [tabled until Oct 20]

Exhibit J

- 1st Reading – Cash & Investment Policy

Exhibit K

Don Gallant provided background on the development of the policy. Several years ago, it was determined that funds for the purpose of scholarships given to students

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should be under the control of the school district. These scholarships are given annually on scholarship night at the High School.

Jeff Sands added that the auditors had suggested that we have a policy addressing these elements. This policy talks about the how and where the treasurer may invest funds to be in compliance with MGL.

Mr. Polito asked for the policy to be reviewed by legal counsel. Mrs. Metternick ask Dr. Harvey to submit the policy to legal counsel.

VIII. VOTE TO ADJOURN

Vote to Adjourn to Executive Session to discuss strategy relative to negotiations with District Treasurer Don Gallant (Executive Session Purpose #2) and not to return to open session.

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS STRATEGY RELATIVE TO NEGOTIATIONS WITH DISTRICT TREASURER DON GALLANT (EXECUTIVE SESSION PURPOSE #2) AND NOT TO RETURN TO OPEN SESSION.

MOTION by Michelle Bailey

Unanimously approved by a roll call vote at 9:17 PM.

Committee returned to open session at 10:35.

Motion: I MOVE THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJORN.

MOTION by Michelle Bailey, SECOND by David Polito

Unanimously approve by the 5 members present.

Respectfully Submitted,

Nancy R. Bergner
Secretary, H-WRSC Meeting

Draft SC Goals for 2016-2017

1. Budget: Advocate for a budget that calls for Educational Excellence while being mindful of the fiscal constraints of the communities.
 - a. Budget Calendar/Process
2. Capital Plan: Develop an implementation and financing strategy for the Capital plan, including the Master Plan, Operational Items and Turf Field Plan with the involvement of major stakeholders.
 - a. Capital Plan--readjust calendarization of items based on FY18 Budget Process
 - b. Turf Field
 - i. Complete Gale Study
 - ii. Determine SC's level of involvement in next steps of project
 - iii. Hold meetings with involved stakeholders
 - c. Master Plan
 - i. Complete Design Study for Library Renovation Projects
 - ii. Identify funding target for projects through FY18 Budget Process
 - iii. Identify timing for other MP Items
 - iv. Begin conversation around future of school buildings
3. Update the Regional Agreement: Develop an updated version of the Regional Agreement that addresses apportionment and other minor items to present to approval at Town Meeting for spring of 2017.
 - a. Create a Subcommittee of the SC to develop a draft of revisions and scenario analysis to bring to the formed working group by 10/1.
 - b. Subcommittee will make recommendations to the SC by 11/1
 - c. SC will finalize recommendations in time for ATM Warrant in February.
4. Policy Review Process: Develop a documented and approved process for regular review and update of the District Policy Manual.
 - a. Assign the task to the policy committee
 - b. Create a draft policy review policy and procedure by January of

2017

c. Policy approval by SC February 2017



Massachusetts Association of School Committees
1 McKinley Square, Boston, MA 02109 • (617) 523-8454 • www.masc.org

Report of the Resolutions Committee

The MASC Resolutions Committee met on July 6, 2016 to consider the resolutions proposed by member districts for consideration at the 2016 Annual Meeting of the Association. Members present were: Patrick Murphy (Barnstable), Chair; Paulette Van der Kloot (Medford); Jason Frasier (Silver Lake Reg.); Mildred Lefebvre (Holyoke); Irene Feliciano-Sims (Holyoke); Margaret Driscoll (Melrose); Geoffrey Swett (Wareham); William Fonseca (East Longmeadow); Kathleen Kelley (Cambridge); Devin Sheehan (Holyoke); Patrick Francomano (King Philip Reg.).

The following resolutions were moved forward by the Resolutions Committee and approved by the MASC Board of Directors at their meeting on July 13, 2016.

Please note: On advice of counsel, the text of Resolutions 2 and 3 do not appear in the printed Delegate Manual. Please reference the text below for the resolutions to be discussed at the Delegate Assembly.

RESOLUTION 1: FOUNDATION BUDGET

(Submitted by the MASC Resolutions Committee)

WHEREAS a special Foundation Budget Review Commission (FBRC) reported its recommendations in 2015 the General Court and to the public, and

WHEREAS among the recommendations were those to calculate more accurately the costs of students in special education and health insurance costs for employees and retirees, and

WHEREAS several recommendations of the members of the Commission to establish adequate and equitable funding for school districts remain unresolved, and

WHEREAS there remains a broad consensus that the overall calculations used to establish the "Foundation Budget" for city, town and regional school districts remain significantly understated and, in the opinion of MASC and its members violates the letter and spirit of the ruling of the Massachusetts Supreme Judicial Court in the 1993 McDuffy Case,

THEREFORE BE IT RESOLVED that MASC calls upon the legislature to enact the recommendations of the Foundation Budget into law, and further,

That the legislature order the Commission to reconvene in order to conduct further deliberations and make such recommendations as the FBRC may propose, and further

That the FBRC shall address and make recommendations toward the overall accuracy of the adequacy of the overall Foundation Budget

RESOLUTION 2: TAX REFORM BALLOT QUESTION

(Submitted by the MASC Resolutions Committee)

WHEREAS there is a clear need to invest in our state's educational, social, and infrastructure systems, and

WHEREAS the need to rebuild our roads and bridges, strengthen public education, and provide the necessary support to help ensure social and economic equity for the residents of Massachusetts, and WHEREAS a reasonable solution could be a combination of tax reforms and measures of accountability to establish a more equitable source for revenue and a more effective way of measuring our success, and

WHEREAS Net income growth over the past decade has demonstrated a disproportionately lower tax burden as a share of net income upon high wage earners within a current tax system than is asked of economically disadvantaged and middle class families, and

WHEREAS Advocates for social and economic equity are considering seeking to ask voters to amend the Constitution of the Commonwealth to allow for greater tax equity that will not raise taxes on any but the wealthiest residents of Massachusetts,

WHEREAS the Foundation Budget Review Commission recommended additional revenue and securing a more equitable distribution of those funds, and

NOW THEREFORE BE IT RESOLVED that the Massachusetts Association of School Committees explore ways to promote social and economic equity through a ballot initiative whose purpose may include a state constitutional amendment, tax reform, protection of the state's neediest residents of all ages, and seeks additional revenue only from tax reform affecting the state's wealthiest residents.

Further, that the goal of such a ballot referendum would be to secure a stronger financial base to underwrite needed improvements in the infrastructure of the Commonwealth as well as the educational, social and economic wellbeing of its residents.

RESOLUTION 3: CHARTER SCHOOL REFORM

(Submitted by the MASC Board of Directors)

WHEREAS the possibility of the expansion of Commonwealth charter schools in Massachusetts poses a threat to the ability of public school districts to provide services to the children of the Commonwealth, and

WHEREAS in many cities and towns, Commonwealth charter schools are imposed upon communities over their objections and without regard to the impact such a charter school would have on the education of children in the public schools, and

WHEREAS without substantial reform of Commonwealth charter school financing; recruitment of students; accurate, unduplicated, and students who are no longer seeking to enroll but are alleged to be on charter school waiting lists; equitable charter school enrollment of representative segments of the population of economically disadvantaged, special education, and disabled students remediation of the adverse impact of charter school expansion cannot be addressed, and

WHEREAS these circumstances would be exacerbated by the approval by voters of a proposed ballot initiative to expand charter schools and to circumvent such safeguards as would address several of the inequities arising out of the expansion of charter schools in Massachusetts;

THEREFORE BE IT RESOLVED that the Massachusetts Association of School Committees urge the citizens of the Commonwealth to reject such a ballot initiative, and further,

That MASC seek legislative approval of a comprehensive set of reforms that includes:

1. Establishment of strict guidelines or regulations to require that charter schools enroll represent cross sections of students residing within the school service areas.
2. Reporting of accurate numbers of students who leave charter schools to return to the sending districts or district of residence.
3. Requiring the MA Department of Elementary and Secondary Education to retain and report accurate data on enrollment of students with learning disabilities, physical disabilities, economic disadvantage, emotional disability and status as racial and linguistic minorities.
4. State requirements that any charter school authorized in a community without its consent be funded in full by the Commonwealth rather than by expropriation of Chapter 70 education aid from the sending cities, towns and regions.
5. State funding in full of any mitigation funds created to offset the loss of state funding for students who become students in charter schools

RESOLUTION 4: SOCIAL AND EMOTIONAL WELL-BEING OF STUDENTS

(Submitted by the MASC Resolutions Committee)

WHEREAS various factors including the impact of poverty, family status, other social issues and academic pressures have contributed to a marked increase in the levels of stress and anxiety among students at all grade levels, and WHEREAS the expansion of standardized testing to a wider range of students and these tests to establish ratings for schools and districts has contributed to the growing concern among educators that students are exhibiting complications of adding stressful factors to their lives both inside and outside of school, and

WHEREAS advocates for students, including school committee members, school leaders, teachers and parents have identified that an effective strategy for children is to address social and emotional learning (SEL) by various tactics, and

WHEREAS in response to the demand for SEL, initiatives have been organized by several stakeholder groups including a collaboration of MASC, MASS, MIAA, MSSAA, MESPA, MOEC, and Teachers 21, and, in addition, a separate working group within MASC to identify available resources, new strategies, and tactics to promote the social and emotional wellbeing of children,

THEREFORE BE IT RESOLVED that the Massachusetts Association of School Committees shall be directed to deploy such resources of the Association independently and in collaboration with other organizations to gather resources, identify strategies, and improve public awareness of the importance of addressing student social and emotional well-being, and further that

MASC shall give consideration to such public policy initiatives that prioritize action by stakeholders and stakeholder groups, in collaboration with expert behavioral and health care providers, as the most effective entities for addressing strategies that are in the best interests of children.

EXHIBIT E:

HEAD INJURIES AND CONCUSSIONS

The Hamilton-Wenham Regional School District seeks to prevent concussions and provide a safe return to activity for all students after an injury, particularly a head injury. In order to effectively and consistently manage these injuries, the HWRSD will abide by the following procedures, developed to comply with the Massachusetts General Law Ch. 111, §222 and 105 CMR 201.000 regarding sports-related head injury and concussions. The law mandates that all MIAA schools develop regulations to implement the policies specified in the law including: 1. educating coaches, athletes and their parents about concussions, 2. the documentation of student athlete's past head injuries, and 3. requirements for taking a student athlete out of play or practice, and certification for "return to play." These procedures are designed to ensure that concussed athletes are identified, treated and referred appropriately, receive follow-up care and necessary academic assistance, and are fully recovered prior to returning to athletic activity. The procedures herein will be administered by the High School Athletic Director and the High School Nurse under the direction of the High School Principal.

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Head Injury/Concussion Policy¶
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This mandatory sports' head injury and concussion awareness program needed to be implemented beginning with the 2010-11 school year and has been updated on October 10, 2016.¶
The law mandates that all MIAA schools develop regulations to implement the policies specified in the law including: 1. educating coaches, athletes and their parents about concussions, 2. the documentation of student athlete's past head injuries, 3. requirements for taking a student athlete out of play or practice, and certification for "return to play." .

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The Hamilton Wenham Regional High School plan for compliance with MGL Ch. 111, §222 and 105 CMR 201.000

I. EDUCATING: (201.007)

- a. Prior to each athletic season, the athletic department will issue a parent communication, and post information on-line regarding the date of the Mandatory Pre-Season Athletic Meeting. Handouts will be available and discussion will take place in the general assembly to detail information about Concussion Education available at www.cdc.gov/concussions/signssymptoms.html or <http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>
- b. At the mandatory meeting, prior to each season, the athletic director will verbally remind all parents and students to go online to educate themselves on concussions.
- c. Within the online parent consent form to participate in athletics, each parent and student will sign off that they have been made aware of how to obtain the online concussion information and have reviewed the information.
- d. The athletic department requires our coaches and trainers to take the National Federation of High Schools' online course yearly and submit certificate of completion.
- e. Documentation of updated physical examination must be submitted prior to participation. An up-to-date physical will be determined as the student having a physical within thirteen months of any given point during the season. An out of date physical will render the student-athlete ineligible to participate in practices or games.

II. COLLECTING HISTORY: (201.006)

- a. The online registration will include a mandatory section that stipulates any student athlete with a previous head injury file that information with the athletic trainer prior to the start of the season. When a student-athlete's registration information states there have been two or more concussions in their past, extra medical clearance related to specifically to head injuries will be required.
- b. The online registration will include a mandatory section that stipulates that parents are required to provide any information on previous head injuries.
- c. A trainer will review a report of all online submissions for previous head injuries for doctor's clearance.
- d. The Athletic Director (through Family ID) will compile the list of noted previous head injuries and provide to each coach and the Head Trainer.
- e. The Athletic Director will be responsible to contact parents who do not complete medical forms prior to the student athlete's participation.

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III. HEAD INJURY DURING PARTICIPATION: (201.006)

- a. The HWRHS coaches, trainer and high school nurse will be educated to understand the following policy for game/practice situations: If a student has suffered, or is suspected of having suffered, a concussion during a game or practice, the student **MUST** be removed from play. The law is clear that a student who may have signs or symptoms of a concussion may not return to the same game or practice. It also requires that student-athletes be certified for return to play by a physician. Documentation for return to play must be given to the nurse as well as to the athletic director and trainer.
- b. If a student is suspected of having sustained a concussion, the following personnel will be contacted; the trainer will notify the parents, the athletic director and the nurse, the nurse will notify the guidance department and the administration, and the guidance counselor will contact the teachers of the student-athlete. The guidance counselor will be the point person to communicate between parents and teachers. Guidance will also provide assistance, if necessary, to families with limited English proficiency.
 - i. When a student is suspected of having sustained a concussion, the trainer will fill out the Department of Public Health "Report of Head Injury During Sports Season Form" and provide this form to the Athletic Director and Nurse.
 - ii. When the school trainer is not present at the game or practice, the team's Head Coach will fill out the Department of Public Health "Report of Head Injury During Sports Season Form" and provide this form to the Athletic Director and Nurse.
- c. Gradual re-entry to academics: The school nurse, guidance counselor and administrators will determine if assistance is required and begin the process of implementing any necessary accommodations for a return to academics.
- d. At the time of a head injury, the trainer will record the incident on the appropriate state form.
- e. At the end of the year, the athletic director will utilize the compiled information to submit all information collected to the state as required by law.

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IV. PROTOCOL FOR RETURN TO PLAY: (201.010 (E) (1))

- a. A doctor must provide medical clearance for full return to academics and return to play. .
- b. Once a student-athlete receives a doctor's clearance for full return to academics and return to play;
 1. The nurse will forward to the guidance counselor to distribute to teachers for appropriate academic participation
 2. The student-athlete must then complete no less than a five-day graduated return to play program as directed by the athletic trainer. If he/she shows no recurrence of

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symptoms, the athlete may return to athletic participation.

c. Anytime a student-athlete shows signs or symptoms during the graduated return to play program, the student must stop the program immediately and remain inactive for twenty-four hours. The graduated re-entry process would then begin again at day one. If signs or symptoms appear again, the student must stop immediately and see a doctor for additional written clearance to be able to resume the return to play program.

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d. This plan is an **individualized plan** and alterations may be made as deemed necessary per the athletic trainer in conjunction with the overseeing physician.

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Record Maintenance:

The school, consistent with any applicable state and federal law, shall maintain the following records for 3 years or at a minimum until the student graduates:

- Signature verifying completion of annual training (On-Line Reporting through Family ID)
- Department pre-participation head injury/concussion reporting forms (On-Line Reporting through Family ID)
- Department report of head injury during sports season forms
- Department post-sports related head injury medical clearance and authorization forms
- Graduated re-entry plans for return to full academic and extra curricular activities

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This information can also be found in the athletic handbook which can be found on the athletic tab of the Hamilton-Wenham Regional High School website, www.hwschools.net.

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Penalties, including but not limited to, personal sanctions and forfeitures of games, may be incurred for failing to comply with the school district's policy on head injuries.

Review and revision of the protocol established for head injuries and concussions will be completed every two years by the following committee; athletic director, school nurse, athletic trainer, director of guidance and the high school associate principal. This group will advise the Superintendent of any necessary changes to this policy. The next review date is September 20, 2018 or as required by state law.

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HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

EXHIBIT F
E5012

PEDICULOSIS

Pediculosis (Head Lice) is a public health nuisance. Due to the changing environment, head lice has adapted, survived and continues to affect school aged children everywhere. Head lice are not considered a sign of unclean individuals or homes. Education and treatment should remain the forefront of our approach to controlling pediculosis in the schools. With the cooperation of parents and resources from primary care providers, pharmacists, school nurses and public health authorities, infestations can be minimized.

According to the National Association of School Nurses, the American Academy of Pediatrics and CDC. The management of pediculosis should not disrupt the educational process. No disease is associated with head lice and in-school transmissions are rare. Lice are the result of head to head contact.

Treatment: It is recommended by the CDC, upon initial infestation, an over-the-counter (OTC) or prescription medication be used. It is important that when using a pediculicide, the parent or guardian reads the specific directions provided as each treatment could differ. **In addition, a conditioner and shampoo with conditioner should not be used as it reduces the effectiveness of the treatment.**

Hamilton Wenham School Nurses will approach the problem in two ways:

1. Education
2. Monitoring

Policy Guidelines:

- When a student is suspected to have pediculosis, the school nurse will be notified.
- The school nurse will examine the student. If a student has a positive infestation or live lice, he or she will be dismissed from school.
- The school nurse will notify the parent/guardian who will be provided with educational handouts and instruction on treatment and care options.
- A **No LIVE LICE Policy** will be enforced. Student may come to school with nits (eggs). Nits cannot jump or crawl and therefore do not cause infestations. Parents are encouraged to nit-pick until the nits are removed from the hair as viable nits could cause re-infestations.
- Students may return to school the next day after recommended treatment. **The school nurse will inspect the student upon return to school and 7-10 days later until the student is free of lice.** Parents are responsible for routine examination of their child's hair for at least two weeks.

Policy Review: 1st Reading: March 17, 2016
2nd Reading: June 2, 2016

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: Stacey Metternick

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

- Research has shown that classroom-wide or school-wide screening is not warranted; however it may be appropriate to monitor those children who have had close head-to-head contact with a student who has an active infestation. Each reported case of head lice will be recorded and head lice infestations will be monitored by the school nurse.
- At the discretion of the school nurse, and considering the privacy of the students, notices will be sent home notifying parents if there are several cases of lice in a classroom or grade level.
- The elementary school nurses will regularly make parents aware of the availability of resources regarding pediculosis and remind parents to screen their children for head lice.

Resources:

Massachusetts Department of Public Health

<http://www.mass.gov/eohhs/docs/dph/cdc/factsheets/head-lice.pdf>

American Academy of Pediatrics

<Http://pediatrics.aappublications.org/content/110/3/638.full.pdf>

National Association of School Nurses

www.nasn.org

Policy Review: 1st Reading: March 17, 2016

2nd Reading: June 2, 2016

Policy Adopted:

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