



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE MEETING

Buker Elementary School
Multi-Purpose Room

Wednesday, December 19, 2018

6:30 PM

1. Call to Order 6:30
2. Pledge of Allegiance
3. Approval of Warrants
4. Adjourn into Executive Session for the Purpose of: 6:45
 1. Conducting negotiations with the Superintendent regarding 2018-2019 salary (Executive Session Purpose #2)
 2. Discussing strategy relative to the Superintendent's Contract (Executive Session Purpose #2)
 3. Considering the purchase of Numbers 1, 3, & 5 Longmeadow Way, Hamilton, MA. An Executive Session is necessary because discussion in open session may be detrimental to the School Committee's Negotiating Position. (Executive Session Purpose #6)
 4. Return to Open Session 7:45
5. Citizens' Comments
6. Chair's Report
7. Superintendent's Report
 - A. Letter from MSBA regarding SOI for Cutler School Exhibit A
8. Consent Agenda
 - a. Minutes of October 24, 2018 Exhibit B
 - b. Field Trip Request-DECA International Conference Exhibit C
 - c. Field Trip Request-DECA State Conference Exhibit D
 - d. Field Trip Request-Choir to Disney Exhibit E
9. New Business
 - a. Fall 2018 Athletic Team Recognition
 - b. Approval of Advertisements in Boys' and Girls' Basketball Programs Exhibit F
 - c. DECA Students to update on Program
 - d. Superintendent's Recommended FY20 Budget Exhibit G
 - e. Approve SY 2019-2020, 2020-2021 Calendars Exhibit H1 & H2
 - f. Set Superintendent's Salary for 2018-2019
 - g. Warrant for SC Nomination Papers Exhibit I
 - h. Report on Student Handbook Changes Exhibit J
 - i. Donations: Exhibit K
 - Girls' Basketball Boosters - .5 Assistant Coach \$1,400
 - Girls Basketball- Comparato Family \$600
 - The Friends of Winthrop \$310
 - Fine Arts Auction-Winner Curt Alexander \$2,500
 - Hockey Boosters \$2,000
9. Other
 - a. Committee Reports
 - a. Report on MASC Conference
 - b. Capital Planning-Finance & Turf Field
 - c. Negotiations
 - d. Policy
10. Topics for next meeting
11. Adjourn

David Polito, Chairperson HWRSC

dmb

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.

Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

December 12, 2018

Dr. Michael Harvey, Superintendent
Hamilton-Wenham Regional School District
5 School Street
Wenham, MA 01984

Re: Hamilton-Wenham Regional School District 2018 Statement of Interest Status

Dear Dr. Harvey:

The Massachusetts School Building Authority (the “MSBA”) would like to thank the Hamilton-Wenham Regional School District (the “District”) for expressing an interest in the MSBA’s program for school building construction, renovation, and repair grants through the 2018 Statement of Interest (the “SOI”) process.

Overall, the MSBA received 70 SOIs from 56 different school districts for consideration in 2018. In reviewing SOIs, the MSBA identifies the school facilities that have the greatest and most urgent need based on an assessment of the entire cohort of SOIs that are received for consideration each year.

Based upon the MSBA’s review and due diligence process, it has been determined that the Cutler Elementary School SOI will not be invited into the MSBA’s Eligibility Period at this time. If the District would like this school to be considered for future collaboration with the MSBA, the District should file an SOI in an upcoming year. The MSBA will begin accepting SOIs for consideration in 2019 starting on Friday, January 4, 2019. Please see the detailed information below regarding the process, as well as on the MSBA’s website.

If the District is planning to submit an SOI in 2019, consider notifying local governing boards of your intentions, as local governing bodies will have to vote to approve submission of an SOI prior to the following closing dates:

- The SOI closing date for Districts submitting under the Accelerated Repair Program, which is primarily for the repair and/or replacement of windows, roofs, and/or boilers in an otherwise structurally sound facility, will be Friday, February 15, 2019.
- The SOI closing date for Districts submitting under the Core Program, which is primarily for projects beyond the scope of Accelerated Repair, including extensive

December 12, 2018

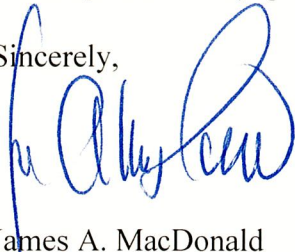
Hamilton-Wenham Regional School District 2018 Statement of Interest Status Letter

repairs, renovations, addition/renovations, and new school construction will be Friday, April 12, 2019.

The MSBA remains committed to collaborating and partnering with the Hamilton-Wenham Regional School District to better understand school facility issues within the District and will be sending more detailed information regarding the 2019 SOI process in the coming weeks.

Please feel free to contact Katie DeCristofaro, Capital Program Manager at (617) 720-4466 should you have any questions.

Sincerely,



James A. MacDonald
Chief Executive Office



John K. McCarthy
Executive Director/Deputy Chief Executive Officer

Cc: Legislative Delegation
David Polito, Chair, Hamilton-Wenham Regional School Committee

**The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Wednesday, October 24, 2018 7:00 PM**

Present:

Jeanise Bertrand
David Polito, Chairperson
Michelle Bailey
Peter Wolczik, Assistant Secretary
Gene Lee (late arrival)

Also Present:

Michael Harvey, Superintendent
Jeffrey Sands, Assistant Superintendent

1. Call to Order

7:00pm

David Polito calls the meeting to order at 7:01 pm

2. Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

3. Approval of Warrants

Present: Jeanise Bertrand, David Polito, Michelle Bailey, Peter Wolczik

Also present: Don Gallant, HWRSD Treasurer

The following warrants were approved:

Voucher #	Amount
2628	\$38,232.86
2626	\$1,895.00
2627	\$43,875.00
2624	\$104,925.00
2625	\$109,962.50
1014	\$729,204.52
1015	\$83,032.95
9	\$12,975.86
1017	\$378,280.46
2629	\$377,161.00
2630	\$ 73,539.62

4. Citizen's Comments

None.

5. Chair's Report

David Polito joined the walk-through of Cutler School for the MSBA Statement of Interest process. He commends Dr. Harvey and Jeff Sands for their hard work developing the Statement of Interest. MSBA members asked many questions, all of which were answered with accuracy, detail, and evidence. David is looking forward to the results.

6. Superintendent's Report

- MSBA Visit to Cutler School: The visiting team from the Massachusetts School Building Authority (MSBA) visited Cutler Elementary School on Tuesday, 10/02/2018. The team consisted of three members of the MSBA project management staff as well as one engineer hired by the MSBA. The HWRSD was represented by David Polito, Jeff Sands, Principal Jenn Clifford, Director of Facilities Jason Waldron and Dr. Michael Harvey. Joe Domelowicz, Hamilton Town Manager, was also in attendance. In addition to the tour, the visit also included a review of the District's April 2018 Statement of Interest. MSBA will decide in December which schools will be invited to the Eligibility Phase of process. They also stressed the school building process would take years to complete. Finally, they recommended HWRSD submit a Statement of Interest for the Winthrop School if we would like to consider consolidating Winthrop and Cutler into one elementary school during the next submission window.
 - Michelle Bailey asks if Winthrop was toured, with Dr. Harvey explaining that the team drove by Winthrop school, but did not tour.
- Generals in the MIAA Playoffs: HW Golf (14-0, CAL Champs) took part in the MIAA Division III North Sectional Championships on Monday, 10/22/2018 at Far Corners Golf Course in Boxford. The Generals finished 8th overall in the team competition. Aidan Daley finished 4th in the individual competition.
- HW Boy's & Girl's Cross Country will compete in the CAL Championships on Saturday, 10/27/2018 at Bradley Palmer State Park in Topsfield, MA. Races are scheduled to begin at 9:00 AM. The HW Girl's Cross Country team has already earned the Regular Season CAL Title.
- HW Football (5-2, 3-0) has earned the #2 Seed in the Division VI North State Tournament. They will host #7 Austin Preparatory School in the Quarterfinal Round on Saturday, 10/27/2018 at 10:00 AM at HWRHS. ***Please note the time change.*** Game Day details will be posted on the HWRHS web site. The Generals have earned at least a share of the CAL Title for the second year in a row.
- Girl's Soccer and Volleyball have qualified for the State Tournament. Details will be announced for those programs in the next few days.
- Meetings with Hamilton and Wenham Finance Committees and Boards of Selectmen: The School Committee has scheduled **Tuesday 12/04/2018 and Tuesday 02/05/2018** to meet with the Finance Committees and Boards of Selectmen as part of the FY20 budget process. Both meetings will start at 7:00 PM in the Buker School Multipurpose Room. Calendar will be updated in Dropbox, if not already done.
- Upcoming Events:
 - October 25—Elementary Early Dismissal (11:15) for Parent Teacher Conferences
 - October 26—Halloween Happenings, Winthrop School, 5:30-7:00 PM
 - November 1—End of First Quarter
 - November 7—Preschool Open House, Winthrop School from 2:00-3:00 PM
 - November 7—SEPA Parents' Rights Workshop, Winthrop School at 6:00 PM
 - November 12—No School Veterans' Day (Observed)
 - November 14—Preschool Open House, Winthrop School from 2:00-3:00 PM

7. Consent Agenda

- A. Waiver Requests for 8th Grade participation in JV Girls' Basketball and JV Girls' Ice Hockey

Exhibit A

Approval of minutes from previous meetings will be included on the consent agenda for next School Committee meeting- 11/14/2018.

Discussion of Exhibit A - 8th Grade Waivers for JV Girls' Basketball and JV Girls' Ice Hockey as indicated in the 10/09/2018 email from Craig Genuardo, Athletic Director.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA- A WAIVER REQUEST FOR 8TH GRADE PARTICIPATION IN GIRLS' JV BASKETBALL AND GIRLS' JVICE HOCKEY; THERE CAN BE NO FURTHER DISCUSSION OF THESE ITEMS.

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand.
Approved by 4 members, opposed by Michelle Bailey; Motion Passes.**

8. New Business

With School Committee members agreeing, Michelle Bailey suggests switching items A & B in New Business in order to allow students to leave the meeting earlier.

A. Student Government Presentation

(originally New Business Item B)

Brianna Borich [phonetic spelling], Student Government Advisor: Thanks the committee and provides an overview of tonight's presentation, which consists of student body officers presenting updates on their respective activities.

Will Glovsky, Secretary: He was the delegate elected to the State Board and provides update to the School Committee regarding the increasing difficulty and standards in MCAS, anticipated to begin in 2023. Will also leads a subcommittee addressing the issue of vaping in schools. Research has shown that fines are the most effective deterrent, however subcommittee continues to research and strategize to address this concern. Will is also part of a subcommittee focused on voter registration and provides updates on the actions taken by this group.

Emily Vanderwilden, Vice President: Provides update on student government evening activities, including DECA, trivia night, homecoming dance. Update on daytime activities including stuff the cruiser (Toys for Tots), the status and scheduling of the annual 2018 Spirit Week.

Lauren Verge: Provides update on student government activities, including facilitation of the 11/02/2018 Mock Election, as well as guest speaker regarding distracted driving on 11/27/2018. Lauren provides update on the fundraising campaign, #HWgivesback: lanyards are sold to teachers, students, and community members, with proceeds given to various local charities.

Jack [unknown last name], Treasurer: Provides update regarding the ALS school assembly, where Nancy Freits spoke about ALS awareness and fundraising campaigns. Provides update on fundraising efforts and the total amounts raised so far.

B. Presentation from Powers and Sullivan on FY2018 Audit

Exhibits B1-B4

(originally New Business, Item A)

Presentation from Powers and Sullivan on FY2018 Audit. Frank Serreti and Thomas Couto provide a detailed review of the audit, which is included as Exhibits B1-B4 of the [School Committee Packet, pages 3- 87](#).

Presentation includes an overview with slide presentations on the following topics:

- Results: There were no material proposed audit adjustments.
- Management's Responsibilities
- P&S Responsibilities
- General Fund – Fund Balance
- General Fund – Operations
- Estimated Excess and Deficiency
- OPEB and Pension Liabilities

- Management Letter

A detailed overview of the presentation - Report on Examination of Basic Financial Statements - begins on page 16, and includes in depth information on audit components:

- Independent Auditor's Report
- Management's Discussion and Analysis
- Basic Financial Statements
 - Statement of net position
 - Statement of activities
 - Governmental funds – balance sheet
 - Reconciliation of the governmental funds balance sheet total fund balance to the statement of net position
 - Governmental funds – statement of revenues, expenditures and changes in fund balances
 - Reconciliation of the statement of revenues, expenditures, and changes in fund balances of governmental funds to the statement of activities
 - Fiduciary funds – statement of fiduciary net position
 - Fiduciary funds – statement of changes in fiduciary net position
 - Notes to basic financial statements
- Required Supplementary Information
 - Schedule of revenues, expenditures and changes in fund balance – general fund – budget and actual
 - Pension Plan Schedules
 - Schedule of the District's proportionate share of the net pension liability
 - Schedule of District contributions
 - Schedule of the special funding amounts of the net pension liability
- Other postemployment benefit plan schedules
 - The schedule of changes in the District's total other postemployment benefit liability and related ratios
- Notes to required supplementary information

Michelle Bailey asks about the assumptions made in benefits payout. Discussion regarding legal requirements to fund OPEB, strategies, and Powers & Sullivan recommendation that a policy would decrease liability.

Discussion regarding regional transportation aide and school districts not qualifying for city and town reimbursements.

Discussion regarding the financial audit objectives: to give an opinion on financial statements and whether statements are fair (note: *not* to audit the District's internal controls). Discussion about internal procedure, management letter, history of internal control procedures, reconciliation process, etc.

Discussion regarding Uniform Guidance - detailed federal guidelines for grants designed to streamline processes, ease administrative burdens, set best practices for internal controls, and outline the federal COSO standards. Powers & Sullivan recommend the District develop a draft of Uniform Guidance, and will provide a template to do so.

C. Vote Contract with HWREA

Exhibit C

The tentative agreement between Hamilton Wenham Regional School District and Hamilton Wenham Regional Education Association is provided as Exhibit C ([School Committee Packet, page 82-87](#)). The HW Education Association voted to ratify: 97% of the approximately 130 ballots cast voted in favor of this agreement. John Koch

and Dr. Harvey will work to clean up some language before the contract becomes available online. Jeff Sands details the 3-year term agreement (09/01/2018 - 08/31/2021), highlighting that points 2 & 3 are the most substantial cost drivers:

- 2) COLA increases determined by Salary Schedules and Stipends Schedules, with year by year increases of 2.5%, 2.25%, 2.0%, with further details outlined in contract.
- 3) Effective in year 3, there will be an establishment of a new M15 column with an upper limit of step 12 to the existing Salary Schedule. The salary step at each point in the M15 column will be calculated as the mid-point between the M column and the M30 column (after year 3 COLA increase has been applied to the schedule).

Peter Wolczik asks for clarification regarding the midpoint determination, with Jeff Sands explaining the procedure that District Administration would utilize to calculate this.

Peter Lombardi, Wenham Town Administrator: Per State Statute, one individual is able to represent all town municipalities as a voting member in the District's vote this evening. Mr. Lombardi reads a written statement prepared to adequately capture the interests of both towns of Hamilton and Wenham. Mr. Lombardi will cast a vote against the agreement, however this is not meant to negatively reflect on the District's great work. He explains that the Town's COLA increases are lower than that of the District's, and although this is not a straight comparison, it would be inconsistent to approve the COLA increases proposed in this agreement, while asking Town employees to accept an increase beneath the precedent. In addition, the approval of this agreement would limit the effective partnering of the Towns and the District during FY20 budget processes. Finally, Mr. Lombardi acknowledges that the sick leave buy back elimination for new hires is a significant precedence with long term impacts.

Jeanise Bertrand asks if the comparative analysis takes surrounding areas' salaries and increases into consideration. Mr. Lombardi explains that benchmarking is taken into account, however there is a wage precedent that is set upon approval of the agreement. The no vote is largely based on the COLA.

Michelle Bailey asks if this was consensus of both towns, with Mr. Lombardi stating that both Hamilton and Wenham analyzed all elements, and feedback from both towns largely centered around the COLA increase.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE AND TOWN REPRESENTATIVE VOTE TO APPROVE THE HAMILTON WENHAM REGIONAL EDUCATION ASSOCIATION CONTRACT FOR THE TERM OF SEPTEMBER 1, 2018 THROUGH AUGUST 31 2021, AS OUTLINED IN EXHIBIT C IN THE PACKET.

MOTION by Michelle Bailey; SECONDED by Gene Lee.

Michelle Bailey states that although she initially argued against the 2.5% increase, she believes there are several important benefits to this contract including the buyback, availability of elementary school teachers, and coaching provided to teachers. Michelle will vote to approve this contract due to these benefits.

David Polito commends District's administrative team in working with the Education Association to give the 2.5% COLA increase, and negotiate the level down in subsequent years. David understands why towns are voting against this, but also believes that this is an impressive contract.

Approved by 5 members, opposed by Peter Lombardi (representative of towns of Hamilton and Wenham); Motion Passes.

D. Select Delegate and Alternate for MASC Conference

MICHELLE BAILEY NOMINATES JEANISE BERTRAND AS THE HAMILTON WENHAM REGIONAL SCHOOL DISTRICT DELEGATE TO THE MASC CONFERENCE.

Jeanise Bertrand accepts the nomination.

MOTION by Michelle Bailey; SECONDED by Gene Lee.

Unanimously approved by 5 members present.

E. Vote on MASC Resolutions

Exhibit D

Full text of MASC resolutions with detailed explanations are found in Exhibit D of the [School Committee Packet, pages 88-96.](#)

Resolution 1: Rejecting the Arming of Educators

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO SUPPORT MASC RESOLUTION 1: REJECTING THE ARMING OF EDUCATORS.

MOTION by Michelle Bailey; SECONDED by Gene Lee.

Unanimously approved by 5 members present.

Resolution 2: On Small and Rural Districts

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO SUPPORT MASC RESOLUTION 2: ON SMALL AND RURAL DISTRICTS.

MOTION by Michelle Bailey; SECONDED by Gene Lee.

Unanimously approved by 5 members present.

Resolution 3: Elimination of the Federal Department of Education

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO SUPPORT MASC RESOLUTION 3: ELIMINATION OF THE FEDERAL DEPARTMENT OF EDUCATION.

MOTION by Michelle Bailey; SECONDED by Gene Lee.

Unanimously approved by 5 members present.

Resolution 4: Regional School Transportation

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO SUPPORT MASC RESOLUTION 4: REGIONAL SCHOOL TRANSPORTATION.

MOTION by Michelle Bailey; SECONDED by Gene Lee.

Unanimously approved by 5 members present.

Resolution 5: Regarding Reporting and Accountability Standards

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO SUPPORT MASC RESOLUTION 5: REGARDING REPORTING AND ACCOUNTABILITY STANDARDS.

**MOTION by Michelle Bailey; SECONDED by Gene Lee.
Approved by 3 members present, with Michelle Bailey and Gene Lee abstaining; MOTION PASSES.**

Resolution 6: Regarding Reproductive Health Education

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO SUPPORT MASC RESOLUTION 6: REGARDING REPRODUCTIVE HEALTH EDUCATION.

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

Resolution 7: On Gender Identity Inclusive Athletic Participation Policy

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO SUPPORT MASC RESOLUTION 7: ON GENDER IDENTITY INCLUSIVE ATHLETIC PARTICIPATION POLICY AS SUBMITTED BY THE FRAMINGHAM SCHOOL DISTRICT.

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

Resolution 8: Relative to Sports Wagering

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO SUPPORT MASC RESOLUTION 8: RELATIVE TO SPORTS WAGERING.

**MOTION by Michelle Bailey; SECONDED by Gene Lee.
Approved by 4 members present, with Michelle Bailey opposing; MOTION PASSES.**

Resolution 9: Relative to Access to Information for Parents and Students Who Are Clients of Special Education

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO SUPPORT MASC RESOLUTION 9: RELATIVE TO ACCESS TO INFORMATION FOR PARENTS AND STUDENTS WHO ARE CLIENTS OF SPECIAL EDUCATION.

**MOTION by Michelle Bailey; SECONDED by Gene Lee.
Approved by 4 members present, with Michelle Bailey opposing; MOTION PASSES.**

[Brief recess at 8:39pm]

F. Discuss Longmeadow Property

Exhibits E1-E3

Longmeadow discussion centered around the information included in the [School Committee Packet, pages 97-110](#):

Exhibit E1: *Summary of School Committee discussions and actions on Longmeadow property* (page 97);

Exhibit E2: 11/14/2018 *Letter from Benjamin Tymann*, representing Harborlight Community Partners (pages 98-101);

Exhibit E3: *Proposed Memorandum of Understanding concerning development of affordable housing at certain sites in Hamilton, Massachusetts and Potential Control of Certain Tract by Hamilton-Wenham Regional School District*, as referenced in 11/14/2018 letter from Benjamin Tymann (pages 102-110).

The option for the town of Hamilton to buy down the size of the housing project (\$1.3 million) did not pass at the Hamilton Town meeting. As a result, Harborlight is now trying to figure out how to move forward.

David Polito suggests that the School Committee become proactive in this process and grant the power to someone to begin negotiations. Michelle Bailey suggests someone approach the land owners to determine if they are interested in partnering with HWRSD. Detailed and lengthy discussion regarding different approaches, strategies, next steps, and potential obstacles to overcome in the process.

Discussion regarding the amount of land available compared to the amount of land necessary should district consolidate Cutler and Winthrop elementary schools.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE EXPRESSES THAT THEY COULD BE INTERESTED IN ACQUIRING SOME PORTION OF THE PROPERTIES LOCATED IN HAMILTON ON LONGMEADOW WAY.

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

After determining School Committee interest, David Polito suggests the second action of the School Committee to authorize Dr. Michael Harvey and/or Jeff Sands to act on behalf of the School Committee to gather information about land available and status of proceedings. This authorization would extend only to gather information, not to advise.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE AUTHORIZE DR. MICHAEL HARVEY AND JEFF SANDS TO MEET WITH PARTIES TO INCLUDE PROPERTY OWNERS ON LONGMEADOW AND HARBORLIGHT COMMUNITY PARTNERS TO GATHER INFORMATION ABOUT THE PROPERTY RIGHTS FOR THE PROPERTY IN QUESTION.

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

Discussion regarding next steps.

G. Staff Turnover Analysis

Exhibit F

Jeff prepared a 3 year teacher contract analysis from FY16 - Fy18 detailed in Exhibit F of the [School Committee Packet, page 111](#). Jeff reviews data demonstrating Hamilton-Wenham Regional School District teacher turnover rates, broken down by school level, and including data specific to retirement, (in)voluntary, and non-renewal turnover. Discussion regarding high turnover rate at the Middle School, turnover rate throughout district, and a request for annual reporting of this information.

H. Assistant Treasurer Position

Review the history of the Assistant Treasurer position discussions, current status, and next steps.

Jeff Sands explains the laws mandating the requirements for this position. Discussion regarding the lack of response from the post, and the strategy necessary to attract more qualified candidates: offering a stipend rather than an hourly rate due to the sporadic and part time hours required of the position.

Jeff Sands recommends a stipend: minimum of \$100/hour and targeting 40 hours a year. Any hours above the 40 would be paid at the rate of \$100/hour.

Further discussion regarding solutions in attracting more applicants. David Polito states the School Committee can authorize Jeff Sands to post this job listing with the stipend change. If there is still no interest, School Committee can then move forward discussing more creative solutions.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO AUTHORIZE JEFF SANDS TO POST A POSITION FOR AN ASSISTANT TREASURER FOR AN AMOUNT OF MONEY NOT TO EXCEED -- UNDER THE TERMS OF A \$4,000.00 STIPEND AND A SALARY PER HOUR ABOVE THAT AMOUNT.

Jeff Sands states the words “not to exceed” should be stricken. Discussion regarding language of motion and intentions.

Michelle Bailey withdraws the motion currently on the floor.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE AUTHORIZE JEFF SANDS TO POST, INTERVIEW, AND RECOMMEND A CANDIDATE FOR ASSISTANT TREASURER UNDER THE TERMS NECESSARY TO FIND THAT POSITION.

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand.
Unanimously approved by 5 members present.**

I. Finalize Superintendent's Review

Exhibit G

The entire packet of the superintendent's review was made available to the School Committee, and can be found in Exhibit G of the [School Committee Packet, pages 112-182](#). David Polito opens the floor for discussion/comments; no further comments. End-of Cycle Summative Evaluation Report is included in pages 112-120.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE SUMMATIVE ASSESSMENT OF DR. MICHAEL HARVEY FOR THE RANKING OF OVERALL PROFICIENT AS PRESENTED IN OUR PACKET IN PAGES 112-120.

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

J. Donations: Hockey Boosters--\$2,000 for User Fee Reduction

Exhibit H

HW Hockey Boosters contributed \$2,000 for the purposes of lowering the 2018/2019 registration fees for High School Hockey Varsity and JV teams (as indicated in 10/11/2018 letter from Elizabeth Collins, chair, as found in the [School Committee Packet, page 112](#)).

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE HAMILTON WENHAM HOCKEY BOOSTERS IN THE AMOUNT OF \$2,000 FOR THE PURPOSE OF REDUCING USER FEES FOR BOYS HOCKEY FOR THE JV AND VARSITY TEAMS FOR THE 2018-2019 SEASON.

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

Thank you to the Hamilton-Wenham Boosters for this generous contribution!

9. Other

Discussion of next School Committee meeting (11/14/2018) and Warrant Sub-Committee meetings (11/07/2018 & 11/20/2018) Survey monkey will be sent out to School Committee members to determine availability for these meetings and ensure quorum.

10. Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 9:37 PM.

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

Respectfully submitted by Mahala Lettvin this 3rd Day of December, 2018.

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: HWRHS Date Submitted: 9/19/18
 Faculty Sponsor: Laura Wheeler Position: Business Teacher & DECA Advisor
International Career Development Conference-DECA

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: Orlando, Florida
☐ International Trip (extracurricular only) - Destination: _____

Departure Date: 4/26/19* Time: TBD Return Date: 5/1/19* Time: TBD

Number of Students Eligible: TBD Class/Group: Marketing Classes/DECA

Faculty Sponsor: Laura Wheeler

Other Faculty/Staff chaperones: Stefanie Rogai

Other chaperones: TBD

Mode of Transportation: air, ground, private transport Number: _____

Airlines/Flight/Ground Transportation: TBD

*Travel dates may vary by 1 day once we book air travel

II. Estimated Expenses

1. Transportation Cost:	6. Financial Assistance Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Admission Charges:	7. Other Sources of Funding? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Lodging & meals cost:	8. Amount Available: <u>\$2,000.00</u>
4. Other (specify):	9. Are Student Activity Funds being used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Total student cost: <u>TBD approx \$1,200</u>	10. If yes, amount being used: <u>\$TBD for chaperone fees, financial assistance</u>

III. Attachments

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

IV. Approvals

Department Chairperson or Field Trip Requestor: Laura Wheeler Date: 9/18/18
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: [Signature] Date: 9/20/18
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: _____

Please be sure all the information listed is included with your Field Trip Request for the Approval of the Superintendent & School Committee any incomplete requests will be returned. Refer to our website Policies "School-Sponsored Field Trips" H8015 for the complete policy; this is an excerpt from that policy.

APPROVAL DOCUMENTATION – Domestic and International

Approval for all trips must be received prior to making any financial contractual arrangements. All field trips must be approved in writing by the appropriate authority as specified in this policy. The initial documentation to request a field trip must include:

1. Proposed dates and itinerary.
 2. Description of the process that will be used to determine student eligibility.
 3. Estimated number of students expected and percentage of eligible students participating.
 4. Cost per student (if applicable).
 5. Mode of transportation and schedule.
 6. Ratio of chaperones/teachers to students
(Recommended ratio – HS 1:10; MS 1:10 min.; Elementary 1:10 min.; International 1:6)
 7. Description of arrangements for meals and lodging (if applicable). Accommodations will include enough rooms so that no chaperones are rooming with students.
 - ✓ 8. Description of security features for transportation and accommodations.
 9. Means of financing.
 10. Draft copy of any contract and refund policies associated with the trip.
 11. Draft copy of the letters to be sent to parents and guardians referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the HWRSD student conduct policies, student handbook rules or regulations, and the MA Interscholastic Athletic Association (MIAA) rules and regulations. For international field trips, the sponsoring faculty member will provide parents a copy of the State Department travel advisory and Homeland Security Alert Status for all countries to be visited.
 12. In the case of academic field trips, there must be a description of the educational alternative and mapping of that alternative for students not attending the trip, if applicable.
 13. Satisfactory Criminal Offender Record Information (CORI) check of all chaperones is required and must be on file in the Superintendent's Office.
 14. International trips must include a printout of the State Department Travel Advisory and Homeland Security Alert Status for all countries to be visited.
- Additional information may be requested from the appropriate authority prior to making a decision.
- Should external circumstances change after the initial trip approval detailed modifications to the relevant approval documentation (see above) will be required.

DISCIPLINE OF STUDENTS AND FIELD TRIPS – Domestic and International (this must be included on your permission slips for parents/guardians.

1. All Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, 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 rules or regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, trip rules as specified, 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 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.

VOLUNTARY FIELD TRIP FOR QUALIFIED DECA MEMBERS ONLY

**DECA International Career Development Conference
April 26—May 1, 2019 | Orlando, FL**

Audience: Open to DECA Members that qualify through competition OR qualify for the Emerging Leaders Leadership Academy

Description: The DECA International Career Development Conference (ICDC) is a competitive conference for DECA members who qualify through competition at the State Career Development Conference or qualify for the Emerging Leaders Leadership Academy. With over 50 categories of competition, there are many pathways for success for DECA members.

19,000 high students, teachers, chaperones and business professionals gather to develop knowledge and skills for college and careers. DECA members demonstrate their college and career ready knowledge and skills by participating in DECA's industry-validated Competitive Events Program, aligned with Career Clusters, National Curriculum Standards and 21st Century Skills in the areas of marketing, finance, hospitality, management and entrepreneurship. More than 1,000 business professionals serve as expert judges to evaluate DECA members' mastery of these concepts.

In addition, thousands of members participate in DECA's Emerging Leader Series, which helps them attain 21st Century Skills in the areas of collaboration and teamwork, communication, critical thinking and problem solving and creativity. One highlight is the involvement of executive mentors who provide college and career advice.

Convention:	Orange County Convention Center	Lodging:	Hilton Buena Vista
	9800 International Drive		1751 Hotel Plaza Blvd
	Orlando, FL 32919		Lake Buena Vista, FL 32830
	(407) 685-9800		(407) 827-4000

Schedule: Tentative Schedule Below is Subject to Change

Friday, 4/26	Travel to ICDC
Saturday, 4/27	Opening Sessions & DECA Day at Disney
Sunday, 4/28	DECA Competition & Leadership Academy
Monday, 4/29	DECA Competition & Leadership Academy
Tuesday, 4/30	DECA Final Awards
Wednesday, 5/1	Travel home

Cost: Estimated cost per student \$1,500 plus additional meals
Cost includes conference registration, air/ground transportation, hotel, spirit items, t-shirt, MASS-DECA State Dinner, 2 team lunches, 2 team dinners

VOLUNTARY FIELD TRIP FOR QUALIFIED DECA MEMBERS ONLY

DECA International Career Development Conference

April 26—May 1, 2019 | Orlando, FL

Fundraising: Efforts are currently underway to defray student cost with a goal of \$300 minimum per student to be raised through events, the school store, and business sponsorships.

Parent Meeting: A parent meeting will be held prior to the trip to go over the trip itinerary, cost and fundraising. All students are asked to attend with one parent/guardian.

Payment Schedule:

March 15	Deposit required \$200
March 29	Second payment \$500
April 12	Balance due (individual balances depend on fundraising)

Refund Policy: Up until April 1, students will be eligible for a refund IF another student takes their place on the trip from Hamilton Wenham and minus any non-refundable travel fees. For example, if airline travel has been ticketed in the student's name and cannot be transferred or refunded, the student will not be eligible for a refund for that amount.

Chaperones: **Laura Wheeler, HWRHS Business Teacher & DECA Advisor**

- Successfully led 10 trips to ICDC.

Stefanie Rogal, HWRHS Academic/Program Coordinator

- Provides a school professional without impacting classroom instruction.

Additional chaperones TBD if more than 20 students qualify for ICDC.

Dress Code: Professional Business Attire for Competition and Events

DECA is first and foremost a business organization for students.

Males: Dress slacks, dress collared shirt, tie, dress shoes and socks, sweater and/or sports coat permitted but not required. Shirts must be tucked in.

Females: Professional business dress (including knit dress), dress slacks, skirt, blazer, dress blouse, collared shirt, coordinating shirt/blouse, dress shoes (pumps, heels or flats). Dresses or skirts must be fingertip length with hands at side. Nylons are recommended if dresses or skirts are being worn.

Additional dress code information can be found in the DECA Comprehensive Consent Form.

VOLUNTARY FIELD TRIP FOR QUALIFIED DECA MEMBERS ONLY

**DECA International Career Development Conference
April 26—May 1, 2019 | Orlando, FL**

SECURITY PLAN for DECA ICDC:

- 10 to 1 ratio of students to chaperone as per rules of travel.
- All chaperones will be CORI'd and fingerprinted.
- Head chaperone will have a cell phone and be in constant communication with students.
- A strict itinerary/timeline/schedule of events.
- Only approved locations will be permitted including the hotel and convention center.
- Daily check-ins during the day and a nightly room check at bedtime.
- Students and chaperones receive the detailed itinerary, important contact information and list of approved events and locations.
- Parents will receive a detailed itinerary and contact information to reach their child and the chaperones at any time.
- Preparation meetings with chaperones will be held to review expectations and procedures while on the trip.
- All students and their parents will complete the DECA Comprehensive Consent Form allowing medical and emergency services (see attached).
- Parents and the school will be notified immediately of any emergency or violation of rules.

VOLUNTARY FIELD TRIP FOR QUALIFIED DECA MEMBERS ONLY

DECA International Career Development Conference

April 26—May 1, 2019 | Orlando, FL

DECA Comprehensive Consent Form

Mrs. Wheeler has a fully signed copy of the Comprehensive Consent form for every student attending. By signing that document you agreed that: *I have read and fully understand the MASS-DECA Comprehensive Consent Form, which includes the Code of Conduct and the Dress Code and agree to comply with these conduct guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines.*

PHILOSOPHY:

It is a privilege and honor for a student to attend area, district, state and international DECA conferences. As such, each student has the unique opportunity to represent his/her high school, community and family as a young business professional. Students are expected to follow all Rules and Regulations stated herein. In cases of uncertainty, the student should confer with his/her advisor or chaperone prior to acting, since ignorance of Rules and Regulations will not be considered an acceptable excuse. Teachers, alumni, chaperones and state staff assume the responsibility of enforcing Rules and Regulations to insure the safety and well-being of the student.

DRESS CODE:

DECA is first and foremost a business organization for students enrolled in Marketing Education. As in business where company policies related to dress and grooming are maintained, DECA has developed its own policies. At any time during the conference while on-site, you must be in casual or business attire. Essentially, proper dress is a matter of exercising good judgment; thus, should a question concerning the Dress Code arise, contact your chapter advisor or refer to this form, prior to making a decision. Help us to build and maintain a positive image of DECA!

ACCEPTABLE BUSINESS ATTIRE:

Competitive events, including tests, general and special sessions, all meals and banquets, state officer testing & interviews, and all workshops.

Males: Dress slacks, dress collared shirt, tie, dress shoes and socks, sweater and/or sports coat. Shirts must be tucked in. DECA Blazers may NOT be worn in front of judges at the State Conference; however, they MUST be worn in front of judges at ICDC. It is strongly advised that facial piercings be removed when in a judge's presence.

Females: Professional business dress (including knit dress), dress slacks, skirt, blazer, dress blouse, collared shirt, coordinating shirt/blouse, dress shoes (pumps, heels or flats). Dresses or skirts must be fingertip length. Nylons are recommended if dresses or skirts are being worn. DECA Blazers may NOT be worn in front of judges at the State Conference; however, they MUST be worn in front of judges at ICDC.

Dress code violations at the final session will result in not being allowed to go onstage to accept an award. It is advised that facial piercings be removed when in a judge's presence.

VOLUNTARY FIELD TRIP FOR QUALIFIED DECA MEMBERS ONLY

DECA International Career Development Conference

April 26—May 1, 2019 | Orlando, FL

UNACCEPTABLE BUSINESS ATTIRE:

Low cut fronts, skirts shorter than fingertip length, open sides, see through blouses, open back, sleeveless tops, crop tops, hats, sneakers, hiking, work, army, “Uggs” type boots, spandex, sandals and denim material.

ACCEPTABLE CASUAL ATTIRE:

Travel to/from conferences, dances, and non-conference activities.

Males: Slacks, cords, khakis, golf shirts, tasteful denim (no rips, holes, bagginess), walking shorts, DECA T-shirts and DECA sweatshirts. Clothing must be in good shape and proper size.

Females: Slacks, khakis, cords, skirts, blouses, golf shirts, walking shorts, DECA T-shirts and DECA sweatshirts. Tasteful denim is acceptable (no hole, stains, rips) Clothing must be in good shape and proper size.

*Activities such as swimming or exercising warrant appropriate recreational attire for that activity. Cover-ups and footwear must be worn over swimsuits when en route to and from the pool. A towel is not an appropriate cover-up to walk through a hotel lobby.

UNACCEPTABLE CASUAL ATTIRE:

Sweatpants, pajamas, low cut shirts/blouses, open sides, see through blouses, tube tops, strapless tops, crop tops, clothing containing pictures or statements relating to alcohol, drugs, sex or other items which would be considered inappropriate, shorts, sweatshirts, halter tops, one strap shirts, straps less than 1” wide, hats, sneakers and all spandex, flip-flop sandals, sunglasses.

CONDUCT CODE:

Participation in DECA activities provides an opportunity for students to interact with business professionals, DECA supporters, other DECA members and the general public. As a result of establishing a positive professional image many businesses, civic organizations and other individuals provide financial and human resources to DECA and its student members. Once again, should you have a question concerning what constitutes acceptable behavior, ask your advisor or chaperone prior to making a decision. DECA values its reputation and asks that you help maintain it.

The following Conduct Code has been established and is enforced at all area, district, state, and national DECA conferences and activities.

LEVEL ONE VIOLATIONS:

The following have been identified as extremely serious violations of the DECA Conduct Code.

1. Violation of any city, state or federal law.
2. Possession, consumption, transporting or purchasing of any alcoholic beverage or illegal drug. Possessing, using, selling, or transmitting paraphernalia associated with drugs, alcohol, or chemical substances in any form at any time or under any circumstances in public or private properties. If alcoholic beverages and/or illegal drugs or evidence of their use are found in a hotel room, offenders in that room shall be subjected to the penalties prescribed below in Level One Penalties.

VOLUNTARY FIELD TRIP FOR QUALIFIED DECA MEMBERS ONLY

DECA International Career Development Conference

April 26—May 1, 2019 | Orlando, FL

3. Defacing, damaging, or stealing public or private property (for which responsibility will rest solely with offending individuals and/or their chapters.
4. Throwing or dropping any object from a hotel window or vehicle.
5. Inviting or having non-DECA or unregistered individuals in your hotel room.
6. Repeated violations of a Level Two Code.
7. Violations not mentioned herein, but identified by the advisor or school official.
8. Leaving the conference hotel without the permission of your advisor and/or chaperone.
9. Committing serious violations of curfew regulations.
10. Being in the willful companionship of someone who violates any portion of the conduct code or failing to report direct knowledge, other than hearsay, of conduct code violations.
11. Flashing or indecent exposure.
12. Using your own automobile to attend a conference or riding in an automobile with anyone other than your advisor or adult chaperone. Occasionally, a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to submit the "Permission to use Private Transportation" form to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the student named on the form, only to and from the conference site. Once a driving/riding delegate has arrived at the conference site s/he will not be in a private automobile again until leaving the site at the end of the conference. Delegates must be housed at the conference site.

LEVEL ONE PENALTIES:

1. Expulsion from the conference.
2. Notification of parent or guardian and school official.
3. Student and parent/guardian must assume responsibility for & immediately arrange and pay for alternative travel plan to return home.
4. Forfeiture of all awards, scholarships, travel grants and future opportunities to participate in all DECA activities.
5. Other penalties at the discretion of the advisor, chaperone, school official or state staff.

LEVEL TWO VIOLATIONS:

Less serious violations, but if repeated violations occur the student may be subjected to penalties similar to those prescribed for Level 1.

1. Failure to follow the MASS-DECA Dress Code.
2. Failure to wear identification badges during the conference.
3. Being late for curfew and by not being in your assigned room with the door closed until 6:00 a.m.
4. Disturbing other hotel guests by excessive noise, such as door slamming, music, shouting, loud talking or singing, or causing any noise or disturbance audible by anyone in the hallway after curfew time. Making prank phone calls to hotel guests.
5. Other violations not mentioned above but identified by the advisor, chaperone, state staff or school official.
6. Rudeness or insubordination.
7. Failure to attend conference activities, including competitive events, general sessions, and special meetings and leaving sessions prior to the official close.

VOLUNTARY FIELD TRIP FOR QUALIFIED DECA MEMBERS ONLY

**DECA International Career Development Conference
April 26—May 1, 2019 | Orlando, FL**

8. Having or being a member of the opposite sex in a room without the permission of a chapter advisor or chaperone.
9. Failing to meet the professional standards of housing facilities, accruing incidental charges without settling the account prior to check-out, moving furniture from rooms, failing to follow or respect hotel rules and regulations.
10. Smoking cigarettes during any portion of a DECA conference.
11. Being in possession of or using a vapor.

LEVEL TWO PENALTIES:

1. Notification of chapter advisor and state DECA advisor.
2. Verbal and/or written warning and immediate compliance with conference rules.
3. Repeat violation or another violation of a Level Two Code may result in Level One penalty.

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: HWRHS Date Submitted: 9/19/18
 Faculty Sponsor: Laura Wheeler Position: Business Teacher & DECA Advisor
DECA State Career Development Conference

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: Boston, MA
☐ Out-of-State/Domestic Day Trip - ☐ Academic ☐ Extracurricular - Destination: _____
☐ Out-of-State/Domestic Overnight Trip - ☐ Academic ☐ Extracurricular - Destination: _____
☐ International Trip (extracurricular only) - Destination: _____

Departure Date: 3/7/19 Time: 12 noon Return Date: 3/9/19 Time: 1 pm (approx)
 Number of Students Eligible: _____ Class/Group: Marketing Classes / DECA

Faculty Sponsor: Laura Wheeler & Stefanie Rogat

Other Faculty/Staff chaperones: TBD

Other chaperones: TBD

Mode of Transportation: School bus, private transport Number: 2 buses (estimate)

Airlines/Flight/Ground Transportation: _____

250.-
total 500.-

II. Estimated Expenses

1. Transportation Cost:	6. Financial Assistance Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Admission Charges:	7. Other Sources of Funding? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Lodging & meals cost:	8. Amount Available: \$ <u>2,000</u>
4. Other (specify):	9. Are Student Activity Funds being used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Total student cost: <u>TBD approx \$500.00</u>	10. If yes, amount bring used: \$ <u>TBD for chaperones and financial assistance</u>

III. Attachments

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

IV. Approvals

Department Chairperson or Field Trip Requestor: _____ Date: _____
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: _____ Date: 9/20/18
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: _____

Please be sure all the information listed is included with your Field Trip Request for the Approval of the Superintendent & School Committee any incomplete requests will be returned. Refer to our website Policies "School-Sponsored Field Trips" H8015 for the complete policy; this is an excerpt from that policy.

APPROVAL DOCUMENTATION – Domestic and International

Approval for all trips must be received prior to making any financial contractual arrangements. All field trips must be approved in writing by the appropriate authority as specified in this policy. The initial documentation to request a field trip must include:

1. Proposed dates and itinerary.
 2. Description of the process that will be used to determine student eligibility.
 3. Estimated number of students expected and percentage of eligible students participating.
 4. Cost per student (if applicable).
 5. Mode of transportation and schedule.
 6. Ratio of chaperones/teachers to students
(Recommended ratio – HS 1:10; MS 1:10 min.; Elementary 1:10 min.; International 1:6)
 7. Description of arrangements for meals and lodging (if applicable). Accommodations will include enough rooms so that no chaperones are rooming with students.
 8. Description of security features for transportation and accommodations.
 9. Means of financing.
 10. Draft copy of any contract and refund policies associated with the trip.
 11. Draft copy of the letters to be sent to parents and guardians referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the HWRSD student conduct policies, student handbook rules or regulations, and the MA Interscholastic Athletic Association (MIAA) rules and regulations. For international field trips, the sponsoring faculty member will provide parents a copy of the State Department travel advisory and Homeland Security Alert Status for all countries to be visited.
 12. In the case of academic field trips, there must be a description of the educational alternative and mapping of that alternative for students not attending the trip, if applicable.
 13. Satisfactory Criminal Offender Record Information (CORI) check of all chaperones is required and must be on file in the Superintendent's Office.
 14. International trips must include a printout of the State Department Travel Advisory and Homeland Security Alert Status for all countries to be visited.
- *Additional information may be requested from the appropriate authority prior to making a decision.*
- *Should external circumstances change after the initial trip approval detailed modifications to the relevant approval documentation (see above) will be required.*

DISCIPLINE OF STUDENTS AND FIELD TRIPS – Domestic and International (this must be included on your permission slips for parents/guardians.

1. All Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, 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 rules or regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, trip rules as specified, 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 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.



DECA States

CONGRATULATIONS!!!

I am so proud of you! You have qualified to attend the 2019 State Career Development Conference to be held at the Copley Marriott and Hynes Convention Center in Boston, Massachusetts on March 7-9, 2019.

Important Dates:

Friday, Jan 18	Deposit & Paperwork (DECA States form, green HWRHS form)
Friday, Feb 15	Final Payment Due
TBD	Written Projects Due
	Team Meeting Powerblock in Music Room MANDATORY
	Testing after school in Cafe MANDATORY
	Deadline for Competition Practice (3 role plays/presentations)

This conference is ***not*** required. It is your choice whether to attend. The cost of this conference per student is **\$500** including conference fees, two nights housing, five meals, transportation to the conference (you will need a ride home on Saturday from awards), spirit items, conference t-shirt, workshops and entertainment.

A \$200 non-refundable deposit is due by Friday, January 18th to secure your spot. Otherwise, the next person in your category will be bumped up to your position. If you are under financial hardship, please return the signed forms by the deadline and speak with me privately. Do not let money hold you back! You can meet with me if you want help with fundraising and/or securing sponsorship.

The first step is to return your forms and deposit on time. I am not interested in traveling with anyone who cannot meet deadlines.

This is **NOT** a vacation. We leave at 12 noon on Thursday and will be at the conference until 1 pm on Saturday. Experience is about the **attitude** you attach to it, so I expect you to make this experience great by having a positive, fun attitude. Every part of this conference is a learning experience from waiting in line for a role play to hearing a keynote speaker.

I will not be with students 24 hours a day. You will be supervised, but you need to be responsible for your own schedule. There are over 50 categories of competition and you need to make sure you follow the schedule for your category. If you miss any scheduled events, you will be disqualified and sent home immediately.

All rules stated in the HWRHS Student Handbook and the DECA Comprehensive Consent Form apply. Please note the following highlighted points:

- Students attending this trip are subject to random searches and will be breathalyzed.
- The use of drugs and/or alcohol including vapes will not be tolerated. If a problem does occur, the student will be disqualified, sent home, and face the appropriate repercussions.
- Proper attire is expected for this conference. Jeans are not acceptable for meals or official DECA events. Please see the DECA dress code for further information.
- You are not to leave the approved conference areas at any time.
- After students have been “tucked in” at curfew, they agree not to leave their assigned room. “Sleepwalking” stories have all been heard before...
- Students are financially responsible for any damages that may occur in the hotel room. This cost will be split between all room residents regardless of culpability.
- Students will not incur any charges to the room.
- Cell phones are allowed at the conference but **prohibited at all scheduled events** including opening/closing sessions, awards sessions, meals, workshops and competition.

If you place first, second, third, or fourth **overall** at the final awards session on **Saturday morning and meet the eligibility requirements**, you are eligible to compete at the International Conference to be held in Orlando, FL from April 26- May 1, 2019. There will be a mandatory meeting for qualifiers with their parents (date to be determined).

We are a team. Part of the experience is getting to know other team members. I will give you a room request form, but final housing decisions are made by me. Although rooming with people you don’t know well may seem scary, it is a great opportunity to get to know people you may have otherwise never spent time with. It was at DECA that I found my best friend!!!! And we’d been in school together for three years...

I am excited to share this experience with you!

DECA Comprehensive Consent Form

Mrs. Wheeler has a fully signed copy of the Comprehensive Consent form for every student attending. By signing that document you agreed that: *I have read and fully understand the MASS-DECA Comprehensive Consent Form, which includes the Code of Conduct and the Dress Code and agree to comply with these conduct guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines.*

PHILOSOPHY:

It is a privilege and honor for a student to attend area, district, state and international DECA conferences. As such, each student has the unique opportunity to represent his/her high school, community and family as a young business professional. Students are expected to follow all Rules and Regulations stated herein. In cases of uncertainty, the student should confer with his/her advisor or chaperone prior to acting, since ignorance of Rules and Regulations will not be considered an acceptable excuse. Teachers, alumni, chaperones and state staff assume the responsibility of enforcing Rules and Regulations to insure the safety and well-being of the student.

DRESS CODE:

DECA is first and foremost a business organization for students enrolled in Marketing Education. As in business where company policies related to dress and grooming are maintained, DECA has developed its own policies. At any time during the conference while on-site, you must be in casual or business attire. Essentially, proper dress is a matter of exercising good judgment; thus, should a question concerning the Dress Code arise, contact your chapter advisor or refer to this form, prior to making a decision. Help us to build and maintain a positive image of DECA!

ACCEPTABLE BUSINESS ATTIRE:

Competitive events, including tests, general and special sessions, all meals and banquets, state officer testing & interviews, and all workshops.

Males: Dress slacks, dress collared shirt, tie, dress shoes and socks, sweater and/or sports coat. Shirts must be tucked in. DECA Blazers may NOT be worn in front of judges at the State Conference; however, they MUST be worn in front of judges at ICDC. It is strongly advised that facial piercings be removed when in a judge's presence.

Females: Professional business dress (including knit dress), dress slacks, skirt, blazer, dress blouse, collared shirt, coordinating shirt/blouse, dress shoes (pumps, heels or flats). Dresses or skirts must be fingertip length. Nylons are recommended if dresses or skirts are being worn. DECA Blazers may NOT be worn in front of judges at the State Conference; however, they MUST be worn in front of judges at ICDC.

Dress code violations at the final session will result in not being allowed to go onstage to accept an award. It is advised that facial piercings be removed when in a judge's presence.

UNACCEPTABLE BUSINESS ATTIRE:

Low cut fronts, skirts shorter than fingertip length, open sides, see through blouses, open back, sleeveless tops, crop tops, hats, sneakers, hiking, work, army, "Uggs" type boots, spandex, sandals and denim material.

ACCEPTABLE CASUAL ATTIRE:

Travel to/from conferences, dances, and non-conference activities.

Males: Slacks, cords, khakis, golf shirts, tasteful denim (no rips, holes, bagginess), walking shorts, DECA T-shirts and DECA sweatshirts. Clothing must be in good shape and proper size.

Females: Slacks, khakis, cords, skirts, blouses, golf shirts, walking shorts, DECA T-shirts and DECA sweatshirts. Tasteful denim is acceptable (no hole, stains, rips) Clothing must be in good shape and proper size.

*Activities such as swimming or exercising warrant appropriate recreational attire for that activity. Cover-ups and footwear must be worn over swimsuits when en route to and from the pool. A towel is not an appropriate cover-up to walk through a hotel lobby.

UNACCEPTABLE CASUAL ATTIRE:

Sweatpants, pajamas, low cut shirts/blouses, open sides, see through blouses, tube tops, strapless tops, crop tops, clothing containing pictures or statements relating to alcohol, drugs, sex or other items which would be considered inappropriate, shorts, sweatshirts, halter tops, one strap shirts, straps less than 1" wide, hats, sneakers and all spandex, flip-flop sandals, sunglasses.

CONDUCT CODE:

Participation in DECA activities provides an opportunity for students to interact with business professionals, DECA supporters, other DECA members and the general public. As a result of establishing a positive professional image many businesses, civic organizations and other individuals provide financial and human resources to DECA and its student members. Once again, should you have a question concerning what constitutes acceptable behavior, ask your advisor or chaperone prior to making a decision. DECA values its reputation and asks that you help maintain it.

The following Conduct Code has been established and is enforced at all area, district, state, and national DECA conferences and activities.

LEVEL ONE VIOLATIONS:

The following have been identified as extremely serious violations of the DECA Conduct Code.

1. Violation of any city, state or federal law.
2. Possession, consumption, transporting or purchasing of any alcoholic beverage or illegal drug. Possessing, using, selling, or transmitting paraphernalia associated with drugs, alcohol, or chemical substances in any form at any time or under any circumstances in public or private properties. If alcoholic beverages and/or illegal drugs or evidence of their use are found in a hotel room, offenders in that room shall be subjected to the penalties prescribed below in Level One Penalties.
3. Defacing, damaging, or stealing public or private property (for which responsibility will rest solely with offending individuals and/or their chapters.
4. Throwing or dropping any object from a hotel window or vehicle.
5. Inviting or having non-DECA or unregistered individuals in your hotel room.
6. Repeated violations of a Level Two Code.
7. Violations not mentioned herein, but identified by the advisor or school official.
8. Leaving the conference hotel without the permission of your advisor and/or chaperone.
9. Committing serious violations of curfew regulations.
10. Being in the willful companionship of someone who violates any portion of the conduct code or failing to report direct knowledge, other than hearsay, of conduct code violations.
11. Flashing or indecent exposure.
12. Using your own automobile to attend a conference or riding in an automobile with anyone other than your advisor or adult chaperone. Occasionally, a chapter advisor, under special circumstances, may

allow a student to drive or ride in a private automobile to a conference. These students are required to submit the "Permission to use Private Transportation" form to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the student named on the form, only to and from the conference site. Once a driving/riding delegate has arrived at the conference site s/he will not be in a private automobile again until leaving the site at the end of the conference. Delegates must be housed at the conference site.

LEVEL ONE PENALTIES:

1. Expulsion from the conference.
2. Notification of parent or guardian and school official.
3. Student and parent/guardian must assume responsibility for & immediately arrange and pay for alternative travel plan to return home.
4. Forfeiture of all awards, scholarships, travel grants and future opportunities to participate in all DECA activities.
5. Other penalties at the discretion of the advisor, chaperone, school official or state staff.

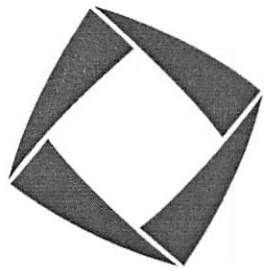
LEVEL TWO VIOLATIONS:

Less serious violations, but if repeated violations occur the student may be subjected to penalties similar to those prescribed for Level 1.

1. Failure to follow the MASS-DECA Dress Code.
2. Failure to wear identification badges during the conference.
3. Being late for curfew and by not being in your assigned room with the door closed until 6:00 a.m.
4. Disturbing other hotel guests by excessive noise, such as door slamming, music, shouting, loud talking or singing, or causing any noise or disturbance audible by anyone in the hallway after curfew time. Making prank phone calls to hotel guests.
5. Other violations not mentioned above but identified by the advisor, chaperone, state staff or school official.
6. Rudeness or insubordination.
7. Failure to attend conference activities, including competitive events, general sessions, and special meetings and leaving sessions prior to the official close.
8. Having or being a member of the opposite sex in a room without the permission of a chapter advisor or chaperone.
9. Failing to meet the professional standards of housing facilities, accruing incidental charges without settling the account prior to check-out, moving furniture from rooms, failing to follow or respect hotel rules and regulations.
10. Smoking cigarettes during any portion of a DECA conference.
11. Being in possession of or using a vapor.

LEVEL TWO PENALTIES:

1. Notification of chapter advisor and state DECA advisor.
2. Verbal and/or written warning and immediate compliance with conference rules.
3. Repeat violation or another violation of a Level Two Code may result in Level One penalty.



DECA

STATE CONFERENCE 2019

March 7th—9th

A **\$200 non-refundable deposit** is due by **Friday, January 18th** to secure your spot. If you are under financial hardship, please return the signed forms by the deadline and speak with me privately.

READ CAREFULLY and check the appropriate box (checks payable to HWRSD):

☐

\$500 I am paying the full amount now and realize that \$200 of this payment is non-refundable should my child withdraw from competition. The balance is non-refundable after February 15, 2019.

☐

\$200 I am paying the deposit of \$200 now to secure my spot and realize that this payment is non-refundable. I understand that I am responsible for the balance of \$300 by February 15, 2019.

☐

I would like to make an additional payment to help cover the \$3,000 chaperoning fees and support students who have a financial hardship.

___ \$50 ___ \$100 ___ \$250 ___ \$500 ___ Other amount: ___

I have read the States Handout, MASS-DECA Comprehensive Consent Form, and School Handbook and agree to the rules and regulations stated therein.

STUDENT NAME (PRINT): _____

STUDENT SIGNATURE: _____

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

PLEASE MAKE CHECKS PAYABLE TO **HWRSD**.

VOLUNTARY FIELD TRIP FOR DECA MEMBERS ONLY

DECA State Career Development Conference

March 7-9, 2019

Marriott Copley & Hynes Convention Center, Boston, MA

Security Plan for the Conference

- A 1 to 10 ratio of teacher chaperones to students
- All chaperones are CORI'd.
- Teachers/chaperones will have cell phones at all times.
- A strict itinerary/timeline/schedule of events.
- Check-in before getting on bus, team meeting each days and parent release for returning home with adult other than parent.
- Students and chaperones will be limited to conference areas and bathrooms.
- Students are assigned to conference groups and will be monitored throughout the entire conference.
- Preparation meeting with chaperones to review expectations and procedures.
- In case of any emergency, we will contact the school immediately.

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Hamilton-Wenham Regional Date Submitted: November 28th
 Faculty Sponsor: Katie Simko Position: Choir

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: Disney World
☐ International Trip (extracurricular only) - Destination: _____

Departure Date: Apr 13, 2020 Time: _____ Return Date: Apr 17, 2020 Time: _____
 Number of Students Eligible: _____ Class/Group: Concert Choir
 Faculty Sponsor: Katie Simko
 Other Faculty/Staff chaperones: TBD, possibly Chns Shailor + Nora Burnett
 Other chaperones: TBD
 Mode of Transportation: Airplane + Bus Number: _____
 Airlines/Flight/Ground Transportation: _____

II. Estimated Expenses

1. Transportation Cost:	6. Financial Assistance Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Admission Charges:	7. Other Sources of Funding? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Lodging & meals cost:	8. Amount Available: \$
4. Other (specify):	9. Are Student Activity Funds being used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Total student cost: <u>Approx. \$1734.00</u>	10. If yes, amount bring used: \$ <u>TBD</u>

III. Attachments

1. Copy of Parent Letter with meeting date:	5. Travel Costs & Refund Policy: <input checked="" type="checkbox"/>
2. Itinerary: <input checked="" type="checkbox"/>	6. Travel Insurance Policy (if applicable): <input checked="" type="checkbox"/> Cost:
3. Security features for transportation & accommodations: <input checked="" type="checkbox"/>	7. Pre and Post Trip Activities:
4. Arrangements for meals and lodging: <input checked="" type="checkbox"/>	8. Other Descriptive Information:

IV. Approvals

Department Chairperson or Field Trip Requestor: Kdimko Date: 11-28-18
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements
 Principal: [Signature] Date: 11/30/18
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: _____

Please be sure all the information listed is included with your Field Trip Request for the Approval of the Superintendent & School Committee any incomplete requests will be returned. Refer to our website Policies “School-Sponsored Field Trips” H8015 for the complete policy; this is an excerpt from that policy.

APPROVAL DOCUMENTATION – Domestic and International

Approval for all trips must be received prior to making any financial contractual arrangements. All field trips must be approved in writing by the appropriate authority as specified in this policy. The initial documentation to request a field trip must include:

1. Proposed dates and itinerary.
 2. Description of the process that will be used to determine student eligibility.
 3. Estimated number of students expected and percentage of eligible students participating.
 4. Cost per student (if applicable).
 5. Mode of transportation and schedule.
 6. Ratio of chaperones/teachers to students
(Recommended ratio – HS 1:10; MS 1:10 min.; Elementary 1:10 min.; International 1:6)
 7. Description of arrangements for meals and lodging (if applicable). Accommodations will include enough rooms so that no chaperones are rooming with students.
 8. Description of security features for transportation and accommodations.
 9. Means of financing.
 10. Draft copy of any contract and refund policies associated with the trip.
 11. Draft copy of the letters to be sent to parents and guardians referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the HWRSD student conduct policies, student handbook rules or regulations, and the MA Interscholastic Athletic Association (MIAA) rules and regulations. For international field trips, the sponsoring faculty member will provide parents a copy of the State Department travel advisory and Homeland Security Alert Status for all countries to be visited.
 12. In the case of academic field trips, there must be a description of the educational alternative and mapping of that alternative for students not attending the trip, if applicable.
 13. Satisfactory Criminal Offender Record Information (CORI) check of all chaperones is required and must be on file in the Superintendent’s Office.
 14. International trips must include a printout of the State Department Travel Advisory and Homeland Security Alert Status for all countries to be visited.
- Additional information may be requested from the appropriate authority prior to making a decision.
- Should external circumstances change after the initial trip approval detailed modifications to the relevant approval documentation (see above) will be required.

DISCIPLINE OF STUDENTS AND FIELD TRIPS – Domestic and International (this must be included on your permission slips for parents/guardians.

1. All Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, 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 rules or regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, trip rules as specified, 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 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.

Proposal: Choir Trip to Disney World, April 2020



PURPOSE

I believe that travel is an integral piece of a thriving high school choir program. As a student myself, I was lucky enough to travel to China with my choir sophomore year and it was the most formative experience of my high school career. Many high-performing school districts in Massachusetts allow their choirs to regularly travel (e.g., every 2-4 years). For example, at Ipswich High School, the choir takes an international tour every 4 years. This year they are travelling to Ireland.

Travelling can help attract new and diverse students to choir. Due to scheduling concerns, many students choose not to take choir because it conflicts with other classes including APs. A choir tour is a great way to get students who are on the fence to make the commitment to choir. Each year it is a struggle to recruit students into the choir program, and a trip is the perfect solution.

Disney World is a popular destination for high school choirs for several reasons. Firstly, it is a safe environment to allow students to roam about and enjoy themselves. It is an enclosed, monitored and guarded space that eliminates many of the worries of other destinations. Disney World offers wonderful opportunities for performing and workshops that you wouldn't find anywhere else (see event descriptions on page 4). Students will enjoy a nice balance between 'work and free time.

I have chaperoned and planned two successful trips to Disney World. The first was with Duxbury High School. They travel to Disney World during April break every two years with both band and chorus. The students on this trip went away with experiences they will never forget. As the high school a cappella director, I was fortunate enough to be a part of this fantastic trip. I also planned a trip to

Disney World as a student teacher at Concord-Carlisle high school. In the planning for this trip I learned about fundraising, communicating with parents and getting students prepared for performing and traveling.

My vision for Hamilton-Wenham Concert Choir would be to travel to Disney World every 4 years. This would give every high school student the opportunity to participate at least once during their time at the Regional. Next year would be the ideal year to take the trip because: a) if advertised early enough, it will help with enrollment during my maternity-leave in March, b) next year is my fourth year in the district and I feel that I've gotten a handle on the position, c) the seniors in 2019 have been with me since their freshman year and I would love to give them a trip before they graduate.

TRAVEL COMPANY



- **Tour Directors:** "Cultured, enthusiastic and highly knowledgeable, our Tour Directors make the best student travel destinations even better. They keep groups engaged with their destination expertise, and they maintain a safe, flawless tour experience with the utmost level of professionalism."
- **Safety:** Brightspark offers 24/7 emergency assistance, on tour medical assistance and Brightspark staff support.
- **Custom Itinerary:** depending on your needs, Brightspark can customize any tour itinerary. "We believe that student travel shouldn't be a headache for teachers and directors. That's why we manage every tour's itinerary, transportation, accommodations, tour guides, payments, registration, and more."
- **Support and Resources:** Brightspark offers many online resources including flyers, fundraising suggestions, answers to parent questions, and so much more.
- **Refund guarantee:** "Refund Guarantee Protection (RGP) is an optional add-on for tours. With RGP, parents can cancel their child's tour at any time, for any reason, and every penny spent on trip payments will be returned to them. Right up until the moment a tour departs, parents are guaranteed a 100% refund on all payments* — including the nonrefundable deposit."

SAMPLE ITINERARY

Day 1

Arrive in Disney World
Explore a Walt Disney World Park
Enjoy Dinner in the Park
Check in to Your Hotel

Day 2

Enjoy Breakfast
Perform On Stage in Disney World
Explore a Walt Disney World Park
Enjoy Dinner in the Park

Day 3

Enjoy Breakfast
Participate in a Disney Sings Performing Arts Workshop
Enjoy Lunch in the Park
Explore a Walt Disney World Park
Watch Epcot's Illuminations

Day 4

Enjoy Breakfast
Participate in Disney's Choir Magic Performing Arts Workshop
Enjoy Lunch in the Park
Explore a Walt Disney World Park
Enjoy Dinner in the Park
Watch Fantasmic! at Hollywood Studios

Day 5

Enjoy Breakfast
Participate in a Disney Broadway Magic Performing Arts Workshop
Enjoy Lunch in the Park
Explore a Walt Disney World Park
Check Out of Hotel
Depart for home

EVENT DESCRIPTIONS

Perform On Stage in Disney World

Have your vocal group sing on stage at Walt Disney World® Resort and experience the emotion, pageantry and pride of a grand Disney tradition.

Participate in a Disney Sings Performing Arts Workshop

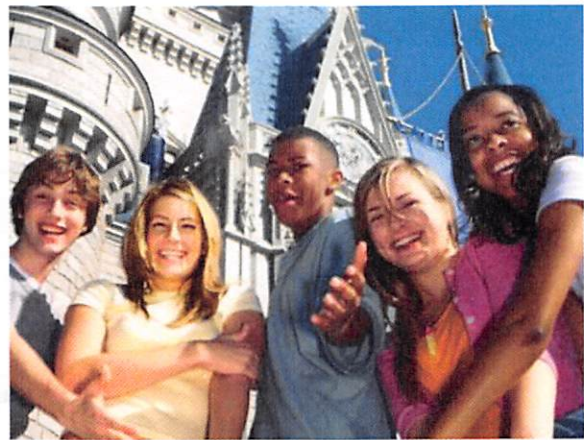
Record an excerpt from a Disney animated feature film's soundtrack and learn audition skills, vocal techniques and more under the guidance of a professional Disney vocalist.

Participate in Disney's Choir Magic Performing Arts Workshop

Rehearse for a Disney production under the direction of a professional Disney clinician, learn the vital elements of preparing for a live show choir performance and culminate with a simulated performance.

Participate in Disney's Choir Magic Performing Arts Workshop

Get an inside look at the fundamentals of musical theatre. Stage material from a Broadway production and learn vocal techniques as well as how to get the most out of your rehearsals and performances.



Travel Guard Insurance

On every domestic student tour, we provide industry-leading medical and liability insurance through Travel Guard, the nation's top travel insurance provider. This insurance is included in the cost of your trip, and covers:

- Any medical expense
- Emergency evacuation (i.e. transferring an ill individual to a hospital or home)
- 24/7 assistance services
- Any risks of liabilities imposed by lawsuits and similar claims (for Group Leaders and chaperones)

Schools and organizations have the option to be covered by the liability insurance as well. Contact a Tour Consultant or Tour Specialist for details.

Refund Guarantee Protection

Refund Guarantee Protection (RGP) is an optional add-on for tours. With RGP, parents can cancel their child's tour at any time, for any reason, and every penny spent on trip payments will be returned to them. Right up until the moment a tour departs, parents are guaranteed a 100% refund on all payments* — including the nonrefundable deposit.

*The cost of RGP will not be refunded in case of cancellation.

Comparison to Cancellation Policy

Days Prior to Departure	Tour Cost Refunded With Regular Cancellation Policy	Tour Cost Refunded With RGP*
81+	85%	100%
80-61+	75%	100%
60-46	50%	100%
45-0	0%	100%

*Coverage includes EVERYTHING except for the cost of RGP.

How Much Does It Cost?

The cost of your RGP varies according to the cost of your student's tour. For specific information regarding RGP cost, consult your tour registration form or contact your Group Leader directly.

Where Do I Sign Up?

Group Leaders, speak to your Tour Specialist about adding this to your tour.

Parents, many of our tours already include RGP, so ask your Group Leader if you're already being protected. If you are not, you can [sign up for RGP during your registration](#).

Katie Simko
Hamilton-Wenham Regional School District
775 Bay Road
S. Hamilton, Massachusetts 01982

November 28, 2018

Dear Katie,

I am excited to help plan your group's tour to Orlando! Based on our previous discussions, I've prepared a custom tour proposal sample to ensure your specific needs are met. Please review this proposal carefully and let me know if there are any adjustments you would like to make. These prices are our travel partner's best projection for 2020, as 2020 pricing has not yet been released. Once it is, we'll update any expected nominal changes and have it reviewed (our internal procedure to ensure everything is captured and calculated properly). We then work with you to see if you require any additional modifications to meet all of your goals, including budget.

The next page outlines the specifics of your tour, but the main details are as follows:

- Hamilton-Wenham Regional School District will travel to Orlando from April 13, 2020 through April 17, 2020.
- Brightspark Travel will provide inclusions as listed on the following page.
- Pricing is listed on the following page, and is based on 40 paying participants and 4 complimentary chaperones. Changes to the passenger count may result in pricing changes unless RGP is included.
- Brightspark Travel will administer all participant billing and collection through its individual billing program.

If everything looks good, we can move to the next phase of the planning process! Just sign and return the agreement to me via email or fax. Then, we will start booking reservations and participants can begin enrolling in your tour.

Keep in mind the pricing I have listed here is a projection until 2020, I look forward to speaking with you soon and the next steps!

Best,

JoAnn East
Tour Consultant
(708)831-7154
jeast@brightsparktravel.com

**Expand
Worldviews**

**Foster
Independent
Learning**

**Promote
Higher
Education**

**Inspire
Career
Choices**

Tour Details

Destination: Orlando
Departing: Monday April 13, 2020
Returning: Friday April 17, 2020

Tour Pricing by Participation:

Paying Passengers	40
Complimentary Chaperones	4
Student Price (Quad Occupancy)	\$ 1734

What's Included? Remember, these items can be modified to meet budget and experience goals!

Transportation

- Round-trip transportation via Air (Initial \$500.00 air budget factored pending group air for 2020 pricing being announced)
- Round-trip transportation via Air (with Disney Magic Express & Disney Transportation in Orlando—MA airport transfers can be priced and added upon advance request)
- Private Motor coach charters as required by Disney for performance and workshop

Accommodation

- 4 Nights at Disney All Stars Resort based on estimated 2020 rates
- Double occupancy for Chaperones (2 beds per room)
- Night security each evening at the hotel

Additional Inclusions

- 4 Day Disney park hopper pass, Disney Sings Workshop & Performance (acceptance & schedule tbd by Disney—we help you with that process!)
- 100.00 Meal Card plus 4 Dinners: Three Disney Meal Coupons (Entrée, soft drink and dessert can be used for lunch or dinner) and one group restaurant meal (Rainforest Café factored)
- Brightspark Staff including 24-Hour Emergency Hotline
- All Taxes and Gratuities
- "Help Me Travel" Online Fundraising Tool
- Lanyards and Emergency Cards for Each Passenger
- Drawstring Backpacks
- A one-of-a-kind, fun-filled educational experience

Additional Inclusions

- All Taxes and Gratuities

- Professional Tour Director
- Online Tour Management Tool
- 24/7 Emergency Support
- Overnight Hotel Security
- Brightspark Drawstring Bags, Lanyards & Luggage Tags
- Travel Guard Health & Accident Insurance
- Travel Guard Trip Delay Protection
- General Liability Insurance



NO REGRETS.

Get a full refund at any time, for any reason.

WHAT IS REFUND GUARANTEE PROTECTION (RGP)?

For parents, student tours are an investment—but they don't have to be a risky one. With RGP, parents can cancel their child's tour at any time, for any reason, and every penny spent on trip payments will be returned to them. Right up until the moment a tour departs, parents are guaranteed a 100% refund on all payments*—including the nonrefundable deposit.

**The cost of RGP will not be refunded in case of cancellation*

Brightspark Advantage

- 30+ Years of Experience
- Member of Student & Youth Travel Association
- Member of American Bus Association
- Member of National Association for Music Educators
- Member of US Tour Operators Association
- Most comprehensive refund guarantee plan in the industry



Payment Schedule Sample

Installment	Due Date	Quad Occupancy
Registration Fee	You can	\$200.00
2	customize	\$350.00
3	your	\$350.00
4	payment	FINAL BALANCE.
	schedule!	Need more
	45-60 prior	payments? We
	to travel	can do that for
		you!

The undersigned has read and understands this agreement and accepts the Terms and Conditions accompanying this Tour Agreement. By signing this Tour Agreement the undersigned, on behalf of Hamilton-Wenham Regional School District, agrees to contract for the above stated trip with Brightspark Travel, Inc.

On Behalf of Hamilton-Wenham Regional School District Representative:

Signature _____ Date _____

Name _____

Title _____

On Behalf of Brightspark Travel, Inc. Representative:

Signature _____ Date _____

JoAnn East

Name _____

Tour Consultant

Title _____

**Please email or fax (708-377-2288) this tour agreement to your
Tour Consultant today!**

Hamilton-Wenham
Girls Basketball
"Turn up the PRESSURE"

Friday February 10, 2016

6:30pm

SENIOR NIGHT!

Hamilton-Wenham Generals

vs.

Manchester-Essex Hornets



*Pressure: a burdensome
condition that is hard to bear*

WE TURN UP THE PRESSURE!
-HW GIRLS BASKETBALL



H-W Generals

32 MINUTES of PRESSURE

Varsity

1	Lauren Flynn	JR.	G
3	Jemma Shea	FR.	G
5	Jacqueline Fibbe*	JR.	G
10	Kelly Walsh*	SR.	G
22	Kelise Baker	SR.	G
23	Cecily Szady	JR.	C
31	Cate Blatchford*	SR.	G
32	Madison Rivers	FR.	G
33	Isabelle Dolan	FR.	G
34	Elizabeth Kirschner*	SR.	G

*Captain

Head Coach	Jon DeMarco
JV Coach	Rich DeMarco
Assistant Coach	Dan DeCristoforo
Assistant Coach	Paul Horton



GENERALS

JUNIOR VARSITY

3	Jemma Shea	FR.	G
4	Olivia Currier	8th	G
5	Aliyah Knudsen	8th	G
11	Eileen Campbell	FR.	G
15	Olivia Patt	FR.	G
20	Paige McKechnie	SO.	C
23	Sophia Szady	FR.	C
32	Madison Rivers	FR.	G
33	Isabelle Dolan	FR.	G
34	Olivia Baker	8th	G
44	Margaret Brown	SO.	C



*Hamilton-Wenham girls basketball
is proudly sponsored this season by:*

	 Dunkin' Donuts of Hamilton
 978.479.3752 www.rockmaplelandscape.com	
 SAT/ACT Specialists	 Landscape Design-Build WWW.COELANDSCAPING.COM 978.356.1004
	
 978.468.7464	<p>Thank you to all of our sponsors!</p>



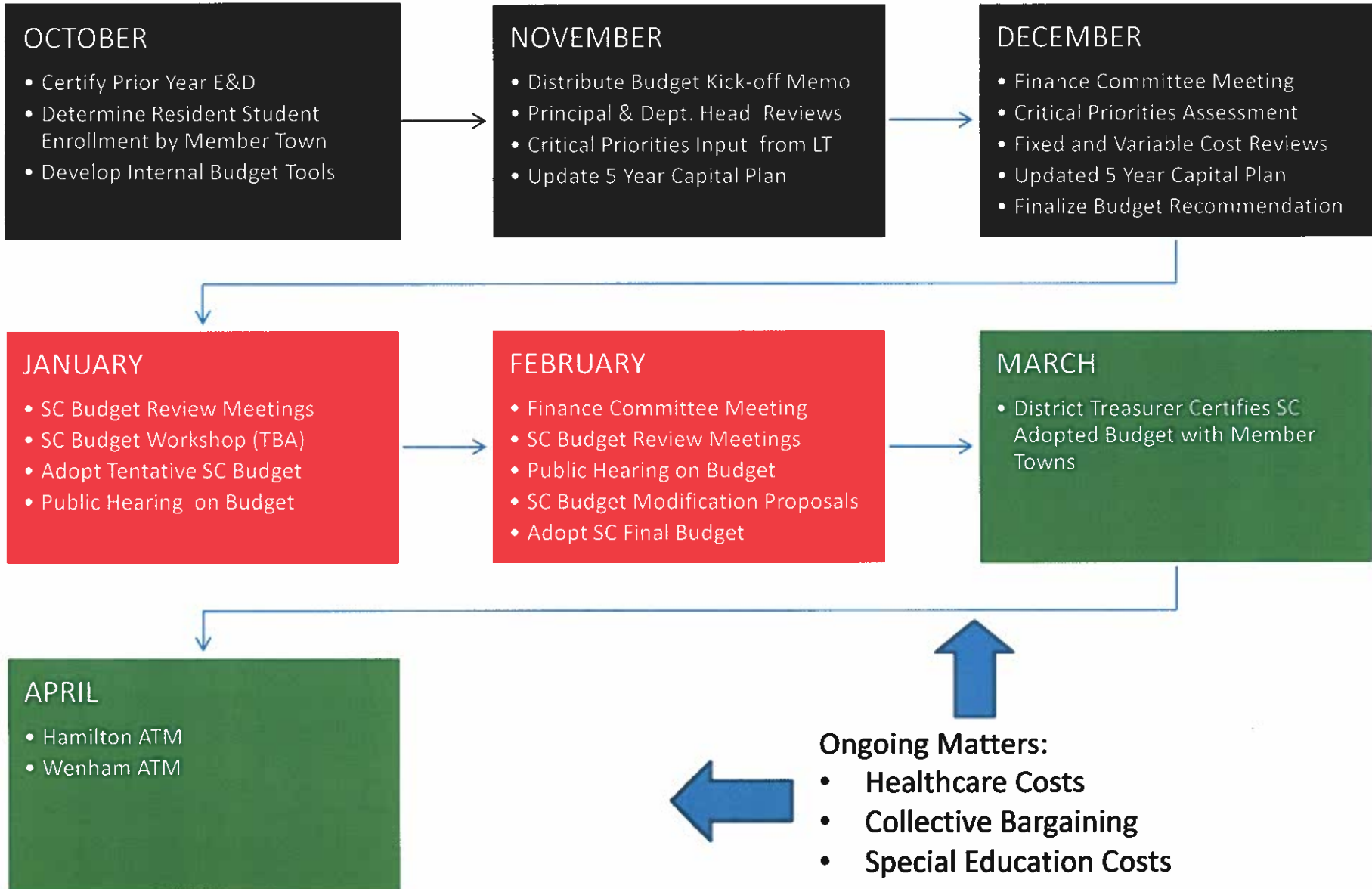
*FY20 Superintendent's Budget Recommendation
School Committee Presentation
December 19, 2018*

Prepared by:

Michael M. Harvey, Ed.D., Superintendent of Schools
Jeffrey D. Sands, Assistant Superintendent of Schools
Vincent Leone, Director of Accounting & Payroll



HWRSD Budget Process Overview





FY20 Budget

Superintendent's Recommendation

Level Service

+

OPEB Trust Fund (OPEB)

+

School Resource Officer (SRO)

What Does “Level Service” Mean?

Level Service is a continuation of the current services, activity, and programs of the District.

For FY20, Level Service + OPEB + SRO translates into a spending increase in our Gross Operating Expenses (after Offsets) of \$1,975,703 or 6.19% versus the FY19 Budget.



FY20 Budget: Level Service

Key Assumptions

- **Salary Costs**

- Incorporates the COLA increase reflected in the new Teachers Contract and incorporates a conservative COLA increase for all other personnel.
- Incorporates all other contractual salary obligations (e.g. STEPs and Degree Changes).
- Decreases our Elementary Teacher Headcount by 1.0 FTE and \$58K (Grade 5 Bubble)
- Incorporates Retirement Staff Replacement salary savings of \$157K (5 Retirements).
- Level funds all Grants as compared to FY19.

- **Operating Costs**

- No new Services or Programs.
- Capital Costs reducing to \$122K versus \$129K, \$210K, & \$312K in prior 3 years.
- Exceptions to level funding include, most notably:
 - Healthcare Costs increasing by 7.6% or \$198K
 - Out-of-District Tuition Costs increasing by 31.2% or \$897K
 - OPEB increasing by 100% or \$250K
 - SRO increasing by 100% or \$73K

- **Debt Service Expense**

- The HS/MS Project has been paid-off resulting in a decrease in Debt expense of \$711K.
- Debt expense has been increased by \$153K for the Winthrop Sprinkler Project.



FY20 Budget – Primary Drivers

Level Service + OPEB + SRO: Gross Operating Expense Budget

Driver	FY20 v FY19	
	\$ CHG	
All Staff COLAs and STEPs - Level Service	\$	798,280
Teacher Degree Changes	\$	92,463
Out-of- District Tuitions	\$	896,786
OPEB	\$	250,000
School Resource Officer (SRO)	\$	73,000
Essex Retirement Pension Fund Appropriation	\$	78,350
In District Transportation	\$	63,060
Insurance Premiums	\$	18,049
Healthcare Costs	\$	198,159
Net All Other Operating Expenses	\$	(75,453)
Subtotal:	\$	2,392,695
Reduction in Elementary Classroom Teachers	\$	(58,541)
Anticipated Staff Retirement Replacement Savings	\$	(157,611)
Subtotal:	\$	(216,152)
TOTALS:	\$	2,176,543



FY20 Budget – Expense Category Analysis

Level Service + OPEB + SRO: Gross Operating Expense Budget

Expense Category	FY20 Gross Expenses		FY19 Gross Expenses		VS PR YR	
	Tot \$	% of Tot	Tot \$	% of Tot	Chg \$	Chg %
Salaries	\$ 21,492,585	60.9%	\$ 20,817,994	62.9%	\$ 674,591	3.2%
Out-of-District Tuition	\$ 3,775,296	10.7%	\$ 2,878,510	8.7%	\$ 896,786	31.2%
Healthcare	\$ 2,811,920	8.0%	\$ 2,613,760	7.9%	\$ 198,159	7.6%
In-District Transportation	\$ 828,880	2.3%	\$ 765,820	2.3%	\$ 63,060	8.2%
Essex Retirement	\$ 986,641	2.8%	\$ 908,291	2.7%	\$ 78,350	8.6%
Utilities	\$ 563,248	1.6%	\$ 587,160	1.8%	\$ (23,912)	-4.1%
Facilities, Maintenance & Custodial (non-salary)	\$ 560,525	1.6%	\$ 576,025	1.7%	\$ (15,500)	-2.7%
Technology (non-salary)	\$ 619,751	1.8%	\$ 614,437	1.9%	\$ 5,314	0.9%
Special Education Transportation	\$ 639,669	1.8%	\$ 614,696	1.9%	\$ 24,973	4.1%
Other Fringe (Medicare, SS, Unemployment, 403B)	\$ 437,308	1.2%	\$ 419,512	1.3%	\$ 17,796	4.2%
Substitute Teachers	\$ 221,750	0.6%	\$ 221,750	0.7%	\$ -	0.0%
School Materials, Supplies & Textbooks	\$ 336,303	1.0%	\$ 445,904	1.3%	\$ (109,601)	-24.6%
Athletics (non-salary)	\$ 441,168	1.3%	\$ 415,698	1.3%	\$ 25,469	6.1%
District Insurance (Property, Liability & WC)	\$ 227,514	0.6%	\$ 209,464	0.6%	\$ 18,049	8.6%
OPEB Trust Fund	\$ 250,000	0.7%	\$ -	0.0%	\$ 250,000	#DIV/0!
School Resource Officer (SRO)	\$ 73,000	0.2%	\$ -	0.0%	\$ 73,000	#DIV/0!
All Other	\$ 1,008,851	2.9%	\$ 1,008,844	3.0%	\$ 8	0.0%
Totals:	\$ 35,274,408	100.0%	\$ 33,097,866	100.0%	\$ 2,176,543	6.6%



FY20 Budget – District Totals

Level Service + OPEB+SRO: Net Operating Expense Budget

General Fund Operating Expenses					
	FY18 BUD	FY19 BUD	FY20 BUD	Difference	
Operating Expense - Gross, before offests & Overlays	\$ 31,403,624	\$ 33,097,866	\$ 35,274,408	\$ 2,176,543	6.58%
Expense Offsets					
	FY18 BUD	FY19 BUD	FY20 BUD	Difference	
<i>Recurring Offsets</i>					
School Choice	\$ 265,000	\$ 265,000	\$ 385,000	\$ 120,000	45.3%
Preschool Tuition	\$ 72,648	\$ 72,648	\$ 72,648	\$ -	0.0%
Special Needs Tuition	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Facilities Rental	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%
Circuit Breaker Offset	\$ 864,160	\$ 864,160	\$ 945,000	\$ 80,840	9.4%
	\$ 1,203,808	\$ 1,203,808	\$ 1,404,648	\$ 200,840	16.7%
<i>One-Time Offsets</i>					
Other Revolving Accounts	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Total Offsets	\$ 1,203,808	\$ 1,203,808	\$ 1,404,648	\$ 200,840	16.7%
NET OPERATING BUDGET	\$ 30,199,816	\$ 31,894,058	\$ 33,869,760	\$ 1,975,703	6.19%



FY20 Budget – District Totals

Level Service + OPEB + SRO: Net Assessment Budget

Total Expenses					
	FY18 BUD	FY19 BUD	FY20 BUD	Difference	
General Operating Expense (Before Offsets)	\$ 31,403,624	\$ 33,097,866	\$ 35,274,408	\$ 2,176,543	6.58%
Expense Offsets	\$ 1,203,808	\$ 1,203,808	\$ 1,404,648	\$ 200,840	16.68%
General Operating Expenses (After Offsets)	\$ 30,199,816	\$ 31,894,058	\$ 33,869,760	\$ 1,975,703	6.19%
Debt Service Expense	\$ 2,092,860	\$ 2,115,275	\$ 398,372	\$ (1,716,903)	-81.17%
TOTAL EXPENDITURES	\$ 32,292,676	\$ 34,009,333	\$ 34,268,132	\$ 258,799	0.76%

Total Funding Sources					
	FY18 BUD	FY19 BUD	FY20 BUD	Difference	
<i>Revenues</i>					
Chapter 70-Base Aid	\$ 3,554,656	\$ 3,606,706	\$ 3,659,749	\$ 53,043	1.5%
MSBA Debt Service Reimbursement	\$ 1,132,065	\$ 1,132,065	\$ -	\$ (1,132,065)	-100.0%
State Transportation Reimbursement	\$ 340,686	\$ 330,837	\$ 385,868	\$ 55,031	16.6%
Medicaid Reimbursement	\$ 85,000	\$ 150,000	\$ 175,000	\$ 25,000	16.7%
Interest Income	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0.0%
Total Revenues	\$ 5,116,407	\$ 5,223,608	\$ 4,224,617	\$ (998,991)	-19.1%
<i>Transfers In From Other Funds</i>					
Excess and Deficiency	\$ 568,821	\$ 347,218	\$ 147,396	\$ (199,822)	-57.5%
Total Transfers	\$ 568,821	\$ 347,218	\$ 147,396	\$ (199,822)	-57.5%
Total Funding Sources	\$ 5,685,228	\$ 5,570,826	\$ 4,372,013	\$ (1,198,813)	-21.5%
Total Expenditures	\$ 32,292,676	\$ 34,009,333	\$ 34,268,132	\$ 258,799	0.8%
Less Total Funding Sources	\$ 5,685,228	\$ 5,570,826	\$ 4,372,013	\$ (1,198,813)	-21.5%
NET ASSESSMENT including Debt Service	\$ 26,607,448	\$ 28,438,507	\$ 29,896,119	\$ 1,457,612	5.1%

Total Town Assessments					
	FY18 BUD	FY19 BUD	FY20 BUD	Difference	
Hamilton	\$ 17,401,271	\$ 18,385,495	\$ 19,148,464	\$ 762,970	4.1%
Wenham	\$ 9,206,177	\$ 10,053,012	\$ 10,747,655	\$ 694,643	6.9%
NET ASSESSMENT including Debt Service	\$ 26,607,448	\$ 28,438,507	\$ 29,896,119	\$ 1,457,612	5.1%



Budget Topics for Next SC Meeting

on January 2, 2019

- School Resource Officer (SRO) Recommendation
- Out-of-District Placements and Tuition Costs
- OPEB Trust Fund Recommendation
- Updated Capital Improvement Project List
 - SC Capital Planning Subcommittee Recommendation(s)
- Adopt Tentative FY20 Budget



FY20 Budget: Calendar

OCTOBER 4, 2018	DISTRICT SUBMITS FY18 E&D TO MA DOR FOR CERTIFICATION
OCTOBER 26, 2018	DISTRIBUTION OF OCTOBER 2018 RESIDENT ENROLLMENT DATA TO TOWNS
NOVEMBER 1, 2018	DISTRIBUTION OF FY20 BUDGET KICK-OFF MEMO TO HWRSD BUDGET HOLDERS
NOVEMBER 1, 2018	DISTRIBUTION OF FY20 BUDGET CALENDAR
DECEMBER 4, 2018	FY20 BUDGET PLANNING MEETING #1 WITH TOWN FINANCE COMMITTEES
DECEMBER 19, 2018	FY20 BUDGET RECOMMENDATION PRESENTED TO SCHOOL COMMITTEE
DECEMBER 19, 2018	SCHOOL COMMITTEE REVIEWS FY20 BUDGET RECOMMENDATION
JANUARY 2, 2019	SCHOOL COMMITTEE REVIEWS FY20 BUDGET RECOMMENDATION
JANUARY 2, 2019	SCHOOL COMMITTEE ADOPTS TENTATIVE FY20 BUDGET
JANUARY 7, 2019	DISTRICT ADMINISTRATION ADVERTISES FY20 BUDGET PUBLIC HEARING #1
JANUARY 16, 2019	SCHOOL COMMITTEE HOLDS FY20 BUDGET PUBLIC HEARING #1
JANUARY 16, 2019	SCHOOL COMMITTEE REVIEWS FY20 BUDGET RECOMMENDATION
JANUARY 29, 2019	DISTRICT ADMINISTRATION MAILES ADOPTED TENTATIVE FY20 BUDGET TO TOWNS
JANUARY 30, 2019	SCHOOL COMMITTEE REVIEWS FY20 BUDGET RECOMMENDATION
FEBRUARY 4, 2019	DISTRICT ADMINISTRATION ADVERTISES FY20 BUDGET PUBLIC HEARING #2
FEBRUARY 5, 2019	FY20 BUDGET PLANNING MEETING #2 WITH TOWN FINANCE COMMITTEES
FEBRUARY 13, 2019	SCHOOL COMMITTEE HOLDS FY20 BUDGET PUBLIC HEARING #2
FEBRUARY 13, 2019	SCHOOL COMMITTEE REVIEWS FY20 BUDGET FINAL RECOMMENDATION
FEBRUARY 13, 2019	SCHOOL COMMITTEE ADOPTS FY20 FINAL BUDGET
MARCH 15, 2019	DISTRICT TREASURER CERTIFIES FY20 APPORTIONED AMOUNTS WITH TOWNS
APRIL 6, 2019	ANNUAL TOWN MEETINGS



Capital Improvement Project List Updated

Key Assumptions

- **Time Frame:**
 - Covers the Fiscal Years beginning with FY20 and ending with FY23.
- **Scope:**
 - Facilities & Grounds
 - Technology
 - Food Service
 - Athletics
 - Master Plan
- **Definition:**
 - Tangible Assets that cost at least \$10,000 and have a useful life of at least 5 years.
- **Funding Sources:**
 - We have recommended that four (4) capital items (\$122,186) are funded through the FY20 District's Operating Budget.
 - For the remainder of the Projects on the list, funding sources for FY20 and beyond have not been specifically identified and may include Debt Exclusions, Grants, Donations, and the District's Operating Budget.

Hamilton Wenham Regional School District
Capital Improvement Project Summary as of December 19, 2018

Department	Project	Location	Total Est Cost	FY20 (Op)	FY20	FY21	FY22	FY23
Fac & Grds	New Roof	HS	3,000,000	-	-	-	-	3,000,000
Fac & Grds	Building Energy Management Systems*	HS / MS	375,000	-	375,000	-	-	-
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	80,000	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	67,895	-	67,895	-	-	-
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 2 Classroom Carpets with Tile	Cut	10,000	-	10,000	-	-	-
Fac & Grds	Classroom Shades	Cut, Buk, HS & MS	135,000	-	135,000	-	-	-
Fac & Grds	Admin Bldg Emergency Generator*	Admin Bldg	35,000	-	35,000	-	-	-
Fac & Grds	4 Autoscrubbers	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	26,936	-	26,936	-	-	-
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	Replace Buker Side Entryway and Handicap Ramp	Buker	80,000	-	80,000	-	-	-
Fac & Grds	Install new ADA Accessible Ramp off Primary Wing*	Winthrop	20,000	-	20,000	-	-	-
Fac & Grds	Cutler Fire Alarm System: Replace Panel and Devices*	Cutler	37,750	-	37,750	-	-	-
Fac & Grds	Buker Fire Alarm System: Replace Panel and Devices*	Buker	31,000	-	31,000	-	-	-
Tech	iPads for Students on Scholarship and F&RL	District	70,000	17,500	-	17,500	17,500	17,500
Tech	Classroom Hardware Refresh 4 year cycle (iPads)	District	259,000	-	42,000	84,000	70,000	63,000
Tech	Classroom Hardware Refresh 7 year cycle (Laptops & Labs)	District	228,825	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	204,688	37,216	37,216	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	-	-

Hamilton Wenham Regional School District
Capital Improvement Project Summary as of December 19, 2018

Department	Project	Location	Total Est Cost	FY20 (Op)	FY20	FY21	FY22	FY23
Food Svc	Kitchen Equipment	District	373,575	-	373,575	-	-	-
Subtotal Operating:			6,386,089	122,186	2,304,792	370,598	338,058	3,250,455
Master Plan	Classroom Furniture (Master Plan)	District	800,000	-	800,000	-	-	-
Master Plan	Longmeadow Property*	District	4,225,000	-	-	-	-	4,225,000
Master Plan	HS/MS Library Media Center Renovation (Master Plan)	HS / MS	2,460,000	-	-	-	-	2,460,000
Master Plan	Elementary Library Media Center Renovations (Master Plan)	Elem Schools	2,841,825	-	-	-	-	2,841,825
Subtotal Master Plan:			10,326,825	-	800,000	-	-	9,526,825
Athletics	Tennis Courts*	District	660,032	-	-	-	-	660,032
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:			9,408,188	-	-	-	-	9,408,188
Totals:			\$ 26,121,102	\$ 122,186	\$ 3,104,792	\$ 370,598	\$ 338,058	\$ 22,185,468

\$ 122,186 - A "green" shaded entry in FY20 denotes an expense that has been incorporated into the FY20 Operating Budget Recommendation.

\$ 2,861,042 - An "orange" shaded entry in FY20 denotes an expense that was requested and denied at April 2018 Town Meeting as a Debt Exclusion.

* - Denotes an expense that is either new to the list or the cost estimate has been revised and updated.

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

HAMILTON - WENHAM REGIONAL SCHOOL DISTRICT

2019-2020 School Calendar (DRAFT)

EXHIBIT H1

August 2019 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	TW	TW	SR	29	NS	31

September 2019 20 Days						
Su	M	Tu	W	Th	F	Sa
1	H	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	30					

October 2019 21 Days						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	TW	12
13	H	15	16	17	18	19
20	21	22	23	24	25	26
27	28	PTC	30	31		

November 2019 18 Days						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	PTC	6	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	ER	H	H	30

December 2019 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	19	ER	21
22	V	V	H	V	V	28
29	V	V				

January 2020 21 Days						
Su	M	Tu	W	Th	F	Sa
			H	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30	31	

August 26th - Opening Day Teachers
August 26th & 27th - Teacher Workshops
August 27th - Orientation Grades 6 & 9
August 28th - Opening Day ALL Students Return

HOLIDAYS & OTHER NO SCHOOL DAYS

August 30th - No School
September 2nd - Labor Day - Holiday
October 11 - Teacher's Workshop Day - No School for Students
October 14th - Columbus Day - Holiday
November 11th - Veterans' Day - Holiday
November 28th & 29th - Thanksgiving Holiday
December 24th - January 1st - Winter Recess
January 20th - Martin Luther King Jr. Day - Holiday
February 17th - 21st - Presidents Day Holiday & Mid Winter Recess
March 16th - Teachers Workshop Day - No School for Students
April 10th - Good Friday - Holiday
April 20th - 24th - Patriots Day Holiday & Spring Vacation
May 25th - Memorial Day - Holiday

RELIGIOUS OBSERVANCES - SCHOOL IN SESSION

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

September 30th - Rosh Hashana
October 9th - Yom Kippur
December 23rd - Hanukkah Begins
April 9th - Passover Begins

DISMISSAL TIMES

Wednesday Teacher Workshops

Elementary Schools: 12:45

MS/HS: 1:30 PM

ER: Early Release Schedule (no lunch served)

MRMS/RHS Dismissal Early Release 10:30 AM

Elementary Dismissal Early Release 11:15 PM

EARLY RELEASE DATES

October 29th & November 5th - Parent Teacher Conference/Elementary Only

November 27th & December 23rd

Last Day of School Early Release All Students/No Lunch Served

KEY GUIDE

PTC: Parent/Teacher Conferences Elementary Only

V: Vacation H: Holiday SR: All Students Return

TW: Teacher Workshop LD: Last Day

★ High School Graduation June 6, 2020

ER - Early Release All Levels

180th School Day 185th with 5 Snow Days

February 2020 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	H	V	V	V	V	22
23	24	25	26	27	28	29

March 2020 21 Days						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	TW	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020 16 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	H	V	V	V	V	25
26	27	28	29	30		

May 2020 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	H	26	27	28	29	30
31						

June 2020 11 Days + 5						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	★
7	8	9	10	11	12	13
14	180/LD	16	17	18	19	20
21	185	23	24	25	26	27
28	29	30				

July 2020						
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	30	31	

HAMILTON - WENHAM REGIONAL SCHOOL DISTRICT

2020-2021 School Calendar (DRAFT)

EXHIBIT H2

August 2020 1 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	TW	TW	27	28	29
30	SR					

September 2020 20 Days						
Su	M	Tu	W	Th	F	Sa
		1	2	3	NS	5
6	H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020 20 Days						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	TW	10
11	H	13	14	15	16	17
18	19	20	21	22	23	24
25	26	PTC	28	29	30	31

November 2020 17 Days						
Su	M	Tu	W	Th	F	Sa
1	2	PTC	4	5	6	7
8	9	10	H	12	13	14
15	16	17	18	19	20	21
22	23	24	ER	H	V	28
29	30					

December 2020 17 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	ER	V	H	26
27	V	V	V	V		

January 2021 19 Days						
Su	M	Tu	W	Th	F	Sa
					H	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 25th - Opening Day Teachers
August 26th - Teachers' Workshop - Orientation
(Grades 6 & 9 Students Only)
August 31st - Opening Day for All Students

HOLIDAYS & OTHER NO SCHOOL DAYS

September 4th - No School
September 7th - Labor Day - Holiday
October 12th - Columbus Day - Holiday
October 9th - Teacher Workshop - No School
November 11th - Veterans' Day - Holiday
November 26th & 27th - Thanksgiving Holiday
December 24th - January 4th Winter Recess
January 18th - No School - Martin Luther King Day - Holiday
February 15th - 19th Presidents Day Holiday & Mid Winter Recess
March 15 - Teacher Workshop - No School
April 2nd - Good Friday Holiday
April 19th - 23rd Patriot's Day Holiday and Spring Vacation
May 31st - Memorial Day - Holiday

RELIGIOUS OBSERVANCES - SCHOOL IN SESSION

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

September 19th - Rosh Hashana
September 28th - Yom Kippur
December 11th - Hanukkah Begins
March 28th Passover Begins

EARLY RELEASE DATES

October 27nd & November 3rd - Parent Teacher Conferences (Elementary Only)

November 25th
December 23rd
Last Day of School

DISMISSAL TIMES

Wednesday Teacher Workshops

Elementary Schools: 12:45

MS/HS: 1:30 PM

ER: Early Release Schedule (no lunch served)

MRMS/RHS Dismissal Early Release 10:30 AM

Elementary Dismissal Early Release 11:15 PM

KEY

ER: Early Release All Levels

TW: Teacher Workshop/No Students

PTC: Parent/Teachers Conferences Elementary Only

V: Vacation H: Holiday

★ High School Graduation **Saturday, June 5**
180th School Day 185 with 5 Snow Days

February 2021 15 Days						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	H	V	V	V	V	20
21	22	23	24	25	26	27
28						

March 2021 22 Days						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	TW	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021 16 Days						
Su	M	Tu	W	Th	F	Sa
				1	H	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	29	30	

May 2021 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
30	H					

June 2021 13 Days						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	★
6	7	8	9	10	11	12
13	14	15	16	180/LD	18	19
20	21	22	23	185	25	26
27	28	29	30			

July 2021						
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	30	31

LEGAL NOTICE

**WARRANT FOR ELECTION OF MEMBERS
OF THE HAMILTON-WENHAM REGIONAL
SCHOOL DISTRICT COMMITTEE**

Essex, ss.

To the Secretary of the Hamilton-Wenham Regional School District Committee:

GREETINGS:

Pursuant to Section 1 (D) of the Hamilton-Wenham Regional School District Agreement, you are hereby directed to notify the registered voters of the Towns of Hamilton and Wenham, Essex County, Massachusetts, that the Hamilton-Wenham Regional School District Committee is seeking candidates for election to membership on the Hamilton-Wenham Regional School Committee. The number of members elected in 2019 shall be three members; each for a term of three years.

Nomination papers for prospective candidates will available beginning on January 11, 2019 at the Hamilton-Wenham Regional School District Offices, 5 School Street, Wenham. The candidate must first bring the nomination papers to their respective Town Clerk to be certified that they "the candidate" is a registered voter before gathering the signatures of at least 40 registered voters from either the Towns of Hamilton and/or Wenham. The papers must be returned with at least 40 registered voters' signatures from either the Towns of Hamilton and/or Wenham on or before 5:00 PM on Monday, February 25, 2019.

You are hereby directed to serve this Warrant by posting attested copies thereof in at least one public place in each of the member towns of Hamilton and Wenham and by publishing at least once in a newspaper of general circulation in the District at least seven days before first date nominations will be accepted.

Given under our hands this 19th day of December in the year 2018.

David Polito

Gene Lee

Michelle Bailey

Peter Wolczyk

Kerry Gertz

Jeanise Bertrand

A majority of the members of the Hamilton-Wenham Regional School District Committee.

Stacey Metternick, Secretary Hamilton Wenham Regional School Committee



To: Hamilton Wenham Regional School Committee

From: Michael M. Harvey, Ed.D.

Date: November 8, 2018

Re: Report of Changes to School Handbooks for 2018-2019

As per School Committee Policy C3013 "Rules Pertaining to Staff and Student Handbooks," I am pleased to provide this report on changes to the school handbooks for the 2018-2019 school year.

1. Elementary Schools. No substantive changes were made for the current school year.
2. Miles River Middle School made the following changes:
 - a. Cell Phone Acceptable Use Guidelines were changed. On second offense, a parent will need to pick up a students' phone that has been confiscated from the main office. A separate sheet with the cell phone information was sent home with the handbook sign off form for students and parents to sign to support their understanding. This was also explained to all students during the first day of school.
 - b. Under Report Cards/Honor Roll language added "Violations of the academic integrity policy may result in removal from honor roll status." Violation steps for violation of the academic integrity policy were updated.
3. Hamilton-Wenham Regional High School made the following changes:
 - a. Health Services. Added language related to mandatory health screenings for students and opt out process. Revised language around dispensing medication to students.
 - b. Credit Recovery. Added information around allowing students to recover credits lost to failure through Educere, an online educational program.
 - c. Added language outlining procedural protections for students with disabilities who are subject to school discipline.
 - d. Added Appendix H outlining the Seal of Biliteracy Diploma Endorsement

Donations

School Committee Meeting
December 19, 2018

The Comparato Family	\$600.00
• Girls Basketball – Shooter Warm up Shirts	
The Friends of Winthrop	\$310.00
• Bus transportation to the Christmas Carol	
Girls Basketball Boosters	\$1,400.00
• Funding for .5 Assistant Coach	
Fine Arts Auction Item	\$2,500.00
• Auction Item Winner-Curt Alexander	
Hockey Boosters	\$2,000.00
• To defray costs of user fees	

November 8, 2018

From: Lisa Fibbe

Hamilton Wenham Girls Basketball Boosters

995 Bay Rd. Hamilton, Ma. 01982

To: Hamilton Wenham School Committee

5 School St. Wenham, Ma. 01984

Dear Hamilton Wenham School Committee,

My name is Lisa Fibbe and I am currently the parent in charge of The Hamilton Wenham Girls Basketball Boosters. I am writing today to inform you of a donation from our booster group to the HWRSD with the purpose of funding a half time assistant coach for the 2018-2019 basketball season. We would like to make a donation in the amount of \$1400.00. This position will facilitate in the management of our High School Girls Basketball program and provide needed assistance to our head coach.

Thank you for your support of our program

Sincerely,

Lisa M. Fibbe

HW Girls Basketball Boosters